

Vendor Allowance Portal
Created on 10/14/2009 12:57 PM

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Table of Contents

Vendor Allowance Portal	1
Vendor Allowance Portal (For Supplier).....	1
Vendor Allowance Inquiry	1
Search Vendor Allowances.....	1
Vendor Allowance Maintenance.....	7
Create a Vendor Allowance	7
Edit a Vendor Allowance.....	25
Approve/Reject a Vendor Allowance	35

Vendor Allowance Portal

Vendor Allowance Portal (For Supplier)

Vendor Allowance Inquiry

Search Vendor Allowances

Procedure

Description:

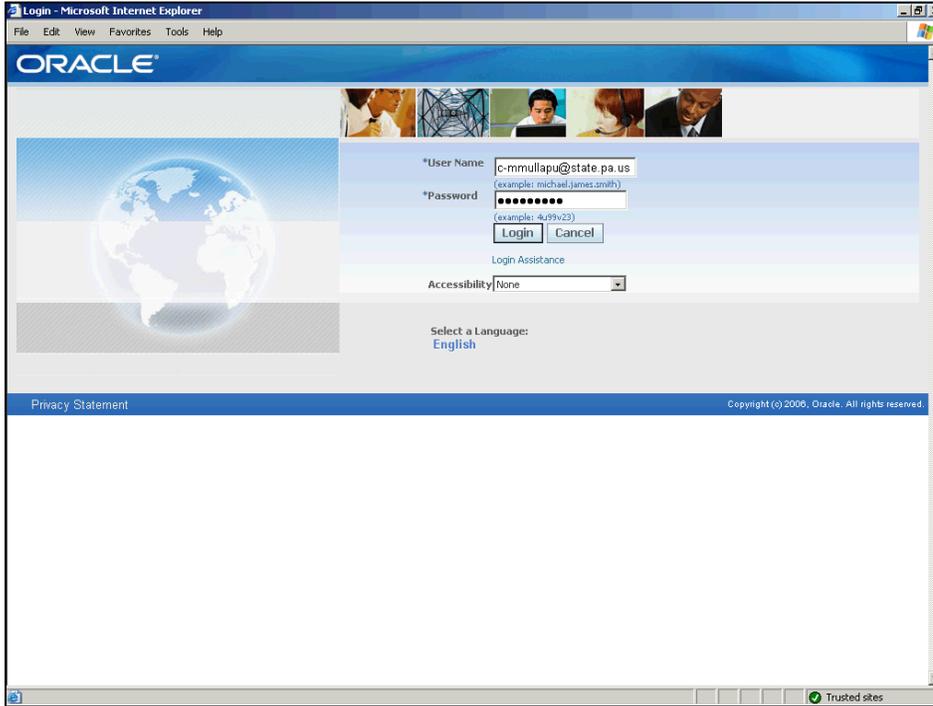
Vendor allowances or special purchase allowances (SPAs) are discounts on merchandise items that are provided by the suppliers and passed on to the customers in the form of promotions. These vendor allowances are usually applied on an item during a four to five week period.

Vendor allowance data is entered and maintained on the *Vendor Allowance Portal*. Use this procedure to search for existing vendor allowances on the portal and view the details.

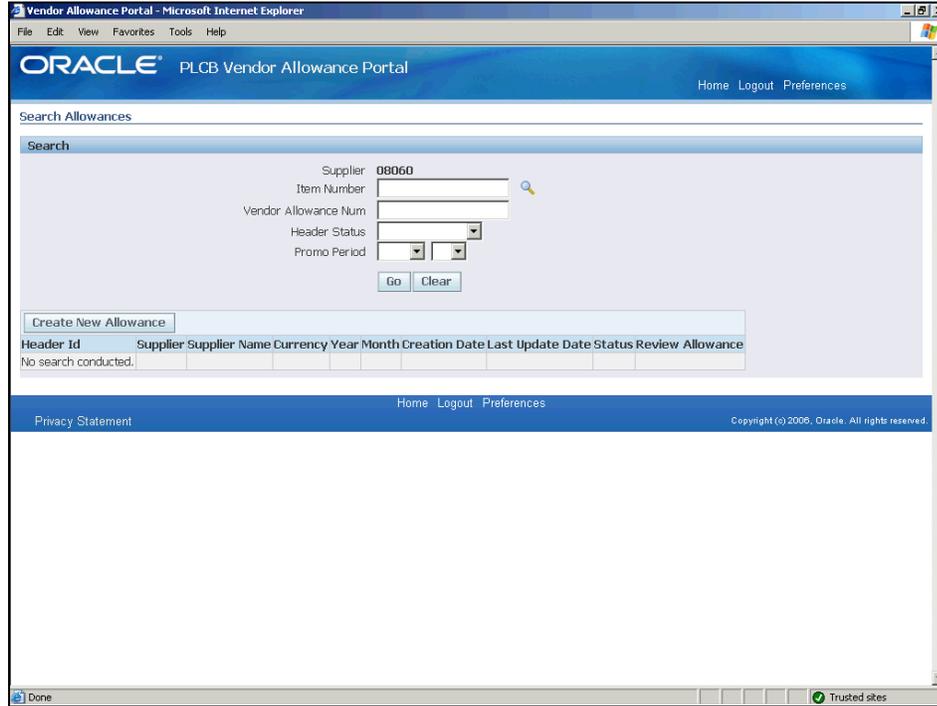
Oracle Prerequisites:

- The user must have a valid login id and the required responsibility to access the *Vendor Allowance Portal*.
- A vendor allowance must exist in the *Vendor Allowance Portal*.

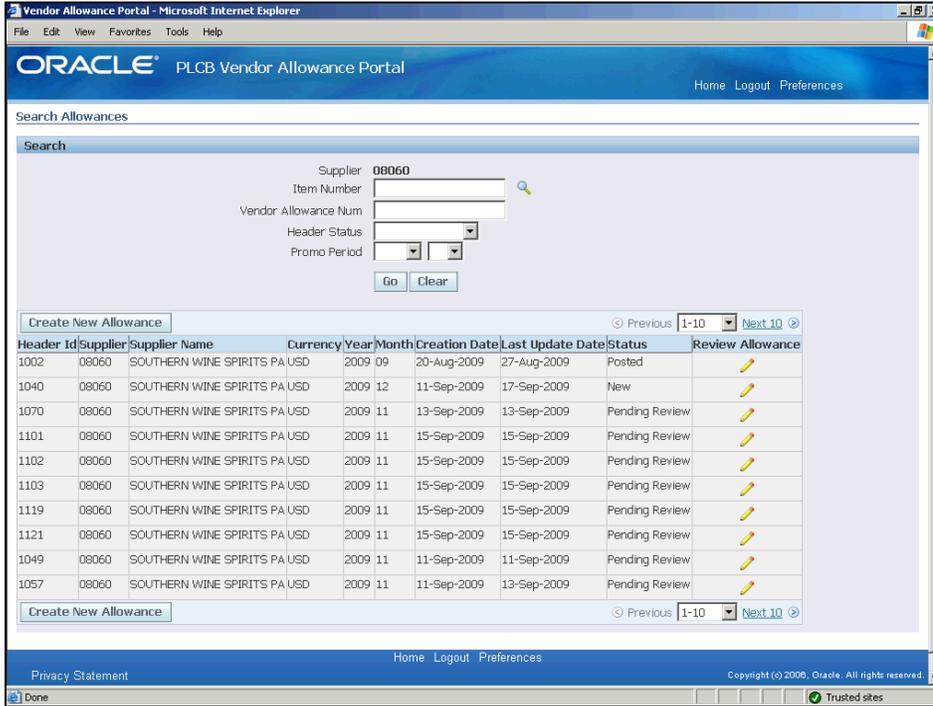
Step	Action
1.	To complete this procedure, login to the <i>Vendor Allowance Portal</i> and select the PLCB VENDOR ALLOWANCE PORTAL responsibility.



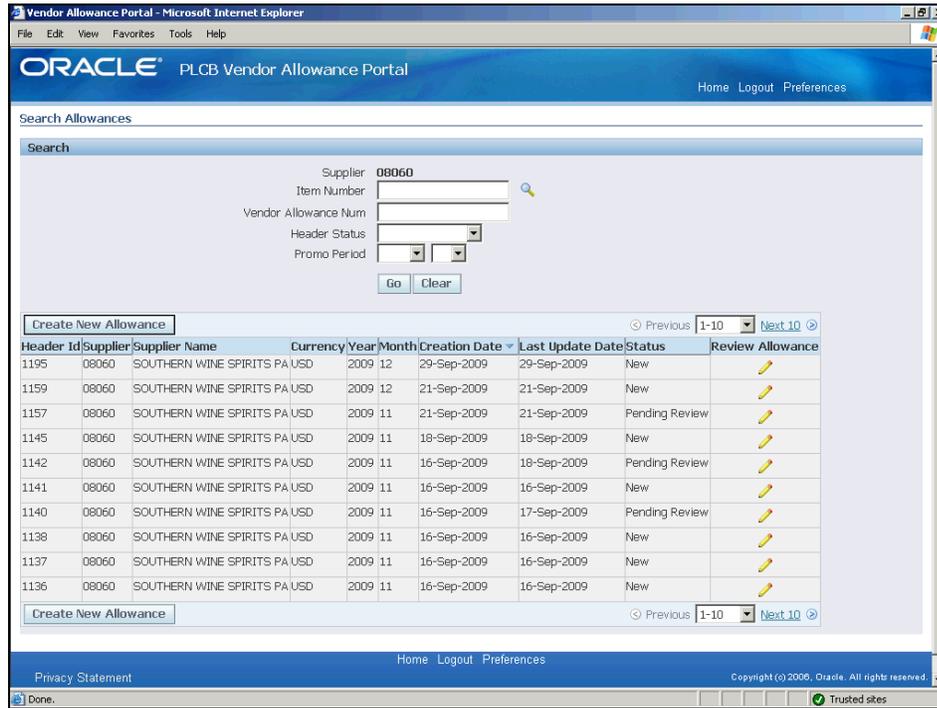
Step	Action
2.	<p>Open the internet explorer and type the URL for the <i>Vendor Allowance Portal</i>. On the <i>Login</i> page, enter the appropriate values in the USER NAME and PASSWORD fields.</p> <p>Then, click on LOGIN.</p> 
3.	<p>The Navigator page is displayed. Click on the <i>PLCB Vendor Allowance Portal</i> link.</p> 



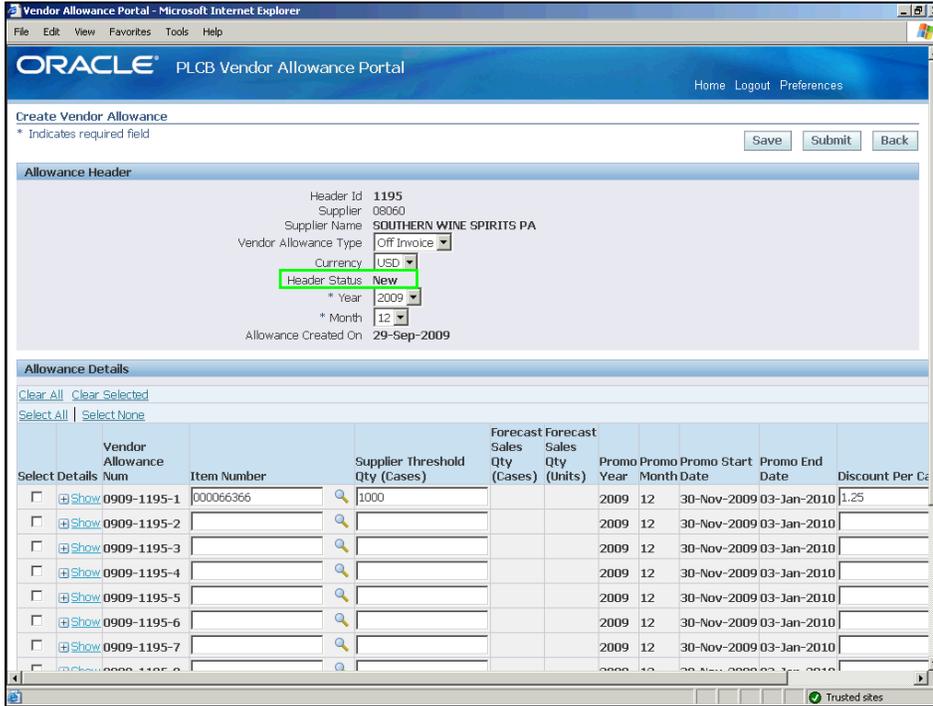
Step	Action
4.	<p data-bbox="440 1060 1377 1125">The <i>Search Allowances</i> window is displayed. You can search for an existing vendor allowance record based on the following:</p> <ul data-bbox="440 1161 1409 1360" style="list-style-type: none"> • SUPPLIER - The supplier number • ITEM NUMBER - Item number of one of the items on the record • VENDOR ALLOWANCE NUMBER - The unique HEADER ID assigned to each record created on the portal • HEADER STATUS - The status of the record in the portal • PROMO PERIOD - The year and month of the associated promotion period <p data-bbox="440 1396 1341 1461">Use any of the fields in the <i>Search</i> section to enter an appropriate search criterion. Leave all the fields blank to list all the existing allowances.</p> <p data-bbox="440 1497 870 1528">Click on GO to execute the search.</p> <div data-bbox="440 1528 516 1579"> <input type="button" value="Go"/> </div>



Step	Action
5.	<p>The search results display. Identify the vendor allowance record for which you wish to view the details.</p> <p>If desired, you can sort the search results based on any of the columns with the bold borders. To sort the results, click on the appropriate column heading.</p> <p>Creation Date</p>
6.	<p>The results are displayed in the ascending order of the selected column.</p> <p>To reverse the order, click on the column heading again.</p> <p>Creation Date ▲</p>



Step	Action
7.	<p>Note that the <i>Search Allowances</i> window only displays the summary level or the header level information for the vendor allowances.</p> <p>To view the details of a vendor allowance record, click on the pencil icon in the REVIEW ALLOWANCE column for the record.</p> 



Step	Action
8.	<p>The vendor allowance details are displayed. Depending on the HEADER STATUS of the record, some of the fields of the record maybe available for editing.</p> 

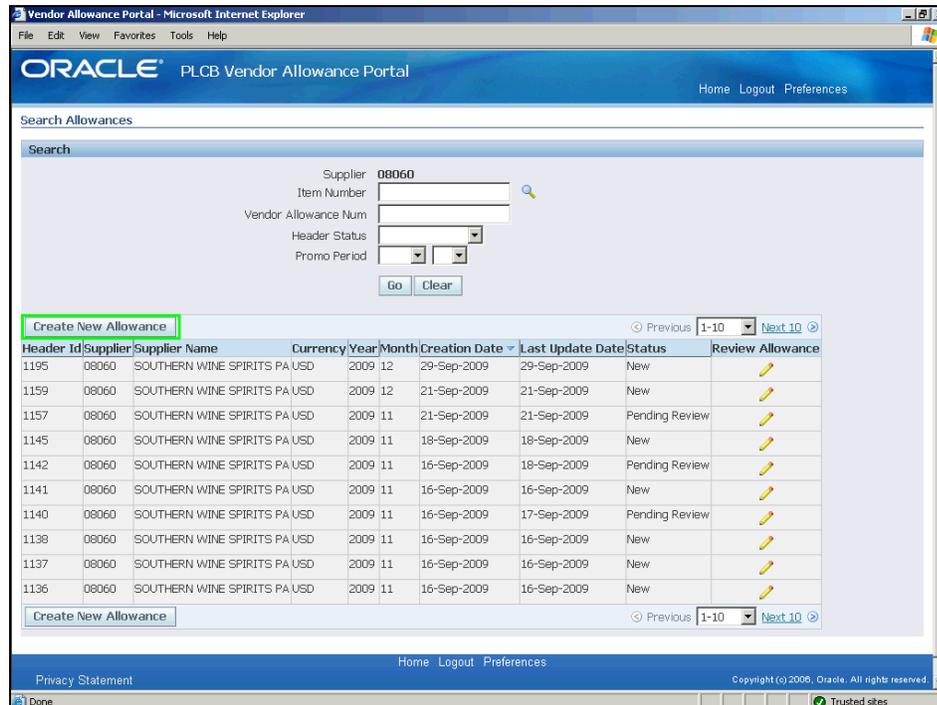


Header Level Statuses

A vendor allowance record created on the portal will have one of the following status at the header level :

- New** - Status for the new vendor allowance records
- Submitted** - Status once records are submitted for review by the Category Management and Logistics
- Pending Review** - Status once records are updated back by the Category Management based on the consensus review meeting
- Ready to Post** - Status once records are reviewed by the vendor and are ready to be posted to RMS as deals
- Partially Posted** - Status to mark the records that failed to be imported to RMS
- Posted** - Status of the records which have been successfully imported to RMS

Step	Action
9.	<p>View the vendor allowance data and click on BACK to return to the <i>Search Allowances</i> window.</p> <p></p>



Step	Action
10.	<p>The <i>Search Allowances</i> window returns. Optionally, click on CREATE NEW ALLOWANCE to create a new vendor allowance.</p> <p>Click on CLEAR to clear the search results.</p> <p></p>
11.	<p>End of Procedure.</p>

Vendor Allowance Maintenance

Create a Vendor Allowance

Procedure

Description:

All through the year, the suppliers can enter and submit vendor allowances or special purchase allowances (SPAs) using the *Vendor Allowance Portal*. Once submitted the vendor

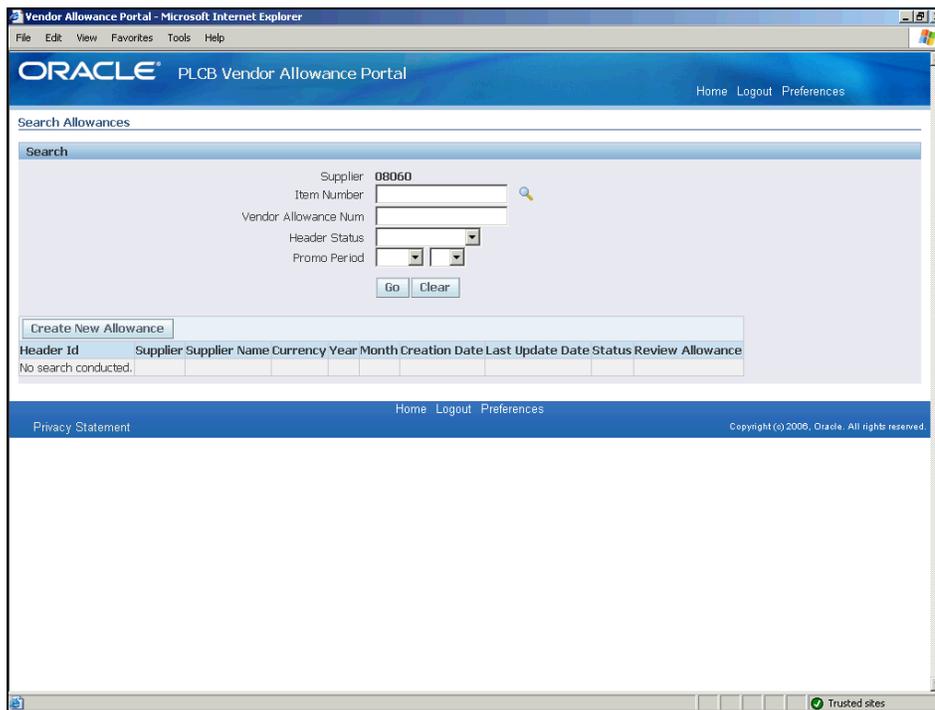
allowance data is then reviewed and updated by the Category Management and Logistics based on the forecast data.

Use this procedure to create a new vendor allowance.

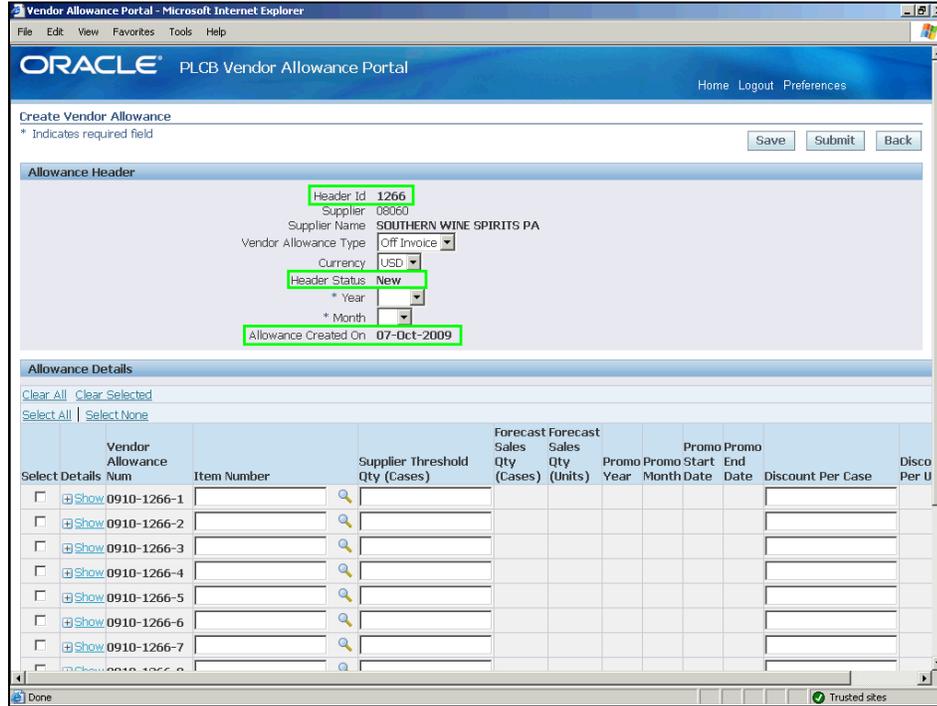
Oracle Prerequisites:

- The user must have a valid login id and the required responsibility to access the *Vendor Allowance Portal*.

Step	Action
1.	To complete this procedure, login to the <i>Vendor Allowance Portal</i> and select the PLCB VENDOR ALLOWANCE PORTAL responsibility.



Step	Action
2.	<p>The Search Allowances window displays.</p> <p>Click on CREATE NEW ALLOWANCE.</p> 



Step	Action
3.	<p>A new vendor allowance record is displayed in the <i>Create Vendor Allowance</i> window.</p> <p>In the <i>Allowance Header</i> section, note that a unique HEADER ID is assigned to the record and the HEADER STATUS is set to NEW.</p> <p>The ALLOWANCE CREATED ON defaults to the current date.</p>
4.	<p>Also note that the VENDOR ALLOWANCE TYPE is set to OFF INVOICE and the CURRENCY is USD.</p> <p>Specify the year for the promotion in the YEAR field.</p> 
5.	<p>Select the appropriate year from the list.</p> 

Training Guide

Vendor Allowance Portal



Vendor Allowance Portal - Microsoft Internet Explorer

ORACLE PLCB Vendor Allowance Portal Home Logout Preferences

Create Vendor Allowance
* Indicates required field

Save Submit Back

Allowance Header

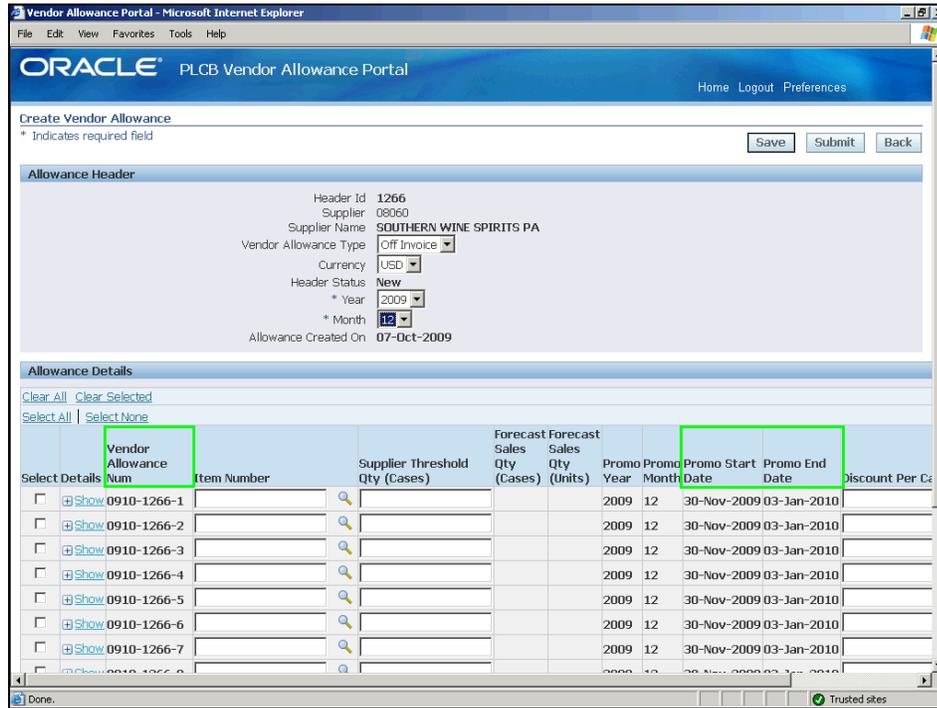
Header Id: 1266
 Supplier: 08060
 Supplier Name: SOUTHERN WINE SPIRITS PA
 Vendor Allowance Type: Off Invoice
 Currency: USD
 Header Status: New
 * Year: 2009
 * Month:
 Allowance Created On: 07-Oct-2009

Allowance Details

Clear All Clear Selected
 Select All Select None

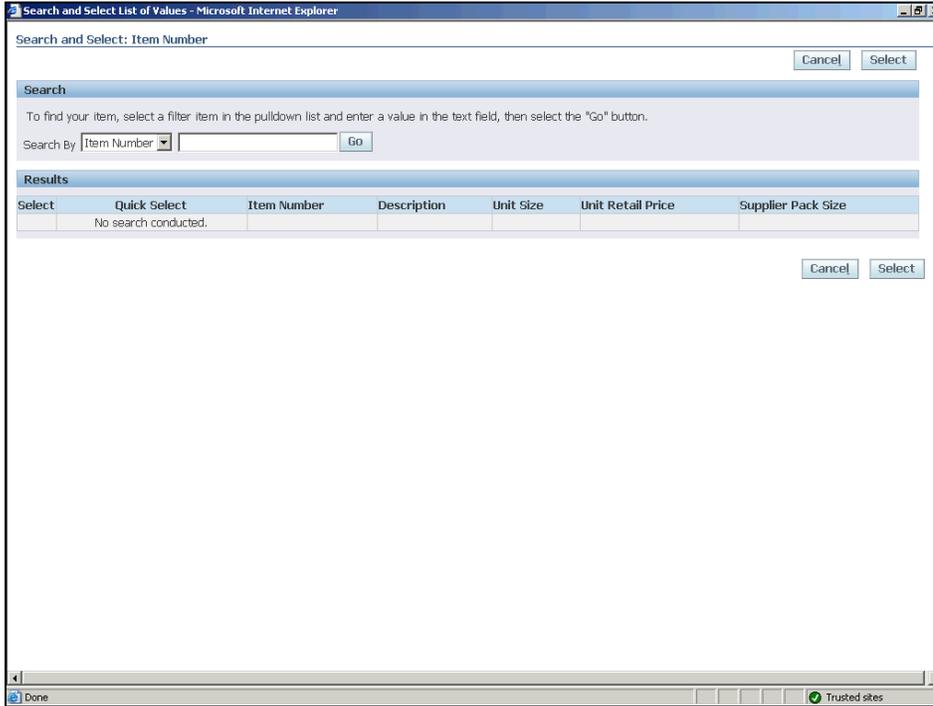
Select	Vendor Allowance Num	Item Number	Supplier Threshold Qty (Cases)	Forecast Sales Qty (Cases)	Forecast Sales Qty (Units)	Promo Year	Promo Start Month	Promo End Date	Discount Per Case	Disco Per U
<input type="checkbox"/>	Show 0910-1266-1									
<input type="checkbox"/>	Show 0910-1266-2									
<input type="checkbox"/>	Show 0910-1266-3									
<input type="checkbox"/>	Show 0910-1266-4									
<input type="checkbox"/>	Show 0910-1266-5									
<input type="checkbox"/>	Show 0910-1266-6									
<input type="checkbox"/>	Show 0910-1266-7									

Step	Action
6.	Specify the month for the promotion in the MONTH field. 
7.	If required, scroll down the list of months to select the desired month. 
8.	Select the appropriate month from the list. 

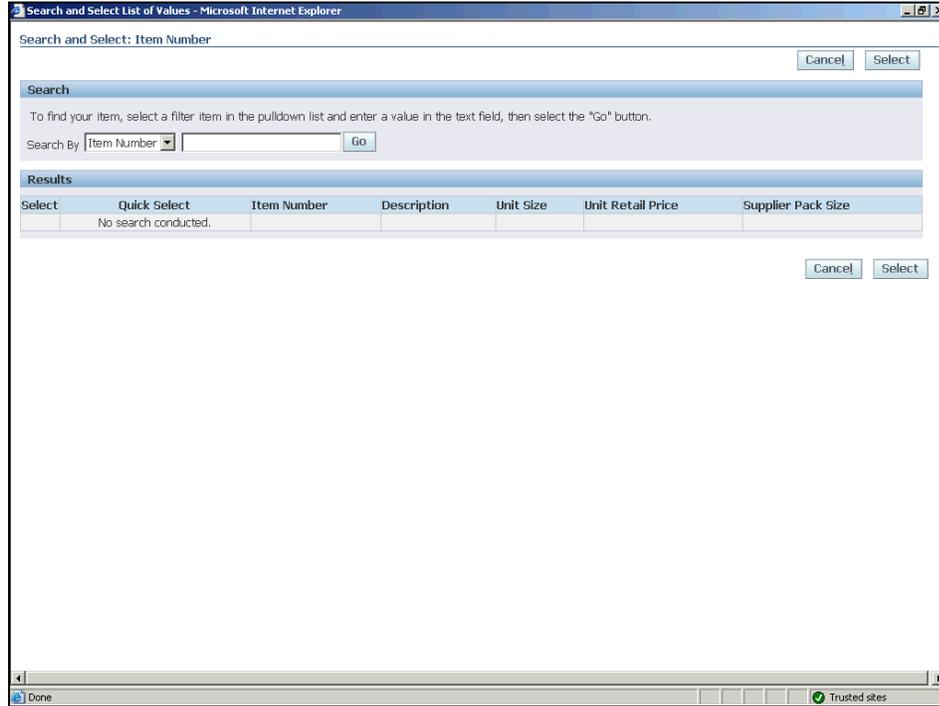


Vendor Allowance Num	Item Number	Supplier Threshold Qty (Cases)	Forecast Sales Qty (Cases)	Forecast Sales Qty (Units)	Promo Year	Promo Month	Promo Start Date	Promo End Date	Discount Per Case
0910-1266-1					2009	12	30-Nov-2009	03-Jan-2010	
0910-1266-2					2009	12	30-Nov-2009	03-Jan-2010	
0910-1266-3					2009	12	30-Nov-2009	03-Jan-2010	
0910-1266-4					2009	12	30-Nov-2009	03-Jan-2010	
0910-1266-5					2009	12	30-Nov-2009	03-Jan-2010	
0910-1266-6					2009	12	30-Nov-2009	03-Jan-2010	
0910-1266-7					2009	12	30-Nov-2009	03-Jan-2010	

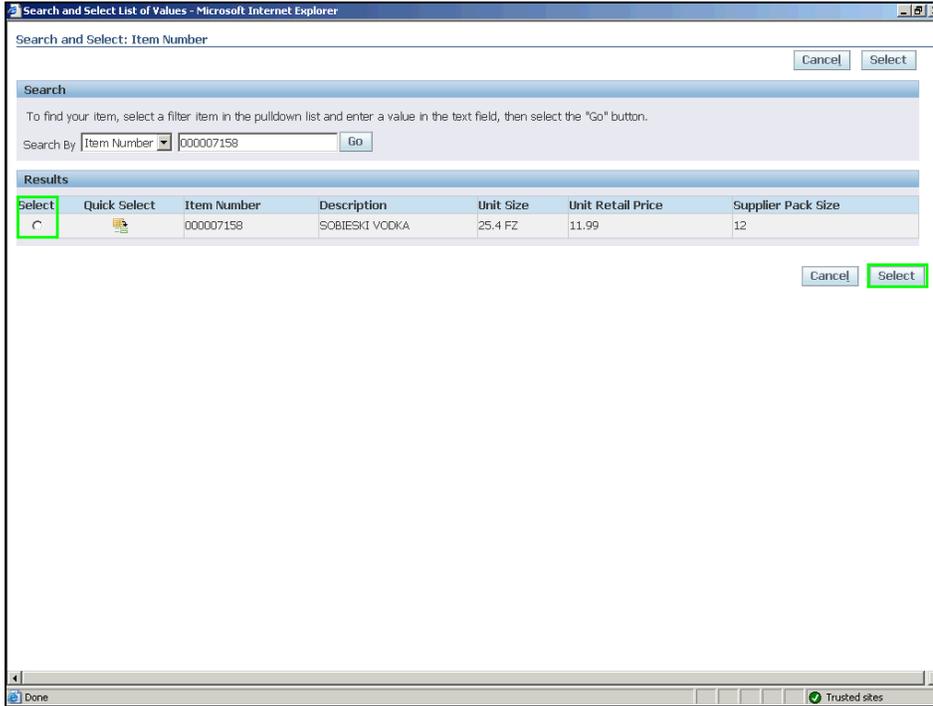
Step	Action
9.	<p>Navigate to the <i>Allowance Details</i> section to enter the item level details.</p> <p>Note that a unique vendor allowance number (VENDOR ALLOWANCE NUM) is assigned to each line item.</p> <p>Also, the values in the PROMO START DATE and PROMO END DATE columns automatically populate based on the promotions period selected in the <i>Allowance Header</i> section.</p>
10.	<p>Enter the details for the first item on the vendor allowance.</p> <p>Enter the item number in the ITEM NUMBER field or use the search option to select one from the available list.</p> 



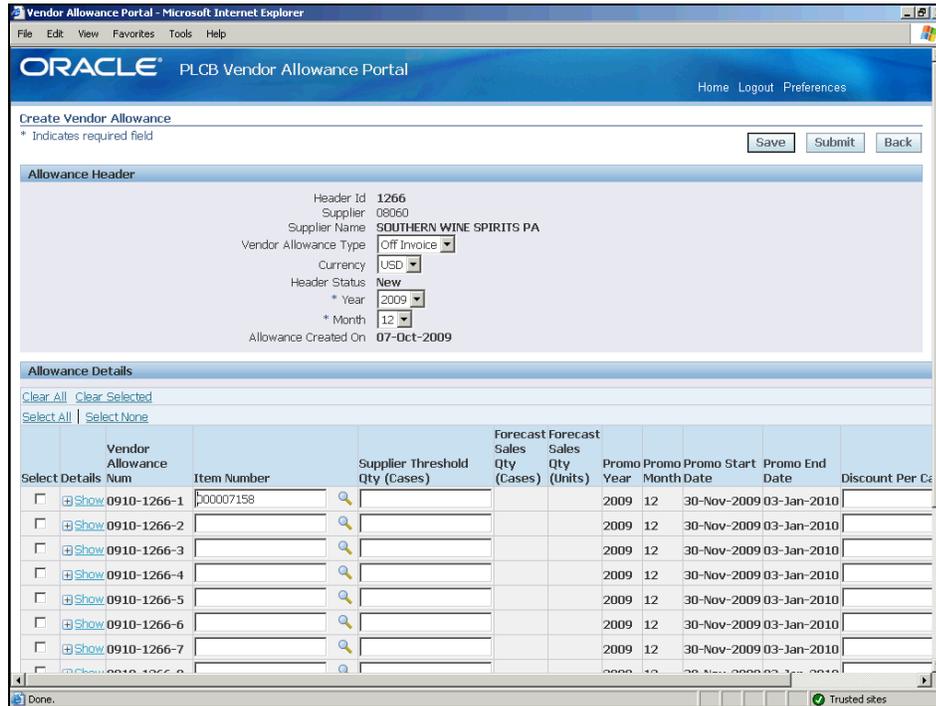
Step	Action
11.	<p>To search for an item, click on the search icon next to the ITEM NUMBER field. The <i>Search and Select List of Values</i> window displays.</p> <p>Click on the SEARCH BY field's drop-down icon.</p> 
12.	<p>Select the appropriate search criteria.</p> <p>You can search by the ITEM NUMBER or the DESCRIPTION.</p> 
13.	<p>Click in the SEARCH BY field.</p> 



Step	Action
14.	<p>Enter the appropriate search value.</p> <p>If searching using the item number, enter the 9-digit item number.</p> <p>Note: If the item number has less than 9-digits enter the item number with the leading zeros. For example, to specify the item number 7158, enter it as 000007158 (with five zeros in the beginning).</p>
15.	<p>Click on GO.</p> 



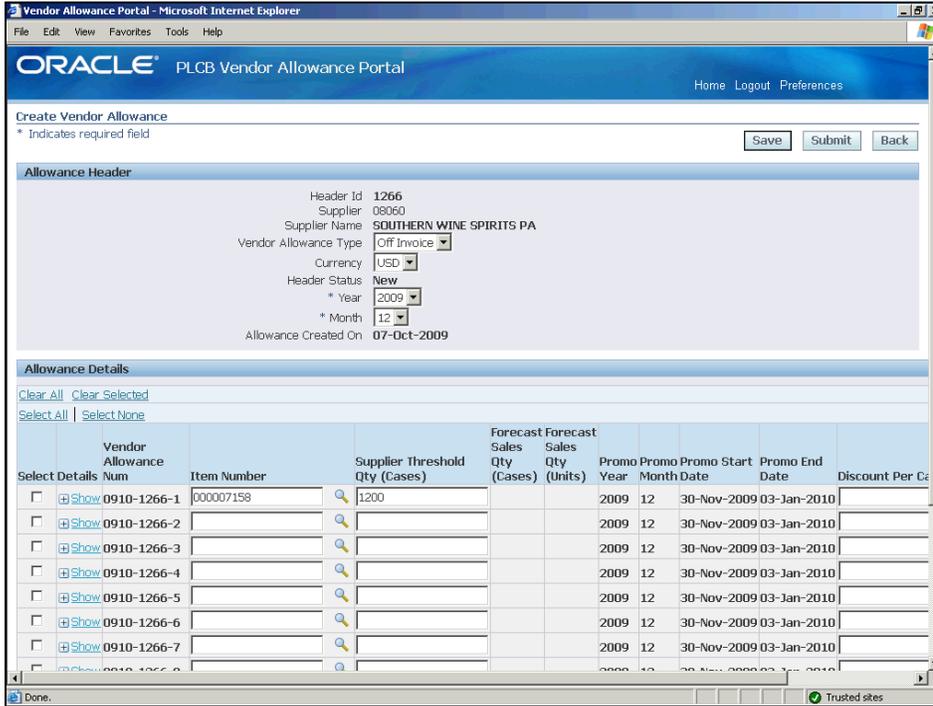
Step	Action
16.	<p>Select the desired item from the search results.</p> <p>To select a record, click in the SELECT radio button and then click on the SELECT icon. Or simply click on the QUICK SELECT icon for the desired record.</p> 



Step	Action
17.	<p>The <i>Create Vendor Allowance</i> window returns with the selected item added to the vendor allowance.</p> <p>Click in the SUPPLIER THRESHOLD QTY (CASES) field.</p> <div style="border: 1px solid black; width: 150px; height: 15px; margin-left: 20px;"></div>
18.	Enter the supplier threshold quantity.
19.	Press the [Tab] key on the keyboard.

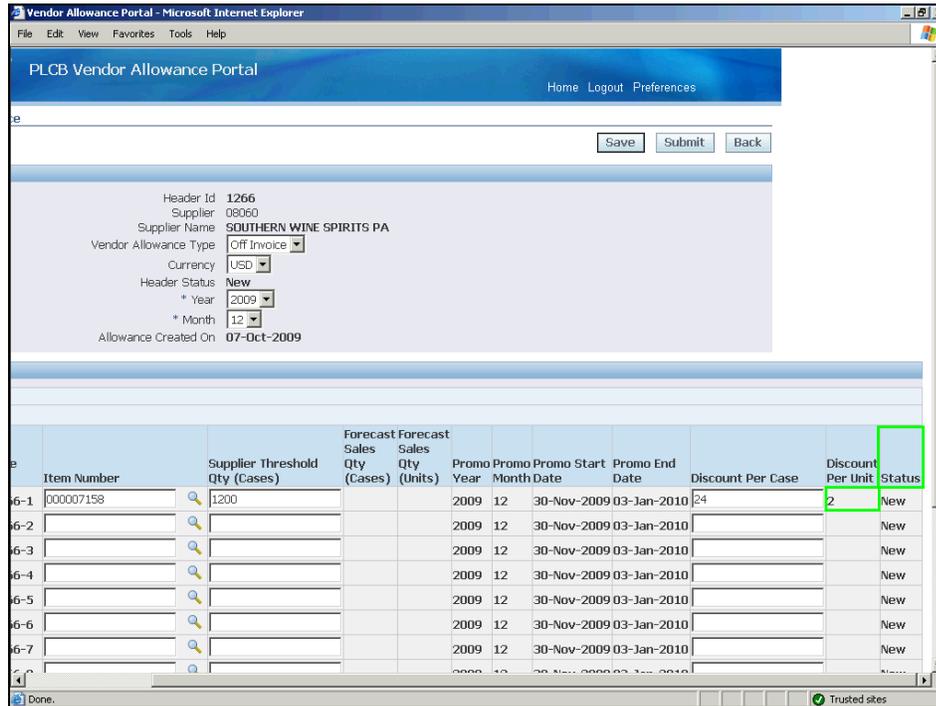
Training Guide

Vendor Allowance Portal



Step	Action
20.	Enter the discount to be offered per case in the DISCOUNT PER CASE field.
21.	Press the [Tab] key on the keyboard.
22.	If required, scroll the window to the right to view the line information currently hidden.





Step	Action
23.	<p>Note that the DISCOUNT PER UNIT for the item is automatically calculated based on the DISCOUNT PER CASE and the SUPPLIER PACK SIZE for the item.</p> <p>For example, since the supplier pack size for item 000007158 is 12 and discount per case is \$24, the DISCOUNT PER UNIT is \$2.</p> <p>Also note that the STATUS for each line on the new vendor allowance is set to NEW.</p>



Line Level Statuses

A line on a vendor allowance record will have one of the following status :

New - Status for the lines entered on a new vendor allowance record

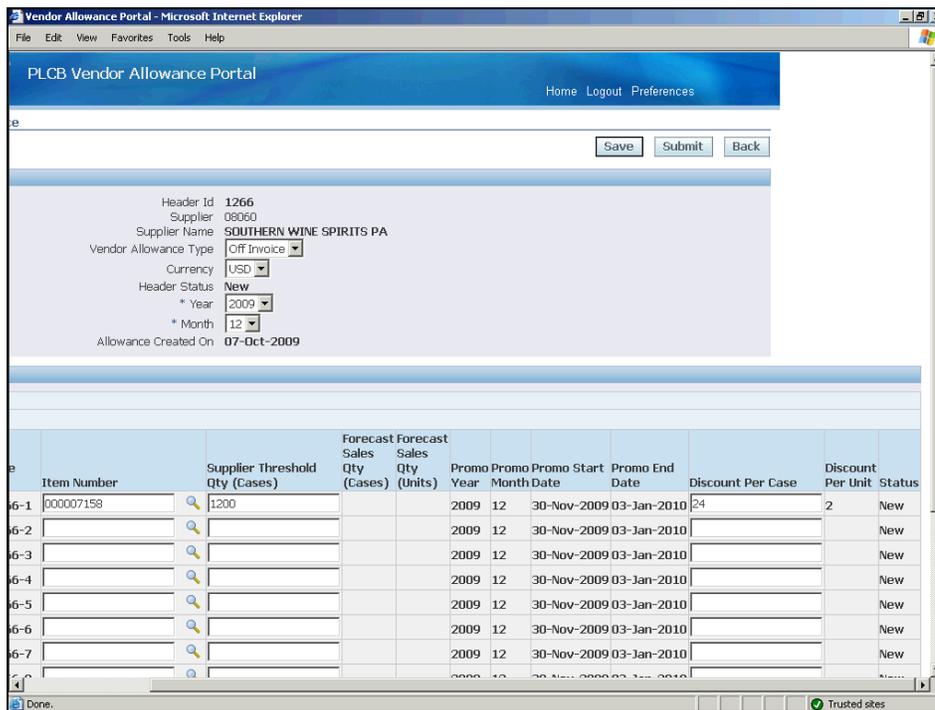
Submitted - Status once the record is submitted by the vendor for review by the Category Management and Logistics

Pending Review - Status once the record is updated back by the Category Management based on the consensus review meeting

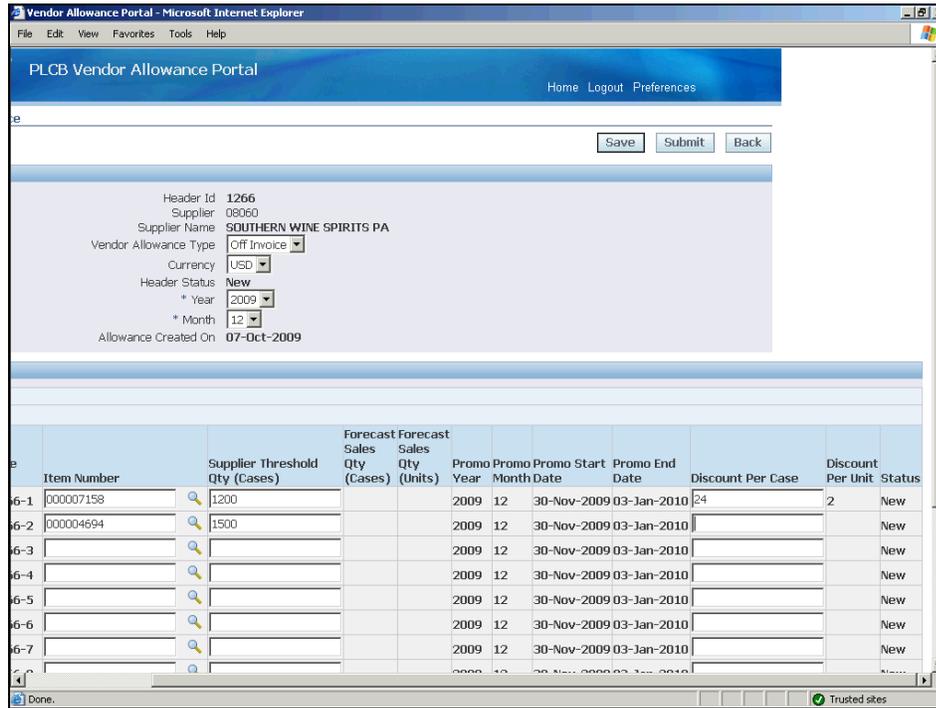
Approved - Status once the record is reviewed by the vendor and is ready to be posted to RMS as deals

Rejected - Status once the record is reviewed and rejected by the vendor

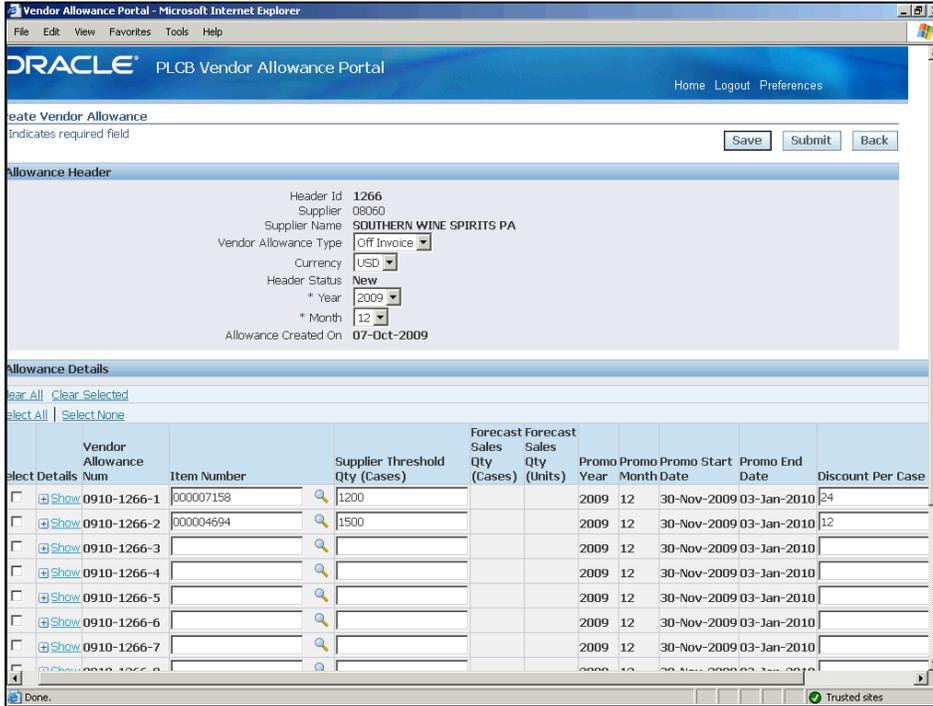
Step	Action
24.	<p>Similarly, specify the next item for the vendor allowance.</p> <p>Click in the ITEM NUMBER field in the next line.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>



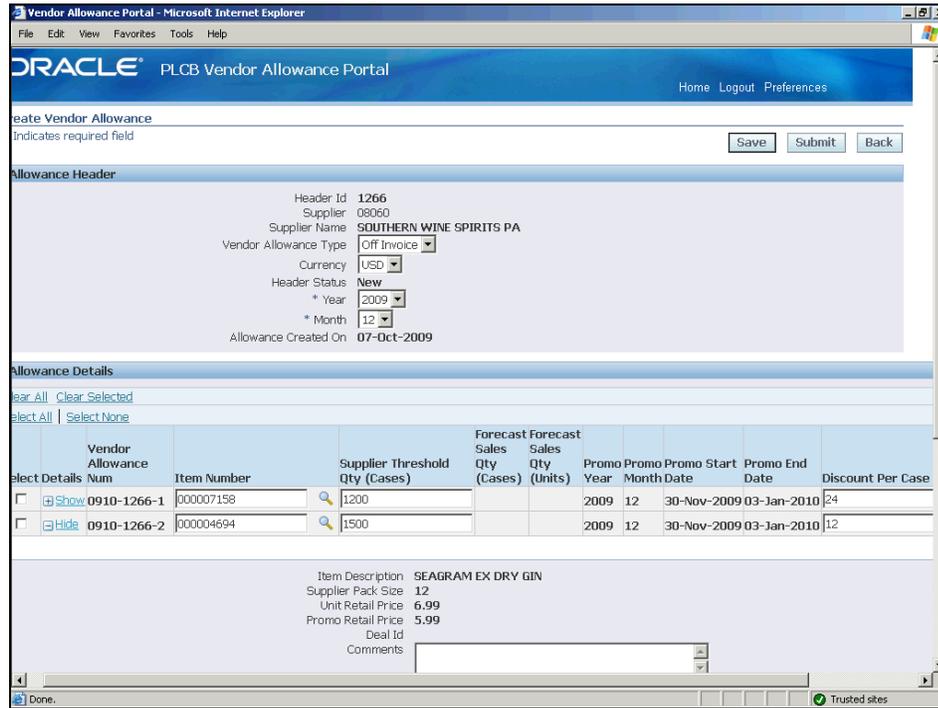
Step	Action
25.	<p>Enter the appropriate item number or use the search option to look for the desired item.</p>
26.	<p>Click in the SUPPLIER THRESHOLD QTY (CASES) field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
27.	<p>Enter the supplier threshold quantity.</p>
28.	<p>Press the [Tab] key on the keyboard.</p>



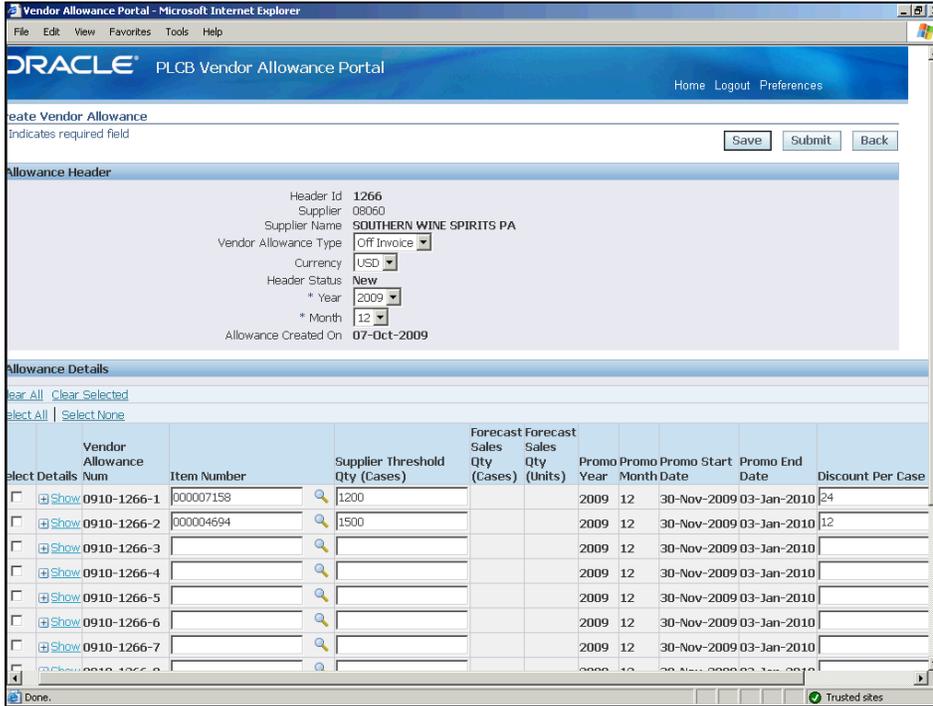
Step	Action
29.	Enter the discount to be offered per case in the DISCOUNT PER CASE field.
30.	Press the [Tab] key on the keyboard.



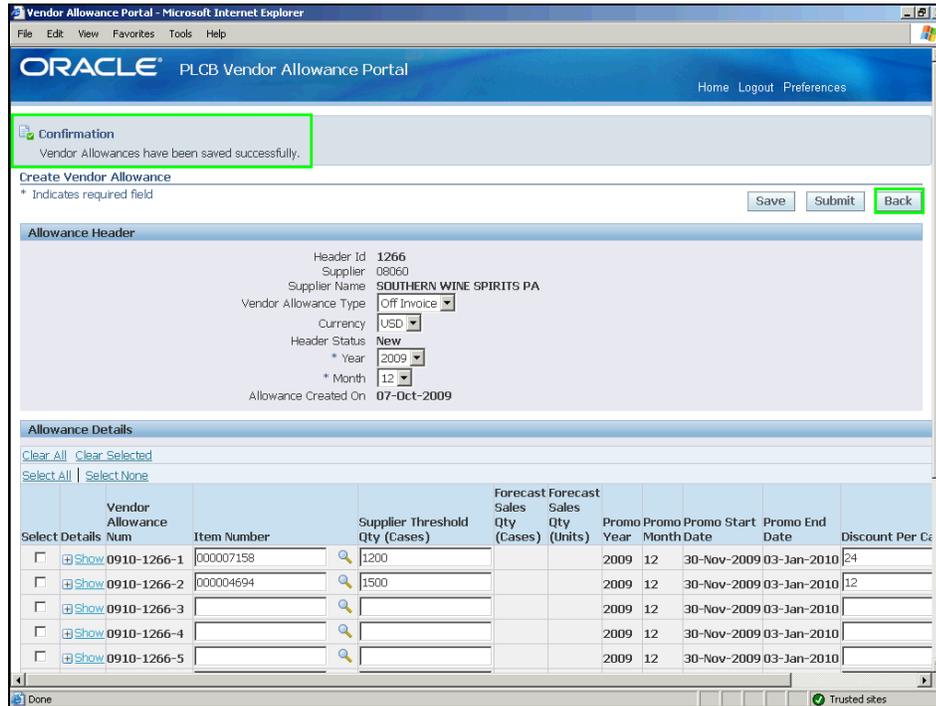
Step	Action
31.	<p>If desired, use the <i>Show</i> link in the DETAILS column to view additional item information.</p> 



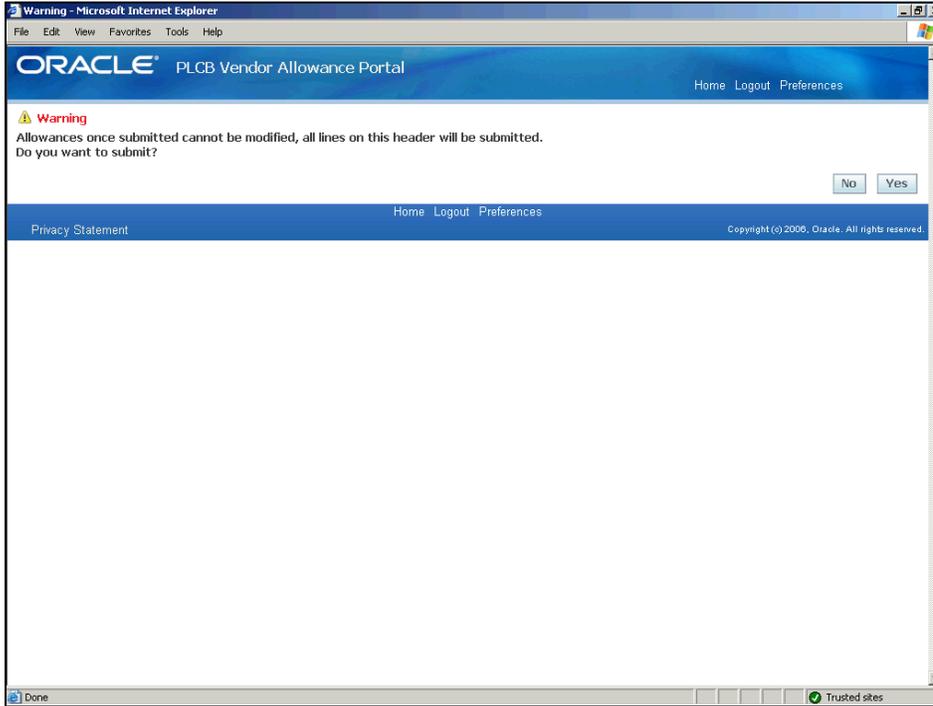
Step	Action
32.	<p>Item details such as: DESCRIPTION, SUPPLIER PACK SIZE, UNIT RETAIL PRICE, and PROMO RETAIL PRICE (price after the discount) are displayed.</p> <p><i>Note: Once the vendor allowance is approved and posted as a deal, the associated DEAL ID will be entered for the line.</i></p> <p>If needed, use the COMMENTS section to enter comments for the line.</p> <p>Click on the <i>Hide</i> link to hide the details.</p> 



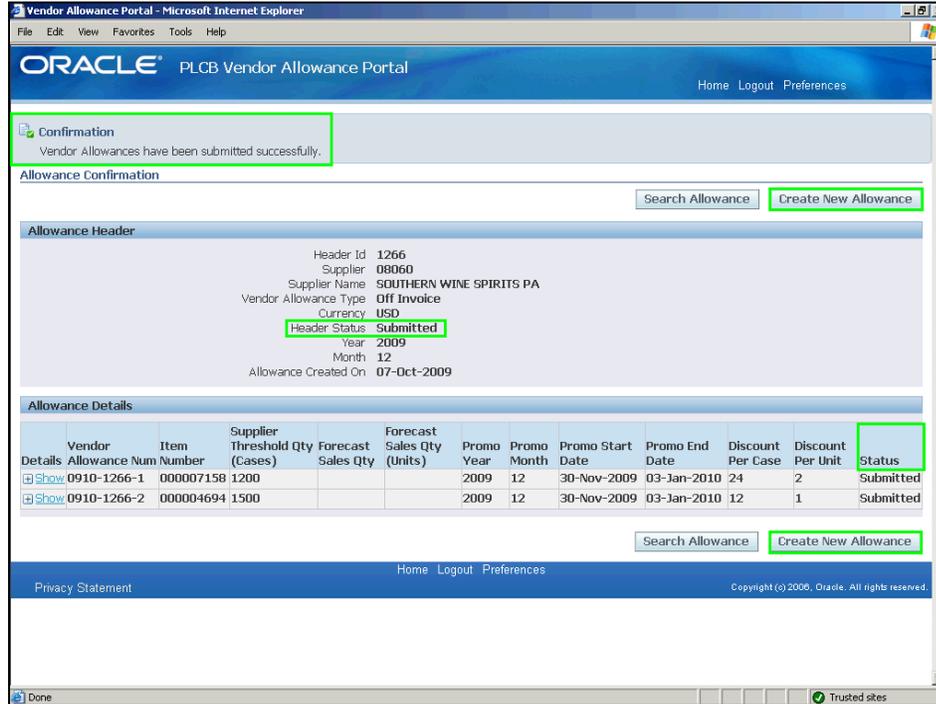
Step	Action
33.	<p>Similarly, enter all the items on the vendor allowance and submit it for review.</p> <p>If desired, save the allowance information for future review. However, keep in mind that the vendor allowance data must be submitted before the cutoff date (5 months from the start of the promotion).</p> <p>Note: If for some valid reason the allowance needs to be submitted after the cutoff date, the vendor must contact the central office to consider the feasibility of processing the allowance information.</p> <p>Click on SAVE to save the record for future review.</p> <p>Save</p>



Step	Action
34.	<p>To exit the window without submitting the information for review, click on BACK.</p> <p>Click on SUBMIT to submit the vendor allowance information for review by the Category Management and Logistics.</p> 



Step	Action
35.	<p>A warning message is displayed.</p> <p><i>Note:</i> Once submitted, the vendor allowance data cannot be changed. If necessary, the vendor must contact the central office (<u>prior to the cut-off date</u>) and they can reset the allowance HEADER STATUS back to NEW. Once the status is reset, only then the information can be edited again.</p> <p>Click on YES to submit the allowance for review.</p> 



Step	Action
36.	<p>A confirmation message is displayed.</p> <p>Note that the HEADER STATUS for the record and each line changes to SUBMITTED.</p> <p>To create another vendor allowance, click on CREATE NEW ALLOWANCE. Else, click on SEARCH ALLOWANCES to return to the Search Allowances window.</p>
37.	End of Procedure.

Edit a Vendor Allowance

Procedure

Description:

A vendor allowance can only be updated while the HEADER STATUS is NEW. In other words, the information has not been submitted for review.

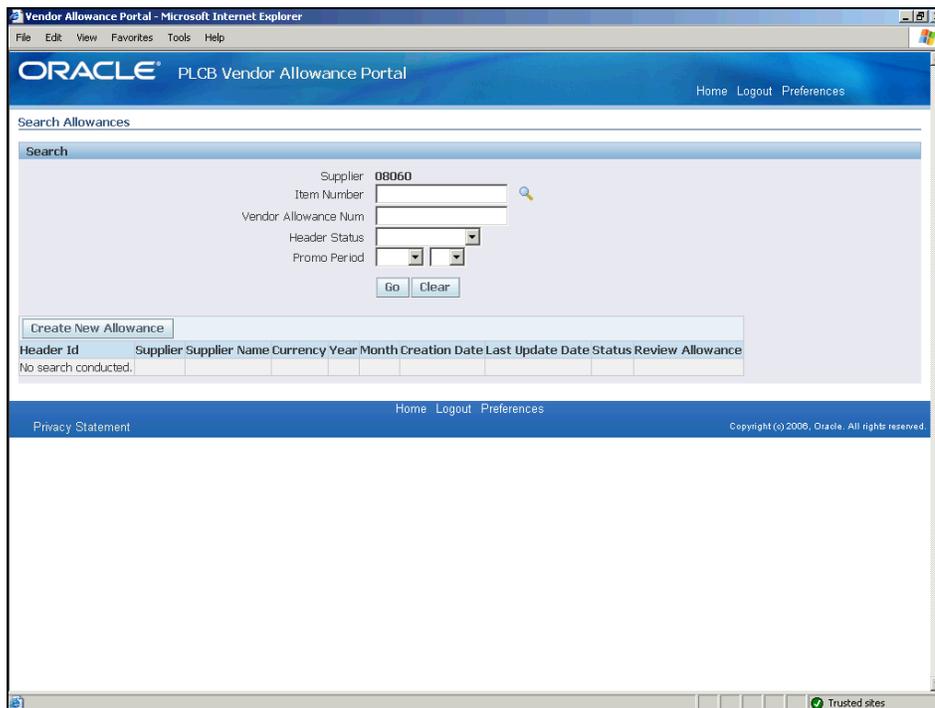
Once submitted, the vendor allowance information cannot be changed. If necessary, the vendor must contact the central office (prior to the cutoff date) and they can reset the allowance status back to NEW. Once the status is reset, only then the information can be edited again.

Use this procedure to edit and make changes to an existing vendor allowance.

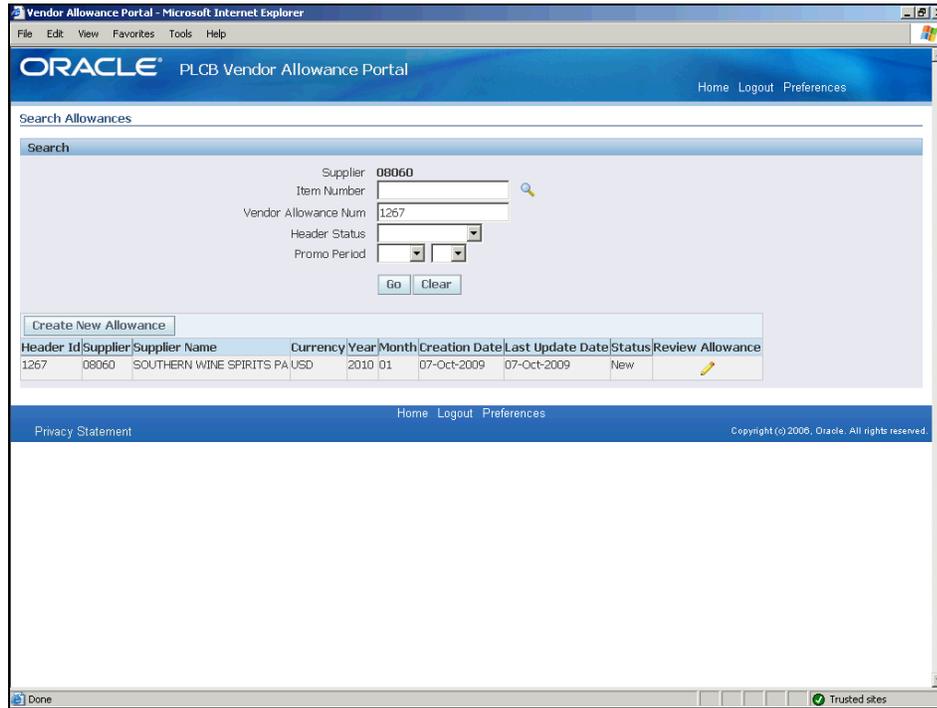
Oracle Prerequisites:

- A vendor allowance record must already exist in the *Vendor Allowance Portal*.
- The **HEADER STATUS** for the vendor allowance record must be **NEW**.

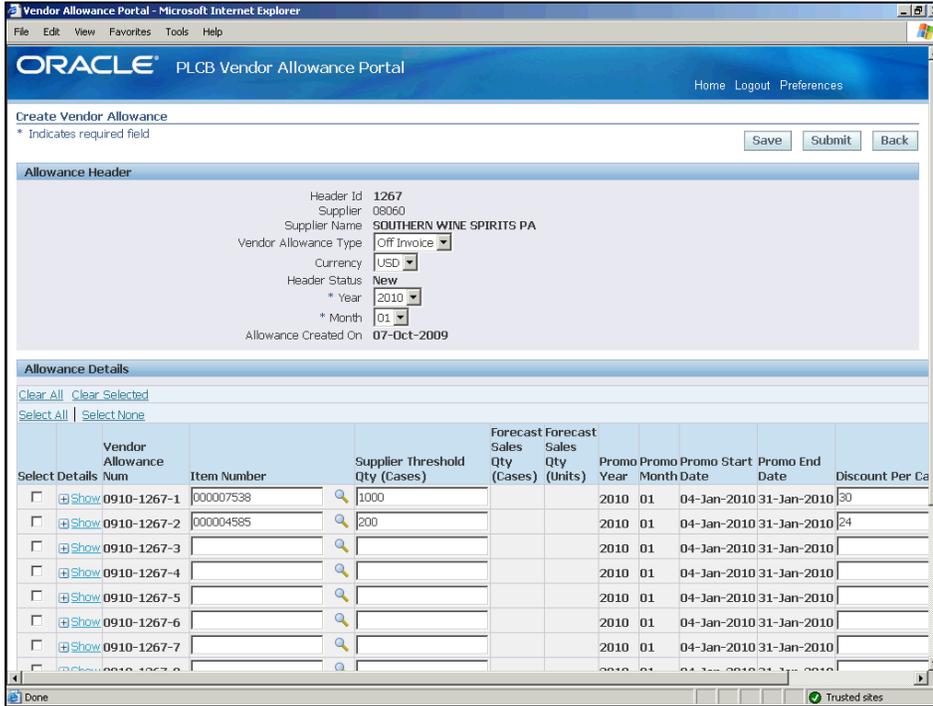
Step	Action
1.	To complete this procedure, login to the <i>Vendor Allowance Portal</i> and select the PLCB VENDOR ALLOWANCE PORTAL responsibility.



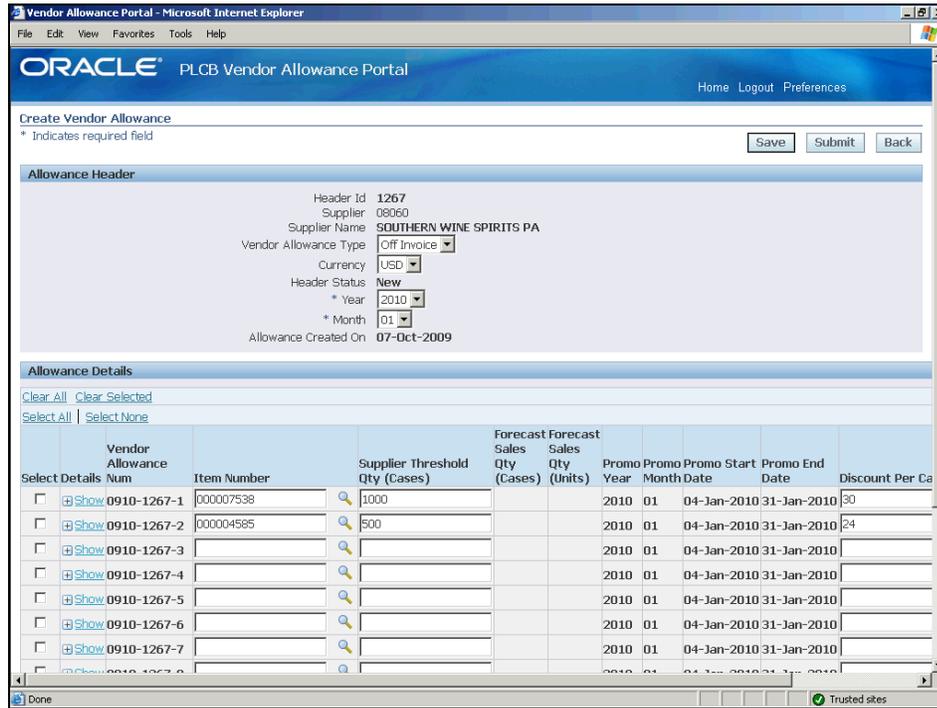
Step	Action
2.	The <i>Search Allowances</i> window displays. Use any of the fields in the <i>Search</i> section to enter an appropriate search criterion. Leave all the fields blank to list all the existing allowances. <input type="text"/>
3.	Enter the appropriate search values.
4.	Click on <i>Go</i> to execute the search. <input type="button" value="Go"/>



Step	Action
5.	<p data-bbox="440 1060 771 1094">The search results display.</p> <p data-bbox="440 1125 1386 1188">To update a record, click on the pencil icon in the REVIEW ALLOWANCE column.</p> 



Step	Action
6.	<p>The <i>Create Vendor Allowance</i> window displays the vendor allowance information.</p> <p>Make the desired changes.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px; text-align: center;">200</div>
7.	<p>To change the threshold quantity for an item, double-click in the SUPPLIER THRESHOLD QTY (CASES) field and enter the new value.</p>



ORACLE PLCB Vendor Allowance Portal

Home Logout Preferences

Create Vendor Allowance

* Indicates required field

Save Submit Back

Allowance Header

Header Id: 1267
 Supplier: 08060
 Supplier Name: SOUTHERN WINE SPIRITS PA
 Vendor Allowance Type: Off Invoice
 Currency: USD
 Header Status: New
 * Year: 2010
 * Month: 01
 Allowance Created On: 07-Oct-2009

Allowance Details

Clear All Clear Selected
 Select All Select None

Select	Vendor Allowance Num	Item Number	Supplier Threshold Qty (Cases)	Forecast Sales Qty (Cases)	Forecast Sales Qty (Units)	Promo Year	Promo Month	Promo Start Date	Promo End Date	Discount Per Ca
<input type="checkbox"/>	Show 0910-1267-1	000007538	1000			2010	01	04-Jan-2010	31-Jan-2010	30
<input type="checkbox"/>	Show 0910-1267-2	000004585	500			2010	01	04-Jan-2010	31-Jan-2010	24
<input type="checkbox"/>	Show 0910-1267-3					2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show 0910-1267-4					2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show 0910-1267-5					2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show 0910-1267-6					2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show 0910-1267-7					2010	01	04-Jan-2010	31-Jan-2010	

Step	Action
8.	To add another item, enter the details in the next available line. 
9.	Enter the appropriate item number in the ITEM NUMBER field or use the search option to look for the desired item.
10.	Click in the SUPPLIER THRESHOLD QTY (CASES) field. 
11.	Enter the supplier threshold quantity.
12.	Press the [Tab] key on the keyboard.

Training Guide

Vendor Allowance Portal



Vendor Allowance Portal - Microsoft Internet Explorer

ORACLE PLCB Vendor Allowance Portal

Home Logout Preferences

Create Vendor Allowance

* Indicates required field

Save Submit Back

Allowance Header

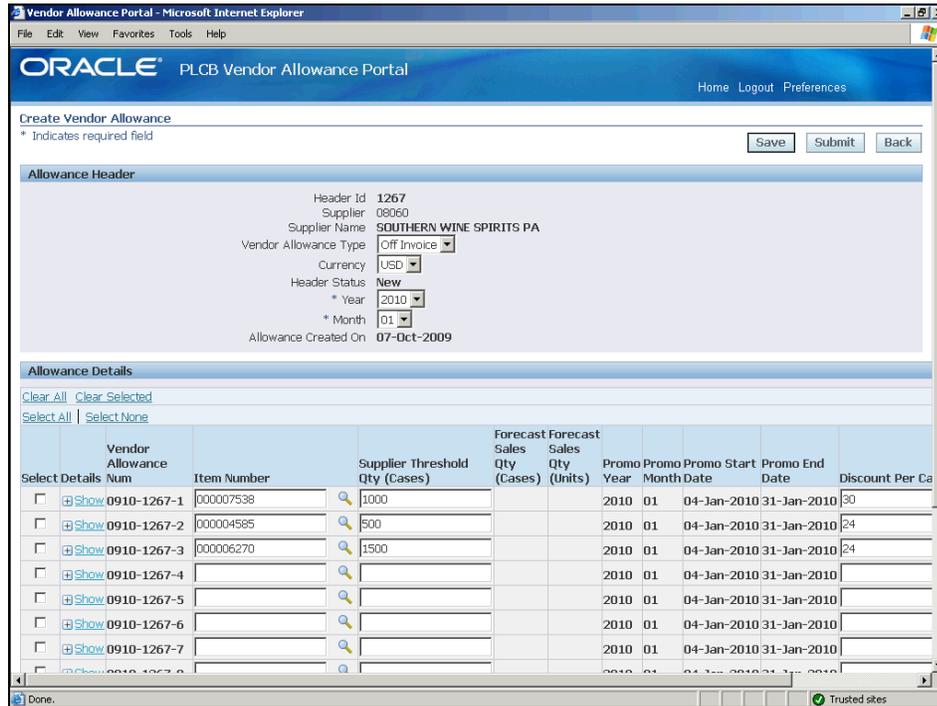
Header Id 1267
 Supplier 08060
 Supplier Name SOUTHERN WINE SPIRITS PA
 Vendor Allowance Type Off Invoice
 Currency USD
 Header Status New
 * Year 2010
 * Month 01
 Allowance Created On 07-Oct-2009

Allowance Details

Clear All Clear Selected
 Select All Select None

Select	Details	Vendor Allowance Num	Item Number	Supplier Threshold Qty (Cases)	Forecast Sales Qty (Cases)	Forecast Sales Qty (Units)	Promo Year	Promo Month	Promo Start Date	Promo End Date	Discount Per Ca
<input type="checkbox"/>	Show	0910-1267-1	000007538	1000			2010	01	04-Jan-2010	31-Jan-2010	30
<input type="checkbox"/>	Show	0910-1267-2	000004585	500			2010	01	04-Jan-2010	31-Jan-2010	24
<input type="checkbox"/>	Show	0910-1267-3	000006270	1500			2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show	0910-1267-4					2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show	0910-1267-5					2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show	0910-1267-6					2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show	0910-1267-7					2010	01	04-Jan-2010	31-Jan-2010	

Step	Action
13.	Enter the discount to be offered per case in the DISCOUNT PER CASE field.
14.	Press the [Tab] key on the keyboard.



Step	Action
15.	<p>Optionally, you can use the <i>Clear All</i> or <i>Clear Selected</i> options to delete lines from the vendor allowance.</p> <p>To select a line for deletion, click in the SELECT checkbox for the line.</p> <p><input type="checkbox"/></p>
16.	<p>Click on the <i>Clear Selected</i> link to clear the selected lines.</p> <p>Clear Selected</p>

Training Guide

Vendor Allowance Portal



Vendor Allowance Portal - Microsoft Internet Explorer

ORACLE PLCB Vendor Allowance Portal

Home Logout Preferences

Create Vendor Allowance

* Indicates required field

Save Submit Back

Allowance Header

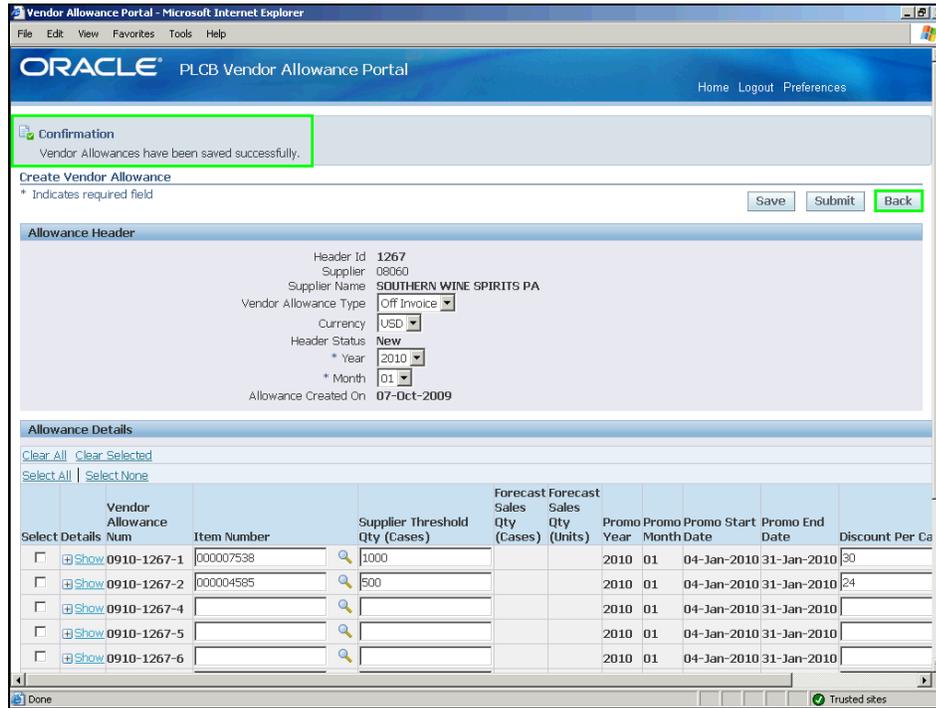
Header Id: 1267
 Supplier: 08060
 Supplier Name: SOUTHERN WINE SPIRITS PA
 Vendor Allowance Type: Off Invoice
 Currency: USD
 Header Status: New
 * Year: 2010
 * Month: 01
 Allowance Created On: 07-Oct-2009

Allowance Details

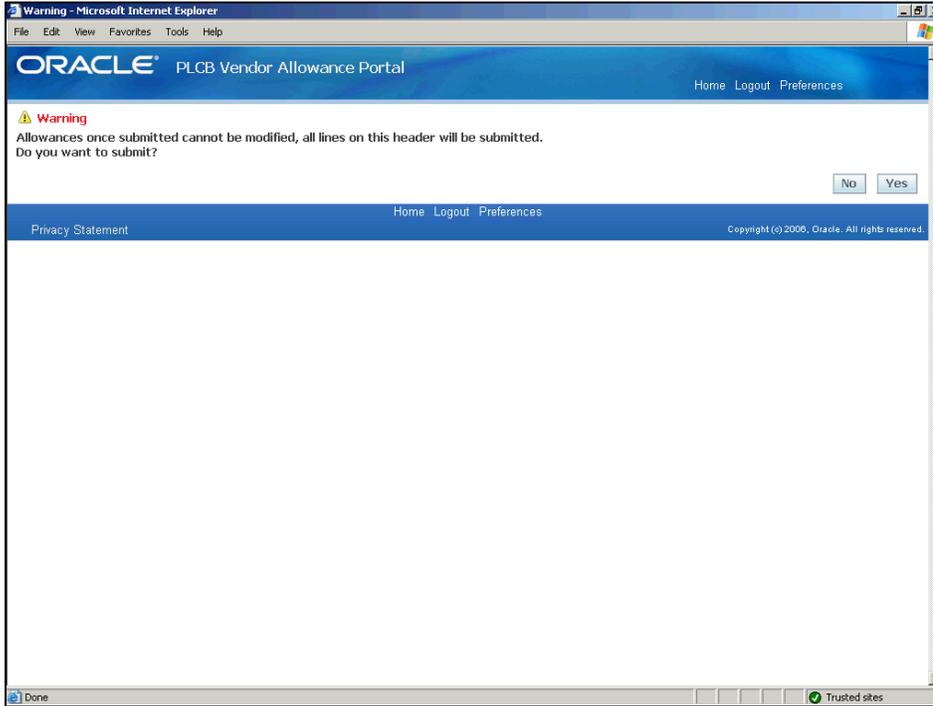
Clear All Clear Selected
 Select All Select None

Select	Details	Vendor Allowance Num	Item Number	Supplier Threshold Qty (Cases)	Forecast Sales Qty (Cases)	Forecast Sales Qty (Units)	Promo Year	Promo Month	Promo Start Date	Promo End Date	Discount Per Ca
<input type="checkbox"/>	Show	0910-1267-1	000007538	1000			2010	01	04-Jan-2010	31-Jan-2010	30
<input type="checkbox"/>	Show	0910-1267-2	000004585	500			2010	01	04-Jan-2010	31-Jan-2010	24
<input type="checkbox"/>	Show	0910-1267-3					2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show	0910-1267-4					2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show	0910-1267-5					2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show	0910-1267-6					2010	01	04-Jan-2010	31-Jan-2010	
<input type="checkbox"/>	Show	0910-1267-7					2010	01	04-Jan-2010	31-Jan-2010	

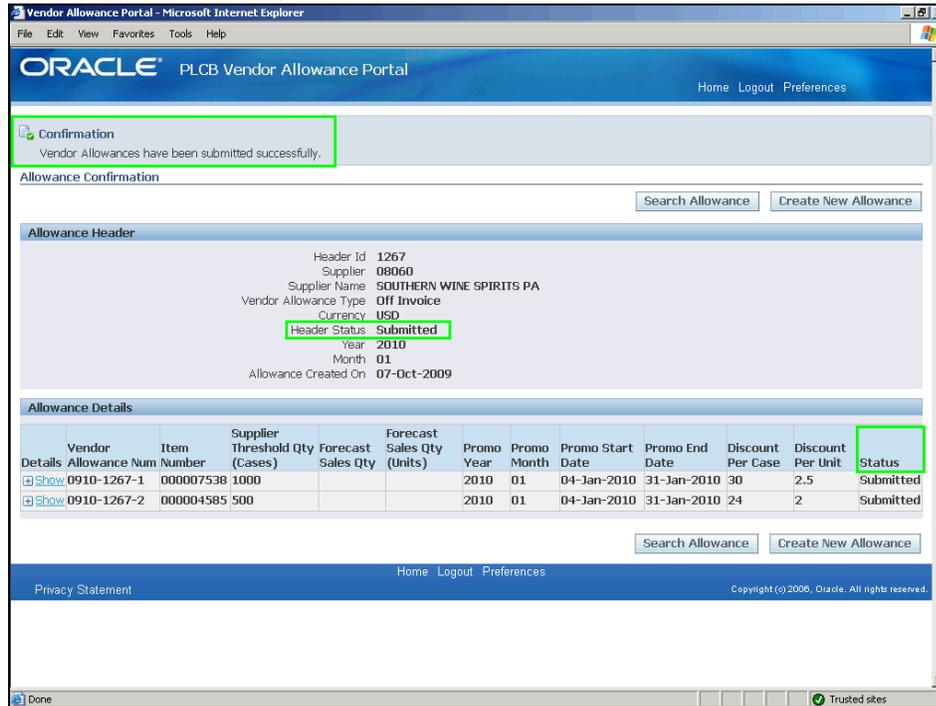
Step	Action
17.	<p>Click on SAVE to save the changes.</p> 



Step	Action
18.	<p>To exit the window without submitting the information for review, click on BACK.</p> <p>Click on SUBMIT to submit the vendor allowance information for review by the Category Management and Logistics.</p> <p></p>



Step	Action
19.	<p>A warning message is displayed.</p> <p><i>Note:</i> Once submitted, the vendor allowance data cannot be changed. If necessary, the vendor must contact the central office (<u>prior to the cut-off date</u>) and they can reset the allowance HEADER STATUS back to NEW. Once the status is reset, only then the information can be edited again.</p> <p>Click on YES to submit the allowance for review.</p> <p><input type="button" value="Yes"/></p>



Step	Action
20.	<p>A confirmation message is displayed.</p> <p>Note that the HEADER STATUS for the record and each line changes to SUBMITTED.</p> <p>Click on SEARCH ALLOWANCES to return to the Search Allowances window.</p>
21.	<p>End of Procedure.</p>

Approve/Reject a Vendor Allowance

Procedure

Description:

Once the vendor allowance data is submitted, the Category Management and Logistics together review the data and compare it with the base forecast data. After the review, the updated vendor allowance data is uploaded back for the vendor to review.

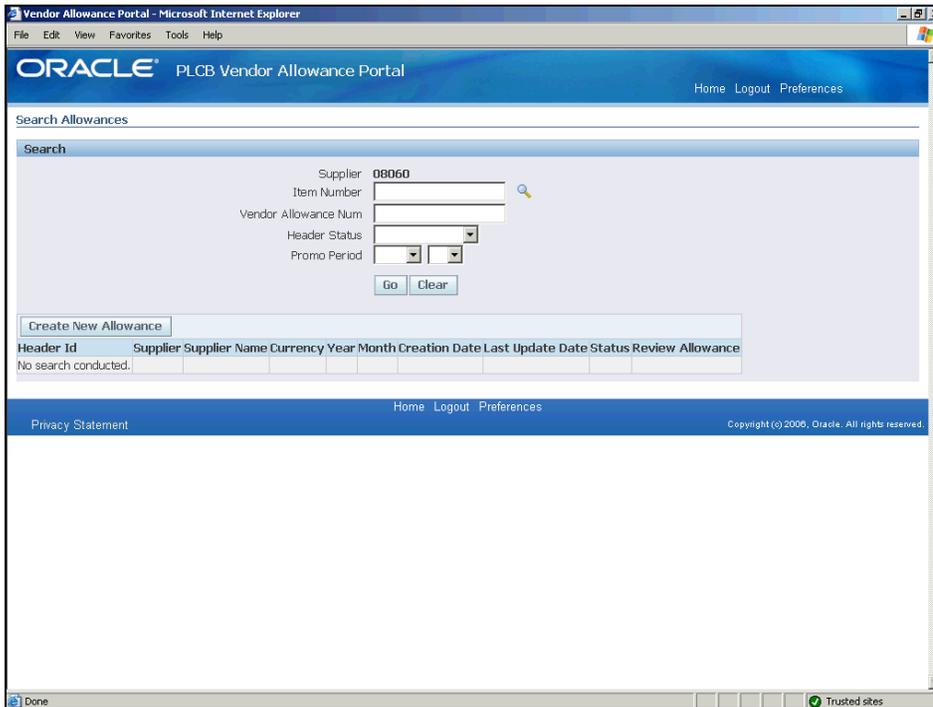
The vendor must then review the allowance data along with the forecast sales information and accordingly approve or reject the vendor allowance.

Use this procedure to approve or reject a vendor allowance.

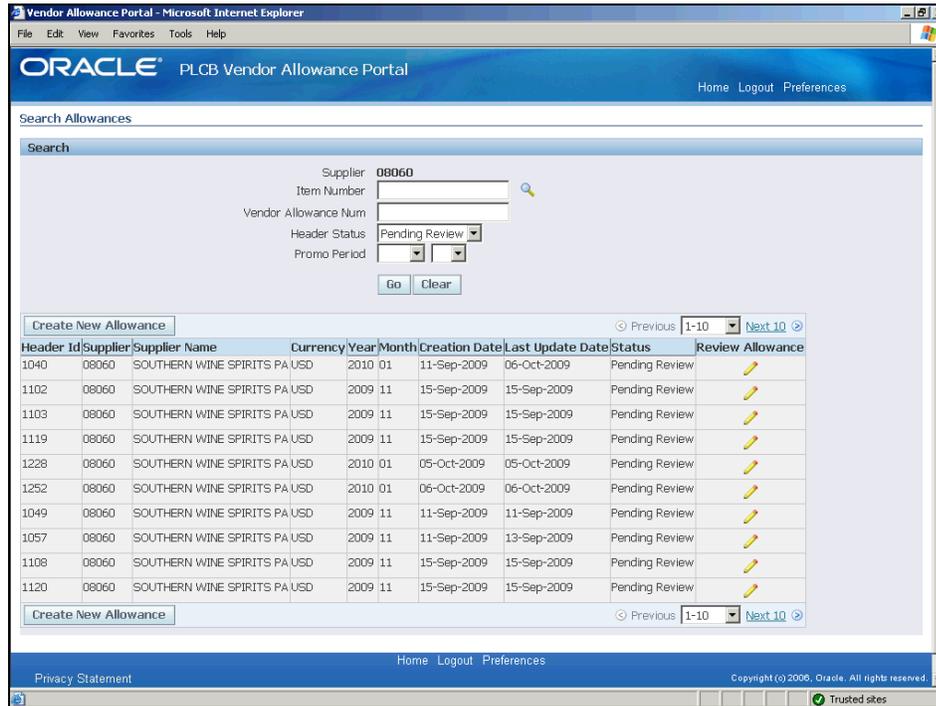
Oracle Prerequisites:

- A vendor allowance record must already exist in the *Vendor Allowance Portal*.
- The **HEADER STATUS** for the vendor allowance record must be **PENDING REVIEW**.

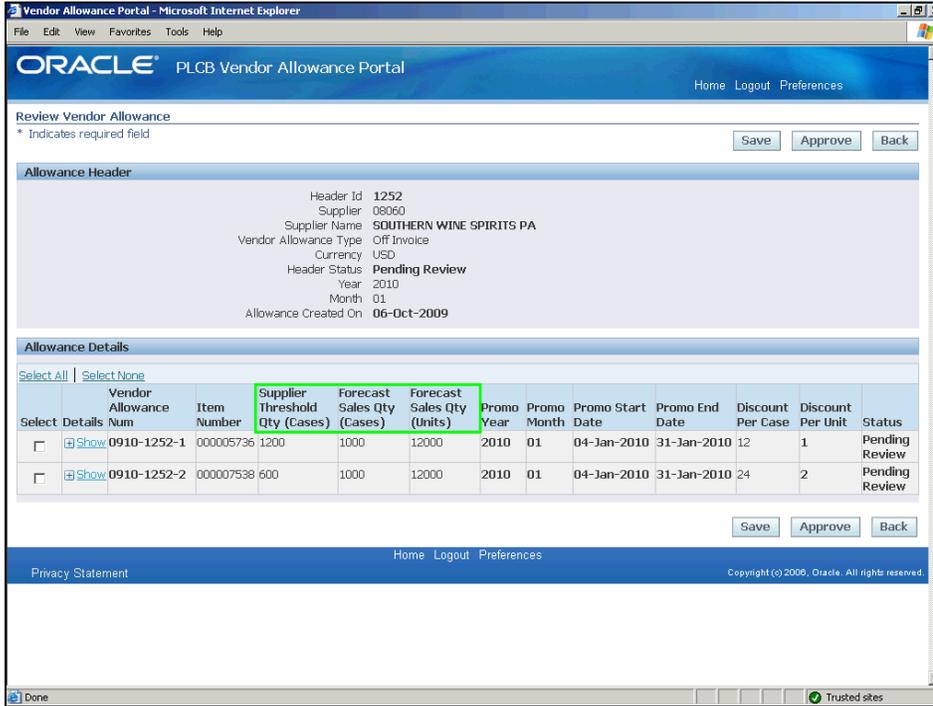
Step	Action
1.	To complete this procedure, login to the <i>Vendor Allowance Portal</i> and select the PLCB VENDOR ALLOWANCE PORTAL responsibility.



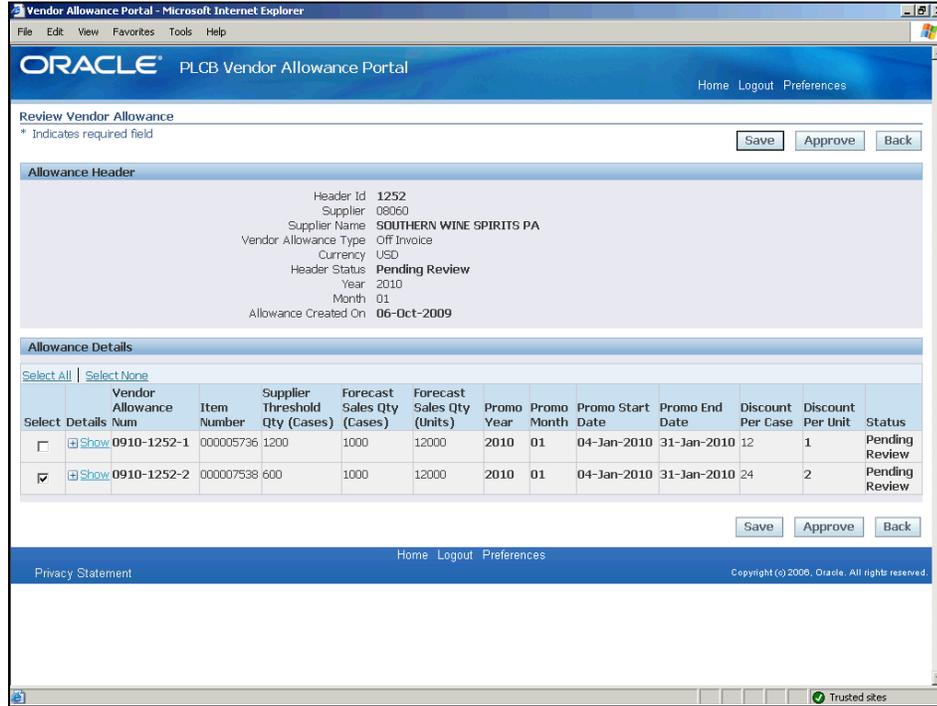
Step	Action
2.	<p>The <i>Search Allowances</i> window displays.</p> <p>Use any of the fields in the <i>Search</i> section to enter an appropriate search criterion.</p> 
3.	<p>Enter or select the appropriate search value(s).</p> 
4.	<p>Click on GO to execute the search.</p> 



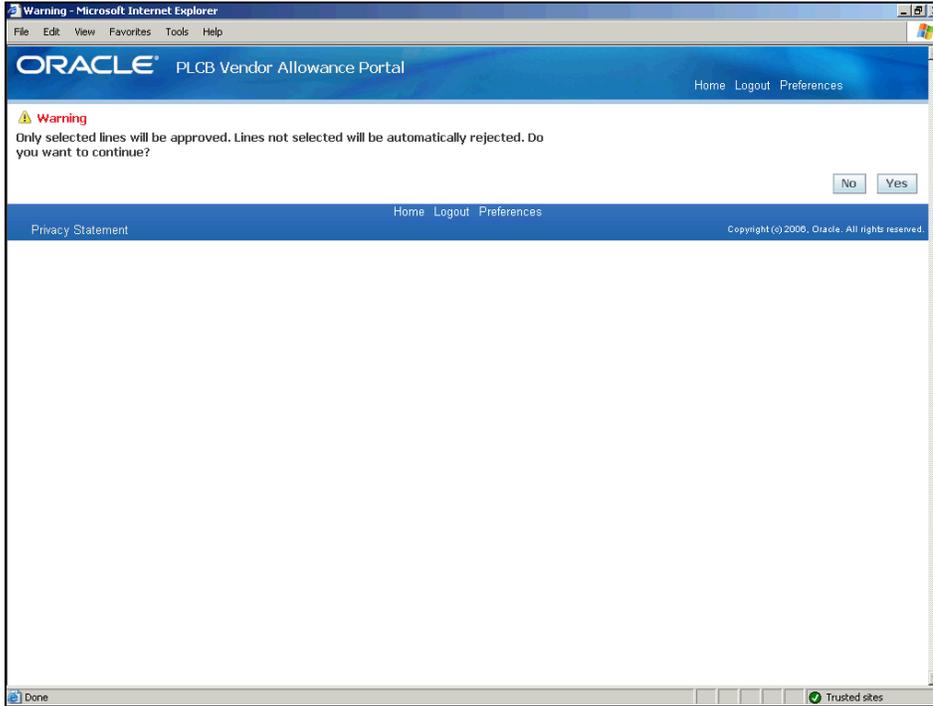
Step	Action
5.	<p>The search results display.</p> <p>Click on the pencil icon in the REVIEW ALLOWANCE column for the vendor allowance to be reviewed.</p> 



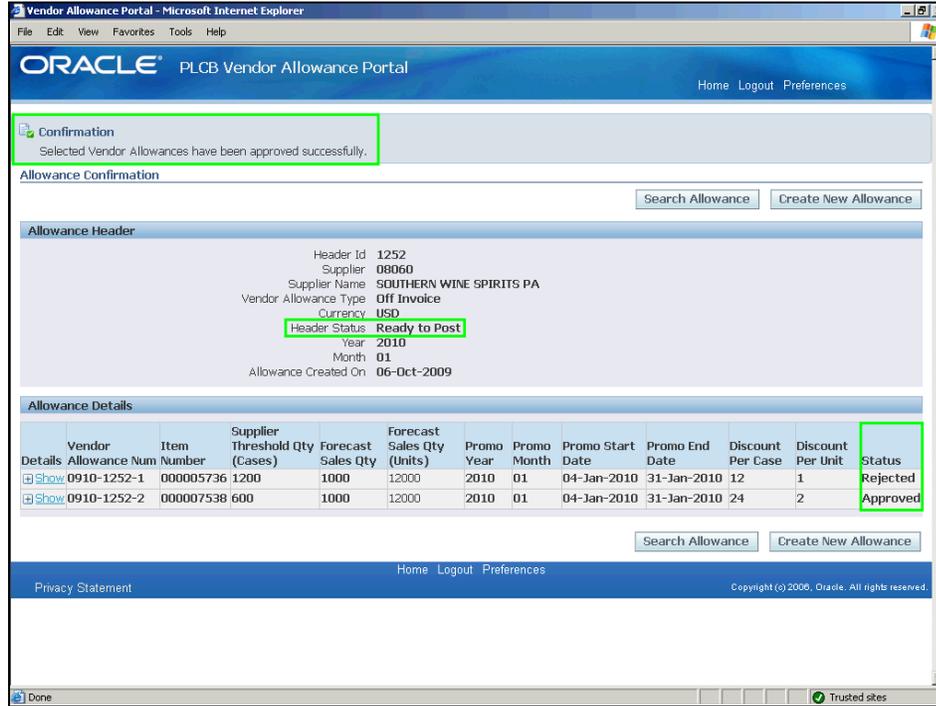
Step	Action
6.	<p>The selected vendor allowance record opens in the <i>Review Vendor Allowance</i> window.</p> <p>Review the entries in the <i>Allowance Details</i> section. Note the values in the SUPPLIER THRESHOLD QTY (CASES) and the FORECAST SALES QTY fields for each line.</p> <p>Click in the SELECT checkbox for the lines to be approved.</p> 



Step	Action
7.	<p>Click on APPROVE to approve the selected lines.</p> <p>Note: The lines that are not selected will automatically be rejected.</p>



Step	Action
8.	<p>A warning message is displayed.</p> <p><i>Note: Once the allowance is approved or rejected by the vendor then it cannot be edited. If needed, the vendor must contact the central office (<u>the same day</u>) to reset the STATUS to PENDING REVIEW so that the vendor can review the information again (approve or reject).</i></p> <p>Click on YES to confirm the approval.</p> 



Step	Action
9.	<p>A confirmation message is displayed.</p> <p>Note that the HEADER STATUS for the vendor allowance changes to READY TO POST. The STATUS for the approved lines changes to APPROVED and for all the other lines the STATUS changes to REJECTED.</p> <p>Click on SEARCH ALLOWANCE to return to the <i>Search Allowances</i> window.</p>
10.	<p>End of Procedure.</p>