

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 <u>https://supplier.samsclub.com</u> 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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Welcome to Sam's Supplier Hub Performance Single Item Inventory update Bulk Item Inventory Update Single Order Fulfillment Bulk Order Fulfillment Canceling Orders Lead Time Smart Inventory Supplier Management Returns Processing 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

501	cen			
۹	Key Performance Indicators (V	Veek 9 : 03-26-2022 → 04-01-20	22)	
 (a) (b) (c) (c)	96.75% Network OTS	97.36% Network OTD	93.4% Network Fill rate	60 Network NPS
୍ତ ଜ	Alerts as on Tue Apr 5, 2022			
↑↓ ■	90398 Open orders	-29.47% DoD open orders	3978 OOS items	12.97% Network OOS
© ¢	Alerts as on Tue Apr 5, 2022 9	0:04 AM		
2±	6 Pending LT requests			

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

Weekly Performance Report					
Mar 28 to Apr 3, 2022					Show Detailed Report
Return Rate O. 2% View Oxfolds View Oxfolds	Net Promoter Score 12 112.0% View Details View Details View Details	75.46% [•] _{29.39%}	On time Shipment 70.84% A 35.27% View Datalis	Cancellation Rate 3.22% 1.14% Vew Details	

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

Weekly Performance Report							Show Detailed Report
Mar 28 to Apr 3, 2022	~						
	Return Rate O. 2% J.51% View Datalis	Net Promoter Score 12 112.0% View Details	Fil Rate 96.78% 1.14% View Details	On-time Delivery 75.46% 29.395 View Details	On-time Shipment 70.84% 35.27% View Details	Cancellation Rate 3.22% 1,14% View Details	

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 dropdown menu's
 - Once selections have been made, users can choose to view comparisons to previous week and same week/previous year.

Detailed Performance Performance Types	Report * 2021 * Aurth All All	×	. Developed 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 dropdown 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	e Report		
Performance Types OTD			d, Download Report
Compare to previous week	k 🔽 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 🧿	Shipnode name or id
	To get started, please select a supplier & ship node
Overview:	Access inventory details by fulfillment center, if more than one fulfillment center used.

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 🕥	KETER US INC (730486)	Shipnode name or id
To get started, please sele	ct a supplier & ship node	
i o get started, presse sere	et a supplier of ship hode	

• 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

Items 122 results				1 Enter item ids separated	by commas (max 25) Q	4	Î
Item Name	UPC	Item ID	Vendor Stock ID	Available to Sell	On Order	Available I	nventory
SEATING SET LIMOUSINE	73116103093	153175	17191806	0	0	0	1
KETER	73116102375	610701	17181074	0	0	0	1
OVAL FLEXTUBE 2 PACK	40615975149	597514	356630.3	0	0	0	1
150GL DECK BOX	73116102874	513057		0	0	0	1
4X6 PENT SHED	73116102661	90612	17361101	0	0	0	1
WOODLAND SHED	73116103663	513036	17197013	0	0	0	1
Infinity 8' x 6' Resin Storage Shed	73116103128	165640	17190649	0	0	0	1
FLEXI-TUB 2 PACK 43 LITER	40610658969	65896	0	0	0	0	1
CORFU SEATING SET	73116103472	513010	17193504	0	0	0	1
Bellevue Resin Storage Shed	73116102864	165665	17190650	0	0	0	1
RAINBOW PLANTERS 5PK	73116103732	709395	17197839	0	o	0	1
FLEXI-TUB 2 PACK 43 LITER	40610637489	63748	0	0	0	0	1

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

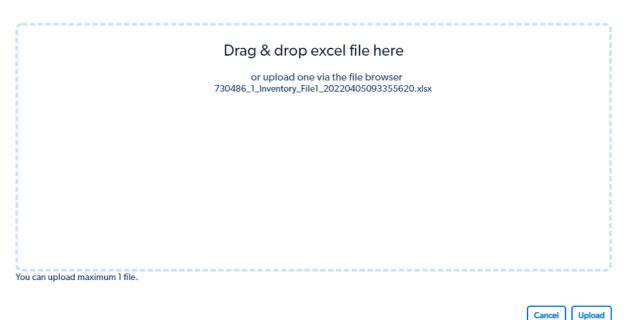
	le is ready								
Active									
ltems 122 results			Enter item ids separated by commas (d by commas (max 25) C	(max 25) Q 🛓 1		
Item Name		UPC	Item ID	Vendor Stock ID	Available to Sell	On Order	Available	Inventory	
SEATING SET LIM	MOUSINE	73116103093	153175	17191806	0	0	0	1	
KETER	DSV Operation	ations 75	610701	17181074	0	0	0	1	
OVAL FLEXTUBE		40012372149	597514	356630.3	0	0	0	1	
150GL DECK BOX	x	73116102874	513057		0	0	0	1	
4X6 PENT SHED		73116102681	90612	17361101	0	0	0	1	
WOODLAND SH	ED	73116103663	513036	17197013	0	0	0	1	
Infinity 8' x 6' Res	sin Storage Shed	73116103128	165640	17190649	0	0	0	1	
FLEXI-TUB 2 PACE	K 43 LITER	40610658969	65896	0	0	0	0	1	
CORFU SEATING	SET	73116103472	513010	17193504	0	0	0	1	
Bellevue Resin St	torage Shed	73116102864	165665	17190650	o	0	0	1	
RAINBOWHLANT	TERS 5PK	73116103732	709395	17197839	0	0	0	1	
FLEXI-TUB 2 PACE	K 43 LITER	40610637489	63748	0	0	0	0	1	
Rows per page:	25 -					1-25 of 122 <	1 2 3	5	

- 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)

🕐 Data Classification: 🧧 Sensitive 🧨 Non-Sensi							Highly Sensitive -	Î	
A	В	С	D	E	F	G	н		L
1 ShipNode	MDSFAMID UPC	-	Item Id 🛛 💌	Vendor Stock ID	Name	r On Order 🛛 💌	Available To Sell 🔹	Qty 🔽	AbsoluteAdjustment 💌
2 012345_1	54129443	65226883003	980129586	BBWG07350-SM	description 1	0	0	0	
3 012345_1	53781299	65226882713	980075263		description 2	0	0	0	
4 012345_1	56485071	8300921127	980340677		description 3	25	21	46	
5 012345_1	56485074	8300921147	980340678		description 4	48	367	415	
6 012345_1	54129447	65226883004	980129588	BBWG07350-LXL	description 5	0	0	0	
7 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
 - o Once selected, file name is shown and user can click on Upload
 - Important note users can only upload one file at a time

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

- 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

	ders 5 results		PO	PO number v Enter purchase order Q =				
	Order status Select status	~	Order dates From	To E	Ship dates From	To	Reset all Apply	
	PO Number	Order Date 🔱	Shipping Date	Delivery Date	Status	SO Number	Retail Cost Gift	
	6477040803	03/20/2022	03/22/2022	03/24/2022	Acknowledged	9836017681-001	\$489.90	
	6477043815	03/20/2022	03/22/2022	03/25/2022	Acknowledged	9836169819-001	\$295.36	
	6477043929	03/20/2022	03/22/2022	03/25/2022	Acknowledged	9836184030-001	\$938.29	
	6477044341	03/20/2022	03/22/2022	03/25/2022	Acknowledged	9836200956-001	\$342.31	
	6477044711	03/20/2022	03/25/2022	03/29/2022	Acknowledged	9836224984-001	\$1975.18	
	1927060008	03/22/2022	03/24/2022	03/29/2022	Acknowledged	9836652459-001	\$1142.07	
	2677106313	03/29/2022	03/24/2022	03/28/2022	Acknowledged	7157722113-001	\$270.60	
	1927061395	03/22/2022	03/24/2022	03/29/2022	Acknowledged	9836729400-001	\$329.94	
-	1007000700	00 /00 /0000	00/04/0000	00/00/0000		0000704540.003	*****	

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 status	Order info	Order from Order to	Ship from Ship to
Acknowledged	PO number A Enter purchase order	Select date 📋 Select date	Select date 📋 Select date 🛗
Pending acknowledgement	PO number		
	S0 number		Clear options Search
	SKU Id		
All Active (843) Past Due (0) Due Today (0) Pending Acknowledgment (843)	Vendor stock ld		🛿 Edit orders 🛛 🖉 Print Pick List 📃 上 Download 🛛 🍸 Bulk Update

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

Ore	Back to Fulfilment er 1 of 25 # 4025744553								< P	revious 1 ,	lext >
	© Order Details Os #025744553 IO# 7099580162	Crotered: Oct 23, 2021 09:24 AM Ship by: Nov 01, 2021	3	Ch shipping info Kimberly Downey 812 HICKORY STMARSHALLIL.62441	③ Status ③ PENOING		2	Acknowledge Cancel Order			
	 Release 1, PO# 4025744553 Rems to Fulfill 										
4	ITEM SESCRIPTION TEM SESCRIPTION FreeCountryGirlsStotHeatandGloveSetPinkL/St.					175M ID 980340993	sku ib sku26366075	uPC 8300921146	ORDERED	PENDING 1 Nip Selected Re	1

- 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 trac One or more items below are not eligible for autor Manually enter in shipping details		ion			
ITEM DESCRIPTION	ITEM ID	PENDING	SHIPPING	Carrier FedEx Ground	-
DSV Ops test item	980340693	1	1	Tracking number 123456789123	
				Update items a	s 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

■ sam's club ♦ Supplier Hub			Richard Bransm Sign Out
Fulfillment Vedor 22315.1)			Search Vendor:
Active Orders (849) Closed Orders (3844)			
Order search 🐱			
All Active (849) Past Due (0) Due Today (0) Pending Acknowledgment (849)			🕃 Edit orders 🖉 Print Pick Lint 📃 🕹 Downlead 🕆 Bulk Update
Order Date → Shipping Date Delivery Date	Status	SO Number PO Number	Retail Cost Gift

- 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 "graband-drag" feature (or double-click) will allow users to add the same status to all orders need updating.
 - Copy/paste does NOT work
 - o 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 1	FedEx Ground	Acknowledge	1		
Various items ordered are	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	32456125468
various items of dered are	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	34987983892
blocked to protect privacy of	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	3548794598
blocked to protect privacy of	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	3598741381
	2	PedEx Ground	Cancel	2	2	
supplier data used for this	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	35798951456
	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	687498531
example – SamsClub.com	1	FedEx Ground	Ship	1	FedEx Ground(3001_3000)	3687498514
example sumserus.com	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				

- 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

03	Bulk Update Orders	×
04		
)3	Drag and drop an Excel file here or click to browse	
05		
)4	DSV locations.xlsx	
05		
)3	You can upload maximum 1 file.	
03	× Close 🗸	Upload

- 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

\Box Order Date \downarrow	Shipping Date	Delivery Date	Status Click on Po Number	SO Number for order you wish to fulfil	P0 Number	Retail Cost	Gift
01/25/2021	01/27/2021	02/12/2021	PARTIALLY DELIVERED	6395775547-001	2772506902	\$94.34	
02/16/2021	02/18/2021	02/24/2021	PARTIALLY DELIVERED	6330254350-001	6622722204	\$1106.75	
03/18/2021	03/23/2021	04/22/2021	Ø ACKNOWLEDGED	6451931366-001	2373047829	\$114.16	
03/18/2021	03/23/2021	04/21/2021	Ø ACKNOWLEDGED	6340384996-001, 634038499	6923050351, 6923050337	\$94.98	
03/18/2021	03/23/2021	04/22/2021	Ø ACKNOWLEDGED	6518018432-001, 651801843	6923051445, 6923051403	\$74.88	
03/18/2021	03/23/2021	04/20/2021	Ø ACKNOWLEDGED	6228874622-001	6923053161	\$63.99	
03/18/2021	03/23/2021	04/22/2021	Ø ACKNOWLEDGED	6414075454-001, 641407545	6923053212, 6923053166, 6923	\$68.34	
03/19/2021	03/23/2021	04/22/2021	⊘ ACKNOWLEDGED	6168396050-001	4123028542	\$73.83	
03/19/2021	03/23/2021	04/21/2021	O ACKNOWLEDGED	6378512228-001, 637851222	4973070207, 4973070219	\$169.69	

Step 2: Select checkbox to enable ship selected items 2.1: Click on checkbox

Back to Fulfiliment					
order 1 of 25 PO # 2772506902					✓ Previous Next →
☐ Order Details PO# 2772506902 SO# 6395775547	런 Dates Ordered: Jan 25, 2021 02:05 PM Ship by: Jan 27, 2021	C Shipping Info Ariana Andrade 2114 QUINCY AVE,OGDEN,UT,844	@ Status		
∧ Release 1					
Items to Fulfill					
ITEM DESCRIPTION		ITEM ID	SKU ID	UPC	ORDERED PENDING
RosesYellow50Stems		221671	sku11984041	40632216719	2 1 :
Check the checkbox to enable Ship Selected Items					Ship Selected Items
Shipment 1			Carrier: Shij	p Date: 09 Feb, 2021 Tracking Number: 1	Z66753ED371726487 🛛 🖨 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					(P	Previous	Next)
☐ Order Details PO# 2772506902 SO# 6395775547	 Dates Ordered: Jan 25, 2021 02:05 PM Ship by: Jan 27, 2021	Cà Shipping Info Ariana Andrade 2114 QUINCY AVE,OGDEN,UT,84401	② Status				
∧ Release 1							
Items to Fulfill							
ITEM DESCRIPTION		ITEM ID	SKU ID	UPC	ORDERED	PENDING	
RosesYellow50Stems		221671	sku11984041	40632216719	2	1	:
			Ship Selec	ted Items will enable,click to show popup	→ 📮	Ship Selected	Items

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 t Billed through Sam's Club Carrier account (Col Manually enter in shipping details Shipping account: Sam's Club (Collect)		account (Prepaid)	1	
ITEM DESCRIPTION	ITEM ID	PENDING	SHIPPING	Special attributes
BulkEvent6570cmRosesPeach100Stems SKU: 114434	771658	4	4	 Contains alcohol Signature required Contains hazardous materials
				Slick 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	Re QTY SHIPPED	e-donwload generated label
BulkEvent6570cmRosesPeach100Stems	771658	114434	81200001420		10	1	

- 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 of	n Register now a	nd register carrier account			
You do not have carrier account added yet. Register now							
Item id	Item description	Pending	Shipping	Special attributes			
181729	Women's Fleece V-Notch Sweatshirt SKU - sku3384066	10	10	Contains alcohol			
181730	100NaturalBottledSpringWater - 20oz24pk SKU - sku3384284	1	1	Contains hazardous materials			
				Print & Ship			

4.2 If already registered

Shipping Details	Shipping Details Automatic shipment for collect and prepaid combination					
Automatically select carrier and Billed through Sam's Club Carrier a Manually enter in shipping detai	account (Collect) or S	number Supplier's account (Pr	epaid)			
Please select appropriate accor Collect (2) Prepaid (1) Billing through your supplier carrier	account 98901431	5 🌶		ciated items		
ITEM DESCRIPTION RosesGreenWhite125Stems SKU: 172740	702498	9	SHIPPING 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

o Cli	ck "Cancel Order" butto	on					
← SO number: 98	40189122 Acknowledged					Cancel o	order
 Dates Ordered: Apr 06, 2022 09:11 AM Ship by: Apr 08, 2022 PO number : 7677158395 	 Shipping address Kristine Driver 2042 BRITTLE WOOD CT,NORTH AUGUSTA,SC,29860 	mber of releases					
 Pending items 1 items 							Ship now
Item name		Item ID	SKU ID	UPC	Ordered	Pending	Gift message
DSV Test Item 1		980057497	sku21915860	73116104959	1	1	

• User will be prompted to confirm cancellation

	980340693	
Are you sure you want to cancel this	order?	×
Once cancelled, it cannot be undone.		
No, don't cancel this order	Yes, cancel this or	der

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

der Details 573788480 651786278	Dates Ordered: May 04, 2021 01:36 PM Ship by: May 07, 2021	C: Shipping Info Henry Lee 8623 SEMINOLE TRL, RUCKERSVILLE, VA, 22968	Ø Status			\backslash
lease 1 , PO# 6573788480						
is to Fulfill						
ITEM DESCRIPTION			IT DM ID	SKU ID	UPC	ORDERED PENDING
			980213079	sku21164193	4159425128	2 1
ment 1				Carrier:	Ship Date: 04 May, 2021 Tracking Number: 81	
EM DESCRIPTION	ITEM ID	SKU ID	LPC	QTY ORDERED	GTY SHIPP	59
artFoamCarCupWhite32oz400ct	980213079	sku21164193	4159425128	2	1	

 \circ ~ User is prompted with pop-up window for action

U ID	UPC	ORDERED	PENDING	
u21164193	4159425128	2	1	:
		Cancel uni	it(s) for this i	tem

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

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) 				Current lead time :5	days Set Lead Time
Request by	Request on	Requested Lead time	Status	Rejection reason by Vendor	Rejection reason by Admin
	No	lead time requests m	nade in the past we	ek	
Pooler, GA (123456_s)				Current lead time :5	days Set Lead Time
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

		\backslash			
Chino, CA				Current lead time	5 days Set Lead Time
Request by	Reque	Lead time change request	× \	on reason by Vendor	Rejection reason by Admin
(730486_2)		Requested lead time for (730486_1)	days	Current lead time	:5 days Set Lead Time
Request by	Reque	Cancel	Submit request	on reason by Vendor	Rejection reason by Admin

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

Cu	rrent lead time	Lead time changes	for past week				
	1 day	Requested on	Requester	Requested LT	Status	Vendor reason	Rejection reason
	Set Lead Time	10/30/2021	Richard.Brana	1 day	Ø VERBARD		

Feed Status

Suffix Curry Supplier Hub Supplier Hub Supplier Hub Supplier Hub Supplier Hub Supplier Hub Supplier Hub Supplier	C 🛆 🔒 supplier.samsclub.com/feed								☆ 27 15 18
Balance Status	sam's club 🔇 Supplier Hub								Q Richam Sign Out
Separate Spin start to separat Spin start to separate <t< th=""><th>status</th><th></th><th></th><th></th><th></th><th></th><th></th><th>Search Vendor</th><th>7</th></t<>	status							Search Vendor	7
Separate Spin start to separat Spin start to separate <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>									
Name Game 27/07,2,1)-webty, /Ne,3,1,21 27/07,2,3 NMM/NOR* 20 00,1152525 C maccaso 40 40 0	ge contains the status of every bulk update file, used ng as well.	l in Samis Supplier Hub, in both Fulf	fillment as well as inventory. You can downic	oad the error report for each of those	bulk updates, and retry		Search Feed		
Display Display <t< td=""><td>ad Details</td><td>Ship Node ID</td><td>Module</td><td>Received</td><td>Status Submit</td><td>rd Processed</td><td>Pending</td><td>Errors</td><td>Actions</td></t<>	ad Details	Ship Node ID	Module	Received	Status Submit	rd Processed	Pending	Errors	Actions
b essets-weis-weis-weis-weis-weis-weis-weis-wei	iame: Sams 271072_3_inventory_File_8_14_21 0: 0504e144-0505-4799-832e-05e901100051	271072_3	INVENTORY	29 Oct, 21 15:25:25	© PROCESSED 40	40	0	0	击 莘
Roosperpage 25 + 12.072 <	iame: Sams 271072_6_Inventory_File_8_14_21 0: dc5de02b ab5e-faca 8e19-58125ae7e2a2	271072_6	INVENTORY	29 Oct, 21 15:14:14	© processed 40	40	0	0	÷. 7
								Rows per page:	25 - 1-2 of 2 < 1
€ Det Unit	2 Konst Magt				© 2011 Savis Cub. All rights	srred.			

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

<	sam's club 🔇 Supplier Hub	A Pradeep Kadnor Sign Out
Image: Performance Image: Performance	Start inventory tandang page links highlighted	Sign Out
Need Holp?	© 2021 Sam's Club. All rights reserved.	

- Smart Inventory page categories tab there are two options for suppliers to use to take action by:
 - Choose the level to work at
 - \circ Category level
 - \circ Item level
 - \circ 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

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mart inventory									
is page contains alerts info across differences u can download associated report, make ategories Suppliers Items		itback. per	ser can filter recor itegory , status (lo						
Categories All		Subcategories All	•	Status		~	Reset	Apply	
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 个	00S% 🔱 🚺	Revenue loss 🔱 访	No of alerts 🛧	
Books (70)		Video Game Hardware (38)			Ø 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)			Ø IN STOCK	1.09%	\$1,565,004.81	25	
Snacks (58)		Dot Com - Dsv (91)			O LOW STOCK	27.12%	\$1,407,702.82	45	
Restaurant Supplies (53)		Dot Com - Dsv (91)			O LOW STOCK	35.53%	\$1,389,388.28	266	
Home Improvement (11)		Garage Org (6)			O 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)			O LOW STOCK	49.34%	\$1,069,522.75	151	
Need Help? vities (7)		Year Round - Swing Sets (17)			O 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)

= sam's club () Supplier Hub

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Smart inventory								
This page contains alerts info across You can download associated report,								
Categories Suppliers Item		items tab will highlight and tem alerts					Apply/reset filters after se	ection from dropdown
Categories All	Ŧ	Subcategories All	Suppliers All	Ţ	Status All	•	Reset	Apply
Search		Q Search items by name or id		Sorting on all colu	mns by default status is sor	ted from low stock to	instock	Jownload
ltem 🛧	Quantity	Category 1	Subcategory 🔨	Supplier 🔨	Status 🗸	00S date	Revenue loss (j)	Actions
Pagosa 2pc Pink (980252455)	0	Domestics (21)	Luggage (38)	Traveler's Choice (734152)	O LOW STOCK	2021-10-27	\$0.00	0:
8 Tight Top Mattress (185863)	0	Mattresses (60)	Full (2)	Zinus Inc (232341)	() LOW STOCK	2021-10-27	\$12,666.73	2
Dualhd Ck Digiair 11 (9802244	0	Mattresses (60)	Specialty Mattress (13)	Innomax Corporation (73822	() LOW STOCK	2021-10-27	\$0.00	2:
Sleep Innovations 14 (9802800	0	Mattresses (60)	King (4)	Fxi, Inc. (470484)	() LOW STOCK	2021-10-27	\$0.00	2
Harrris 3pc Set (511442)	0	Furniture (17)	Living Room (17)	Lifestyle Solutions (542921)	() LOW STOCK	2021-10-27	\$4,893.00	2:
Need Help? Ch (980333	0	Furniture (17)	Entertainment (36)	Factory Direct Wholesale Llc	() LOW STOCK	2021-10-27	\$0.00	2 :

- Taking action item tab Pausing alert •
 - o Click on update icon under Actions
 - Users can choose to Pause or End
 - Pause two possible choices
 - \circ User will be prompted to identify if item is going to be replenished
 - \circ 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.
 - \circ If No, user will be prompted to choose the number of weeks that this low instock or out-of-stock alert is paused. Choices are from 1 - 4 weeks.
 - Once selections are made, click on Apply

ategories Suppliers <u>Item</u>	S						going replenish	and select date	with Yes/No selection			
Categories All	•	Subcategories All		•	All	rs	· / i	Status All	•	Reset	Appl	ıly
Search	Quantity	Q Category ↑	_				PC PINK (980252455)	×	OOS date	Revenue loss	L Dov	wnload
Pagosa 2pc Pink (980252455)	0	Domestics (21)	Yes No						2021-10-27	\$0.00	2 :	
8 Tight Top Mattress (185863)	0	Mattresses (60)	Replenis	hment date					2021-10-27	\$12,666.73	2 :	
Dualhd Ck Digiair 11 (9802244	0	Mattresses (60	October 20:	21 -	т	<			2021-10-27	\$0.00	2 :	
Sleep Innovations 14 (9802800	0	Mattresses (50	5 M	1 1		2	Cancel	Apply	2021-10-27	\$0.00	2:	
Harrris 3pc Set (511442)	0	Furniture (17)	3 4	5 6	7		Lifestyle Solutions (542921)		2021-10-27	\$4,893.00	2 :	
Nfl Gaming Office Ch (980333	0	Furniture (17)	10 11 17 18	12 13 19 20	14 1 21 2		Factory Direct Wholesale Llc		2021-10-27	\$0.00	2 :	
Gap Crd Short Sil 16 (9803145	0	Ladies Apparel		26 27	28 2	9 30	Fam Lic (801084)		2021-10-27	\$0.00	2 :	
• Need Help? 30229355)	0	Mattresses (60	31				Zinus Inc (232341)	() LOW STOCK	2021-10-27	\$0.00	2 :	

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Categories Suppliers Items	<u>.</u>							
Categories	•	Subcategories	Suppliers All	•	Status All	•	Reset	Apply
Search		Q	Item is not replen of weeks alert will selected week	ish until number suspend till				上 Download
ltem 🛧	Quantity	Category 🛧	Subcategory A	Supplier 🛧	Status 🗸	OOS date	Revenue loss 🕕	Actions
Pagosa 2pc Pink (980252455)	0	Domestics (21)	Pause an alert for PAGOSA 2	, ,	×	2021-10-27	\$0.00	12 1
8 Tight Top Mattress (185863)	0	Mattresses (60)	Do you know when this item is g O Yes	joing to be replenished?		2021-10-27	\$12,666.73	12 I
Dualhd Ck Digiair 11 (980224482)	0	Mattresses (60)	No Period of suspension-			2021-10-27	\$0.00	⊠ !
Sleep Innovations 14 (98028009	0	Mattresses (60)	1 week	Cancel		2021-10-27	\$0.00	2
Harrris 3pc Set (511442)	0	Furniture (17)	2 weeks 3 weeks	Cancer	Apply	2021-10-27	\$4,893.00	2
Nfl Gaming Office Ch (98033398	0	Furniture (17)	4 weeks	y Direct Wholesale Llc (O LOW STOCK	2021-10-27	\$0.00	
Gap Crd Short Sil 16 (980314582)	0	Ladies Apparel (33)	Fall Shorts (48)	Fam Llc (801084)	O LOW STOCK	2021-10-27	\$0.00	2
12in Olive Oil F (980229355)	0	Mattresses (60)	Full (2)	Zinus Inc (232341)	O LOW STOCK	2021-10-27	\$0.00	0 :
Ob Defxt Verboten Bk (9803600	0	Ce Accessories (86)	Phone Cases (16)	Ingram Micro Inc (511873)	O LOW STOCK	2021-10-27	\$0.00	2:
Radford Tub Chair (321457)	0	Furniture (17)	Seating (16)	Elements International Group,	O LOW STOCK	2021-10-27	\$0.00	2
Need Help? (980317247)	0	Sporting Goods (9)	Spring - Performance Apparel	Mahco Inc (739185)	O LOW STOCK	2021-10-27	\$0.00	

- 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
 - $\ensuremath{\circ}$ This will allow Merchant teams to update item status and have item removed from site
 - Non-replenishable item
 - \circ This option is used for items that Merchants/Suppliers no longer wish to have on our site

≡ sam's club 🔇	Supplier Hu	b					¢	Pradeep Kadnor Sign Out
Categories Suppliers Items	-							
Categories All	¥	Subcategories	Suppliers All	•	Status All	•	Reset	Apply
Search		Q		n is deactivated or non replensible. Al alerts will receive after clik on apply.	erts for this item will cor	npletly		
Item 🛧	Quantity	Category 🛧	Subcategory 🛧	Supplier 🛧	Status 🕹	OOS date	Revenue loss (j)	Actions
Pagosa 2pc Pink (980252455)	0	Domestics (21)	End an alert for PAGOSA 2PO	C PINK (980252455)	×	2021-10-27	\$0.00	2 :
8 Tight Top Mattress (185863)	0	Mattresses (60)	Why do you want to end this ale	ert?		2021-10-27	\$12,666.73	2 :
Dualhd Ck Digiair 11 (980224482)	0	Mattresses (60)	 Deactivated / End of life Non-replenishable item 			2021-10-27	\$0.00	2 :
Sleep Innovations 14 (98028009	0	Mattresses (60)		Cancel	Apply	2021-10-27	\$0.00	2 :
Harrris 3pc Set (511442)	0	Furniture (17)	Living Room (17)	Lifestyle Solutions (542921)	O LOW STOCK	2021-10-27	\$4,893.00	2 :
Nfl Gaming Office Ch (98033398	0	Furniture (17)	Entertainment (36)	Factory Direct Wholesale Llc (O LOW STOCK	2021-10-27	\$0.00	2 :
Gap Crd Short Sil 16 (980314582)	0	Ladies Apparel (33)	Fall Shorts (48)	Fam Llc (801084)	O LOW STOCK	2021-10-27	\$0.00	2 :
12in Olive Oil F (980229355)	0	Mattresses (60)	Full (2)	Zinus Inc (232341)	O LOW STOCK	2021-10-27	\$0.00	2 :
Ob Defxt Verboten Bk (9803600	0	Ce Accessories (86)	Phone Cases (16)	Ingram Micro Inc (511873)	O LOW STOCK	2021-10-27	\$0.00	2 :
Radford Tub Chair (321457)	0	Furniture (17)	Seating (16)	Elements International Group,	O LOW STOCK	2021-10-27	\$0.00	2 :
Need Help? 	0	Sporting Goods (9)	Spring - Performance Apparel	Mahco Inc (739185)	O LOW STOCK	2021-10-27	\$0.00	2

Report Request

ort requests									
ige contains report request initiat n download report anytime for up	ted by you in different modules. to 48 hours for successful requests and retry for requests having error status.					Search Report			
quested time	Request number	Supplier id	Ship node id	Module	File name		Status	Action	
30/2021 13:07:01	34bd9bd6-bf1f-47b7-ab0e-e6663c769411	92315	92315_1	Fulfillment	92315_1_Order_File1_20211030130	701693.xlsx	COMPLETED	👌 Download report	
30/2021 13:06:44	6f639776-a14b-48a3-8974-79592fc97bff	92315	92315_1	inventory	92315_1_Inventory_File1_20211030	130644956.xisx	COMPLETED	🛓 Download report	
							Rows per page:	25 • 12 df 2 <	

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.

0	ashboard Trail Blazer Sam's 🗙	+			
(→ C ☆ ê vendorbude	dy-stg.cld.samsclub.o	:om/dashboard		
SSH	Dashboard				Trail Bla
Q					
ŵ					
1.					
₽ €	Fulfillment				
\$	Order fulfillment	_	Click on Supplier management menu under Fulfilment to view the ship node		
	Lead time			3.	
	Supplier management				
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0	Supplier management Trail B	+		
÷	→ C A n vendorbu	iddy-stg.cld.samsclub.com/supplier-mgt		
SSH	Supplier manage	ment ()		Trai
ব ক্ল	Trail Blazer 8 shipnodes	Click on the expand down icon to view the ship node details and change log		
	✓ Dallas, Texas (14071_8)			
▦	V Doral, California (14071_4)			
Cª €	City, Colorado			
\$	Order fulfillment Lead time			
	Supplier management	ttle		
	123, Delaware (14071_5)			
	Doral, Colorado (14071_3)			
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SSH		Supplier management(3						Tra
Q 企		rail Blazer							
۵.	/	Dallas, Texas (14071_8)							
₽ 10 10		C Address Address type: US Reside Address: Red Iane APt 1 City: Dallas		Operational information Working days: Monday, Tuesday Local cut-off time: 5:00 PM (CST) Lead time: 1 day		Icocal support c Name: Ashley Role: manager Email: ashley@123.		Click on this button to Deactive node by giving a mandatory re pop up.	
•		State: Texas Zipcode: 50230 Country: USA		Deactivate shipnode				×	
		Change log		This will raise the request for admin to deac	tivate shipnode. Please mal	ke sure description is co	rrect.		
		Request date	Request type	Description	Shipnode is under	progress			Prop
		09/14/2022	New Shipnor						
		Devel Cellfornia			26/255				
		Doral, California (14071_4)						Cancel Submit	
	``	City, Colorado (14071_6)							
»	``	Doral, Colorado (14071_1)							
<i>"</i> ②	``	City, Colorado						On click on submit, the re-	
0	``	WA 98158, Seattle (14071_2)						Admin. On approval, the s Edit on this ship node will	
ф	``	123, Delaware (14071_5)							
		Davel Calanada							
43					© 2022 Sam's	Club. All rights reserved.			

	upplier management	0				Т
	ail Blazer hipnodes					
^	Dallas, Texas (14071_8)					
	 Address Address type: US Resic Address: Red Iane APt City: Dallas State: Texas Zipcode: 50230 Country: USA 	dential Street Workin 1 Local c Lead tii	ational information Ig days: Monday, Tuesday ut-off time: 5:00 PM (CST) me: 1 day rde#: 14071_8-INBLOOM GROUP, LLC-E		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 butt shipnode to make an Address, working day contact information
с	hange log					
	Request date	Request type	Requested by	Approved by	Supplier reason	Admin reason P
	09/14/2022	New Shipnode	megha.ahuja@walmart.com	megha.ahuja@walmart.com	m 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)					

 ♦ Supplier management ESS ♦ → C △ ■ venue 	EN × + dorbuddy-stg.cld.samsclub.com/supplier-	ngt		changes by filling all mand valid data and click on save
SSH 🔶 Edit a ship	pnode 29579_2- TEST nt	WA 98158-Arizona (29579_2)	button.	
Q ADDRESS Address Type* Address Type* Street address* Apt, Suite, Unit City* State* Zipcode* Country*	US APO - FPO Street Blvd test Apt Suite WA 98158 Arizona 17801 USA	Time zone* P Lead time 1	2:00 PM Pacific Standard Time (PST) I day the lead time from the Lead Time	LOCAL SUPPORT CONTA This contact is someone w and can address issues at associates will contact thi Name* Role* Email* Office number* Extension Mobile number
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	Supplier management ESSEN	× +			
~	C C h endorb	ouddy-stg.cld.samsclul	o.com/supplier-mgt		
SSH	← Edit a shipno	ode 29579_2-	Test WA	A 98158-Arizona (29579_2)	
	ADDRESS Address Type* Street address* Apt, Suite, Unit City* State* Zipcode* Country*	US APO - FPO Street Blvd test Apt Suite WA 98158 Arizona 17801 USA	Edit shipnod This will raise the Description	OPERATIONS INFORMATION Working days Sunday Monday Tuesday Wednesday Tuester request for admin to edit shipnode. Please make sure description is correct. Testing 7/255	LOCAL SUPPORT CONTA This contact is someone and can address issues a associates will contact th Name* Role* Email* X Cancel Submit
» ©					
0					Enter a reason for Editin
Ŕ					click on submit to raise
÷					for updating the ship no
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🔷 s	upplier management ESSENL X	+						
÷ -	C C C e vendorbud	ldy-stg.cld.samsclul	b.com/supplier	-mgt				
SSH	← Edit a shipnoo	de 29579_2 [.]	TEST	·WA 98158-4	Arizona (29579_2)			
۹.	Success: Request to	update a shipnode	29579_2-Ess	endant-WA 98158-A	vrizona (29579_2) is submitte	ed successfully.		
۵	ADDRESS				OPERATIONS INFORMATIO	ON		LOCAL SUPPORT CONT
1. I	Address Type*	US APO - FPO		~	Working days			This contact is someone and can address issues a
	Street address*	Street Blvd test			Sunday			associates will contact th
Бр I	Apt, Suite, Unit	Apt Suite			Monday			Name*
۰	City*	WA 98158			 Tuesday Wednesday 			Role*
\$	State*	Arizona		~	Thursday			Email*
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					Management page, found	in the sidebar.		
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← →	C 🏠 â vendort	buddy-stg.cld.samsclub.com/st	upplier-mgt			
SSH	← Edit a shipno	ode 14071_8	TEST	-Dallas-Texas (14071_8)		
۹	ADDRESS			OPERATIONS INFORMATION		n cancel button to ca
ŵ	Address Type	US Residential Street	~	Working days	editing	/creating the ship no
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다	City	Dallas		Wednesday		Email
ŧ	State	Texas	~	Thursday		Office number
٠	Zipcode	50230		Friday		Extension
	Country	USA	\sim	Cancel shipnode update?	×	Mobile number
				This will stop editing a shipnode 14071_8-INBLOOM GROUP, LLC-Dallas-Tex	as	inobie number
				(14071_8). Do you want to continue?		
				Yes	No	
				management page, round in the sidebar.		
				On clicking Yes, the ship node		
				Edit/Create will be canceled and navigated back to the Main page.		
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Su	upplier management(0					
	ail Blazer hipnodes						
^	Dallas, Texas (14071_8)						Click on the Create
	 Address Address type: US Resid Address: Red lane APt 1 City: Dallas State: Texas Zipcode: 50230 Country: USA 	dential Street Workin 1 Local ct Lead tir	rational information ng days: Monday, Tuesday cut-off time: 5:00 PM (CST) ime: 1 day ode#: 14071_8-INBLOOM GROUP, LLC-D	Dallas-Texas(14071_8)	Name Role: Email Office	tal support contact he: Ashley :: manager ii: ashley@123.com ce #: 232-132-3232 Ext: 2323 bile #: 213-123-2132	Click on the Create a
C	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	t.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)						
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¢ s	upplier management ESSEN ×		msclub.com/suppli	er-mat						
SSH	← Create a ship			(29579)	79)					
< ☆ ≧ ■ C • ◆	ADDRESS Address Type Street address Apt, Suite, Unit City State Zipcode Country	Address Type · · · · · · · · · · · · · · · · · · ·			OPERATIONS INFORMATION Working days Sunday Monday Tuesday Vednesday Thursday Friday Saturday Local cut-off time* Time zone* Lead time 2 days You may request a change to the lead time from the Lead Time Management page, found in the sidebar.			LOCAL SUPPORT CONT This contact is someone and can address issues a associates will contact to Name* Role* Email* Office number* Extension Mobile number		
> ଡା ଡି ଫ 🔒					¢	2022 Sam's Club. All rights reserved.				

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SSH	← Create a ship	node in	TEST (29579)			
Q	ADDRESS Address Type	US Residential Stre		OPERATIONS Working days			The Create button w
合 止	Street address*	Testing		Sunday			once all the mandato entered with Valid d
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بھی ج	City* State*	Seattle Washington	~	Wednesda	у		Email
€ \$	Zipcode*	98101	Create shipnode				×
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0						the reason for raising r Admin for creating a sh	
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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.

Determine indication: Week 33: 00-10-0202 - 03-16-2022 Set 0
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9003222084	9003222076	283228861	09/15/2022	KISHAN JANI		5324234324
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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	Byazdckt Iglboign	·
9001943690	9001941168	170617836	02/23/2022	Wxylbdgw Lyqonopd	
9001943747	9001941407	888422482	02/23/2022	Wxylbdgw Lyqonopd	-

SSH	← Re	← Return number: 9892125096 Acknowledged								
০ ঞ্র	9891241964		Number of items	Dates Order return date : Sep 22, 2022	Pick up address 2022 16316 LaMont Rd Biloxi MS US 39532					
	Line if 1 result									
	Line #	Item ID	Item name		UPC	Vendor stock ID	Reason for return	Carrier	Tracking number	
₽	1	980080145	Universal General Purpose Masking Tape 18mm	x548m3Core6Pack	8754751334	UNV51334	Carrier Returned to Shipper			
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