

User Manual for TRU Vendor

Web Hosting

PO Management System Phase III – Account Payable

Created By

Business Process and Solution Team

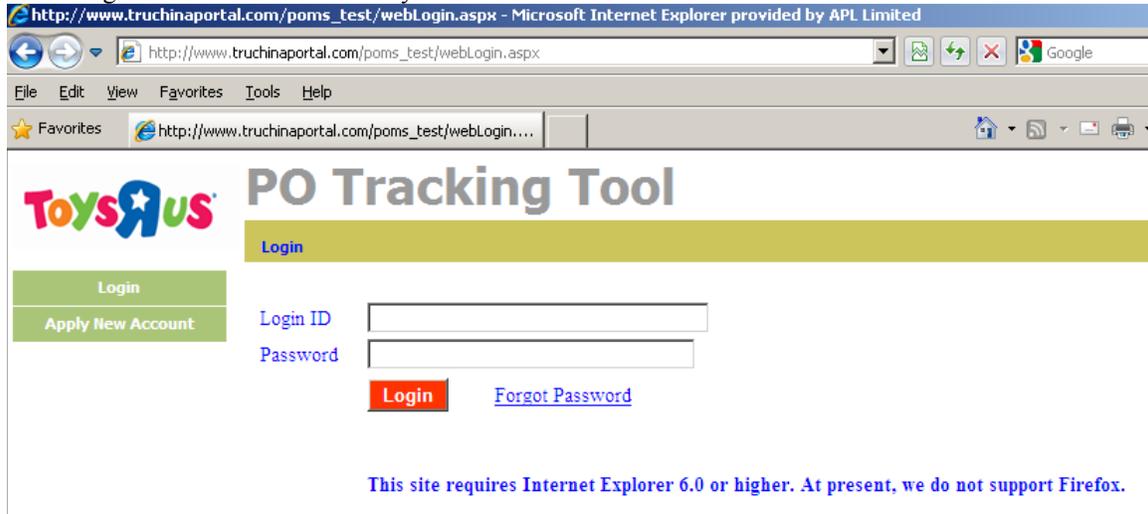
Part I – Login / Logout

Use Internet Explorer (IE) 6.0 or higher version, open the below web site for testing:

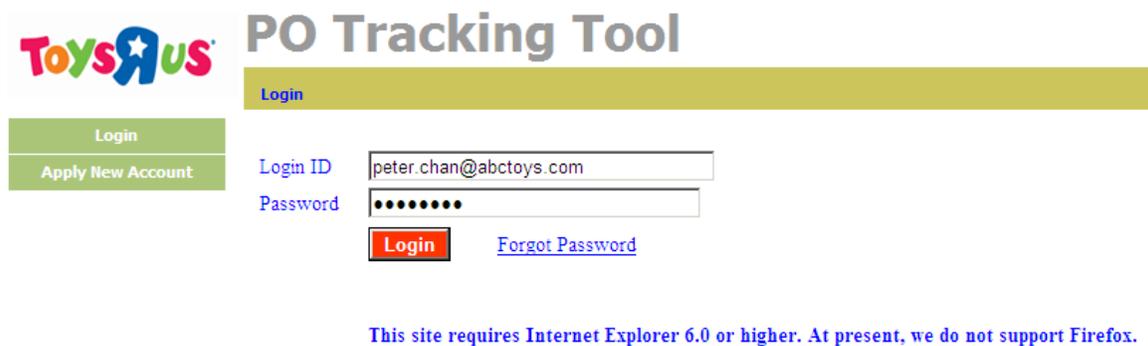
http://www.truchinaportal.com/poms_test/webLogin.aspx

In this user manual, we will use a hypothetical TRU vendors "ABC Toys, INC" whose email address is peter.chan@abctoys.com o show you the various functions this Web Portal provides.

Below login screen will be shown in your browser:

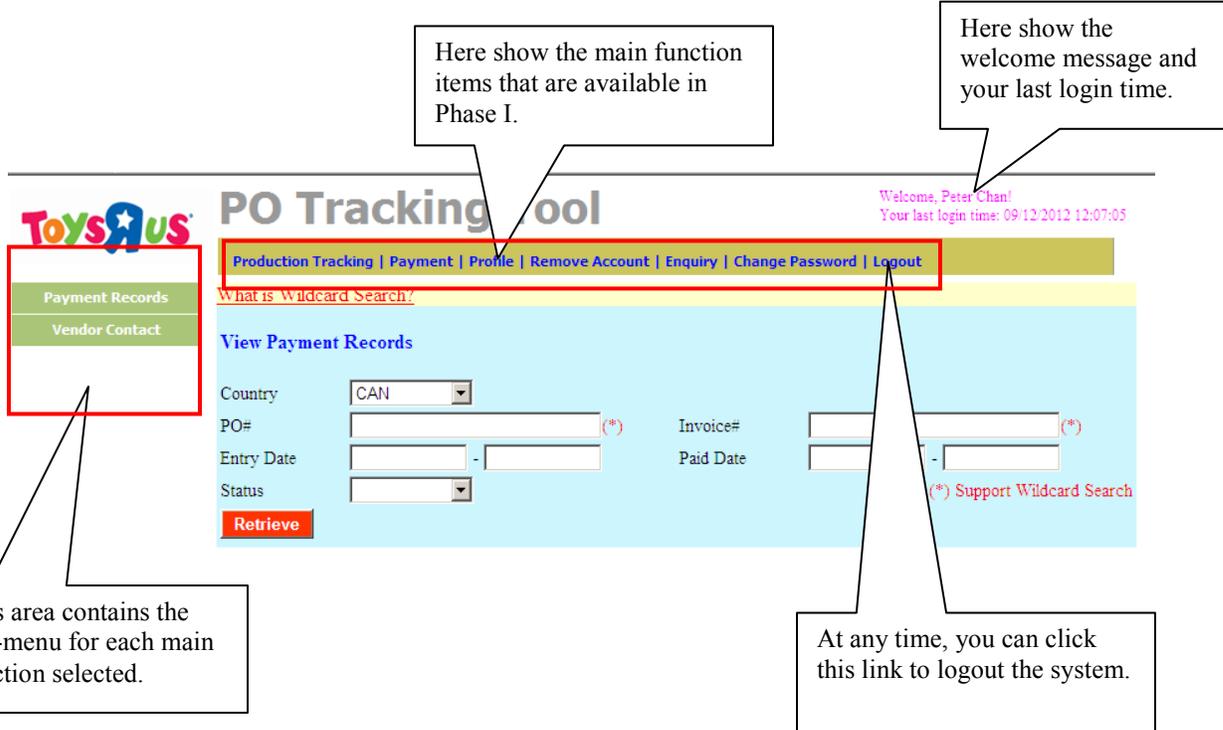


Type in your Login ID (your e-mail address) and personal password in the appropriate fields and then click button “Login”.



Web Hosting - PO Management System Phase III

If you have typed in the correct Login ID and password, you will see below screen in your browser:

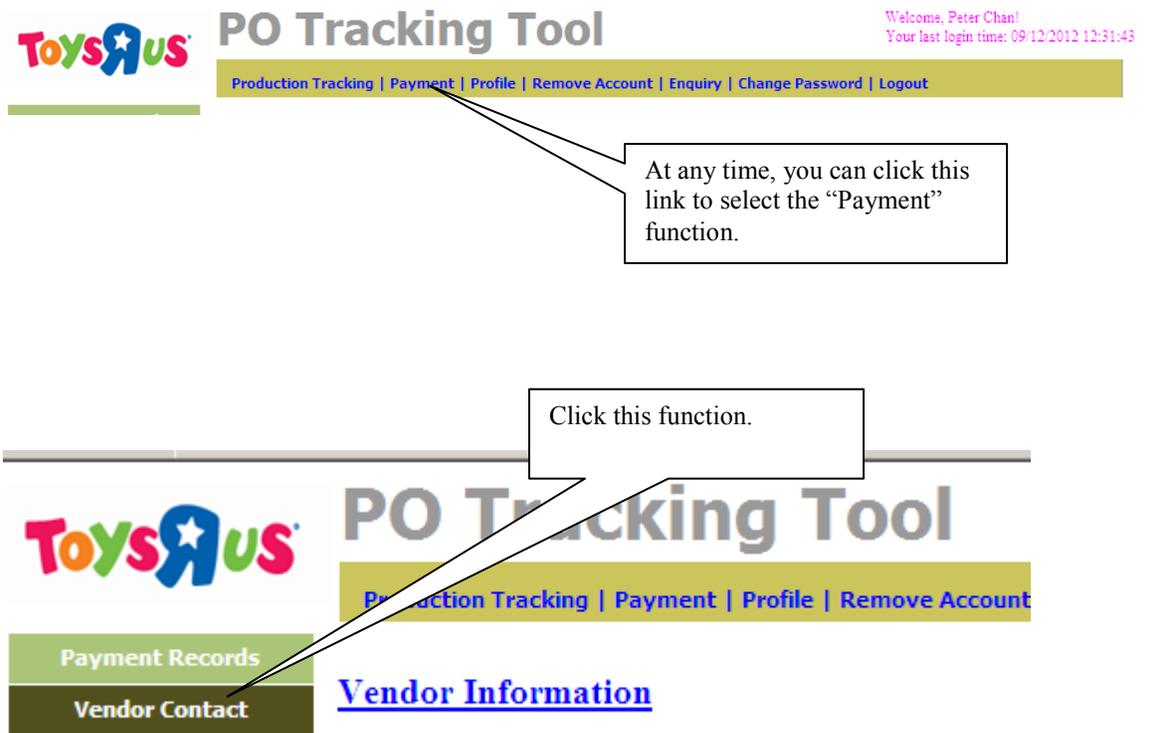


The screenshot shows the 'PO Tracking tool' interface. At the top right, a welcome message reads: 'Welcome, Peter Chan! Your last login time: 09/12/2012 12:07:05'. Below this is a navigation bar with links: 'Production Tracking | Payment | Profile | Remove Account | Enquiry | Change Password | Logout'. A red box highlights this navigation bar, with a callout stating: 'Here show the main function items that are available in Phase I.' On the left side, there is a sub-menu with 'Payment Records' and 'Vendor Contact' highlighted in green. A callout points to this sub-menu: 'This area contains the sub-menu for each main function selected.' The main content area is titled 'View Payment Records' and contains search fields for 'Country' (set to CAN), 'PO#' (with a red asterisk), 'Invoice#' (with a red asterisk), 'Entry Date', 'Paid Date', and 'Status'. A red 'Retrieve' button is at the bottom left of the search area. A callout points to the 'Logout' link in the navigation bar: 'At any time, you can click this link to logout the system.'

Part II – View & Update Vendor Contact

Through this Web Portal, you can view Vendor's information such as contact information, bank information, allowance and payment terms etc. Please note that all information will be updated by APLL.

After login, click the “Payment” main function:



The screenshot shows the ToysRUs PO Tracking Tool interface. At the top left is the ToysRUs logo. To its right is the title "PO Tracking Tool". In the top right corner, there is a welcome message: "Welcome, Peter Chan!" and "Your last login time: 09/12/2012 12:31:43". Below the title is a horizontal menu with the following items: "Production Tracking | Payment | Profile | Remove Account | Enquiry | Change Password | Logout". A callout box points to the "Payment" link with the text: "At any time, you can click this link to select the “Payment” function." Below the menu is a vertical sidebar with two items: "Payment Records" and "Vendor Contact". A callout box points to the "Vendor Contact" link with the text: "Click this function." To the right of the sidebar, the text "Vendor Information" is displayed as a blue underlined link.

The vendor group for various countries will be shown in below screen:



PO Tracking Tool

Welcome, Peter Chan!
Your last login time: 09/12/2012 12:31:43

Production Tracking | Payment | Profile | Remove Account | Enquiry | Change Password | Logout

Payment Records
Vendor Information

Vendor Contact
Vendor Information

	Country	Group Name	Contact Person	Contact#	Email
Detail	CAN	ABC Toys	Peter Chan / Andy Lee / Mary Cheung / Ann Wong	2317 2957 / 2730 3032	peter.chan@abctoys.com;andy.lee@abctoys.com;mary.cheung@abctoys.com;ann.wong@abctoys.com;
Detail	JPN	ABC Toys	Peter Chan / Andy Lee / Mary Cheung / Ann Wong	(852) 2281 5972	peter.chan@abctoys.com;andy.lee@abctoys.com;mary.cheung@abctoys.com;ann.wong@abctoys.com;
Detail	UK	ABC Toys	Peter Chan / Andy Lee / Mary Cheung / Ann Wong	852-2317 2955	peter.chan@abctoys.com;andy.lee@abctoys.com;mary.cheung@abctoys.com;ann.wong@abctoys.com;
Detail	USA	ABC Toys	Peter Chan / Andy Lee / Mary	2730 3032	peter.chan@abctoys.com;andy.lee@abctoys.com;mary.cheung@abctoys.com;ann.wong@abctoys.com;

Click this button to view your contact information for USA market

This part shows the basic contact information

Below is the Detail Page of Vendor Group:

Information

Country :	USA	Vendor Code:	03281, 04715
Vendor Name:	ABC TOYS		
Contact Person:	Peter Chan / Andy Lee / Mary Cheung / Ann Wong		
Email:	peter.chan@abctoys.com;andy.lee@abctoys.com;mary.cheung@abctoys.com;ann.wong@abctoys.com;		
Tel No.:		Fax No.:	2730 3032
Default Currency: USD			

Update Information

Return

Bank Info	Contact Person	Allowance & Payment Terms
Bene		
Payee Name: ABC TOYS, INC	Account No.: 99991234567	Country:
Address:		
Bene Bank		
Name: BANK OF AMERICA	Address:	ABA No:
Swift No: BOFAU12345	Routing No.:	

The Detail Page contains two parts:

Upper Part – Basic Information of the Vendor Group

Information			
Country :	USA	Vendor Code:	03281, 04715
Vendor Name:	ABC TOYS		
Contact Person:	Peter Chan / Andy Lee / Mary Cheung / Ann Wong		
Email:	peter.chan@abctoys.com; andy.lee@abctoys.com; mary.cheung@abctoys.com; ann.wong@abctoys.com;		
Tel No.:		Fax No.:	2730 3032
Default Currency:	USD		

This part shows the basic information of vendor group, such as the **Vendor Name, Vendor Codes, Main Contact Person**, etc.

Lower Part – A Tab with 3 Tab Pages

Bank Info	Contact Person	Allowance & Payment Terms
Bene		
Payee Name: ABC TOYS, INC		Country:
Account No.: 99991234567		

3 Tab Pages showing the 3 kinds of information for this vendor.

This part is a Tab data structure. It contains 3 Tab Page, each Tab Page shows the Bank Information, Contact Person, Allowance & Payment Terms of this vendor respectively.

Below are details of each Tab Page:

Click this button for bank information.

Tab Page "Bank Info."

Bank Info	Contact Person	Allowance & Payment Terms
Bene		
Payee Name: ABC TOYS, INC		Country:
Account No.: 99991234567		
Address:		
Bene Bank		
Name: BANK OF AMERICA		
Address:		
ABA No:		
Swift No: BOFAU12345		Routing No.:

Click this tab page.

Bank Info	Contact Person	Allowance & Payment Terms
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Department	Contact Person	Phone	Email
Shipping manager	Peter Chan	2123-1234	peter.chan@abctoys.com
Shipping	Andy Lee	2123-1235	andy.lee@abctoys.com
Shipping	Mary Cheung	2123-1238	mary.cheung@abctoys.com
Shipping	Ann Wong	2123-1239	ann.wong@abctoys.com

This tab page shows the information of contact persons (for each departments) in details.

Tab Page "Allowance and Payment Terms"

Click this tab page.

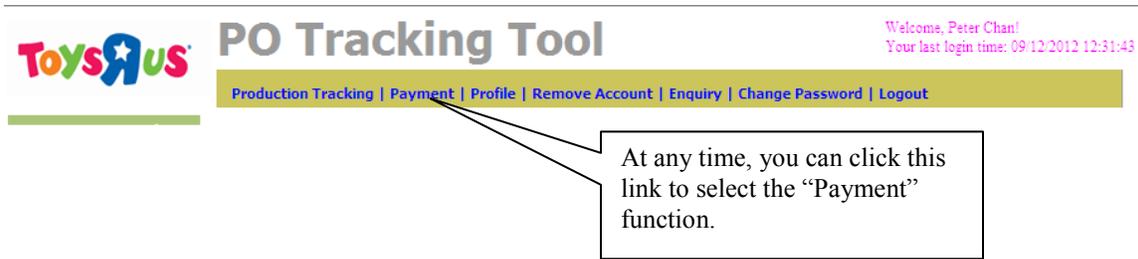
Bank Info	Contact Person	Allowance & Payment Terms
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Country	Last Update	Payment Terms	ADV%	NSA%	RGD%	GSP%	ODI%	PLI%	Other allowances	Terms of allowances (Quarterly EOY...)	negotiated by
USA	10/25/2010	Net 50 Days	2(a)		1.5					(a) Exclude SKN 495503, 495511, 495562, 498632, 503524 503529, 545012, 745383, 756261, 902713;	
CAN	05/23/2012	Net 30 Days			1				0.25% AMC		
JPN	09/01/2009	ROI			2						
UK	04/01/2008	Net 30 Days									

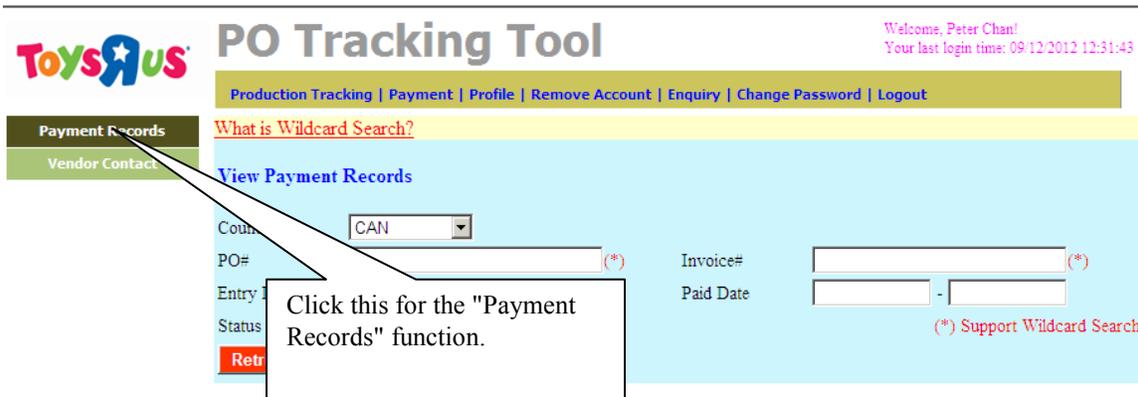
This tab page shows the dealsheet allowance and payment terms for this vendor group for all countries.

Part III – View Payment Records

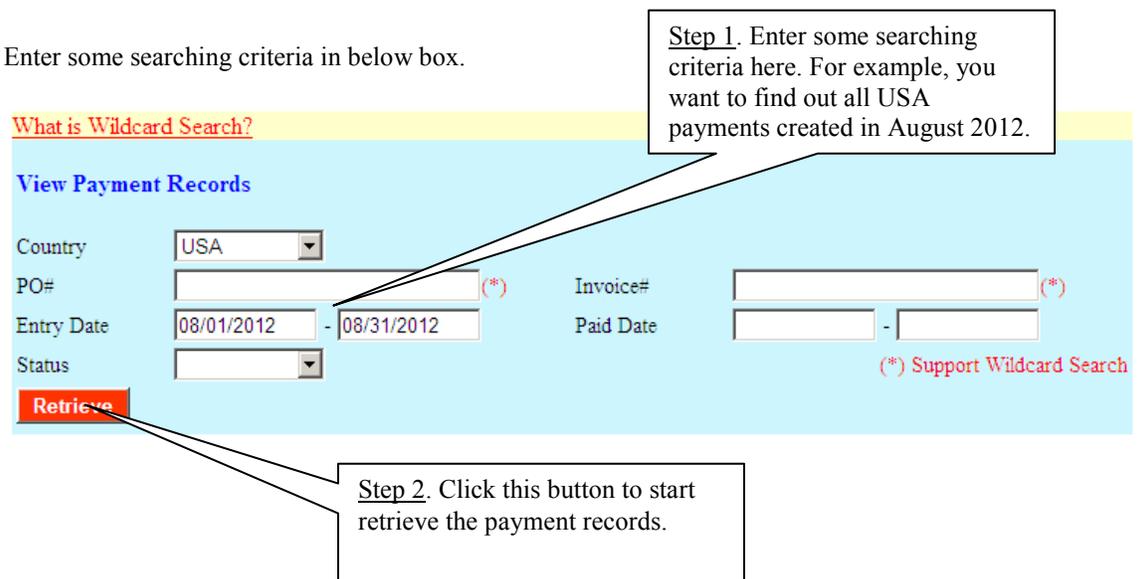
After login, click the “Payment” main function:



Select "Payment Records" from the Left Hand Side Sub-Menu box.



Enter some searching criteria in below box.



View Payment Records

Country: (*)

PO#: (*) Invoice#: (*)

Entry Date: - Paid Date: -

Status: (*) Support Wildcard S

Retrieve

Total 41 Payment Records Retrieved.

Payment records that meet the criteria will be shown here.

	Payment Status	Country	DC#	Vendor Code	Vendor Name	PO#	Invoice#	Entry Date	Invoice Amount	Actual Paid Amount	Debit Amount	Allowance Amount	Reimb Amount	Paid Date
Detail	PAID	USA	9101	03281	ABC Toys	585500	KK33617	8/7/2012 12:00:00 AM	23777.00	32594.80	0.00	1182.20	0.00	9/5/2012 12:00:00 AM
Detail	UNPAID	USA	9101	03281	ABC Toys	603200	KK33800	8/16/2012 12:00:00 AM	43470.00	41948.55	0.00	1521.45	0.00	10/5/2012 12:00:00 AM
Detail	UNPAID	USA	9101	03281	ABC Toys	604000	KK34001	8/28/2012 12:00:00 AM	28998.18	27983.24	0.00	1014.94	0.00	10/17/2012 12:00:00 AM
Detail	PAID	USA	9101	03281	ABC Toys	584400	KK33613, KK33614	8/7/2012 12:00:00 AM	52150.00	50324.74	0.00	1825.25	0.00	9/5/2012 12:00:00 AM
Detail	PAID	USA	9101	03281	ABC Toys	585000	KK33791	8/13/2012 12:00:00 AM	163440.00	157719.60	0.00	5720.40	0.00	9/11/2012 12:00:00 AM
Detail	UNPAID	USA	9101	03281	ABC Toys	593900	KK33991	8/28/2012 12:00:00 AM	49070.00	47352.55	0.00	1717.45	0.00	9/26/2012 12:00:00 AM

The column of "Payment Status" indicates the various status of a payment record:

Payment Status	Meaning
HOLD	The payment record is right on hold.
PEND	The payment record is in Pending status
UNPAID	The payment record is still being processed by APLL A/P Team; Or it's pending TRU Country's payment reply.
PAID	Payment have already been paid to Vendor.

If you want to view the payment record in details, you can click the "Detail" button of that record, as shown below:

	Payment Status	Country	DC#	Vendor Code	Vendor Name	PO#	Invoice#	Entry Date	I A
Detail	PAID	USA	9101	03281	ABC Toys	585500	KK33617	8/7/2012 12:00:00 AM	3
Detail	UNPAID	USA	9101	03281	ABC Toys	603200	KK33800	8/16/2012 12:00:00 AM	4
Detail	UNPAID	USA	9101	03281	ABC Toys	604000	KK34001	8/28/2012 12:00:00 AM	2

Click this button.

Below is the Details Page of a payment record, after you click this button "Detail" in previous page.

Payment Details					
Status :	UNPAID				
Country :	USA	PO#:	604000	Payment Term:	Net 50 Days
Vendor Code:	04715	Vendor Name:	ABC Toys		
Paid Date:	10/3/2012	Entry Date:	8/13/2012		
Gross Paid Amt:	49230.00	Allowance Amt:	-1723.05	Deduct Amt:	-727.60
Reimb Amt:	0.00	Actual Paid Amt:	46779.35		
Currency:	USD				

Invoice	Deduction	Reimbursement	Deal Sheet	Attachment
Vendor Invoice#	Invoice Amt	Pay%	Net Invoice Amt	Cover SKN
KK33703	49230.00	96.50	47506.95	804462



[Return](#)

The Details Page contains two parts:

Upper Part – the Payment Details

Payment Details					
Status :	UNPAID				
Country :	USA	PO#:	604000	Payment Term:	Net 50 Days
Vendor Code:	04715	Vendor Name:	ABC Toys		
Paid Date:	10/3/2012	Entry Date:	8/13/2012		
Gross Paid Amt:	49230.00	Allowance Amt:	-1723.05	Deduct Amt:	-727.60
Reimb Amt:	0.00	Actual Paid Amt:	46779.35		
Currency:	USD				

This part shows the basic information of this payment record, such as the **PO#**, **Entry Date**, **Paid Date** (if any), the **Allowance Amount**, **Actual Paid Amount** etc.

Lower Part – A Tab with 5 Tab Pages

This part is a Tab data structure. It contains 5 Tab Page, each Tab Page shows the "Invoice", "Deduction", "Reimbursement", "Deal Sheet" and "Attachment" information of this payment respectively.

Below are details of each Tab Page:

Click this tab.

Tab Page "Invoice"

Invoice	Deduction	Reimbursement	Deal Sheet	Attachment
Vendor Invoice#	Invoice Amt	Pay%	Net Invoice Amt	Cover SKN
KK33703	49230.00	96.50	47506.95	804462

This tab page shows the invoice information (provided by vendor), such as the invoice#, invoice amount and paid amount (i.e. invoice amount – allowance amount).

Tab Page "Deduction"

Click this tab.

Invoice	Deduction	Reimbursement	Deal Sheet	Attachment	
Deduction	Deduction Detail		PO#	SKN#	Amount
FL - Factory Load Cost Saving	PO 604037 ITEM 804462 PO 604038 ITEM 804475		604037		727.60

If the payment record has deduction, then all the deduction records will be shown in the Tab Page.

Tab Page "Reimbursement"

Click this tab.

Invoice	Deduction	Reimbursement	Deal Sheet	Attachment	
No Data					

If the payment record has reimbursement, then all the reimbursement records will be shown in this Tab Page.

Tab Page "Deal Sheet"

Click this tab.

Invoice	Deduction	Reimbursement	Deal Sheet	Attachment	
SKN#	Allowance Code		%	Remarks	
804462	ADV - Advertising Allowance		2.00		
804462	RGD - Return Goods Defective		1.50		

This tab page shows the allowance amount associated with this payment record.

Tab Page "Attachment"

Invoice	Deduction	Reimbursement	Deal Sheet	Attachment
	Attachment Type		File Name	Description
View	Deduction Documents		ABC Toy 022812.pdf	Doc. Date

Click this tab.

Click this button to on-line view or download this document.

If there is any document (e.g. PDF, Excel, Image, etc) related to this payment, you can find these documents in this tab page. At present, there are two kinds of documents associated with a payment record:

You can on-line view this document by clicking the "View" button. Our system supports most popular file format.

Below is an example of OB Letter for this payment record.

Attn: Credit Manager

Subject: Outstanding Balance
 Date: 02/28/12
 Vendor No: 44547

The expenses shown below are being deducted from your next shipment(s) for the reason(s) indicated. In virtually every instance documentation has already been provided to your company or to your sales representative. If necessary, you can reach me at 973-617-3808 or fax to 973-617-3022.e-mail-nerses.melkonian@toysrus.com.

Regular RGD (Charge backs are written on credit requests; vendor provides disposition to have TRU Return merchandises or destroys it.)	\$ 2,426.59
ITM (250.00 for every new item set up and purchased)	\$ 750.00

For additional details please refer to the Vendor Extranet

TRU automatically destroys defects; additional expenses are incurred if the actual defect results are higher than the dollars reserved (the reserve is accumulated by withholding a percentage of payment from each shipment). An RGD allowance vendor could receive credit request charge backs for items excluded from the RGD allowance program. However, RGD allowance expense is spread over total purchases from your company and the resulting (lower) percentage for RGD allowance defects is collected from all receipts.