# TANGS - Vendor Portal
## Concessionaire Inventory Guide

*Mar 2019*

*Version 1.20*

# Document Revisions

| Date | Version Number | Document Changes |
|---|---|---|
| 01/04/2017 | 1.00 | Initial Release |
| 06/06/2017 | 1.10 | Section 6.1.1: Guide on how to ensure the newly created product starting quantity is correct |
| 12/03/2019 | 1.20 | New function:<br>- Stock replenishment<br>Enhanced function:<br>- Inventory adjustment |
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# Table of Contents

# 1   Introduction

## 1.1   Scope and Purpose

TANGS Vendor Portal (Link: https://b2b.tangs.com) is a web-based portal designed for our valued concessionaire vendors to self-maintain their product catalog and inventory in CK Tangs' system.

- The system will provides:-

    - Up to-date product catalog and inventory within TANGS stores

    - Stock on hand status

    - Sales trending

    - Prevention of over/under selling of products on TANGS.com

The Vendor's Portal will require all the below information for each and every product retailing within TANGS (Refer to Section 1.2 for explanation of the terms):

    - TANGS SKU

    - TANGS EAN

    - Product Barcode (UPC) OR TANGS Product Code (TPC)

    - Vendor's Article Number & Description (optional)

    - Product Name & Description

    - Colour & Size (optional)

    - Retail Price

Once vendor commerce usage of Vendor Portal, vendor can self:-

- Import new UPC/TPCs into TANGS system

- Update UPC/TPC detail and price

- Setup product margin from normal to promotion in TANGS system and vice versa

- Update UPC/TPC inventories

With the information, Vendor Portal will synchronize the information to TANGS Inventory, Cashiering and CMS systems. The Vendor Portal will track all UPC/TPC sales details and incoming / outgoing stock movements to tally against stock on hand and sales performance.

This user manual provides all essential information for the user to make full use of the Vendor Portal – Concessionaire Inventory modules.

## 1.2  System Terms

- TANGS SKU

    - Finance tabulation of sales performance and billing / payment to Vendors

- TANGS EAN

    - Barcode reflected on TANGS Price Tag

*Note:* *Product inventory will not be updated for sales captured under price tag printed with TANGS EAN barcode.*

- Universal Product Code (**UPC**)

    - Manufacturing barcode on the product package

    - Accepted Barcode Standards (UPC–A or EAN–13)
        - 13 digit structure

- TANGS Product Code (**TPC**)
  - Replacement code for product without manufacturing barcode

    - 13 digit structure, format: 250xxxxxxxxxx

    - To obtain TPC, please approach TANGS Merchandising

*Note:* *Sales must be captured under UPC or TPC so that the product inventory will be updated correctly.*

## 1.3  System Requirements

To use Vendor Portal, you must have an internet connection with the following software:

- Google Chrome or Internet Explorer version 9.0 (or higher)

- Microsoft Excel version 2007 (or higher)

## 1.4  Points of Contact

For portal enquiries and issues not addressed in this user manual, please contact TANGS Merchandising for additional support.

# 2   Registration

You can request for a concessionaire inventory user account from your company administrator. Your company administrator is usually your finance department personnel who is responsible for doing the monthly concessionaire statement billing on Vendor Portal. Company administrator has user account starting with "TFINXXXX0X".
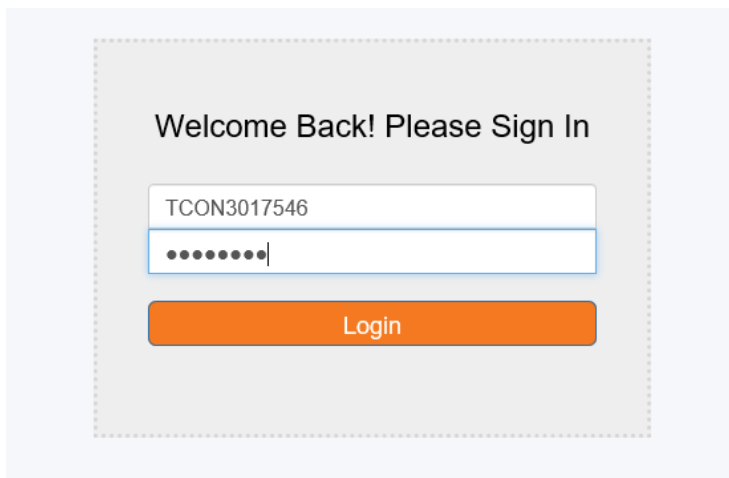
# 3   Portal Access

## 3.1   Login

Step 1: Load Vendor Portal (link: https://b2b.tangs.com) from your browser.

Step 2: Enter your Username and Password (case-sensitive).

Step 3: Click the "Login" button to login to Vendor Portal.

Welcome Back! Please Sign In

TCON3017546

••••••••

Login

*Note:*

- *The default password has to be changed after the first login.*
- *User account will be locked after 3 consecutive login failures.*
- *Login session will timeout after user inactivity/idling for 30min. Re-login to Vendor Portal to resume usage.*
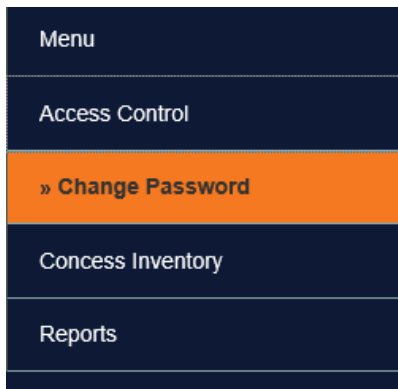
## 3.2   Logout
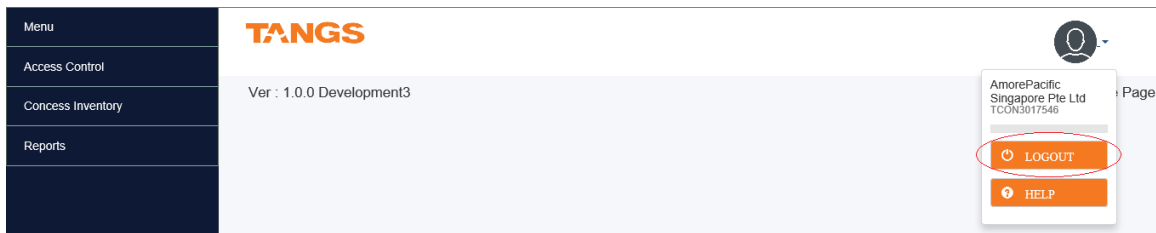


Step 1: Click on the User icon on the top right hand side of the screen.
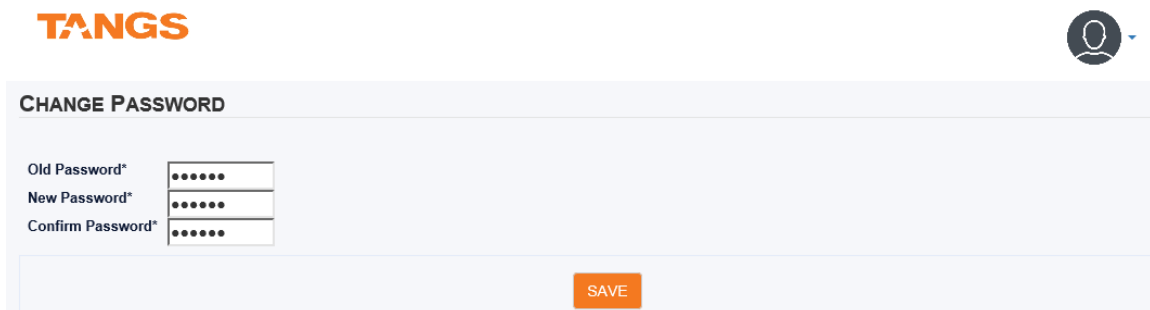
Step 2: Click on the "LOGOUT" button

## 3.3   Change Password

This function allows user to change his/her password to a new password.

Step 1: After login to vendor portal, on the menu: Go to "Access Control" →
"Change Password"



Step 2: On the Change Password screen, enter old password follow by new
password and confirm password.

***Note:***

- *Password must be minimum 8 alphanumeric characters*
- *The new and confirm password must be identical.*

Step 3: Click "SAVE" button to proceed to change password.

Step 4: After password is changed, logout and re-login using new password.

# 4 Concessionaire Inventory

The concessionaire inventory contains the following functions to maintain vendor's product catalog and inventory in TANGS:
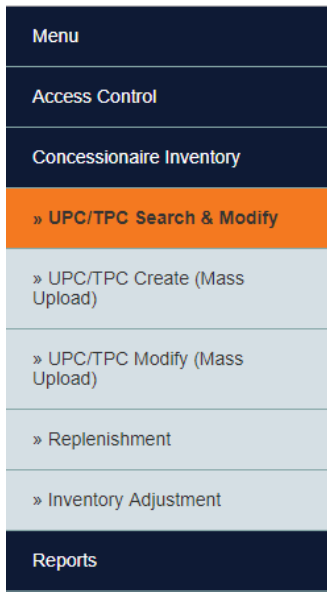
1. UPC/TPC Search & Modify
   - Search / View / Modify UPC/TPC details
2. UPC/TPC Create (Mass Upload)
   - Mass creation of new UPC/TPCs via excel upload
   - Find & View Back Upload
3. UPC/TPC Modify (Mass Upload)
   - Mass modification of UPC/TPCs details and/or UPC-SKU mapping via excel upload
   - Find & View Back Upload
4. Replenishment
   - Update UPC/TPC inventory when stocks are dispatched to TANGS store
5. Inventory Adjustment
   - Correct UPC/TPC inventory balance

## 4.1  UPC/TPC Search & Modify

This function allows you to search for vendor's existing UPC/TPC in TANGS system and perform single UPC/TPC details modification.

### 4.1.1  Search UPC/TPC

Step 1: After login to vendor portal, in the menu: Go to "Concessionaire Inventory" → "UPC/TPC Search & Modify"



Step 2: On the UPC/TPC Search & Modify screen, you can filter search using one or combination of the below search criteria fields:

- UPC/TPC
- SKU
- SKU Name
- EAN
- Vendor Article No.
- Brand
- Status (UPC/TPC status either "ACTIVE", "INACTIVE" or "DISCONTINUED")

Search for all UPC/TPCs created under vendor by leaving all search criteria fields blank.

Step 3: Click "SEARCH" button to proceed with the search and the search result will be shown in the search result table.



### 4.1.2   View & Modify UPC/TPC

Step 1: Double click the UPC/TPC record listed in the search result table. The UPC/TPC details will be loaded.

*Note:*

- *Non-editable fields are grey out, (\*) sign indicates mandatory field.*
- *Color & size input must be created beforehand in TANGS system, please contact TANGS Merchandising if the color & size cannot be found.*

Step 2: Modify UPC/TPC details and click "SAVE" to proceed to save the changes.

## 4.2 UPC/TPC Create (Mass Upload)

This function allows you to mass create new UPC/TPCs in TANGS system.

### 4.2.1 Mass UPC/TPC creation

Step 1: After login to vendor portal, in the menu: Go to "Concessionaire Inventory" → "UPC/TPC Create (Mass Upload)"

Step 2: Click "Download Template" link to download latest E21 excel template for data entry of new UPC/TPCs.

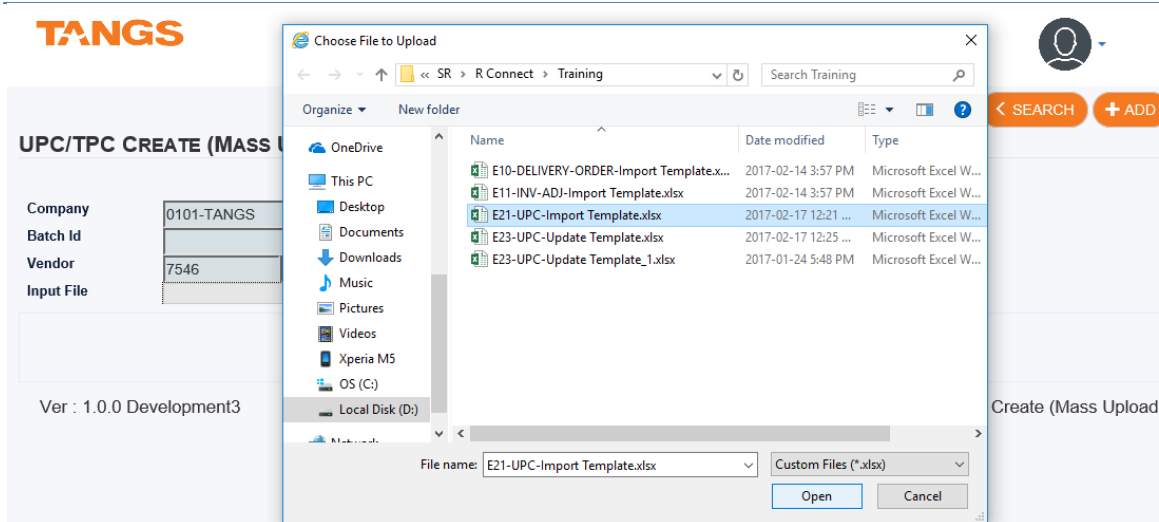- Optional: Click "Download Guide" link to download guide on how to fill up the template.



Step 3: Open the downloaded E21 excel template and fill in new UPC/TPCs details. Once data entry is completed, save and close excel template.
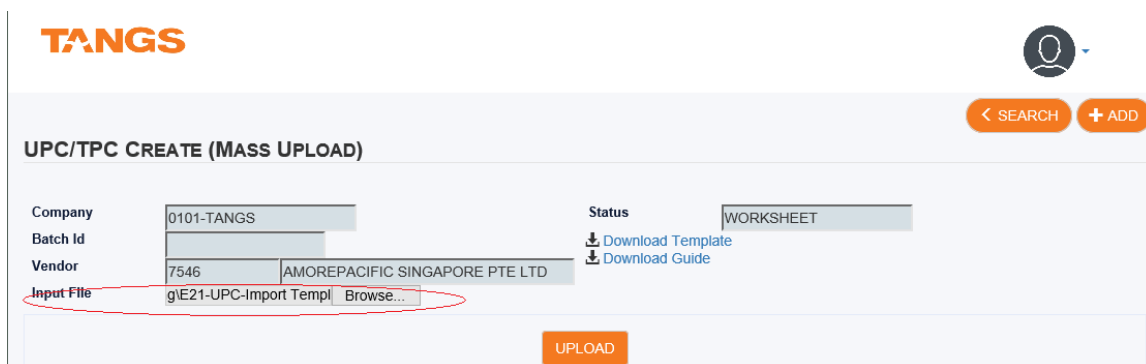
*Note:*

- *Refer to Appendix, Section A for guide on filling up E21 template.*

Step 4: Click "Browse" button and a Windows file selector will pop-up.

Step 5: Using the Windows file selector, browse to the directory that contains the saved E21 excel template and select the file for upload. The selected file path for upload will be shown in the "Input File" field.



Step 6: Click "UPLOAD" button to proceed with the upload.

Step 7: Once upload is complete, a **Batch Id** will be generated.

The status will changed from WORKSHEET to either one of the following:

- PENDING APPROVAL
    o Upload is successful, waiting for TANGS Merchandising approval.
- FAILED – CHECK ERROR

o Upload is not successful, amend the error/s in the upload file and redo the upload. Instructions on how to check for the errors in Step 8.



Step 8: Click "VALIDATION REPORT" to download validation report to check for error/s if any.

***Note:***

- *Refer to Appendix, Section B for guide on the validation report.*

Step 9: Optional step as an email is automatically sent by system when the status is "PENDING APPROVAL". Click "EMAIL FOR APPROVAL" to send an email to TANGS Merchandising to inform them to review and approve your upload. ("EMAIL FOR APPROVAL" will appear only when the Status is "PENDING APPROVAL")

The upload will not be approved immediately. It depends on when TANGS Merchandising process your upload. Once TANGS Merchandising has approved your upload, the Status will change to "APPROVED".

***Note:***

- *Upload will be approved within 3 weekdays upon upload.*
- *If upload is not approved after 2 weekdays, kindly check with TANGS Merchandising.*
- *You can request TANGS Merchandising to cancel the upload if the upload is not yet approved. Cancelled upload status will be changed to "CANCELLED"*
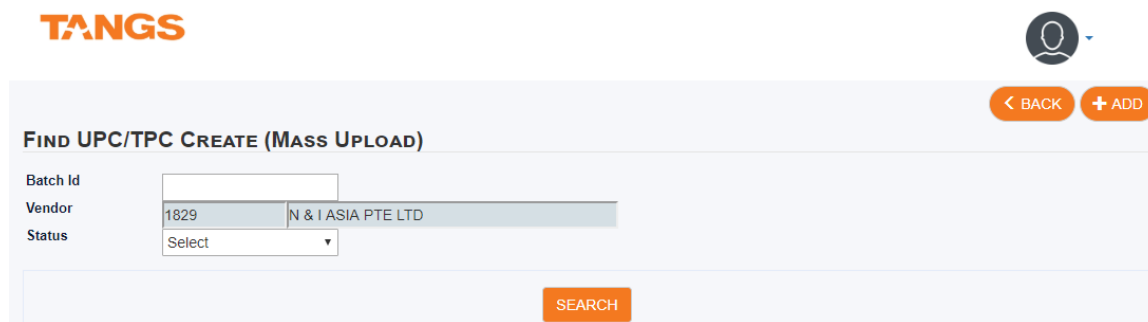
### 4.2.2 Find Upload

You can use this function to find your previous uploads to view for:

- Upload Status (Whether it is approved by TANGS Merchandising)
- Or if you wish to recall what data is uploaded.

Step 1: Click "< BACK" button on top right hand of the screen to load search screen.



Step 2: Filter search by:

- Batch Id
- Status

Step 3: Click "SEARCH" to proceed with the search. The search results will be listed in the search result table.



Step 4: Double click on one of the record in the search result table to load the upload details.

## 4.3   UPC/TPC Modify (Mass Upload)

This function allows you to mass modify existing UPC/TPC details and UPC/TPC – SKU mapping.

### 4.3.1   Mass UPC/TPC modification

Step 1: After login to vendor portal, in the menu: Go to "Concessionaire Inventory" → "UPC/TPC Modify (Mass Upload)"

Step 2: Click "Download Template" link to download latest E23 excel template for data entry of new UPC/TPCs.

- Optional:
  - o Click "Download Guide" link to download guide on how to fill up the template.
  - o Click "Download Colors" link to download valid TANGS system colors list.
  - o Click "Download Sizes" link to download valid TANGS system sizes list.



Step 3: Select an effective date for this UPC/TPCs modification. Effective date must be at least 3 weekdays in advance as of current date.

***Note:***

- *Upload must be done at least 3 weekdays in advanced prior to the effective date to allow TANGS Merchandising time to review and approve your upload.*

Step 4: Open E23 excel template and fill up UPC/TPCs details to be updated. Once data entry is complete, save excel template.

*Note:*

- *Refer to Appendix, [Section C](#) for guide on how to fill up E23 template.*

Step 5: Click "Browse" button and a Windows file selector will pop-up.
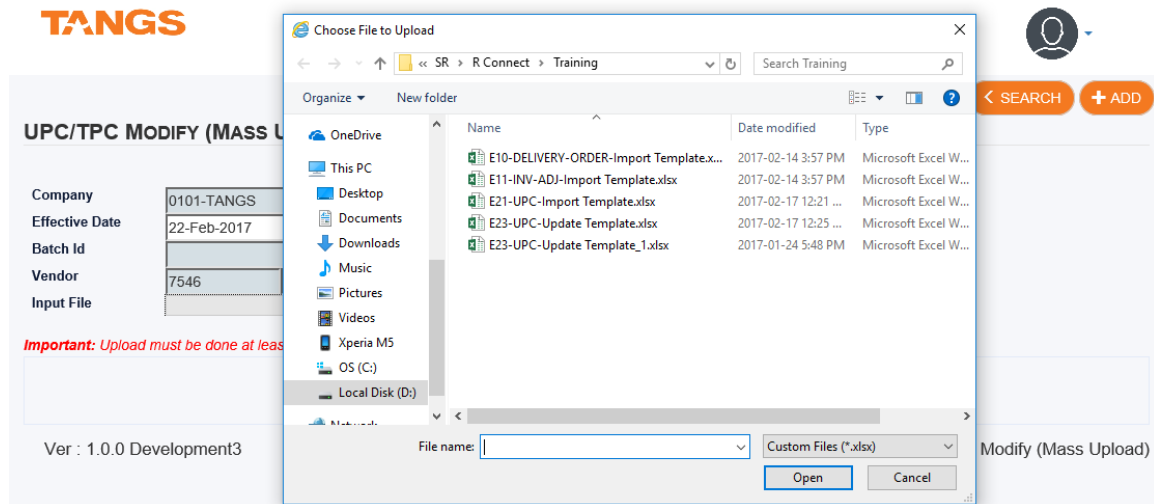


Step 6: Using the Windows file selector, browse to the directory that contains the saved E21 excel template and select the file for upload. The selected file path for upload will be shown in the "Input File" field.
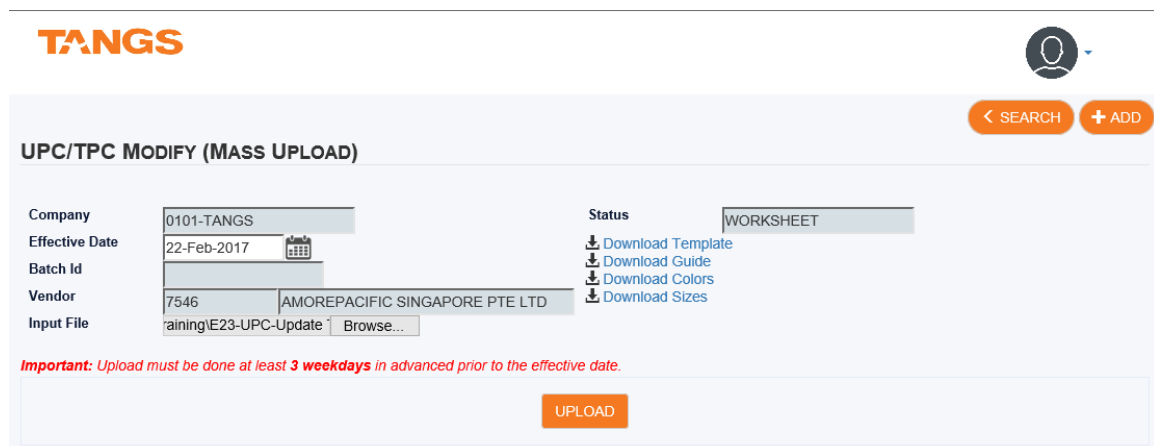


Step 7: Click "UPLOAD" button to proceed with the upload.

Step 8: Once upload is complete, a **Batch Id** will be generated.

The status will changed from WORKSHEET to either one of the following:

- PENDING APPROVAL
    - o Upload is successful, waiting for TANGS Merchandising approval.
- FAILED – CHECK ERROR
    - o Upload is not successful, amend the error/s in the upload file and redo the upload. Instructions on how to check for the errors in Step 9.



Step 9: Click "VALIDATION REPORT" to download validation report to check for error/s if any.

**Note:**

- *Refer to Appendix, Section D for guide on validation report.*

Step 10: Optional step as an email is automatically sent by system when the status is "PENDING APPROVAL". Click "EMAIL FOR APPROVAL" to send an email to TANGS Merchandising to inform them to review and approve your upload. ("EMAIL FOR APPROVAL" will appear only when the Status is "PENDING APPROVAL")

The upload will not be approved immediately. It depends on when TANGS Merchandising process your upload. Once TANGS Merchandising has approved your upload, the Status will changed to "APPROVED".
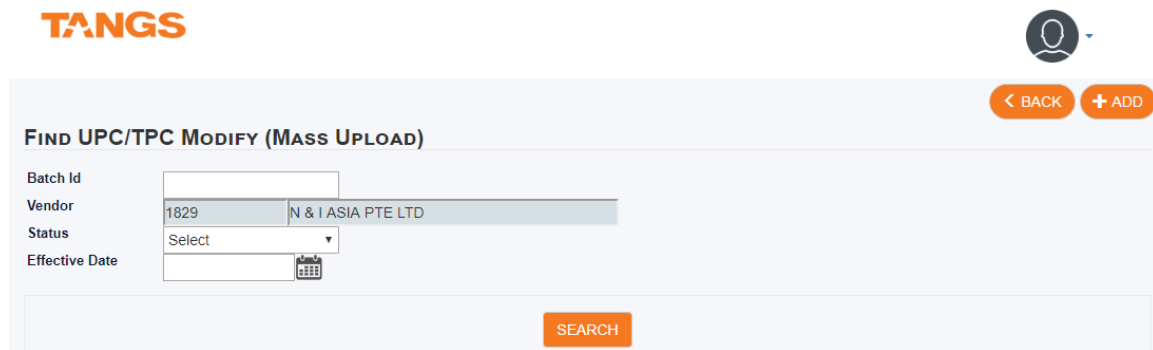
*Note:*

- *Upload will be approved within 3 weekdays upon upload.*
- *If upload is not approved after 2 weekdays, kindly check with liaising TANGS Merchandising.*
- *You can request TANGS Merchandising to cancel the upload if the upload is not yet approved. Cancelled upload status will be changed to "CANCELLED"*

### 4.3.2    Find Upload

You can use this function to find your previous uploads to view for:

- Upload Status (Whether it is approved by TANGS Merchandising)
- Or if you wish to recall the data that is uploaded.

Step 1: Click "< BACK" button on top right hand of the screen to load search screen.



Step 2:  Filter search by:

- Batch Id
- Status
- Effective Date

Step 3: Click "SEARCH" to proceed with the search. The search results will be listed in the search result table.

| | Batch Id | Status | Effective Date | Supplier | Supplier Name | |
|---|---|---|---|---|---|---|
| 1 | 10165 | ERROR | 11-JAN-2017 | 7546 | AMOREPACIFIC... | |
| 2 | 10171 | ERROR | 12-JAN-2017 | 7546 | AMOREPACIFIC... | |
| 3 | 10172 | ERROR | 12-JAN-2017 | 7546 | AMOREPACIFIC... | |
| 4 | 10194 | ERROR | 12-JAN-2017 | 7546 | AMOREPACIFIC... | |
| 5 | 10195 | APPROVED | 13-JAN-2017 | 7546 | AMOREPACIFIC... | |
| 6 | 10197 | APPROVED | 12-JAN-2017 | 7546 | AMOREPACIFIC... | |
| 7 | 10205 | APPROVED | 13-JAN-2017 | 7546 | AMOREPACIFIC... | |
| 8 | 10213 | PENDING APPROVAL | 18-JAN-2017 | 7546 | AMOREPACIFIC... | |
| 9 | 10225 | APPROVED | 26-JAN-2017 | 7546 | AMOREPACIFIC... | |
| 10 | 10225 | ERROR | 26-JAN-2017 | 7546 | AMOREPACIFIC... | |

Displaying 1 - 21 of 21 records

Step 4: Double click on one of the record in the search result table to load the upload details.

## 4.4 Replenishment

This function allows you to add stock to existing inventory whenever there is stock to dispatch to TANGS store.

It is now a requirement to provide a replenishment slip document when stock is dispatch to TANGS store. A self check-in kiosk is stationed at the receiving department for you to scan and process the replenishment when stock arrives at the TANGS store.

It's highly recommended to update the inventory promptly so that your inventory is always up to date.

Step 1: After login to vendor portal, in the menu: Go to "Concessionaire Inventory" → "Replenishment"
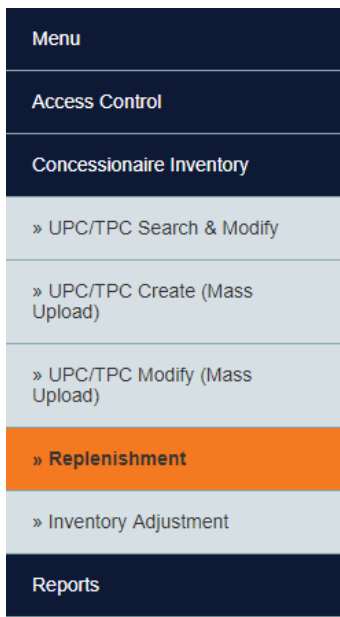
| Menu |
| --- |
| Access Control |
| Concessionaire Inventory |
| » UPC/TPC Search & Modify |
| » UPC/TPC Create (Mass Upload) |
| » UPC/TPC Modify (Mass Upload) |
| » Replenishment |
| » Inventory Adjustment |
| Reports |

Step 2: Click "+ADD" button.

Step 3: Select Replenishment Date and Location.

If you have many UPC/TPCs to replenish, you can use the upload function to import the data quickly into the UPC/TPC details table onscreen. Go to Step 4.

Otherwise, you can directly input the UPC/TPC details in the table onscreen. Go to Step 8.

Step 4: Click "Download Blank Template" if you want to download an empty template.

Click "Download Template by Brand" if you want the system to generate a template with all the UPC/TPCs by brands.

*- Refer to Appendix, Section E on guide to Download Template by Brand.*

Step 5: Click "Browse" button if you are using Internet Explorer or "Choose File" button if you are using Google Chrome Browser and a Windows file selector will pop-up.

Step 6: Using the Windows file selector, browse to the directory that contains the saved inventory adjustment template and select the file for upload. The selected file path for upload will be shown in the "Input File" field.

Step 7: Click "UPLOAD" button and the data is upload to the screen.

Step 8: Change the UPC/TPC details if require and verify the data is correct.
- Price Tag Qty column is used for declaring the number of UPC/TPC price tag to be printed. You can provide the Doc. No. to our price tag printing team for retrieval of data for printing of the price tags.

Step 9:
Click "SAVE" button to save document as draft.

Click "CONFIRM" button to submit the document, the document status will change to "CONFIRMED". Only in "CONFIRMED" status are you able to print the replenishment slip.

Click "CANCEL" button if you wish to cancel the document, the document status will change to "CANCELLED".



Step 10:

Click "PRINT" button if you want to generate the replenishment slip in PDF format for download to computer.

Click "EMAIL SLIP" if you want system to email you the replenishment slip.

*-Refer to Appendix, Section F on Sample Replenishment Slip*

## 4.5  Inventory Adjustment

This function allows vendor to adjust your inventory balance if there are stock movement or stock discrepancy between the system vs physical stock count.

Step 1: After login to vendor portal, in the menu: Go to "Concessionaire Inventory" → "Inventory Adjustment"

Step 2: Click "Download Blank Template" link to download a blank template or Click "Download Template by Brand" to download template with UPCs information populated based on the brands you selected. Open the template and filled up the required data and save to your computer.
- *Refer to* *Appendix, Section G* *on guide to fill up Inventory Adjustment Template*

Step 3: Select the location where the inventory is to be adjusted and click "Browse" button if you are using Internet Explorer or "Choose File" button if you are using Google Chrome Browser and a Windows file selector will pop-up.
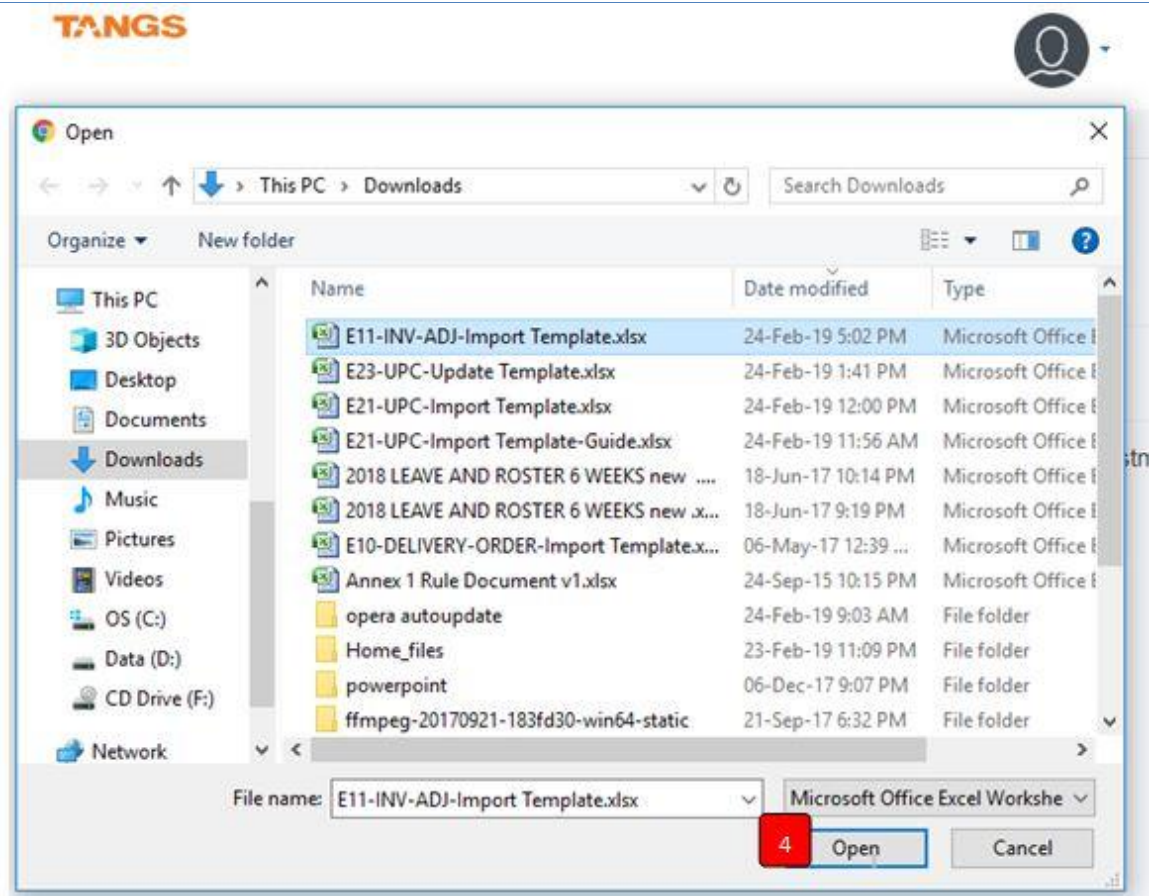
Step 4: Using the Windows file selector, browse to the directory that contains the saved inventory adjustment template and select the file for upload. The selected file path for upload will be shown in the "Input File" field.
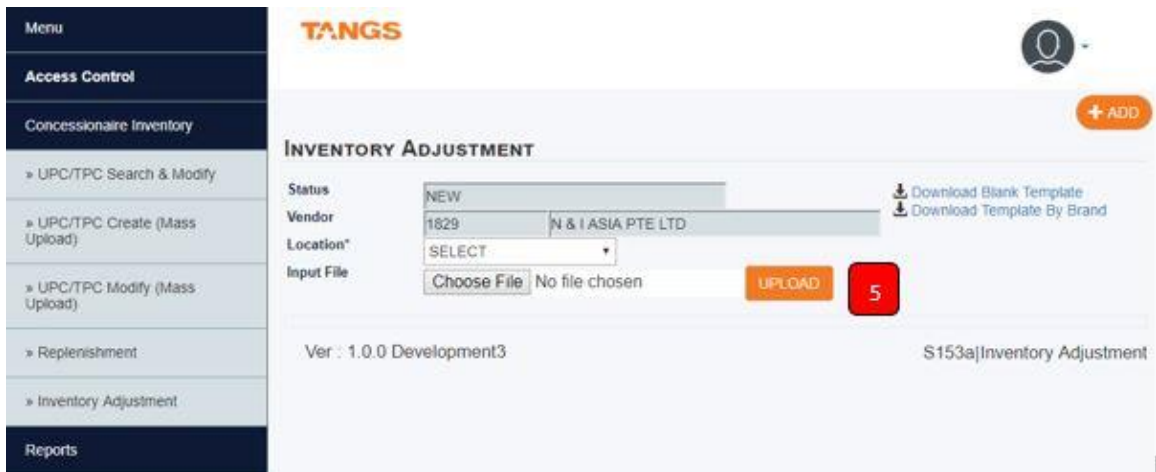
Step 5: Click "UPLOAD" button to proceed to upload the inventory adjustment template file.



Step 6: Take note of the status of the upload. "PENDING CONFIRMATION" status means that your upload file is free of errors, go to Step 8 to confirm your inventory adjustment. "FAILED-CHECK ERROR" status means that your upload has error, go to Step 7 to download the validation report.

Step 7: Click "VALIDATION REPORT" button to download the validation report and check for errors in the file you have uploaded.
- Refer to *Appendix, Section H* on Validation Report
- Correct the errors in the uploaded file and redo the upload.

Step 8: Click "CONFIRM" button to confirm your inventory adjustment. This button will only appear when the status is "PENDING CONFIRMATION".

Step 9: After confirming the upload the status will change to "POSTED". Click "POSTED REPORT" button to download the inventory adjustment report.

# 5   Reports

The Reports section contains the following reports:

1.  Stock on Hand
    - Report on all your UPC/TPCs details and stock on hand
2.  Sales
    - Report on all your UPC/TPCs sales based on sales start and end date

## 5.1   Stock on Hand

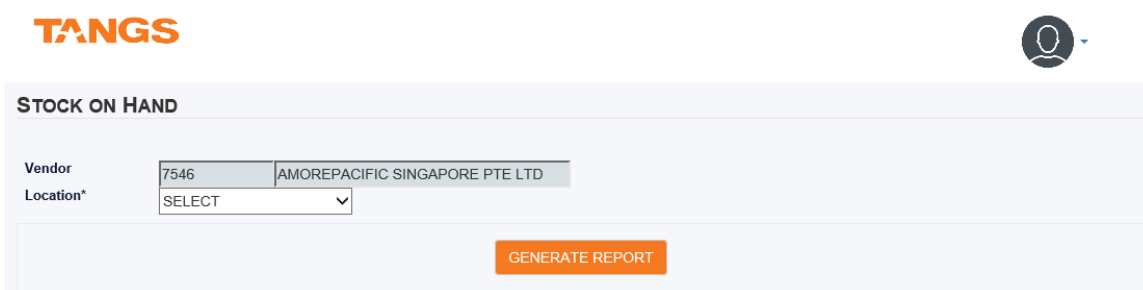This report will provide your UPC/TPCs details and stock on hand information in excel file format. Sample report:

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Printed On | 20-Feb-2017 | | | | UPC/TPC SOH Report | | | Report Id : | R553 |
| 2 | LOCATION | UPC/TPC | SKU | DEPT | CLASS | SUBCLASS | UPC/TPC DESC | COLOR | SIZE | STOCK BALANCE |
| 3 | TANGS TOR | 1234042423664 | 1234882 | 120 | XXXX16 | XXXX16072 | LINER #01 | BLACK | 28 | 5 |
| 4 | TANGS TOR | 1234042423671 | 1234882 | 120 | XXXX16 | XXXX16072 | LINER #02 | BROWN | 40 | 8 |
| 5 | TANGS TOR | 1234042467866 | 1234882 | 120 | XXXX16 | XXXX16072 | LINER AUTO PENCIL | MOCHA BROV | 21.8 | 8 |
| 6 | TANGS TOR | 1234042467873 | 1234882 | 120 | XXXX16 | XXXX16072 | LINER AUTO PENCIL | STONE GREY | 10pcs | 9 |
| 7 | TANGS TOR | 1234042551725 | 1234881 | 120 | XXXX16 | XXXX16071 | LINER #01 | STONE GREY | 10pcs | 8 |
| 8 | TANGS TOR | 1234042551770 | 1234881 | 120 | XXXX16 | XXXX16071 | LINER #02 | STONE GREY | 10pcs | 6 |
| 9 | TANGS TOR | 1234042555464 | 1234872 | 120 | XXXX41 | XXXX41072 | LINER AUTO PENCIL | PINK | 2 | -10 |
| 10 | TANGS TOR | 1234042555471 | 1234872 | 120 | XXXX41 | XXXX41072 | LINER AUTO PENCIL | PURPLE | 14 | -18 |
| 11 | TANGS TOR | 1234042557468 | 1234871 | 120 | XXXX41 | XXXX41071 | LINER #01 | PURPLE | 14 | -2 |
| 12 | TANGS TOR | 1234042562752 | 1234871 | 120 | XXXX41 | XXXX41071 | LINER #02 | PURPLE | 14 | -4 |
| 13 | TANGS TOR | 1234042563612 | 1234872 | 120 | XXXX41 | XXXX41072 | LINER AUTO PENCIL | PURPLE | 14 | 0 |
| 14 | TANGS TOR | 1234042563629 | 1234872 | 120 | XXXX41 | XXXX41072 | LINER AUTO PENCIL | PURPLE | 14 | 0 |
| 15 | TANGS TOR | 1234042565746 | 1234871 | 120 | XXXX41 | XXXX41071 | LINER #01 | PURPLE | 14 | 0 |
| 16 | TANGS TOR | 1234042566064 | 1234871 | 120 | XXXX41 | XXXX41071 | LINER #02 | PURPLE | 14 | 0 |
| 17 | TANGS TOR | 1234042567887 | 1234881 | 120 | XXXX16 | XXXX16071 | LINER AUTO PENCIL | STONE GREY | 10pcs | -14 |

Step 1: After login to vendor portal, in the menu: Go to "Reports" → "Stock on Hand"

**TANGS**

**STOCK ON HAND**

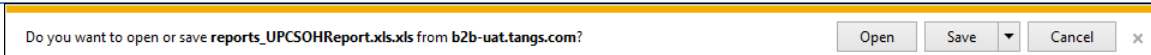| | | |
|---|---|---|
| Vendor | 7546 | AMOREPACIFIC SINGAPORE PTE LTD |
| Location* | SELECT | |

GENERATE REPORT

Step 2: Select a location

Step 3: Click "GENERATE REPORT"

Step 4: Browser will prompt for you to open or save the report. Click "Open" to open the excel report directly. Click "Save" to save the report to your local PC.

## 5.2 Sales

This report will provide your UPC/TPCs sales information in excel file format.

Sample report:



Step 1: After login to vendor portal, in the menu: Go to "Reports" → "Sales"



Step 2: Select a location

Step 3: Select Start Date and End Date

***Please note:***

- *Start and End Dates are mandatory fields*
- *Start and End Dates cannot exceed 3 months period*

Step 4: Click "GENERATE REPORT"

Step 5: Browser will prompt you to open or save the report. Click "Open" to open the excel report directly. Click "Save" to save the report to your local PC.

# 6 Day to Day Tasks

## 6.1 New List-in

For new products, vendor wants to retail within TANGS (never existed in TANGS system).

Required information:

1. UPC / TPC

2. TANGS SKU

3. Product Name & Description

4. Retail Price

5. Sent Quantity

6. Vendor's Article Number & Description (Optional)

7. Colour (Optional)

8. Size (Optional)

Step:

1. Prepare above information in E21 - Excel Template

2. Upload E21 - excel template onto Vendor's Portal – UPC / TPC Create (Mass Upload) Module

3. Download "Validation Report" to check for any error in uploaded E21 – excel template. If there is error, correct error in E21 – excel template and redo the upload. If there is no error, proceed to Step 4.

4. Trigger email approval to TANGS Merchandising to request them to review and approve your upload.

5. Once Merchandising approved upload, proceed to check the product starting quantity. Proceed to Section 6.1.1, Ensure Correct Product Starting Quantity

### 6.1.1 Ensure Correct Product Starting Quantity
**Steps 1:** To check Store Location stock on hand quantity as of yesterday.

1.1. Go to Reports --> Stock On Hand

1.2. Download the Stock On Hand report for either TANGS Orchard or TANGS Vivocity

1.3. Take note of the UPC/TPC with incorrect qty.

**Step 2:** To perform inventory adjustment. Please refer to Inventory Adjustment.

## 6.2 Stock Replenishment

For new stock delivery of existing product in TANGS system.

Please refer to Replenishment.

## 6.3 Product Promotion

For updating product from regular to promotion SKU and retail price effective on promotion start date.

Required information:

1. UPC / TPC

2. TANGS SKU

3. New Retail Price

4. Promotion Effective Date

Step:

1. Prepare above information in E23 - Excel Template

2. Upload E23 - Excel Template onto Vendor's Portal – UPC/TPC Modify (Mass Upload) Module

3. Wait for Merchandising to approve your upload. Approval processing timeline is 3 weekdays.

*Note:*

- *To plan and upload the product promotion in advance (at least 3 weekdays prior to the promotion effective date)*

- *To follow up with merchandising if upload is not approved after 2 weekdays.*

## 6.4   Update UPC/TPC Details or Price Change

For updating product details and/or price change.

Required information:

1. UPC / TPC

2. Product Name & Description (Optional)

3. Vendor's Article Number & Description (Optional)

4. Colour (Optional)

5. Size (Optional)

6. New Retail Price (Optional)

7. Update Effective Date

Step:

1. Prepare above information in E23 - Excel Template

2. Upload E23 - Excel Template onto Vendor's Portal – UPC/TPC Modify (Mass Upload) Module

3. Wait for Merchandising to approve your upload. Approval processing timeline is 3 weekdays.

***Note:***

- *To plan and upload the UPC/TPC details and/or price change in advance (at least 3 weekdays prior to the change effective date)*

- *To follow up with merchandising if upload is not approved after 2 weekdays.*

## 6.5   Stock Take Adjustment

For existing product's stock variances. Vendor is required to performed stock take adjustment.

To perform inventory adjustment. Please refer to Inventory Adjustment.

## 6.6   Stock On Hand Review

To get the existing products' inventory balance as of yesterday.

Step:

1.   Go to Vendor's Portal - Stock On Hand module

2.   Select store location to generate stock on hand report for the selected store location


## 6.7   Sales Review

To get the existing products' sales performance as of yesterday.

Step:

1.   Go to Vendor's Portal - Sales module

2.   Select store location

3.   Select sales period

***Note:***

- *Maximum 3 months period for each report retrieval.*

# 7 Appendix

## 7.1 Section A (UPC/TPC Create - E21 Excel Template)



| Col # | Field | Description | Type | Mandatory | Valid Values |
|---|---|---|---|---|---|
| A | # | Serial no | Numeric | YES | |
| B | UPC/TPC | Product code | Numeric, Must be 13 characters | YES | New UPC/TPC code |
| C | SKU | TANGS SKU | Numeric, Max 12 characters | YES | Existing TANGS SKU |
| D | POS DESC | POS description | Alphanumeric, Max 44 characters | YES | |
| E | RETAIL PRICE | | Currency | YES | Positive decimal |
| F | FOC Flag | Free of Charge Flag, Y = Yes, N = No | Alphabet, Max 1 character | YES | Y/N |
| G | VENDOR ARTICLE NO | Vendor article no | Alphanumeric, Max 20 characters | NO | |
| H | VENDOR ARTICLE DESC | Vendor article desc | Alphanumeric, Max 40 characters | NO | |
| I | COLOR | Color Value | Alphanumeric, Max 20 characters | NO | Existing Color in TANGS system |
| J | SIZE | Size Value | Alphanumeric, Max 10 characters | NO | Existing Size in TANGS system |

## 7.2 Section B (UPC/TPC Create – Validation Report)

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | UPC/TPC Create (Mass Upload) Validation Report | | | | | | | Report Id R552 | |
| 2 | ERROR | # | PROCESSED_DATE | CHILD SKU | UPC/TPC | POS DESC | RETAIL PRICE | FOC(Y/N) | VENDOR ARTICLE NO |
| 3 | E1,E4 | 1 | 20-FEB-2017 | 6041871 | 1234567890022 | ACTIVE ESSENCE 150ML | 20 | N | S1234567 |
| 4 | | 2 | 20-FEB-2017 | 6041872 | 1234567890023 | AQUA ACTIVE ESSENCE 100ML | 10 | N | S7654321 |

1. Look for errors in column A (ERROR). In above example, for row #1 there are 2 errors (E1, E4).

2. Go to Error Code List sheet in the "Validation Report". Match the errors (E1, E4) against the error code list. It will provide you the cause of the error.



3. Amend the error/s in your original uploaded E21 - excel template file and redo the upload. Repeat this process if there is error found again in the "Validation Report".

## 7.3   Section C (UPC/TPC Modify – E23 Excel Template)



| Col # | Field | Description | Type | Mandatory | Valid Values |
|---|---|---|---|---|---|
| A | # | Serial no | Numeric | YES | |
| B | UPC/TPC | Product code | Numeric, Must be 13 characters | YES | Existing UPC/TPC |
| C | SKU | TANGS SKU | Numeric, Max 12 characters | NO | Existing TANGS SKU |
| D | CHANGE UPC/TPC-SKU | Y to change mapping | Alphabet, Max 1 character | NO | Y/N |

| | | | | | |
|---|---|---|---|---|---|
| | MAPPING (Y/N) | | | | |
| E | POS DESC | POS description | Alphanumeric, Max 44 characters | NO | |
| F | VENDOR ARTICLE NO | Vendor article no | Alphanumeric, Max 20 characters | NO | |
| G | VENDOR ARTICLE DESC | Vendor article desc | Alphanumeric, Max 40 characters | NO | |
| H | COLOR | Color Value | Alphanumeric, Max 20 characters | NO | Existing Color in TANGS system |
| I | SIZE | Size Value | Alphanumeric, Max 10 characters | NO | Existing Size in TANGS system |
| J | NEW RETAIL PRICE | New Retail Price | Currency | NO | Positive decimal |

*Note:*

- *For each UPC/TPC entered, you are only required to fill in the new data in the respective column if there is change required to that UPC/TPC detail field.*
- *Columns (SKU, CHANGE UPC-SKU MAPPING(Y/N)) are related. Define a new SKU and select "Y" if you want to map the UPC/TPC's SKU to the new SKU.*

## 7.4  Section D (UPC/TPC Modify – Validation Report)

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | UPC/TPC Modify (Mass Upload) Validation Report | | | | | | | | Report Id R553 |
| 2 | ERROR | # | PROCESSED_DATE | UPC/TPC | SKU | CHANGE SKU MAPPING (Y/N) | POS DESC | VENDOR ART | VENDOR COLO |
| 3 | E5, E10 | 1 | 20-FEB-2017 | 1234567890014 | 6041871 | Y | ACTIVE ESSENCE 150ML | | |
| 4 | | 2 | 20-FEB-2017 | 1234567890015 | 6041872 | Y | ACTIVE ESSENCE 100ML | | |

1. Look for errors in column A (ERROR). In above example, for row #1 there are 2 errors (E5, E10).
2. Go to Error Code List sheet in the "Validation Report". Match the errors (E5, E10) against the error code list. It will provide you the cause of the error.

| # | Error Code | Error Description | Fields | User Instruction |
|---|---|---|---|---|
| | | last updated as on 5/2/16 | | |
| 1 | E1 | SKU does not exist | SKU | |
| 2 | E2 | SKU is not concess | SKU | |
| 3 | E3 | SKU belongs to different Category (DCS) | SKU | |
| 4 | E4 | Do you want to Change SKU | CHANGE UPC-SKU MAPPING (Y/N) | |
| 5 | E5 | UPC/TPC code does not exist or UPC/TPC is not 13 digit | UPC/TPC | |
| 6 | E6 | UPC/TPC is not Concess | UPC/TPC | |
| 7 | E7 | POS description exceeds 44 character | POS description | |
| 8 | E8 | Size value does not exist in system | size | |
| 9 | E9 | Color value does not exist in system | colour | |
| 10 | E10 | Vendor article # exceeds 20 character | Vendor article | |
| 11 | E11 | Vendor article description exceeds 40 character | Vendor article description | |
| 12 | E12 | POS description contains invalid characters. Allowed characters are<br>- alphabet (a-z, A-Z)<br>- numbers (0-9)<br>- space<br>- Dash/hyphen ( - )<br>- underscore ( _ )<br>- parenthesis<br>- colon ( : )<br>- hash ( # )<br>- Period/Full stop ( . ) | POS description | |
| 13 | E13 | Supplier does not supply UPC/TPC | | |

3.  Amend the error/s in your original uploaded E23 – excel template file and redo the upload. Repeat this process if there are errors found again in the "Validation Report".

## 7.5 Section E (Replenishment - Download Template By Brand)



The brands under your company will be listed in the Brands Listing. Checked the brands you want to include in the template and click on the "GENERATE TEMPLATE" button.

System will prompt you to download generated template. Save the template to your computer for use later on.

## 7.6 Section F (Sample Replenishment Slip)

**Sample Email to User**

## Sample Replenishment Slip

Scan the barcode at our self-check in kisok when the stock is dispatch to our receiving department.

## 7.7 Section G (Inventory Adjustment Template)

**Blank Template**

| | A | B | I | J |
|---|---|---|---|---|
| 1 | Select Location >> | TANGS AT TANG PLAZA | | |
| 2 | S/No | UPC/TPC | NEW STOCK BALANCE | REASON |
| 3 | 1 | | | |
| 4 | 2 | | | |
| 5 | 3 | | | |
| 6 | 4 | | | |
| 7 | 5 | | | |
| 8 | 6 | | | |
| 9 | 7 | | | |
| 10 | 8 | | | |
| 11 | 9 | | | |
| 12 | 10 | | | |

*Note:*
*- Select Location is mandatory.*
*- Columns in red are mandatory fields.*

Step 1: Select Location, either TANGS AT TANGS PLAZA or TANGS VIVOCITY

Step 2: Enter S/No, UPC/TPC and NEW STOCK BALANCE

Sample reasons to be used:
• Damaged Item
• Customer Return
• Stock take Adjustment
• Tester
• Discontinued
• Aged Stock

**Template By Brand**

Step 1: Select the location and brands you like to adjust the inventory

Step 2: Click "GENERATE TEMPLATE" button to download the template.



Step 3: Open the downloaded template to update the "NEW STOCK BALANCE" column for UPC/TPC that needs to be adjusted.

Step 4: Save the template file.

## 7.8   Section H (Inventory Adjustment Validation Report)

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | LOCATION | TANGS AT TANG PLAZA | | | | | | | | | | |
| 2 | S/NO | UPC/TPC | UPC/TPC DESC | SKU | BRAND | COLOR | SIZE | STOCK BALANCE | NEW STOCK BALANCE | ADJUSTMENT | REASON | ERROR/WARNING |
| 3 | 1 | 0811017021328 | JUG | 6081099 | ABC | | | 28 | 1 | -27 | | |
| 4 | 2 | 0811017021434 | JUG | 6081099 | ABC | | | | 2 | | | (E)Concess UPC does not exist |
| 5 | 3 | 0811017021441 | JUG | 6081099 | ABC | | | 7 | 3 | -4 | | |
| 6 | 5 | 0811017022349 | JUG | 6081099 | ABC | | | 6 | 4 | -2 | | |

Four important columns to take note of in the validation report

1. Stock Balance - to inform you the current stock balance for the product
2. New Stock Balance - to confirm the new stock balance you have intended to adjust to.
3. Adjustment - (New Stock Balance - Stock Balance). The stock adjustment in system.
4. Error/Warning - to inform you the error encountered for the data you entered.

*Note: All error/warning must be cleared before you can proceed to upload the inventory adjustment.*