

TANGS - Vendor Portal Concessionaire Inventory Guide

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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: <ul style="list-style-type: none">- Stock replenishment Enhanced function: <ul style="list-style-type: none">- Inventory adjustment

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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

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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".

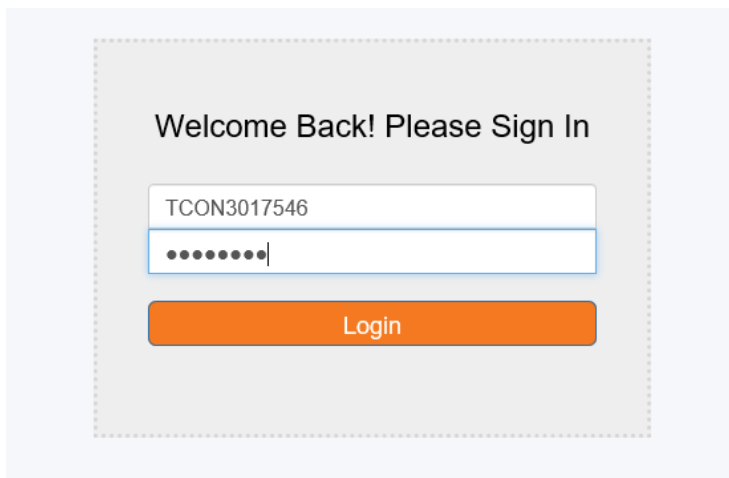
3 Portal Access

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).

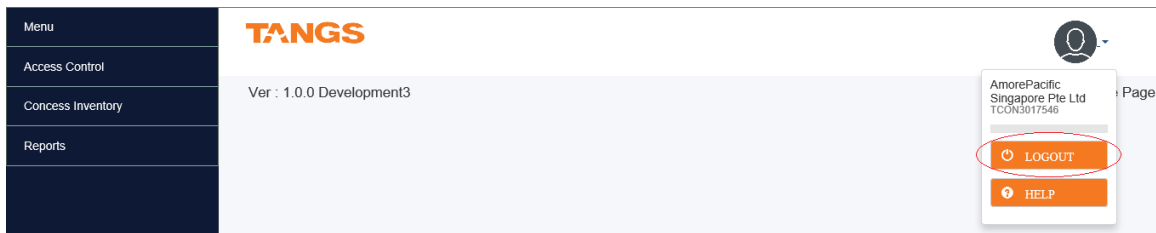
Step 3: Click the "Login" button to login to Vendor Portal.



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



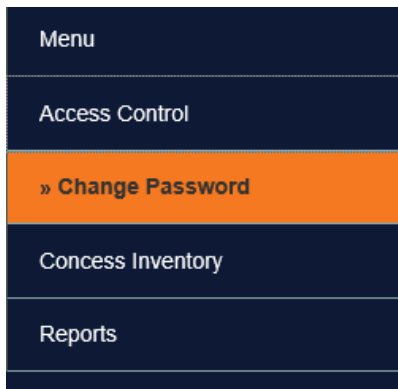
Step 1: Click on the User icon on the top right hand side of the screen.

Step 2: Click on the "LOGOUT" button

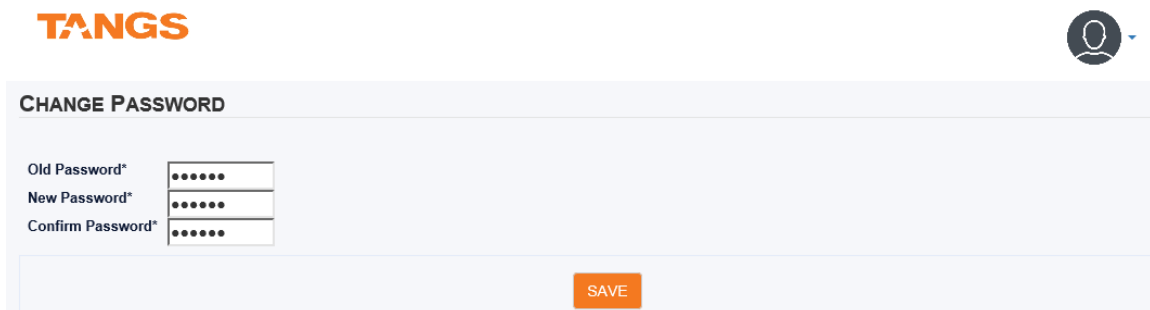
3.3 Change Password

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.



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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:

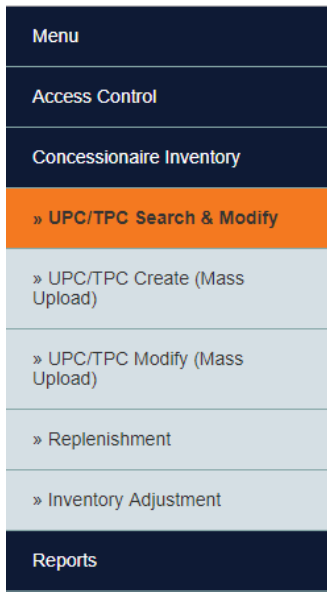
1. UPC/TPC Search & Modify
 - Search / View / Modify UPC/TPC details
2. UPC/TPC Create (Mass Upload)
 - Mass creation of new UPC/TPCs via excel upload
 - Find & View Back Upload
3. UPC/TPC Modify (Mass Upload)
 - Mass modification of UPC/TPCs details and/or UPC-SKU mapping via excel upload
 - Find & 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.

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UPC/TPC SEARCH & MODIFY

UPC/TPC	<input type="text"/>	EAN	<input type="text"/>
SKU	<input type="text"/>	Vendor Article No.	<input type="text"/>
SKU Name	<input type="text"/>	Brand	Select <input type="text"/>
Vendor	7546 ABC COMPANY	Status	ACTIVE <input type="text"/>

SEARCH



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

	UPC/TPC	EAN	Brand	SKU	Desc.	Color	Size	Vendor Article	Retail Price
1	1234567890001	2576000444390	XYZ	6041871	SKINCARE			S1234567	20
2	1234567890002	2576000444406		6041872				S7654321	30
3	1234567890003	2576000444390	XYZ	6041871				S1234567	20
4	1234567890004	2576000454184		6042875				S7654321	30
5	1234567890005	2576000444390		6041871				S1234567	20
6	1234567890006	2576000444406		6041872				S7654321	30
7	1234567890007	2576000444390		6041871				S1234567	20
8	1234567890008	2576000444406		6041872				S7654321	30
9	1234567890009	2576000444390		6041871				S1234567	20

12345 Displaying 1 - 50 of 415 records

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.

SEARCH

UPC/TPC DETAILS

UPC/TPC*	1234567890001	Status*	ACTIVE
EAN	2576000444390		
Brand	Sulwhasoo		
SKU*	6041871 SULWHASOO SKINCARE		

UPC/TPC Name*	SULWHASOO SKINCARE
Vendor Article No.	S1234567
Vendor Article Desc	SULWHASOO SKINCARE
Color	<input type="text"/>
Size	<input type="text"/>
Retail Price*	20.00

SAVE

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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.

The screenshot shows the TANGS Vendor Portal interface for the 'UPC/TPC CREATE (MASS UPLOAD)' function. The page header includes the TANGS logo, a user profile icon, and navigation buttons for 'SEARCH' and 'ADD'. The form contains the following fields and options:

Company	0101-TANGS	Status	WORKSHEET
Batch Id		Download Template	
Vendor	7546 AMOREPACIFIC SINGAPORE PTE LTD	Download Guide	
Input File	<input type="text"/> Browse...		

At the bottom of the form is an orange 'UPLOAD' button.

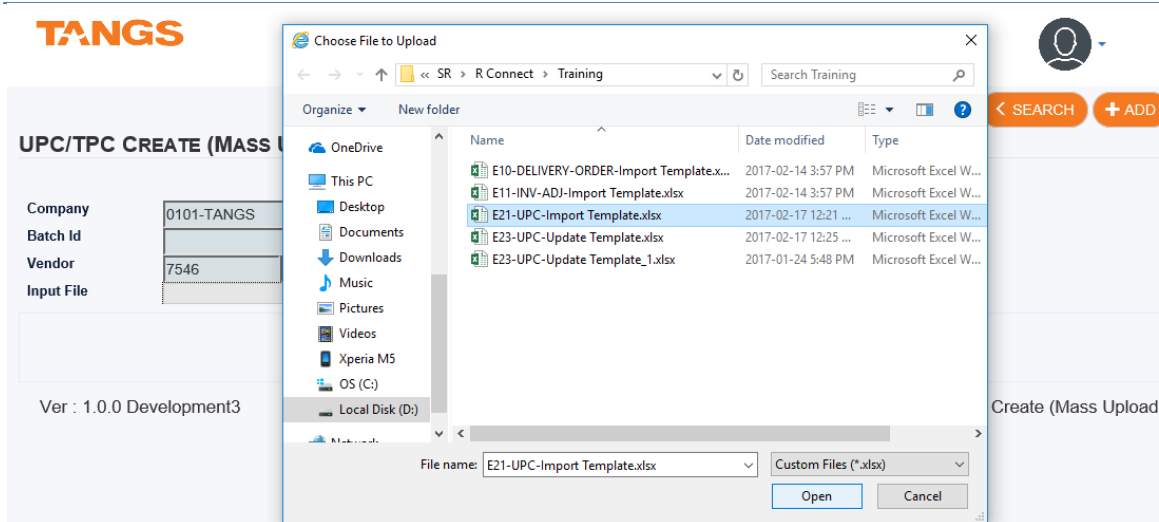
Step 3: Open the downloaded E21 excel template and fill in new UPC/TPCs details. Once data entry is completed, save and close excel template.

Note:

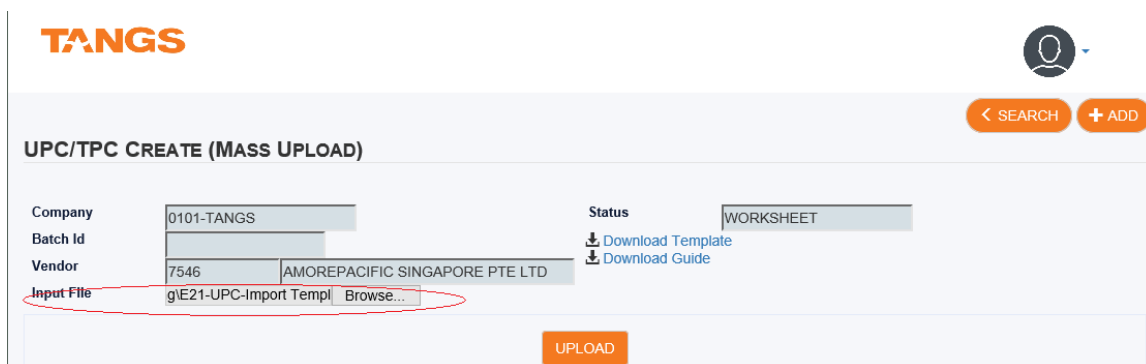
- Refer to Appendix, [Section A](#) for guide on filling up E21 template.

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

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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 be changed from WORKSHEET to either one of the following:

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

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- 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.

The screenshot shows the TANGS Vendor Portal interface. At the top left is the TANGS logo. On the top right, there is a user profile icon and two buttons: '< SEARCH' and '+ ADD'. Below these is a notification: '(2) rows found. Please download Validation report to find errors.' The main heading is 'UPC/TPC CREATE (MASS UPLOAD)'. A table displays the upload details:

Company	0101-TANGS	Status	PENDING APPROVAL
Batch Id	10282	Download Template	
Vendor	7546 AMOREPACIFIC SINGAPORE PTE LTD	Download Guide	
Uploaded File	E21-UPC-Import Template.xlsx		

Below the table are two buttons: 'VALIDATION REPORT' and 'EMAIL FOR APPROVAL'. Red circles in the original image highlight the 'Batch Id' and 'Status' fields.

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"

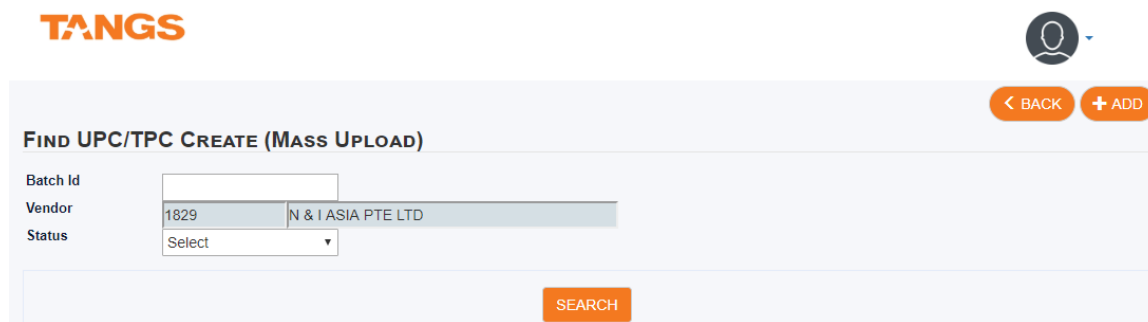
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4.2.2 Find Upload

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.

	Batch Id	Status	Supplier	Supplier Name
1	10282	PENDING APPR...	7546	AMOREPACIFIC...
2	10280	PENDING APPR...	7546	AMOREPACIFIC...
3	10278	APPROVED	7546	AMOREPACIFIC...
4	10276	APPROVED	7546	AMOREPACIFIC...
5	10275	PENDING APPR...	7546	AMOREPACIFIC...
6	10274	PENDING APPR...	7546	AMOREPACIFIC...
7	10273	PENDING APPR...	7546	AMOREPACIFIC...
8	10272	PENDING APPR...	7546	AMOREPACIFIC...
9	10271	ERROR	7546	AMOREPACIFIC...
10	10269	APPROVED	7546	AMOREPACIFIC...

Displaying 1 - 30 of 30 records

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.

The screenshot shows the TANGS Vendor Portal interface for the 'UPC/TPC MODIFY (MASS UPLOAD)' function. At the top left is the TANGS logo. At the top right is a user profile icon and two buttons: '< SEARCH' and '+ ADD'. Below the header, the title 'UPC/TPC MODIFY (MASS UPLOAD)' is displayed. The main form area contains several input fields and a 'Status' dropdown menu. The 'Company' field is set to '0101-TANGS'. The 'Effective Date' field has a calendar icon. The 'Batch Id' field is empty. The 'Vendor' field is set to '7546 AMOREPACIFIC SINGAPORE PTE LTD'. The 'Input File' field has a 'Browse...' button. The 'Status' dropdown menu is set to 'WORKSHEET' and has four options: 'Download Template', 'Download Guide', 'Download Colors', and 'Download Sizes'. Below the form, there is a red warning message: 'Important: Upload must be done at least 3 weekdays in advanced prior to the effective date.' At the bottom of the form is an 'UPLOAD' button.

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.

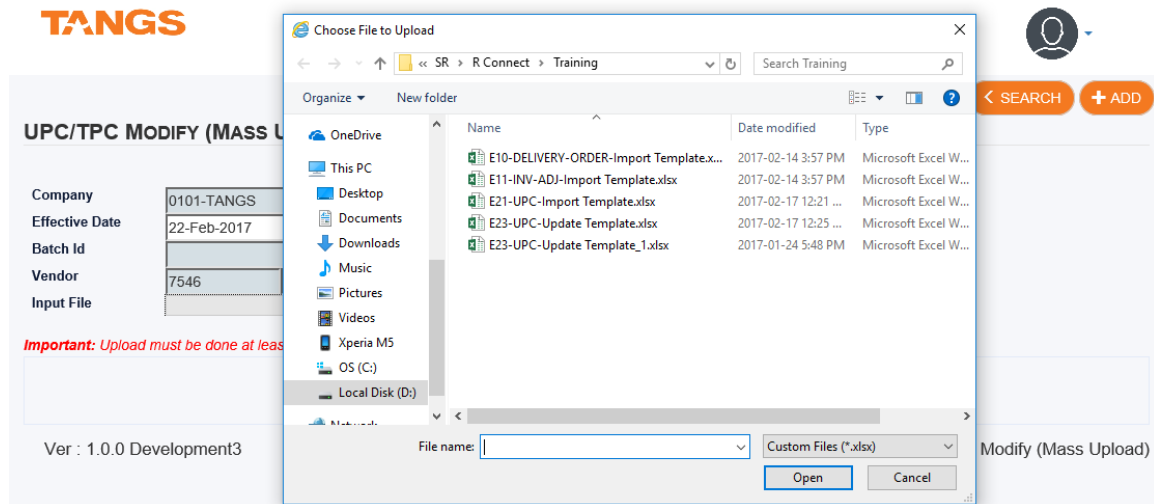
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Step 4: Open E23 excel template and fill up UPC/TPCs details to be updated. Once data entry is complete, save excel template.

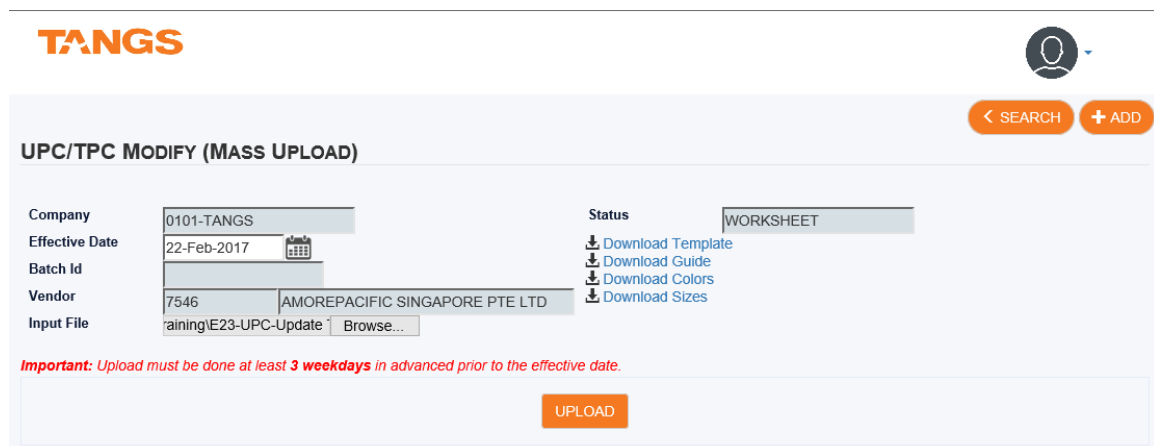
Note:

- 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.

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The status will be 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.

The screenshot shows the TANGS Vendor Portal interface. At the top left is the TANGS logo. On the right, there is a user profile icon and two buttons: '< SEARCH' and '+ ADD'. Below this, a red message states: '(2) rows found. Please download Validation report to find errors.' The main section is titled 'UPC/TPC MODIFY (MASS UPLOAD)'. It displays a table with the following data:

Company	0101-TANGS	Status	PENDING APPROVAL
Effective Date	22-Feb-2017	Download Template	
Batch Id	10283	Download Guide	
Vendor	7546 AMOREPACIFIC SINGAPORE PTE LTD	Download Colors	
Uploaded File	E23-UPC-Update Template.xlsx	Download Sizes	

Below the table, there is a red note: 'Important: Upload must be done at least 3 weekdays in advanced prior to the effective date.' At the bottom of the table area, there are two buttons: 'VALIDATION REPORT' and 'EMAIL FOR APPROVAL'.

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 be changed to "APPROVED".

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Note:

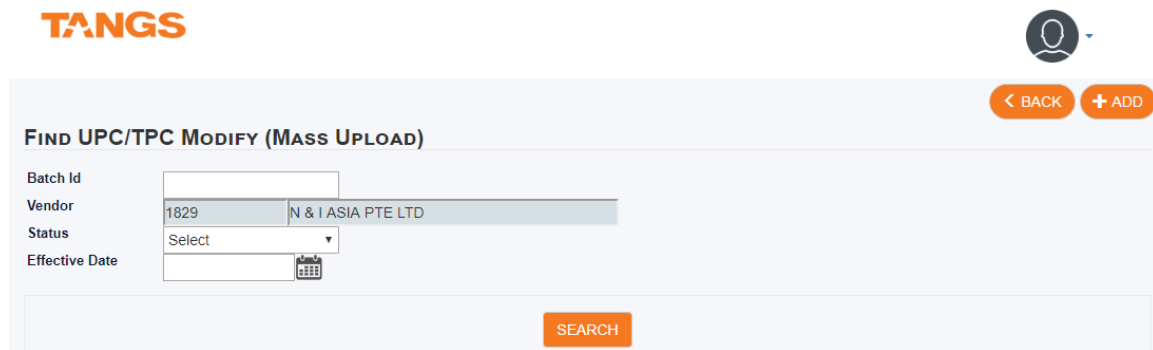
- Upload will be approved within 3 weekdays upon upload.
- If upload is not approved after 2 weekdays, kindly check with liaising TANGS Merchandising.
- You can request TANGS Merchandising to cancel the upload if the upload is not yet approved. Cancelled upload status will be changed to "CANCELLED"

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.



The screenshot shows the TANGS Vendor Portal interface. At the top left is the TANGS logo. At the top right is a user profile icon. Below the logo is a navigation bar with "< BACK" and "+ ADD" buttons. The main section is titled "FIND UPC/TPC MODIFY (MASS UPLOAD)". It contains a search form with the following fields:

Batch Id	<input type="text"/>
Vendor	<input type="text" value="1829"/> <input type="text" value="N & I ASIA PTE LTD"/>
Status	<input type="text" value="Select"/>
Effective Date	<input type="text"/> <input type="calendar"/>

At the bottom of the form is a "SEARCH" button.

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.

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	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.

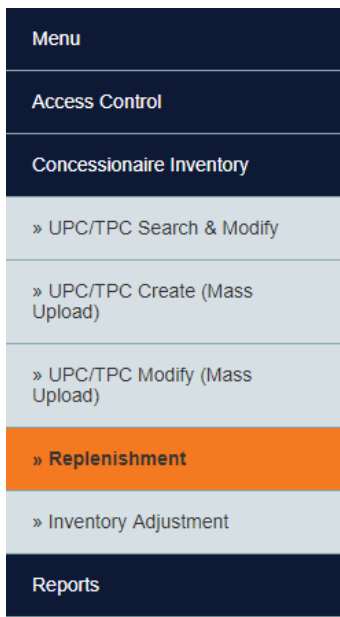
4.4 Replenishment

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"



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The screenshot displays the TANGS Vendor Portal interface. On the left is a dark sidebar menu with options: Menu, Access Control, Concessionaire Inventory (highlighted), » UPC/TPC Search & Modify, » UPC/TPC Create (Mass Upload), » UPC/TPC Modify (Mass Upload), » Replenishment (with a red '1' button), » Inventory Adjustment, and Reports. The main content area features the TANGS logo and a user profile icon. Below these are a red '2' button and an orange '+ ADD' button. The 'SEARCH DETAILS' section includes a form with the following fields: Company (0101-TANGS), Vendor (1829), Doc. No. (empty), Location (SELECT dropdown), and Status (Select dropdown). An orange 'SEARCH' button is positioned below the form. At the bottom, a table header is visible with columns: Doc. No., Vendor, Vendor Name, and Location.

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.

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REPLENISHMENT ENTRY

Company: 0101-TANGS
Doc. No.: NEW
Vendor*: 1829 N & I ASIA PTE LTD
Replenishment Date: 26-Feb-2019
Location: TANGS AT TANG PLAZA
Status: WORKSHEET
Input File: Choose File No file chosen **UPLOAD**

UPC/TPC DETAILS

UPC/TPC*	Entry Qty*	Posted Qty	Price Tag Qty	SOH	SKU*	SKU Desc
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

REMOVE UNCHECKED ROW(S) **ADD ROWS**

SAVE **CONFIRM**

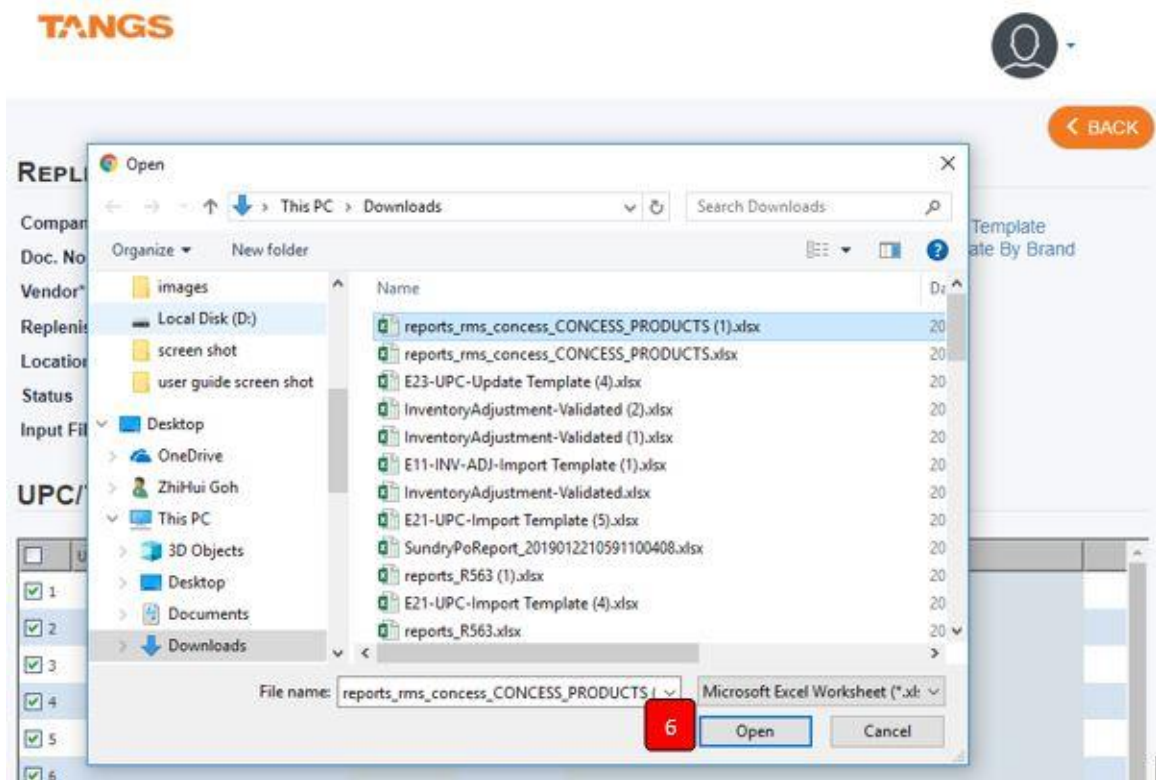
Step 4: Click "Download Blank Template" if you want to download an empty template.

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.

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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.

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Replenishment Entry Saved successfully.

REPLENISHMENT ENTRY

Company: 0101-TANGS
Doc. No.: 1121
Vendor*: 1829 N & I ASIA PTE LTD
Replenishment Date: 26-Feb-2019
Location: TANGS AT TANG PLAZA
Status: WORKSHEET
Input File: Choose File No file chosen **UPLOAD** 7

[Download Blank Template](#)
[Download Template By Brand](#)

UPC/TPC DETAILS

<input type="checkbox"/>	UPC/TPC*	Entry Qty*	Posted Qty	Price Tag Qty	SOH	SKU*	SKU Desc
<input checked="" type="checkbox"/>	0811017021328	1,000			-4,000	6081099	Bell 470ml Teapot w-Infuser GRY 543
<input checked="" type="checkbox"/>	0811017022332	4,000			3,000	6081099	Dew 414ml Teapot w-Infuser LMG 598

REMOVE UNCHECKED ROW(S) **ADD ROWS** **9**

SAVE **CONFIRM** **CANCEL**

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.

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

Replenishment Entry Confirmed successfully.

REPLENISHMENT ENTRY

Company: 0101-TANGS
Doc. No.: 1122
Vendor*: 1829 N & I ASIA PTE LTD
Replenishment Date: 26-Feb-2019
Location: TANGS AT TANG PLAZA
Status: CONFIRMED

UPC/TPC DETAILS

<input type="checkbox"/>	UPC/TPC*	Entry Qty*	Posted Qty	Price Tag Qty	SOH	SKU*	SKU Desc.
<input checked="" type="checkbox"/>	0811017021328	1.000			-4.000	6081099	Bell 470ml Teapot w-Infuser GRY 543
<input checked="" type="checkbox"/>	0811017022332	4.000			3.000	6081099	Dew 414ml Teapot w-Infuser LMG 598

SAVE CANCEL

10

PRINT EMAIL SLIP

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.

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The screenshot shows the TANGS Vendor Portal interface. On the left is a dark navigation menu with 'Inventory Adjustment' selected and marked with a red '1'. The main area is titled 'INVENTORY ADJUSTMENT' (marked with a red '2'). The form contains the following fields: 'Status' (NEW), 'Vendor' (1829 N & I ASIA PTE LTD), and 'Location*' (SELECT). Below these is an 'Input File' section with a 'Choose File' button (marked with a red '3') and an 'UPLOAD' button. On the right, there are links for 'Download Blank Template' and 'Download Template By Brand'. At the bottom, it shows 'Ver : 1.0.0 Development3' and 'S153a|Inventory Adjustment'.

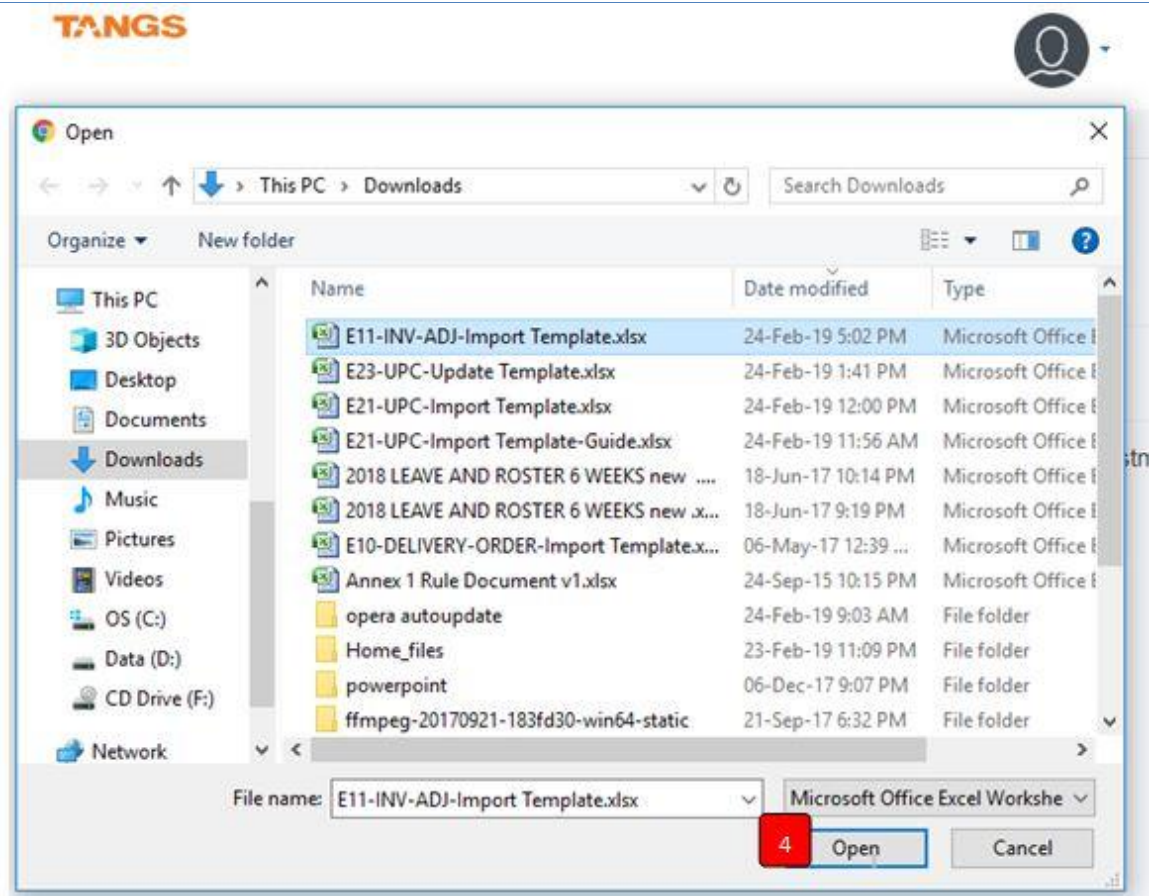
Step 1: After login to vendor portal, in the menu: Go to “Concessionaire Inventory” → “Inventory Adjustment”

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.

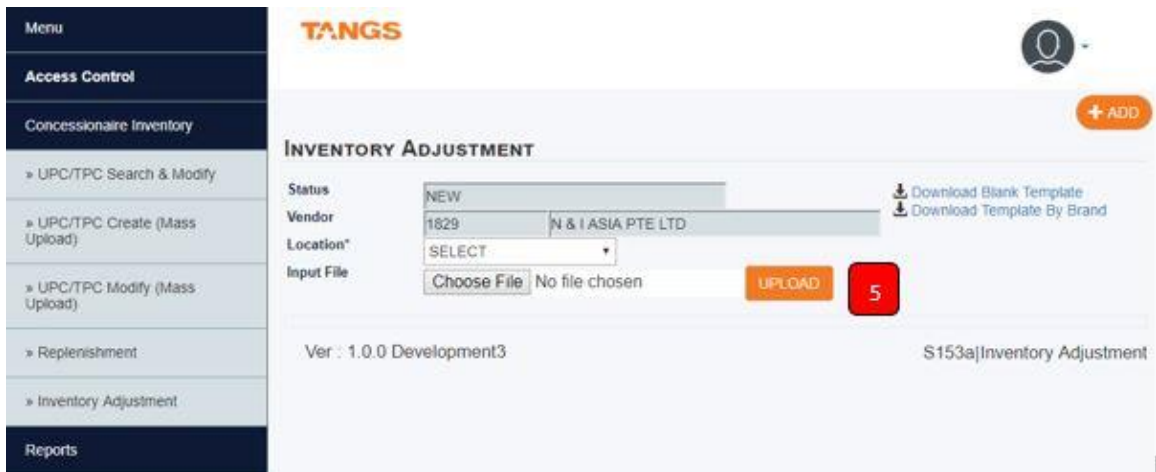
- Refer to [Appendix, Section G](#) on guide to fill up Inventory Adjustment Template

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.

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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.



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Step 5: Click "UPLOAD" button to proceed to upload the inventory adjustment template file.

The screenshot shows the 'INVENTORY ADJUSTMENT' section of the TANGS Vendor Portal. At the top, there is a notification: 'Inventory Adjustment has been uploaded successfully. Please download Validation Report to review adjustment.' Below this, the status is 'PENDING CONFIRMATION' (highlighted with a red box containing the number 6). The vendor is 'N & I ASIA PTE LTD' and the location is 'TANGS AT TANG PLAZA'. The input file is 'No file chosen'. There are buttons for 'UPLOAD', 'VALIDATION REPORT' (highlighted with a red box containing the number 7), and 'CONFIRM' (highlighted with a red box containing the number 8). There are also links for 'Download Blank Template' and 'Download Template By Brand'.

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".

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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:

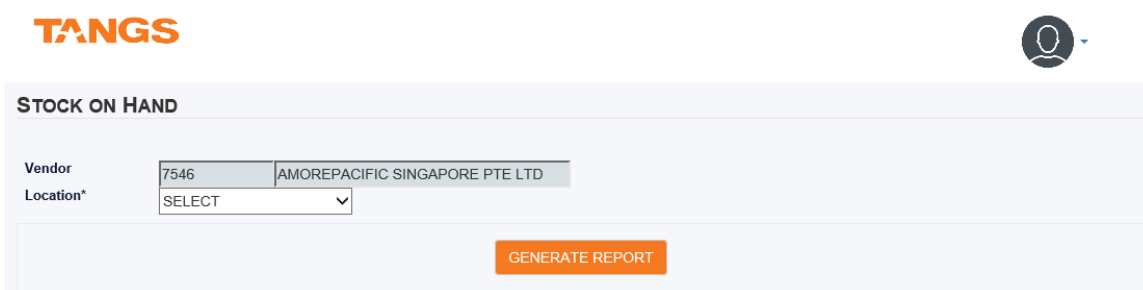
1. Stock on Hand
 - Report on all your UPC/TPCs details and stock on hand
2. Sales
 - Report on all your UPC/TPCs sales based on sales start and end date

5.1 Stock on Hand

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

1	A	B	C	D	E	F	G	H	I	J
	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 BRO	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	1234042566746	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"

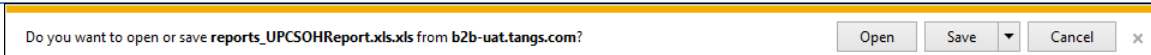


Step 2: Select a location

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.

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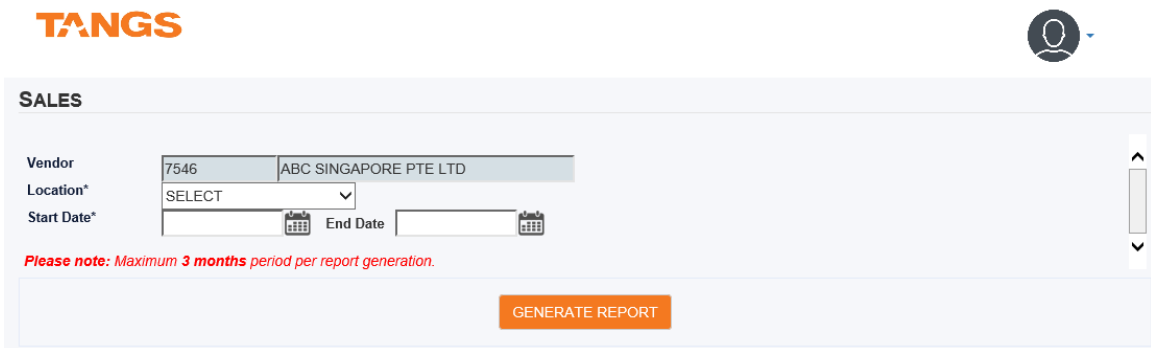
5.2 Sales

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

Sample report:

Printed On	20-Feb-2017		Report Id	RSS4											
Receipt To	20-Feb-2017		Report Name	Sales Receipts											
Country	Store_No	POS_No	Receipt_No	Business_Dat	UPC/TPC	SKU	VENDOR_Description	TANGS_DESCRIPTION	Quantity	Gross_Sales_WO_G	Gross_Sales	Discount	GST	Net Sales	
SG	1	1101	31871	06-SEP-2016	183404293554	1834871	WATER EX 15PM	SKINCARE	1	64	63.00	0.00	2.46	63.54	
SG	1	1101	31827	06-SEP-2016	183404293403	1834872	CUSHION MED BEIGE RSX X 2	MAKEUP	63	74.00	0.00	0.00	2.84	73.16	
SG	1	11131	15391	06-SEP-2016	1834403334791	1834883	PERFECT POSE CLEANSING OIL	SKINCARE	45	48.00	0.00	0.00	1.14	46.86	
SG	1	11131	15382	06-SEP-2016	182430050414	1824858	WATER EX 15PM	MAKEUP	55	63.00	0.00	0.00	2.06	60.94	
SG	1	11101	31823	06-SEP-2016	183404293561	1834871	CUSHION MED BEIGE RSX X 2	SKINCARE	73	78.00	0.00	0.00	3.11	74.89	
SG	1	11131	15373	06-SEP-2016	183404292073	1834883	PERFECT POSE CLEANSING OIL	MAKEUP	31	35.00	0.00	0.00	1.60	33.40	
SG	1	11131	19030	06-SEP-2016	183404292767	1834883	WATER EX 15PM	SKINCARE	31	23.00	0.00	0.00	0.94	21.76	
SG	1	11131	15381	06-SEP-2016	183404280165	1834883	CUSHION MED BEIGE RSX X 2	MAKEUP	43	52.00	0.00	0.00	2.40	49.60	
SG	1	11101	31819	06-SEP-2016	182430052136	1824811	PERFECT POSE CLEANSING OIL	SKINCARE	53	60.00	0.00	0.00	2.54	57.46	
SG	1	11101	31822	06-SEP-2016	183404293740	1824872	WATER EX 15PM	MAKEUP	75	60.00	0.00	0.00	2.23	57.77	
SG	1	11101	31823	06-SEP-2016	183404292752	1834871	CUSHION MED BEIGE RSX X 2	SKINCARE	120	128.00	0.00	0.00	5.37	122.63	
SG	1	11131	15383	06-SEP-2016	182430052136	1824811	PERFECT POSE CLEANSING OIL	MAKEUP	65	63.00	0.00	0.00	2.06	60.94	
SG	1	11101	31817	06-SEP-2016	183404293561	1834871	WATER EX 15PM	MAKEUP	73	78.00	0.00	0.00	3.10	74.90	
SG	1	11101	31817	06-SEP-2016	183404293561	1834871	WATER EX 15PM	MAKEUP	73	78.00	0.00	0.00	3.10	74.90	
SG	1	11131	15384	06-SEP-2016	182430052136	1824811	CUSHION MED BEIGE RSX X 2	SKINCARE	60	63.00	0.00	0.00	2.57	60.43	
SG	1	11131	15384	06-SEP-2016	182430052136	1824811	CUSHION MED BEIGE RSX X 2	MAKEUP	46	45.00	0.00	0.00	2.34	42.66	
SG	1	11131	15391	06-SEP-2016	1834403469302	1834883	WATER EX 15PM	SKINCARE	56	60.00	0.00	0.00	2.33	57.67	
SG	1	11131	15385	06-SEP-2016	1824403467107	1824883	CUSHION MED BEIGE RSX X 2	MAKEUP	64	63.00	0.00	0.00	2.51	60.49	

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.

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- 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)

	A	B	C	D	E	F	G	H	I	J
1	#	SKU	UPC/TPC	POS DESC	RETAIL PRICE	FOC(Y/N)	VENDOR ARTICLE NO	VENDOR ARTICLE DESC	COLOR	SIZE
2	1									
3	2									
4	3									
5	4									
6	5									

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

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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.

	A	B	C	D	E
1	last updated as on 5/2/16				
2	#	Error Code	Error Description	Fields	User Instruction
3	1	E1	SKU does not exist in system	SKU	
4	2	E2,E3	UPC/TPC code already exist, UPC/TPC code is non standard	UPC/TPC	
5	3	E4	POS description exceeds 44 character	POS description	
6	4	E5	Size value does not exist in system	size	
7	5	E6	Color value does not exist in system	colour	
8	6	E7	Supplier does not match with SKU supplier	vendor #	
9	7	E8	Vendor article # exceeds 20 character	Vendor article	
10	8	E9	Vendor article description exceeds 40 character	Vendor article description	
11	9	E-10	Retail price is 0.0 and FOC flag is N	Retail Price + FOC	
12	10	E11	UPC/TPC & RMS EAN Overlap	UPC/TPC	Use different UPC/TPC
13	11	E12	Child SKU used instead of Master SKU	SKU	Find Master SKU using UPC/TPC Search with current child SKU

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)

	A	B	C	D	E	F	G	H	I	J
1	#	UPC/TPC	SKU	CHANGE UPC-SKU MAPPING (Y/N)	POS DESC	VENDOR ARTICLE NO	VENDOR ARTICLE DESC	COLOR	SIZE	NEW RETAIL PRICE
2	1									
3	2									
4	3									
5	4									
6	5									
7	6									
8	7									
9	8									
10	9									

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

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	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	COLC
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.

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	A	B	C	D	E
1		last updated as on 5/2/16			
2	#	Error Code	Error Description	Fields	User Instruction
3	1	E1	SKU does not exist	SKU	
4	2	E2	SKU is not concess	SKU	
5	3	E3	SKU belongs to different Category (DCS)	SKU	
6	4	E4	Do you want to Change SKU	CHANGE UPC-SKU MAPPING (Y/N)	
7	5	E5	UPC/TPC code does not exist or UPC/TPC is not 13 digit	UPC/TPC	
8	6	E6	UPC/TPC is not Concess	UPC/TPC	
9	7	E7	POS description exceeds 44 character	POS description	
10	8	E8	Size value does not exist in system	size	
11	9	E9	Color value does not exist in system	colour	
12	10	E10	Vendor article # exceeds 20 character	Vendor article	
13	11	E11	Vendor article description exceeds 40 character	Vendor article description	
14	12	E12	POS description contains invalid characters. Allowed characters are - alphabet (a-z, A-Z) - numbers (0-9) - space - Dash/hyphen (-) - underscore (_) - parenthesis - colon (:) - hash (#) - Period/Full stop (.)	POS description	
15	13	E13	Supplier does not supply UPC/TPC		

- 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)

REPLENISHMENT - DOWNLOAD TEMPLATE BY BRAND

Company
Vendor*

BRANDS

<input type="checkbox"/>	Class Code*	Brand Name*
<input checked="" type="checkbox"/>	1 358536	ASTORIA
<input checked="" type="checkbox"/>	2 358561	ASTRA
<input type="checkbox"/>	3 461050	ASTRA
<input checked="" type="checkbox"/>	4 341031	ASTRA CHEN (NI)
<input type="checkbox"/>	5 341058	ASTRA
<input type="checkbox"/>	6 341525	ASTRA
<input type="checkbox"/>	7 354404	ASTRA CHI
<input type="checkbox"/>	8 354406	ASTRA
<input type="checkbox"/>	9 354405	ASTRA JUMIYA
<input type="checkbox"/>	10 348513	ASTRA

GENERATE TEMPLATE

CLOSE

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

TANGS - VENDOR PORTAL | CONCESSIONAIRE INVENTORY GUIDE

CKTANG - Replenishment Slip - Doc. No.(1120) Inbox x



b2b.portal@tangsg.com
to me ▾

Mon, Feb 25, 7:29 PM (14 hours ago)

Hi,


Please find attached Replenishment Slip - Doc. No.(1120)

...




Sample Replenishment Slip

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



REPLENISHMENT SLIP

VENDOR NO	1829		
COMPANY NAME	[REDACTED] LTD	DOC. NO.	1122
ADDRESS	4 [REDACTED] #04-11 TAT ANN BL	REPLENISHMENT DATE	28.02.2019
	DG	DISPATCH TO STORE	TANGS at Tang Plaza
	577185		



Line No	UPC/TPC	EAN	SKU	Description	Qty
1	0811017021328	2576000816296	6081099	Bell 470ml Teapot w-Infuser GRY 543	1.00
2	0811017022332	2576000816296	6081099	Dew 414ml Teapot w-Infuser LMG 598	4.00
TOTAL					5.00

Note:
 1. This Replenishment Slip is generated by the vendor named above on the TANGS Vendor Portal system, by making one or more entries within the system for purposes of the vendor replenishing its inventory at the store named above.
 2. This Replenishment Slip is to accompany each dispatch by the vendor of replenishment inventory to the store named above.
 3. The vendor named above is solely responsible for the accuracy of information contained above.
 4. The vendor shall ensure that delivery to the store named above shall be made to the vendor's representative duly authorised to take delivery of _____ inventory belonging to the vendor. Title and risk of damage or loss to the inventory shall, as against C.K. Tang Limited, remain solely with the vendor prior to, during and after such delivery.

This is a computer generated printout and no signature is required.

C. K. TANG LIMITED Co. Reg. No. 196100023H 310 Orchard Road Level 7 Singapore 238864 Tel: (65) 6311 3399 Fax: (65) 6735 113

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

TANGS - VENDOR PORTAL | CONCESSIONAIRE INVENTORY GUIDE

INVENTORY ADJUSTMENT - DOWNLOAD TEMPLATE

Company 0101-TANGS
Vendor 1829
Location* TANGS AT TANG PLAZA ▼

BRANDS

<input type="checkbox"/>	Class Code*	Brand Name*
<input type="checkbox"/>	1 358536	AIRINDO
<input type="checkbox"/>	2 358561	ARDA
<input type="checkbox"/>	3 461023	ARISTON
<input type="checkbox"/>	4 461050	ASIA MADE
<input type="checkbox"/>	5 341031	ASIAN KITCHEN (NI)
<input type="checkbox"/>	6 341058	ASVEL
<input checked="" type="checkbox"/>	7 341525	ASVEL
<input checked="" type="checkbox"/>	8 345003	BAKEWARE
<input type="checkbox"/>	9 358044	BOSKA
<input type="checkbox"/>	10 957038	CNY EVENT CONCESSIONAIRE

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

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

	A	B	C	D	E	F	G	H	I	J
1	Location	TANGS AT TANG PLAZA								
2	S/No	UPC/TPC	UPC/TPC DESC	SKU	BRAND	COLOR	SIZE	STOCK BALANCE	NEW STOCK BALANCE	REASON
3	1	0811017021328	JUG		6081099	ABC		1	5	
4	2	0811017021434	JUG		6081099	ABC		2	0	
5	3	0811017021441	JUG		6081099	ABC		3		
6	4	0811017022332	JUG		6081099	ABC		20		
7	5	0811017022349	JUG		6081099	ABC		4		
8	6	0811017022356	JUG		6081099	ABC		7	2	
9	7	0811017022363	JUG		6081099	ABC		6	3	

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.