

Quick Reference Guide for
Brown Shoe's Customer Portal

www.BrownShoeOnline.com



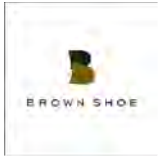
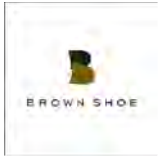


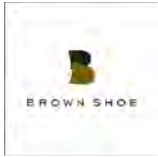
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Brown Shoe Online – Customer Portal

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Brown Shoe Online – Customer Portal

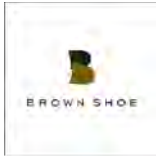
Overview

Welcome to Brown Shoe Customer Portal – www.BrownShoeOnline.com. This is a web-based system designed specifically for our retail partners.

Using Brown Shoe's Customer Portal, you can:

- Create a standard sales order
- Check order shipment status
- Download UPC Information
- Replenish inventory quickly (most orders placed with Brown Shoe Online by 12:00 PM CST (M-F) will be shipped the same day)
- Search for customer information
- View current order status
- View invoice information

The Brown Shoe Customer Portal is available 24 hours a day, 7 days a week. Best of all, the use of this valuable tool is FREE to you.



Prerequisites

Prerequisites

Requesting Access to www.BrownShoeOnline.com

New customers and customers who have never used www.BrownShoeOnline.com before should contact Customer Service at 1-800-234-8450 to request access to the Brown Shoe's Customer Portal.

Initial Set-up Instructions

For your security and ours: **Brown Shoe Online now requires you to enter your login information twice.** The first time authenticates that you are a valued Brown Shoe Wholesale customer and the second login provides you with access to your own Brown Shoe Online website.

1. Open **Microsoft Internet Explorer**. (Please Note: www.BrownShoeOnline.com will not work on other internet browsers such as Chrome, Safari, or Firefox.)
2. In the Internet Explorer **Address** field, type www.BrownShoeOnline.com. *The remote access login screen appears*

Remote Access Logon
for Brown Shoe
Company

Username:

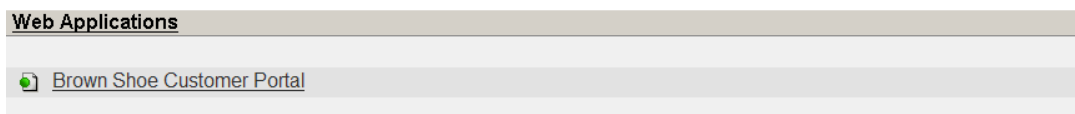
Password:

Default Language:
English

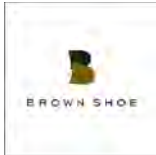
3. Type the **username** in the **Username:** field.
4. Type the **password** into **Password:** field.
5. Click .

Again, for your first time only, you will need to download the SAP access application to your computer in order to access the website and make online purchases.

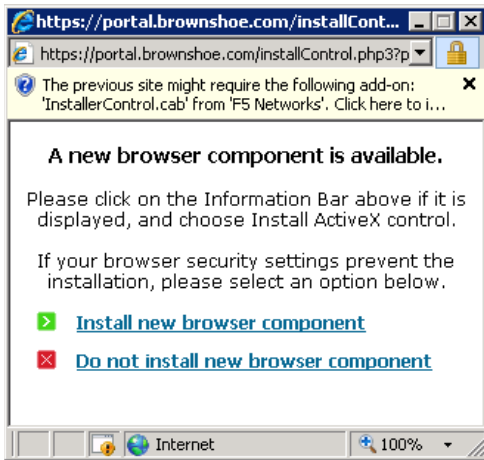
The Web Applications screen appears.



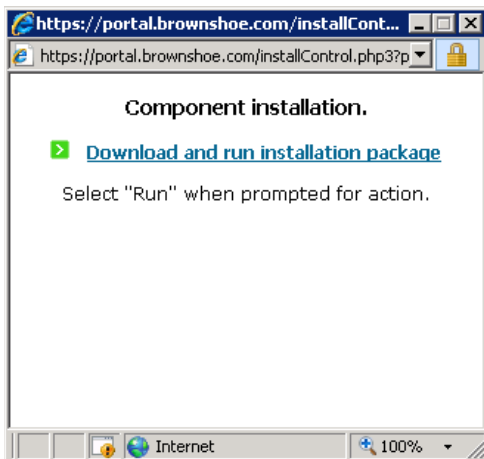
6. Click the **Brown Shoe Customer Portal** link and the *following dialog box will appear:*



Prerequisites



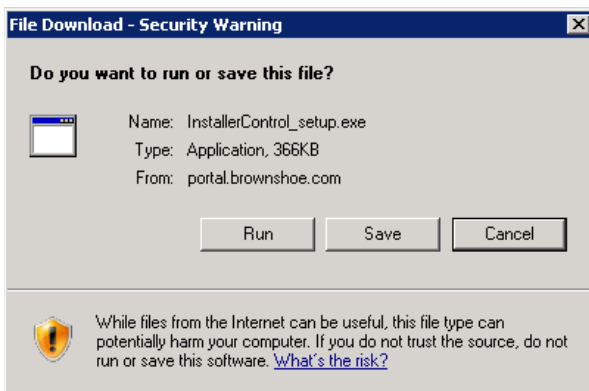
7. Click the **Install New Browser component** link and the *Component installation box will appear*:

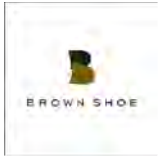


8. Click the **Download and run installation package** link.

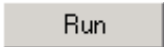


The File Download – Security Warning Dialog box appears:






Prerequisites

9. Click  .



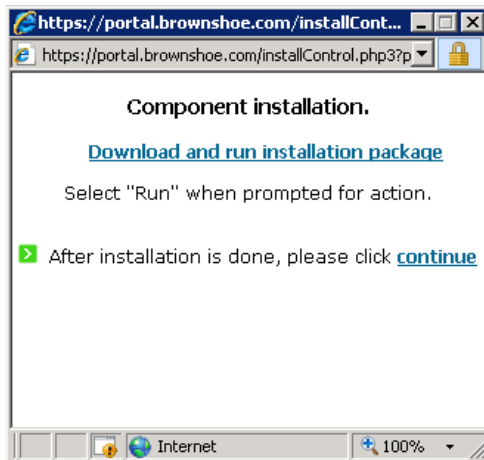
A second Internet Explorer File Download – Security Warning box appears.



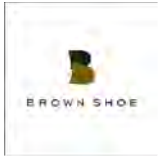
10. Click  .



After the Component installation is complete, the following dialog box appears:



11. Click the [continue](#) link to launch the SAP NetWeaver Portal screen.



Prerequisites

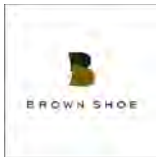


12. Type your **user ID** in the **User ID:** field.
13. Type your **password** in the **Password:** field.
14. Click to Log on to access your BrownShoeOnline website.

Questions

Customers who have questions regarding **usernames, passwords and technical issues** – please contact the Brown Shoe Help Desk at HelpDesk@brownshoe.com or 1-800-234-0348. The toll free Brown Shoe Help Desk is available between the hours of 8:00 AM and 5:00 PM CST. You may also email your request to HelpDesk@brownshoe.com. Email and voicemail messages received outside of our normal business hours will receive responses the following business day.

For questions regarding **orders** please contact Wholesale Customer Service at 1-800-234-8450.



Navigation Overview

Navigation Overview

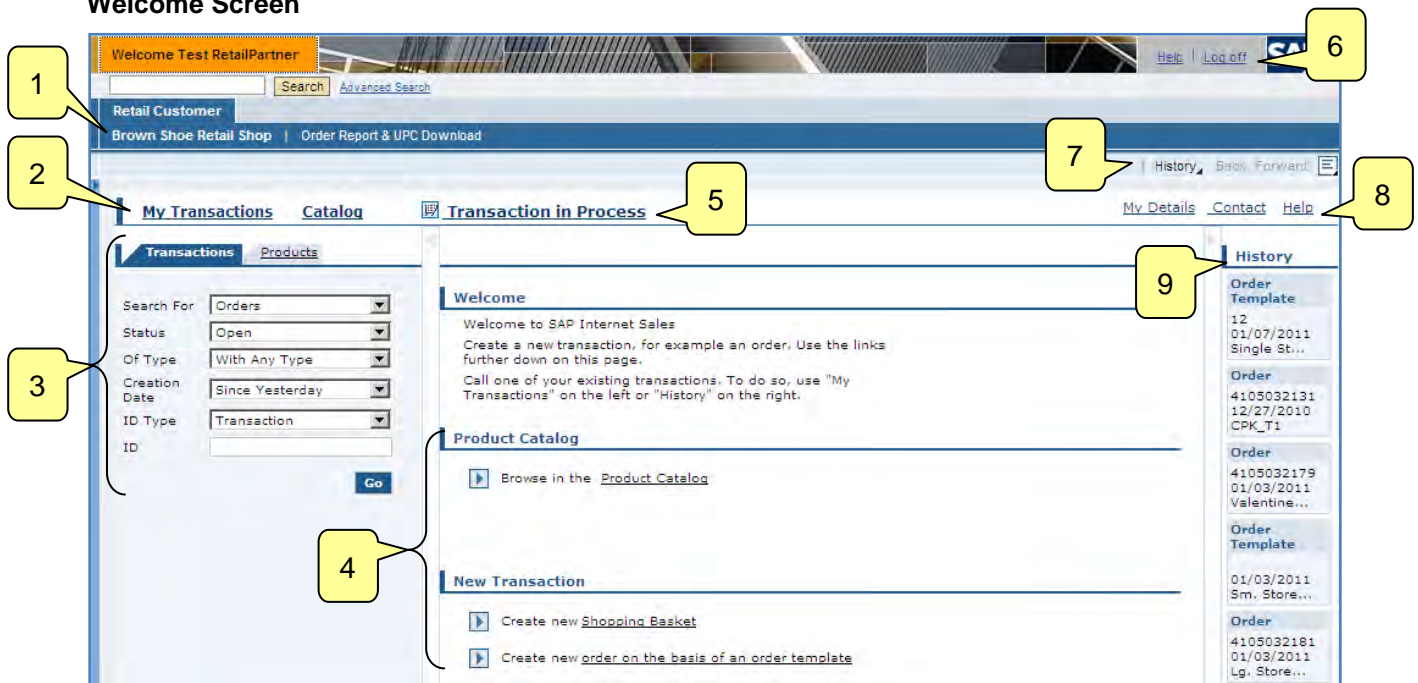
Purpose

This section describes the www.BrownShoeOnline.com user interface.

Helpful Hints

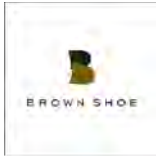
- Always use links to navigate within the portal. Do not use your internet browser's back button.
- The portal interface is divided into “panes” that can be hidden to increase the size of the other panes. Click on the **Hide/Display** arrows to close or view the corresponding information windows.
- Return to the Welcome screen by clicking [Brown Shoe Retail Shop](#) at any time.

Welcome Screen





A description of each of the numbered areas is provided below.

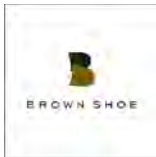
1. **Retail Customer function tabs** – [Brown Shoe Retail Shop](#) | [Order Report & UPC Download](#) The functions and appearance of the portal are controlled by which tab is active. The active tab description appears in bold. In the picture above, the Brown Shoe Retail Shop tab is active.
 - a. [Brown Shoe Retail Shop](#) – Search for products/transactions or create new sales orders.
 - b. [Order Report & UPC Download](#) – Generate order reports and download UPC catalogs.
2. **Navigation Screen links** – [My Transactions](#) [Catalog](#) These links display related selection options in the area below the links. The Welcome area to the right will dynamically update.
 - a. [My Transactions](#) – Search for transactions (sales orders, invoices, credit memos) or products.
 - b. [Catalog](#) – Access products using a Quick Search option or by drilling into the brand family hierarchy.



Navigation Overview

3. **Transactions and Products Search Criteria** – Choose the desired tab to displays additional search options to for transactions (sales orders, credit memos, invoices) or products.
4. **Welcome/Processing Screen** – The Welcome area updates to display information relevant to process you are performing.
 - a. **Product Catalog** – Both the Welcome/Processing and Welcome screens are updated to display product search options. **NOTE:** The same screen update occurs when you click on the Welcome Screen [Catalog](#) link. After a search is executed, the matching products are displayed in the main screen.
 - b. **Shopping Basket** – Click this link to start a new sales order.
 - c. **Order Template** – Click this link to create a new sales order based on an existing order template.
5. **Active Transaction links** –  [Transaction in Progress](#) Click this link to display the active transaction, e.g. an order that you have started.
6. **Log Off** – [Log off](#) Use this link to log off www.BrownShoeOnline.com and then close the internet browser.
7. **Navigation Links** – [History](#), [Back](#) [Forward](#)  Use these links rather than Internet Explorer's navigation buttons to move through the screens. This History link lists your previously used portal screens.
8. **Configuration/Help links**¹ – [My Details](#) [Contact](#) [Help](#) Click on these links to do the following:
 - a. [My Details](#) – Update password and change user settings.
 - b. [Contact](#) – Send a question to Brown Shoe's support staff. **NOTE:** Chat is unavailable.
 - c. [Help](#) – Provides basic information about the customer portal. **NOTE:** Some items are still under development.
9. **History** – [History](#) This section displays all documents that you have either created or displayed. **NOTE:** This list will be cleared if you delete your browser cache.

¹ Each of these links attempts to open the corresponding information in a pop-up window. If you have a pop-up blocker active, you may get a message indicating the window was blocked.



Product Search

Product Search

Purpose

Search for products using a variety of easy methods.

Helpful Hints

- Search results provide options to quickly add an item to a new or previously started sales order.
- Search methods start from the Brown Shoe Retail Shop tab.

Product Search from the Products Tab

Welcome Test RetailPartner

Search Advanced Search

Retail Customer

Brown Shoe Retail Shop | Order Report & UPC Download

My Transactions Catalog **1**

Transactions **Products**

Show me products with

Brown Shoe Number **2**

brewster* **3**

50 Hits Per Page

Go **4**

Note: Fuzzy Search using a * possible lower case is not taken into consideration

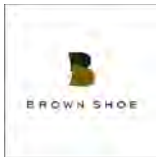
Welcome

Transaction in Process


Browse in the Product Catalog

3 It is possible to perform a Fuzzy Search by placing an * before and after your entry. When performing a Fuzzy Search, the search results will not be case sensitive and will include any results that contain the letters or numbers placed between the asterisks (*).

1. Click [Products](#) to display the **Products** tab.
2. Click Show me products with [Brown Shoe Number](#) combo box to select the desired method from the list. This search example demonstrates search by description. Select [Description](#) from the Show me products with drop-down list.
Options include:
 - a. Season
 - b. Description (product name)
 - c. Brand Family
 - d. Brown Shoe Number
 - e. Class
 - f. Brand
 - g. Status
 - h. Color
 - i. Size





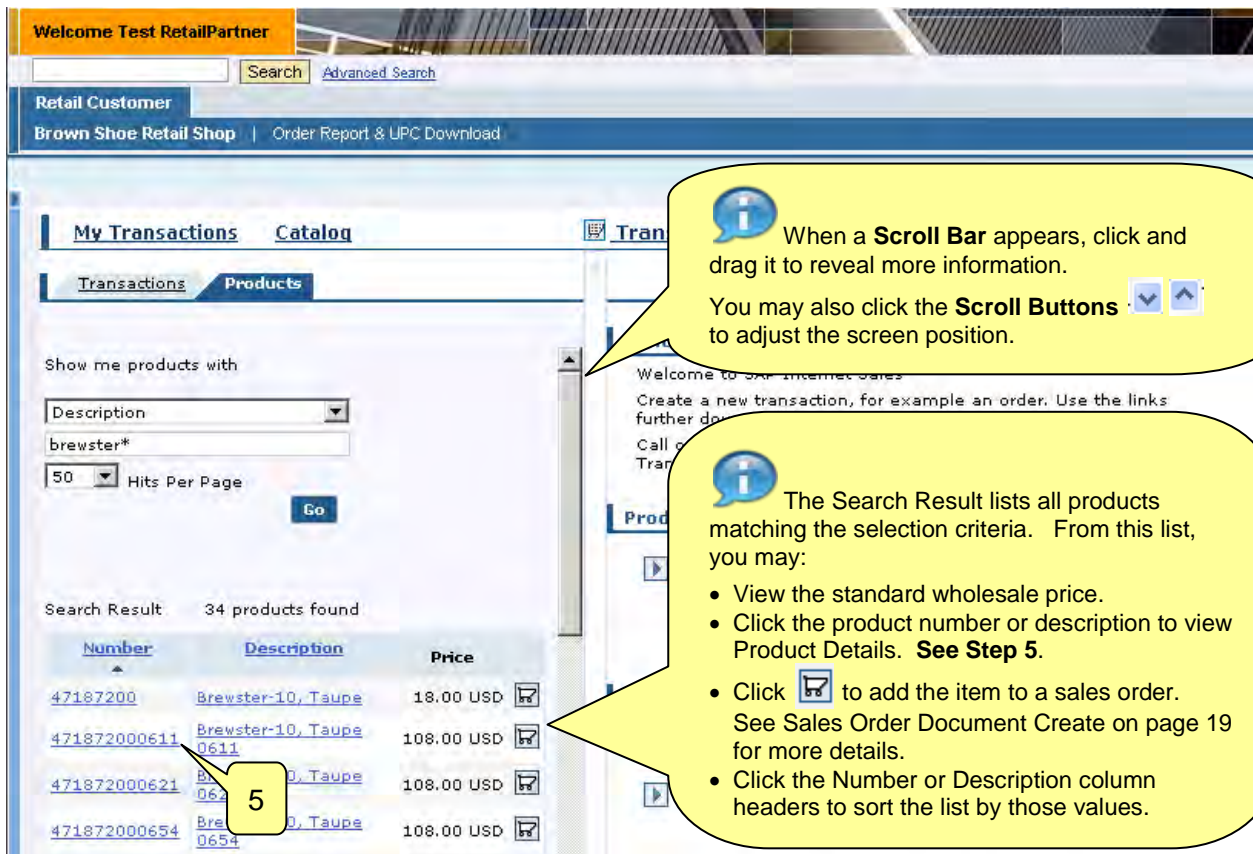
Product Search


- When choosing Description, type the product name in the field, brewster in this example. **Note:** Use the * to perform a Fuzzy Search.
- Click **Go**  to generate a list of products based on the search criteria.




When searching for products the following prompts may appear.

| Message | Cause/Correction |
|---|---|
|  Too many products were found for the entered search criteria; refine your search criteria | More than 100 products match the specified criteria. Refine the search criteria or use the Product Catalog search functions. |
|  No products were found for the entered search criteria | No products matched the specified search criteria. Make sure that the search criteria match the "Show me products with" option. |

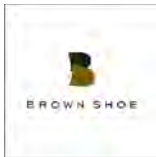


When a Scroll Bar appears, click and drag it to reveal more information. You may also click the Scroll Buttons  to adjust the screen position.

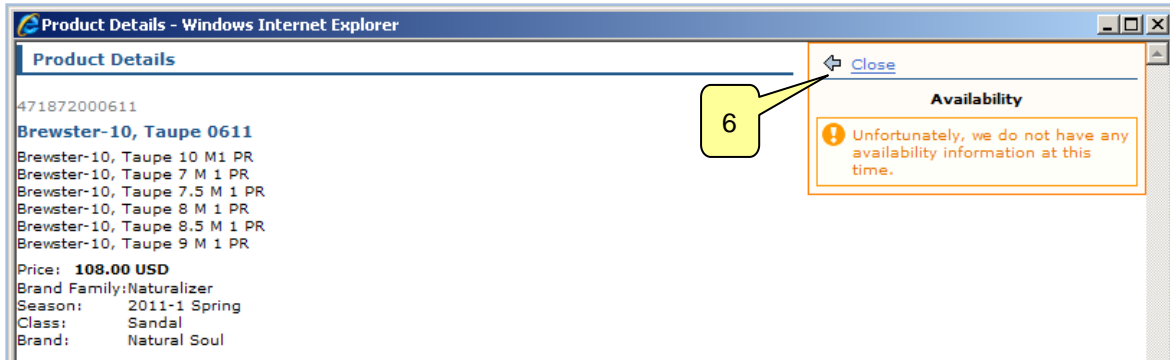
The Search Result lists all products matching the selection criteria. From this list, you may:

- View the standard wholesale price.
- Click the product number or description to view Product Details. **See Step 5.**
- Click  to add the item to a sales order. See Sales Order Document Create on page 19 for more details.
- Click the Number or Description column headers to sort the list by those values.

- Click the Number or Description link to display the product details. E.g. click [471872000611](#) to display the Brewster-10, Taupe 0611 casepack (Availability, Size Distribution, Brand Family, Season, Class, Brand, etc.)





Product Search

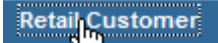


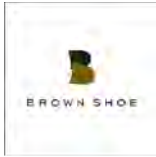
6. Click [Close](#) to close the **Product Detail** pop-up window.



When the Product Details pop-up window is opened, the system performs an availability check that may trigger additional messages in the upper right-hand portion of the pop-up window.

| Message | Explanation |
|--|--|
|  1 CS Available On 09/27/2010 | <p>The product has the listed quantity available on the listed date.</p> <ul style="list-style-type: none"> • Availability for materials ordered in loose pairs is listed for each size/width combination. • Casepack material availability is shown as available cases. The individual pairs in the casepack are displayed on the left side of the Product Details pop-up window. |
|  Unfortunately, we do not have any availability information at this time. | The availability check function could not be performed at this time. |

7. When finished reviewing the results of your search, click  to return to the Welcome Screen.



Product Search

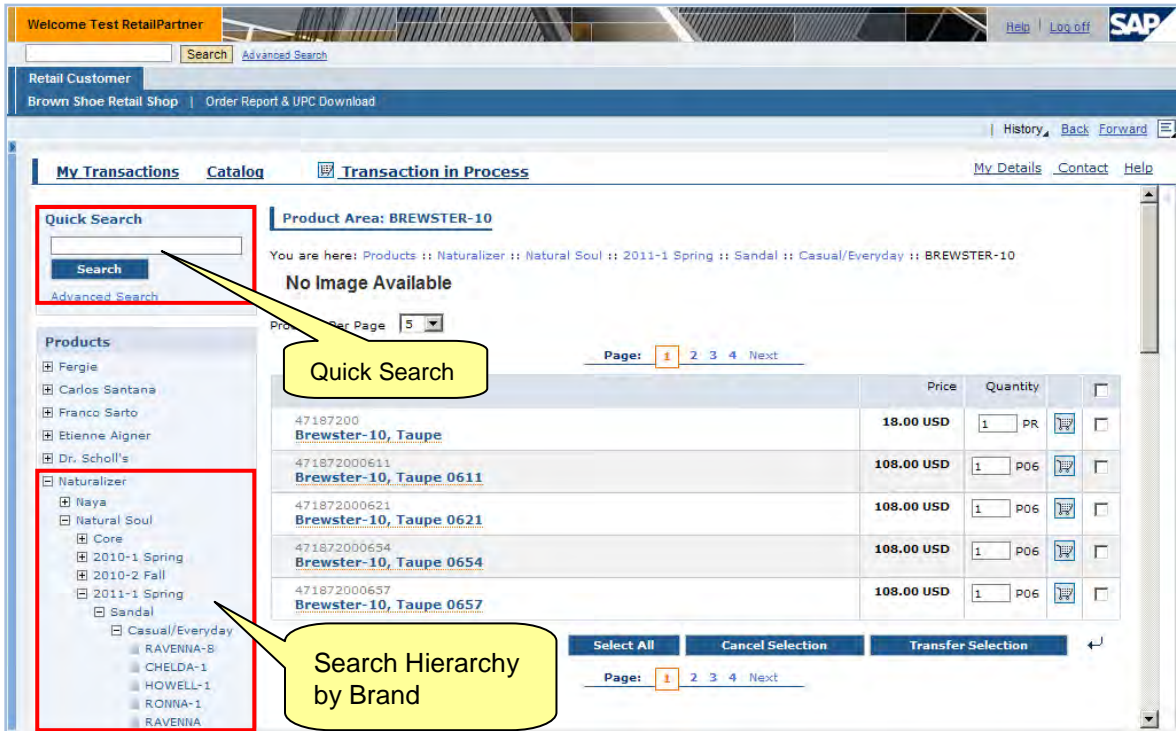
Product Search using the Product Catalog

The Product Catalog function provides two search options. The options are briefly described here with more detail provided on the following pages:

Hierarchy by Brand – It is possible to drill into a Brand Family by clicking on the adjacent +. Using this method, it is possible to expand the hierarchy (season, brand, category, etc.) until a list of products is displayed. Close levels by clicking the adjacent -. Each level is called a node.

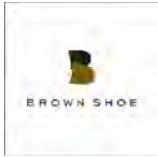
Or

Quick Search - Like the search function on the Product tab, enter a description, number, etc. and click the **Search** button. Use Fuzzy Search (*) features if desired.



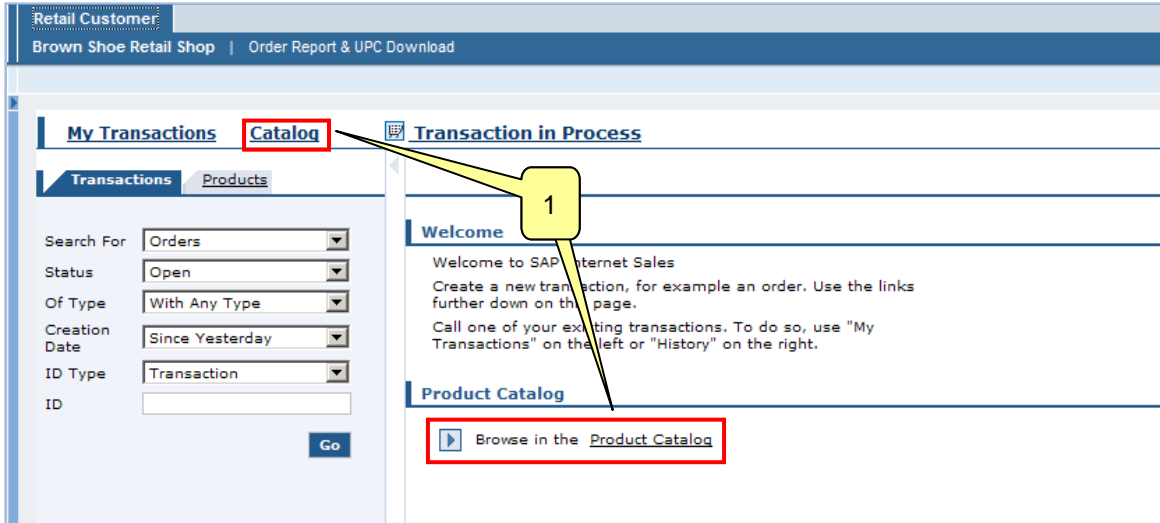
The Product Catalog listing also varies in the following ways:

- Results display in the Processing area of the portal screen.
- Product Details also display in the Processing area rather than in a pop-up window.
- Additional order processing options are available.

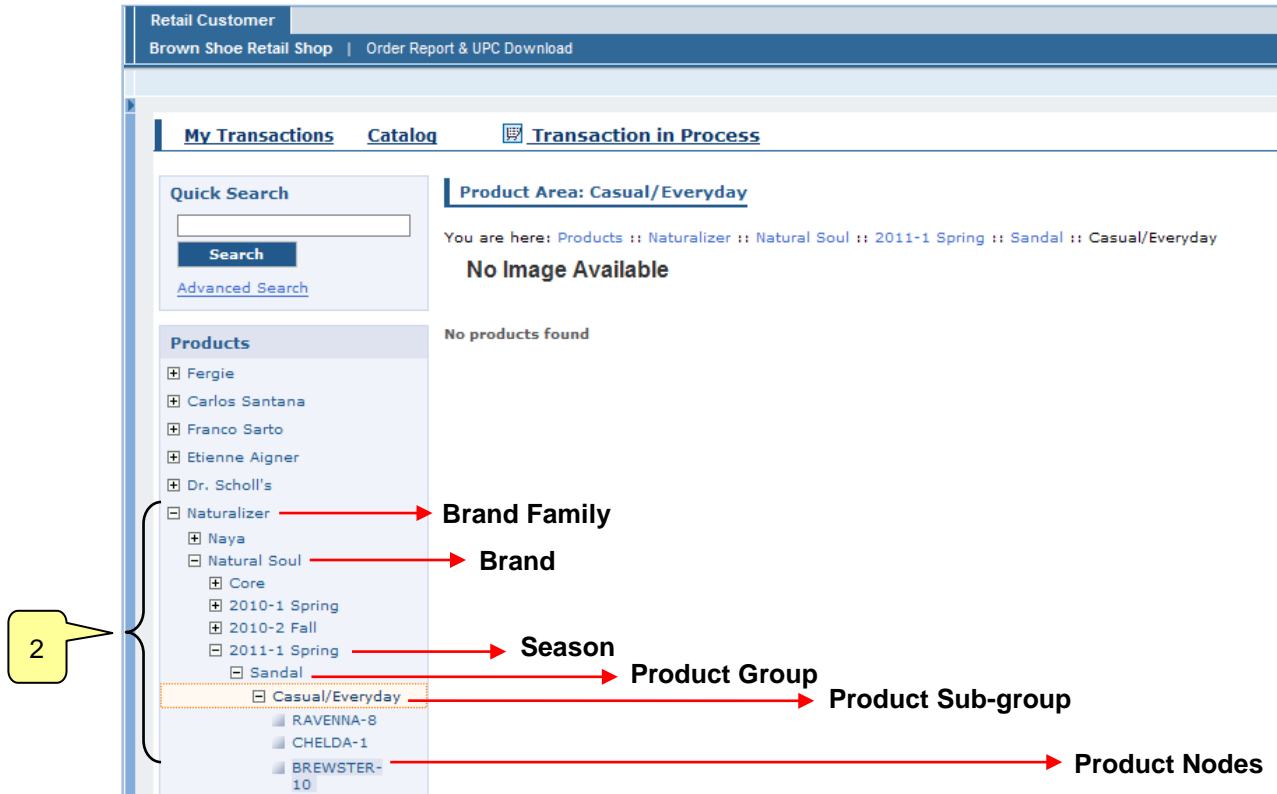


Product Search

Hierarchy By Brand



1. From the Brown Shoe Retail Shop tab, click either the **Catalog** or the **Product Catalog** link.



2. Click to display subsequent node options. Continue to expand nodes within a Brand Family until a product node is opened.



Product Search

Retail Customer
Brown Shoe Retail Shop | Order Report & UPC Download

My Transactions **Catalog** Transaction in Process

Quick Search
Search
Advanced Search

Product Area: BREWSTER-10
You are here: Products :: Naturalizer :: Natural Soul :: 2011-1 Spring :: Sandal :: Casual/Everyday :: BREWSTER-10

No Image Available

Products Per Page 5

| Name | Price | Quantity | |
|--|------------|----------|--------------------------|
| 47187200 Brewster-10, Taupe | 18.00 USD | 1 PR | <input type="checkbox"/> |
| 471872000611 Brewster-10, Taupe 0611 | 108.00 USD | 1 P06 | <input type="checkbox"/> |
| 471872000621 Brewster-10, Taupe 0621 | 108.00 USD | 1 P06 | <input type="checkbox"/> |
| 471872000654 Brewster-10, Taupe 0654 | 108.00 USD | 1 P06 | <input type="checkbox"/> |
| 471872000657 Brewster-10, Taupe 0657 | 108.00 USD | 1 P06 | <input type="checkbox"/> |

Select All Cancel Selection Transfer Selection

Products list on the left:
Fergie
Carlos Santana
Franco Sarto
Etienne Aigner
Dr. Scholl's
Naturalizer
Naya
Natural Soul
Core
2010-1 Spring
2010-2 Fall
2011-1 Spring
Sandal
Casual/Everyday
RAVENNA-8
CHELDA-1
BREWSTER-10

3. Click product node **BREWSTER-10** to display all products within this node in the Processing area.

Quick Search

Retail Customer
Brown Shoe Retail Shop | Order Report & UPC Download

My Transactions **Catalog** Transaction in Process

Transactions Products

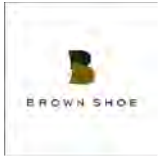
Search For: Orders
Status: Open
Of Type: With Any Type
Creation Date: Since Yesterday
ID Type: Transaction
ID:

Go

Welcome
Welcome to SAP Internet Sales
Create a new transaction, for example an order. Use the links further down on this page.
Call one of your existing transactions. To do so, use "My Transactions" on the left or "History" on the right.

Product Catalog

1. From the Welcome screen, click either one of the links highlighted in the screen shot.



Product Search

The screenshot displays the 'Retail Customer' interface for 'Brown Shoe Retail Shop'. The search results table is as follows:

| Name | Price | Quantity | |
|---|------------|----------|--------------------------|
| 471872000621 Brewster-10, Taupe 0621 | 108.00 USD | 1 P06 | <input type="checkbox"/> |
| 455940010606 Brewster,Black Burnis 0606 | 108.00 USD | 1 P06 | <input type="checkbox"/> |
| 455940010624 Brewster,Black Burnis 0624 | 108.00 USD | 1 P06 | <input type="checkbox"/> |
| 455940010958 Brewster,Black Burnis 0958 | 162.00 USD | 1 P09 | <input type="checkbox"/> |
| 45594001120Y Brewster,Black Burnis 120Y | 216.00 USD | 1 P12 | <input type="checkbox"/> |

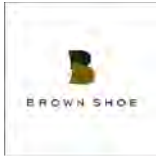
2. Key in a search term in the Quick Search entry field.



The term entered here is checked against all fields selected on the Advanced Search screen. Click [Advanced Search](#) to view/update these search comparison options.

3. Click **Search** to search for matching products.

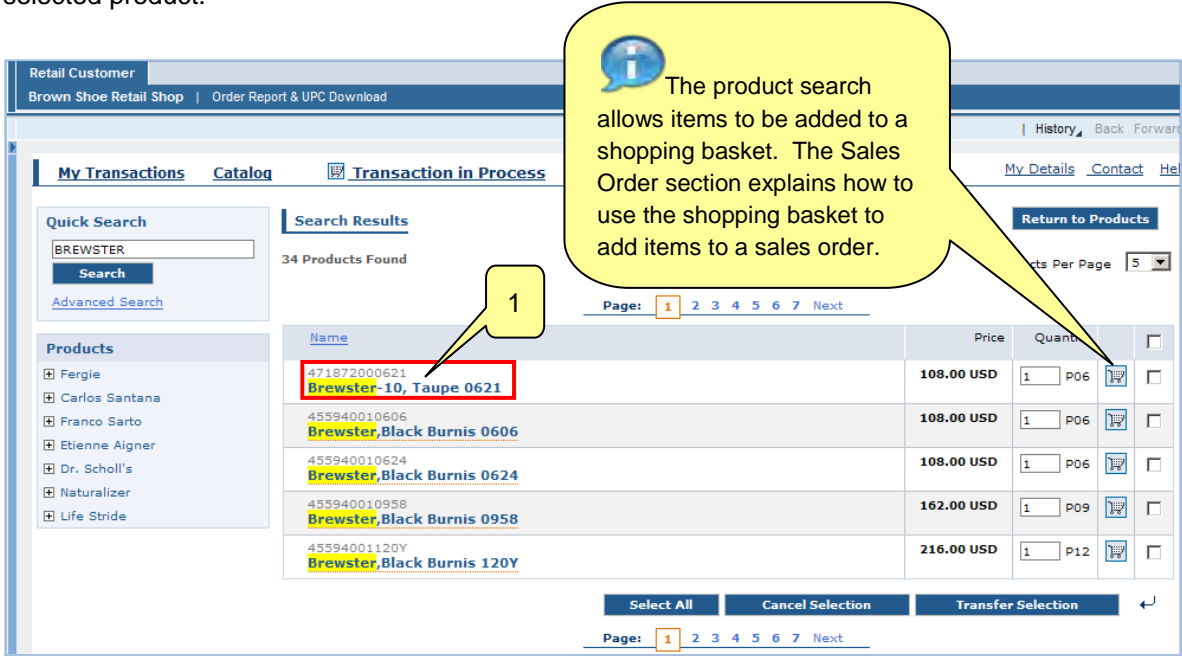
4. Products matching the selection criteria are displayed and the matching search term is highlighted.



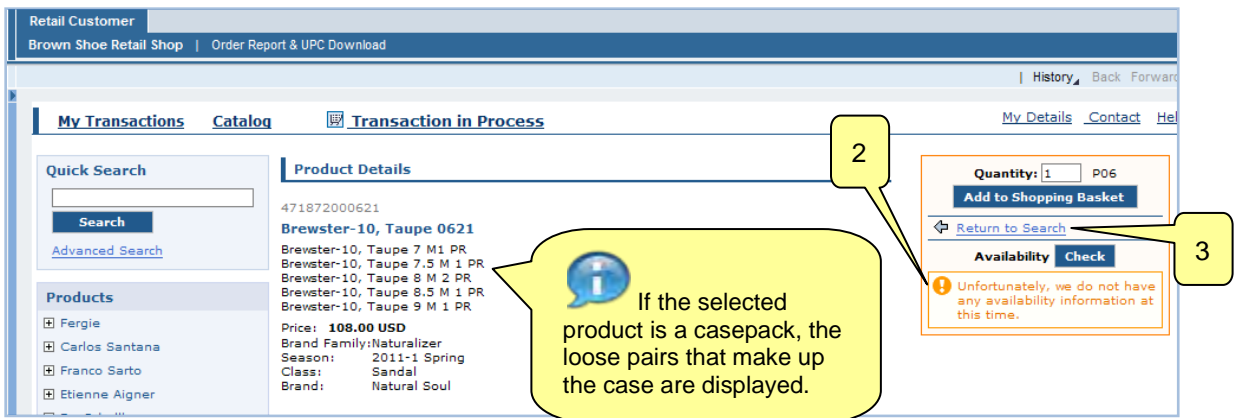
Product Search

Availability Check

Once a list of products is displayed in the Processing area, you can verify current availability for a selected product.



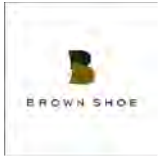
1. Click on the description to check availability for that product.



2. The Product Catalog availability check has the same informational messages about availability as shown on page 13, but provides these additional functions:

- Update quantity and click **Check** re-run availability check.
- Click **Add to Shopping Basket** to add the product to a shopping basket to create or update a sales order.

3. Click [Return to Search](#) to return to the Product Catalog search results list.



Sales Order Document Create

Sales Order Document Create

Purpose

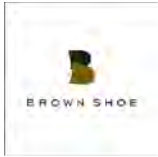
This procedure describes how to create the following sales documents:

1. Standard sales order
2. Replenishment sales order
3. Sales order template

The process of creating all three of these documents is the same until the sales document type is selected (as shown the screen shot below).

The screenshot displays the 'Shopping Basket: In Process' interface. On the left, there are search filters for 'Orders', 'Open' status, 'With Any Type' of type, 'Since Yesterday' creation date, and 'Transaction' ID type. The main area shows a shopping basket with one item: 'Ravenna-8, White' with a quantity of 6 and a total price of 81.00 USD. Below the table, there is a dropdown menu for document type selection, which is currently open, showing options: 'Go To', 'Standard Order', 'Replenishment Order', 'Order Template', and 'Go To'.

| Item | Product | Quantity | Unit | Description | Total Price | Unit Price |
|------|----------|----------|------|------------------|-------------|-----------------|
| 10 | 49196100 | 6 | PR | Ravenna-8, White | 81 USD | 13.50 USD / 1PR |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |



Sales Order Document Create

Terms and Concepts


Shopping Basket – A workspace that holds the products you've selected along with any other information you've entered before the Standard or Replenishment Order is processed, or until the Order Template is saved.

Standard Sales Order – This type of sales order document is selected when a product is being ordered for the first time.

Replenishment Sales Order – This type of sales order document is chosen when a product is being re-ordered.

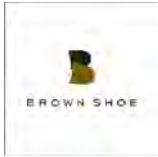
Order Template – A saved copy of information entered on an order. If the same products are frequently re-ordered, a template containing those products can be created and subsequent orders can be created based on the template.

Helpful Hints

- The process of adding items to the shopping basket from a product search is documented from the results list. For more information about performing a product search, please go to Product Search, starting on page 11.
- Creating an order template DOES NOT create a sales order in the system. However, once the template is saved, it can immediately be used to create a standard or replenishment sales order.
- Click **Cancel** to remove all items from a shopping basket without creating a sales order or template.
- Dates can either be keyed in to the various date fields using the MM/DD/YYYY format or you can click the Calendar  button and enter the date using the Select a Date box shown below.

The screenshot shows a 'Select a Date' dialog box with the following components and callouts:

- Month and Year:** A dropdown menu showing 'January' and a text field showing '2011'. Callouts: 'Click drop-down to select different month.' and 'Key-in year.'
- Navigation:** Buttons for '<<', '<', 'Today', '>', and '>>'. Callout: 'Click on a day for a displayed month to select it.'
- Calendar:** A calendar grid for January 2011. Callout: 'Click on a day for a displayed month to select it.'
- Date Field:** A text field displaying '01/05/2011'. Callout: 'New date displays here. You can also key-in the date here.'
- Buttons:** 'Accept' and 'Cancel' buttons. Callouts: 'Click here to copy the selected date to the date field you edited.' and 'Click here to close the date selection window without changing the date field.'

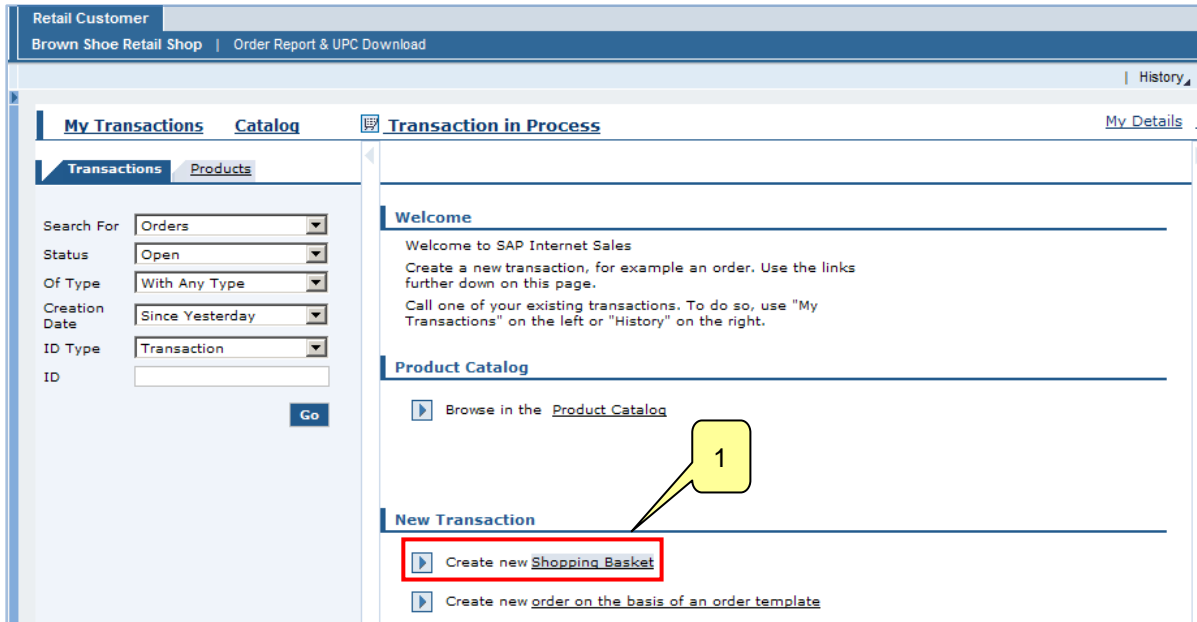


Sales Order Document Create

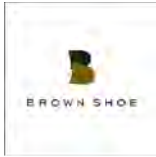
Procedure

There are several ways to create a sales order document; this procedure starts from the Brown Shoe Retail Shop Welcome Screen.

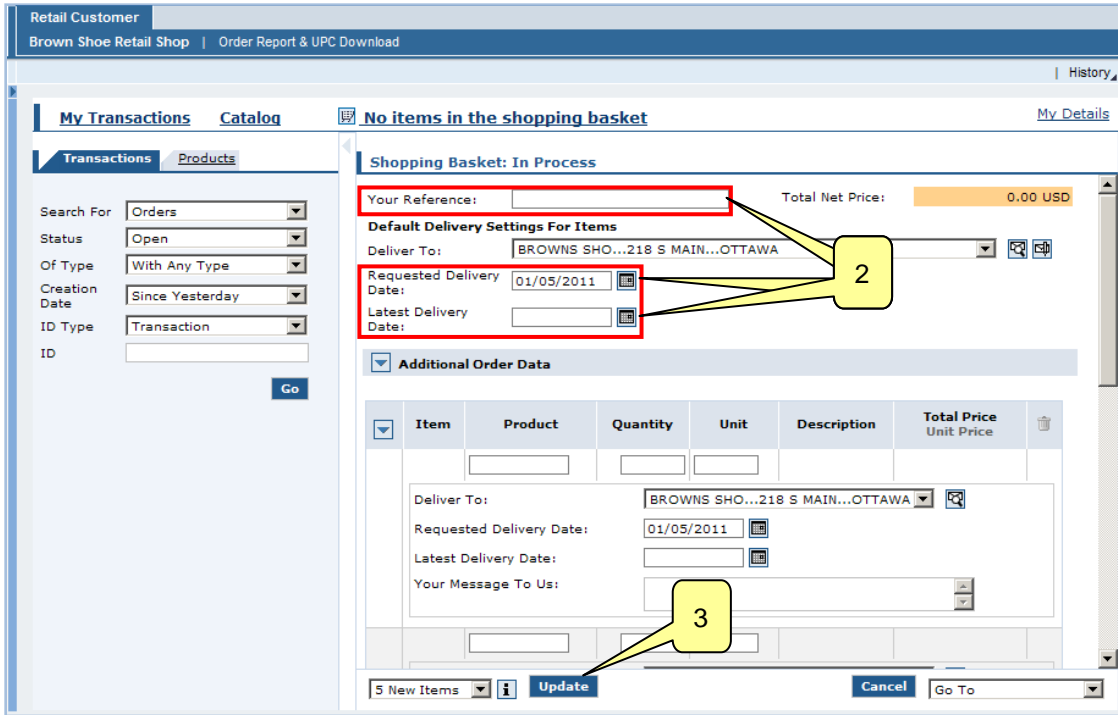
Step 1 - Create New Shopping Basket



1. From the Brown Shoe Retail Shop Welcome Screen, click [Shopping Basket](#) to create a new shopping basket. The screen will refresh to display the shopping basket (sales order) entry form.



Sales Order Document Create

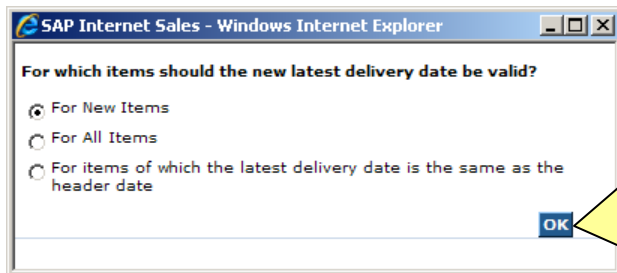


2. Complete the required fields:

- a. Your Reference - An alphanumeric identification of the transaction for your organization, such as your PO #. Later, you may use this value find the order using the search function.
- b. Delivery Date - The date your store/organization requests the ordered products to be delivered. This value defaults to the current date.
- c. Latest Delivery Date - The latest date your store/organization will receive the ordered products.



If you enter a date in the Latest Delivery Date field, the following prompt appears.



If items have been added to your basket, consider the following before clicking **OK**.

- For New Items – Select this option to apply the latest delivery only to new items added to the basket.
- For All Items – Select this option to update the latest delivery date for all existing items and use this date for all newly added items.
- For items of which ... – Do NOT use this option

3. Click **Update** to save these changes. This action does not create a sales order document.



Sales Order Document Create

Step 2 – Adding Items to the Shopping Basket

There are several ways to add items to a shopping basket, this step demonstrates:

- Adding items from a Product search results list
- Adding items from a Product Catalog search results list
 - Single items
 - Multiple items
- Manually entering the code in the Product field on the Shopping Basket screen

Adding Items from the Brown Shoe Retail Shop Welcome Screen



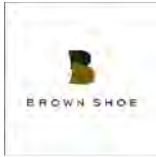
This procedure illustrates adding an item after a search has been conducted. Please review the Product Search section if needed.

The screenshot shows the 'Retail Customer' interface for 'Brown Shoe Retail Shop'. The 'My Transactions' tab is active, and the 'Catalog' section is selected. A search for 'BREWSTER' has been performed, resulting in 34 products found. The search results table is as follows:

| Number | Description | Price | Shopping Basket Icon |
|--------|-------------------------|------------|-------------------------------------|
| 00 | Brewster-10. Taupe | 18.00 USD | <input checked="" type="checkbox"/> |
| 000611 | Brewster-10. Taupe_0611 | 108.00 USD | <input type="checkbox"/> |
| 000621 | Brewster-10. Taupe_0621 | 108.00 USD | <input type="checkbox"/> |
| 000654 | Brewster-10. Taupe_0654 | 108.00 USD | <input type="checkbox"/> |
| 000657 | Brewster-10. Taupe_0657 | 108.00 USD | <input type="checkbox"/> |

The 'Shopping Basket: In Process' section shows a total net price of 0.00 USD. A yellow callout box with the number '4' points to the shopping basket icon in the first row of the search results table.


4. Click to add the product to shopping basket.

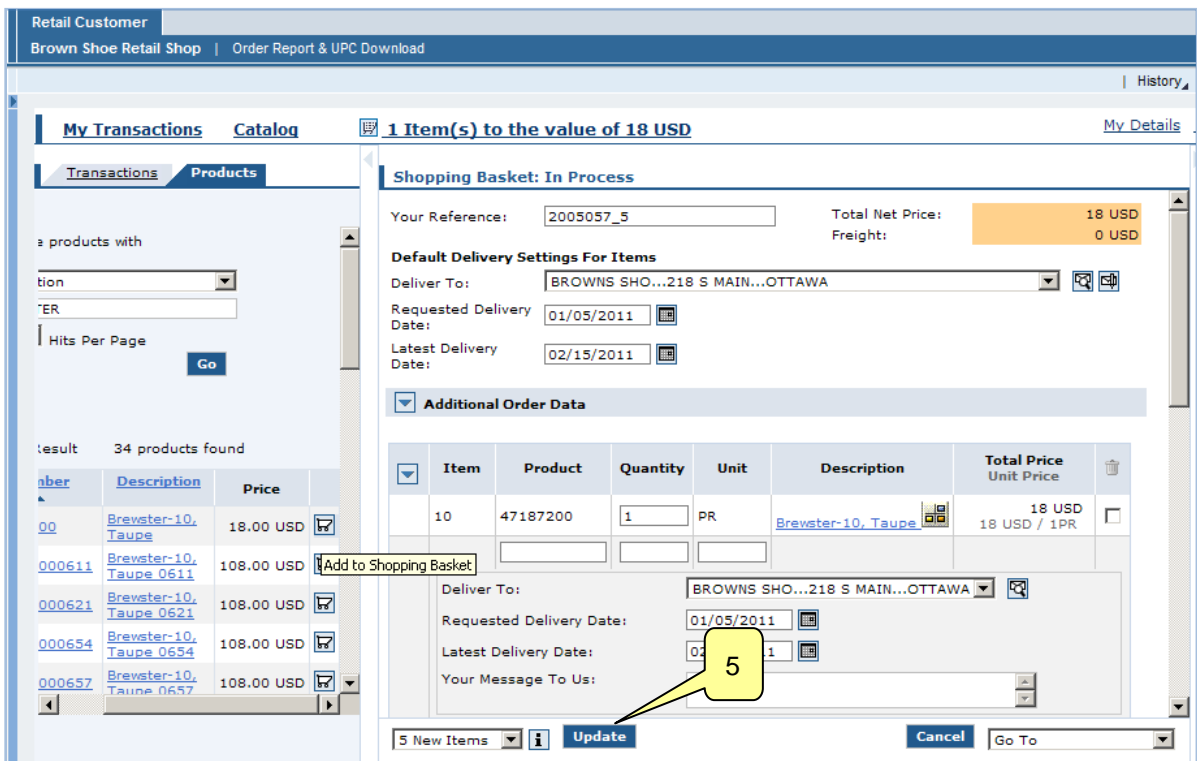


Sales Order Document Create



When a product is added to the shopping basket, the following updates will be made:

- The shopping basket link (just above the Processing area) will list the number of items in the basket and the current value.
- A line item with the selected product is present. Each item is assigned a sequential line item number (e.g. 10).
- The product added in this example is sold in loose pairs. The **Grid Entry**  button is used to enter the desired order quantity for each size/width. This process is described in more detail in the section, Entering Order Quantities For Loose Pairs, starting on page 27.



The screenshot shows the 'Shopping Basket: In Process' interface. At the top, it indicates '1 Item(s) to the value of 18 USD'. The 'Your Reference' is 2005057_5, and the 'Total Net Price' is 18 USD. The 'Default Delivery Settings For Items' section shows the delivery address as 'BROWNS SHO...218 S MAIN...OTTAWA', with a requested delivery date of 01/05/2011 and a latest delivery date of 02/15/2011. Below this is a table with columns for Item, Product, Quantity, Unit, Description, and Total Price. The table contains one row for item 10, product 47187200, with a quantity of 1 and unit PR, for a total price of 18 USD. A yellow callout box with the number '5' points to the 'Update' button at the bottom of the form.

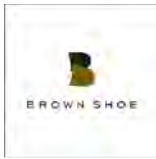
| Item | Product | Quantity | Unit | Description | Total Price |
|------|----------|----------|------|--------------------|-------------|
| 10 | 47187200 | 1 | PR | Brewster-10, Taupe | 18 USD |

5. Click **Update** to save these changes.

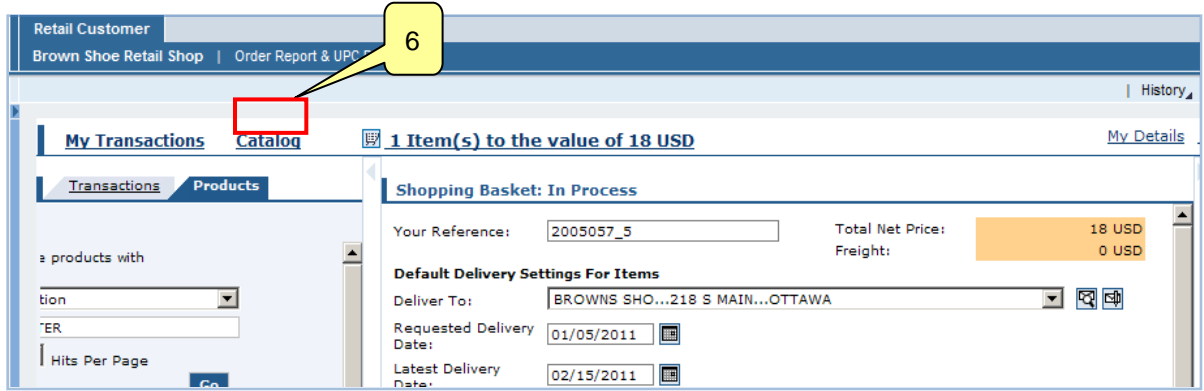
Adding Items from the Product Catalog



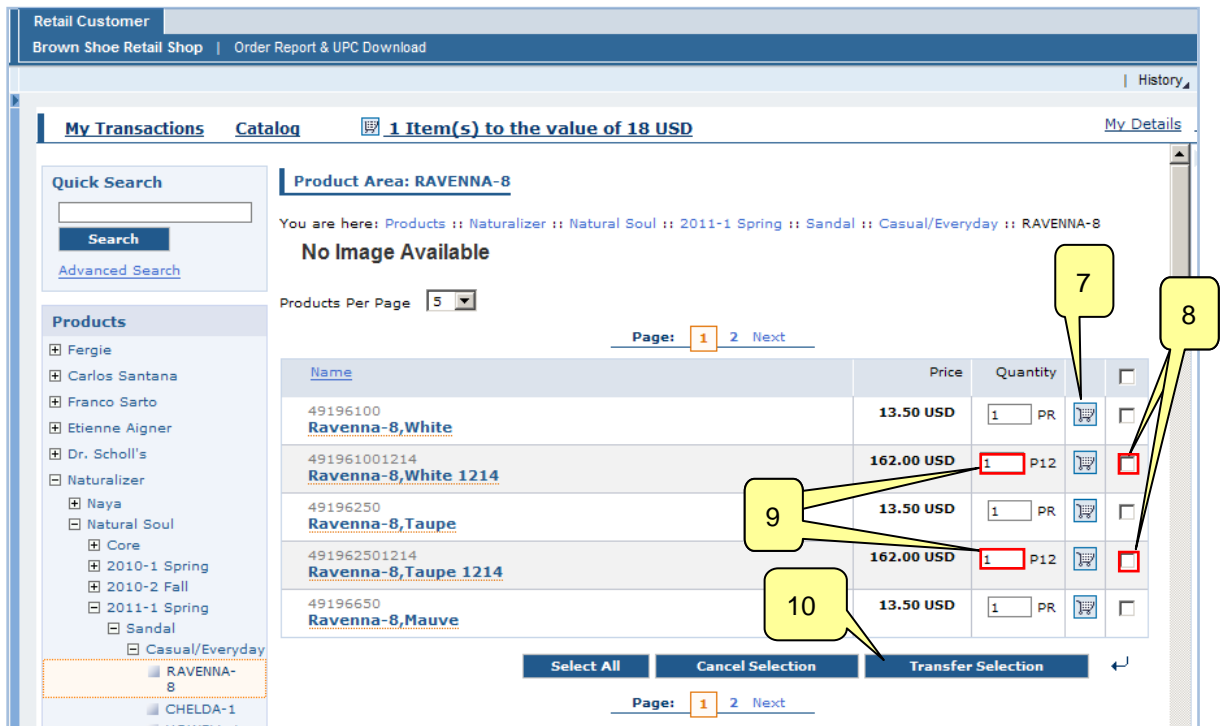
Products may also be added after a search has been conducted. Please review the Product Search using the Product Catalog if needed.



Sales Order Document Create



6. Click [Catalog](#) to display and perform a Product Catalog search.



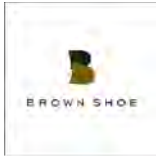
To add a single product, continue to step 7. To add multiple products, go to step 8

7. Click to immediately add the product to shopping basket. The shopping basket status link updates to reflect the additional item.



If you are adding a loose pair material to the shopping basket, leave the quantity at one (1). You will enter the size/width quantities when you return to the Shopping Basket screen.

8. Click the checkboxes next to the products you want to add to the shopping basket.
9. Quantities for casepack items can be specified at this time in the Quantity field.



Sales Order Document Create



Casepack items can be identified by the following:

- The product code is typically longer
- The unit of measure for loose pairs is always PR. Any other unit of measure code (e.g., P12, P06) is used for some type of casepack product.



To select items on different catalog pages, use the catalog page navigation links

Page: [1](#) [2](#) [Next](#) to move between pages and select additional items.

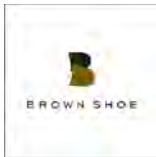
10. Click **Transfer Selection** to add all selected items to the shopping basket.

The screenshot shows the 'Retail Customer' interface for 'Brown Shoe Retail Shop'. The main navigation bar includes 'My Transactions', 'Catalog', and a shopping basket icon with the text '4 Item(s) to the value of 356 USD'. A yellow callout bubble with the number '11' points to this shopping basket link. Below the navigation, the 'Product Area: RAVENNA-8' is displayed, along with a breadcrumb trail: 'You are here: Products :: Naturalizer :: Natural Soul :: 2011-1 Spring :: Sandal :: Casual/Everyday :: RAVENNA-8'. The main content area shows 'No Image Available' and a table of products. The table has columns for Name, Price, and Quantity. The products listed are:

| Name | Price | Quantity |
|---|------------|----------|
| 49196100 Ravenna-8,White | 13.50 USD | 1 PR |
| 491961001214 Ravenna-8,White 1214 | 162.00 USD | 1 P12 |
| 49196250 Ravenna-8,Taupe | 13.50 USD | 1 PR |
| 491962501214 Ravenna-8,Taupe 1214 | 162.00 USD | 1 P12 |
| 49196650 Ravenna-8,Mauve | 13.50 USD | 1 PR |

At the bottom of the product list, there are buttons for 'Select All', 'Cancel Selection', and 'Transfer Selection'. The page navigation at the bottom shows 'Page: 1 2 Next'.

11. Click the shopping basket status link [4 Item\(s\) to the value of 356 USD](#) to return to the Shopping Basket screen and continue processing your order.



Sales Order Document Create

Retail Customer
Brown Shoe Retail Shop | Order Report & UPC Download

My Transactions Catalog 4 Item(s) to the value of 356 USD My Details

Shopping Basket: In Process
Default Delivery Settings For Items

Deliver To: BROWNS SHO...218 S MAIN...OTTAWA
Requested Delivery Date: 01/05/2011
Latest Delivery Date: 02/15/2011

Additional Order Data

| Item | Product | Quantity | Unit | Description | Total Price | Unit Price |
|------|--------------|----------|------|-----------------------|-------------|----------------|
| 10 | 47187200 | 1 | PR | Brewster-10, Taupe | 18 USD | 18 USD / 1PR |
| 20 | 49196100 | 1 | PR | Ravenna-8, White | 13.50 USD | 14 USD / 1PR |
| 30 | 491961001214 | 1 | P12 | Ravenna-8, White 1214 | 162.00 USD | 162 USD / 1P12 |
| | 491962501214 | 1 | P12 | Ravenna-8, Taupe 1214 | 162.00 USD | 162 USD / 1P12 |

5 New Items Update Cancel Go To

Manually Enter Product Code

12. If you know a product number, you can key that number into the Product field to add the item to the shopping basket. Example: 471872000611

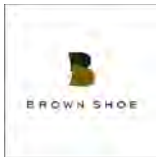
13. Click **Update** to save these changes.

Step 3 – Entering Order Quantities For Loose Pairs



A warning message **Enter the quantities** appears below each loose pair product indicating that the size/width (grid values) needs to be specified.

- Casepacks - The pairs that make up a casepack product are predefined; when ordering these items, the quantity entered is the number of casepacks.
- Loose Pairs - To successfully process orders for loose pairs, the quantity of each size/width combination must be specified. Use the Grid Entry screen to order quantities of loose pairs that you want add to the shopping basket (see Step 14).



Sales Order Document Create

Retail Customer
Brown Shoe Retail Shop | Order Report & UPC Download

My Transactions Catalog 5 Item(s) to the value of 464 USD My Details

Shopping Basket: In Process

Deliver To: BROWNS SHO...218 S MAIN...OTTAWA


Requested Delivery Date: 01/05/2011

Latest Delivery Date: 02/15/2011

Additional Order Data

| Item | Product | Quantity | Unit | Description | Total Price | Unit Price |
|------|--------------|----------|------|-------------------------|-------------|----------------|
| 10 | 47187200 | 1 | PR | Brewster-10, Taupe | 18 USD | 18 USD / 1PR |
| 20 | 49196100 | 1 | PR | Ravenna-8,White | 13.50 USD | 14 USD / 1PR |
| 30 | 491961001214 | 1 | P12 | Ravenna-8,White 1214 | 162.00 USD | 162 USD / 1P12 |
| 40 | 491962501214 | 1 | P12 | Ravenna-8,Taupe 1214 | 162.00 USD | 162 USD / 1P12 |
| 50 | 471872000611 | 1 | P06 | Brewster-10, Taupe 0611 | 108.00 USD | 108 USD / 1P06 |

5 New Items Update Cancel Go To

14. Click the Grid Entry  button to display the Grid Entry screen.

Retail Customer
Brown Shoe Retail Shop | Order Report & UPC Download

My Transactions Catalog 5 Item(s) to the value of 464 USD My Details

47187200 : Brewster-10, Taupe

Spread profile is inconsistent

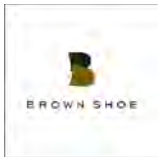
| | 4 | 4.5 | 5 | 5.5 | 6 | 6.5 | 7.5 | 8 | 8.5 | 9 | 9.5 | 10 |
|---|---|-----|---|-----|---|-----|-----|---|-----|---|-----|----|
| N | | | | | | | | | | | | |
| M | | | 1 | | 2 | | 3 | | 3 | | 2 | |
| W | | | | | | | | | | | | 1 |

Transfer Previous Next

New Product



The Grid Entry screen lists sizes across the top of the grid and widths on the left side. The available size/width combinations for a particular product are identified by those grid cells that contain an entry field. For example, this product cannot be purchased in wide or narrow widths for sizes 4 - 5½, but may be purchased for size 6 – 10 in this example.



Sales Order Document Create

15. Enter the quantity of each size/width combination required for the order. For example,

| Order Example | |
|---------------|----------|
| Size/Width | Quantity |
| 5/M | 1 |
| 6/M | 2 |
| 7/M | 3 |
| 8/M | 3 |
| 9/M | 2 |
| 10/M | 1 |

16. Click [Transfer](#) to update the order quantity for the selected product.

The screenshot shows a shopping basket interface with the following details:

- Shopping Basket: In Process**
- Your Reference: 2005057_5
- Total Net Price: 662 USD
- Freight: 0 USD
- Default Delivery Settings For Items:
 - Deliver To: BROWNS SHO...218 S MAIN...OTTAWA
 - Requested Delivery Date: 01/05/2011
 - Latest Delivery Date: 02/15/2011
- Additional Order Data:

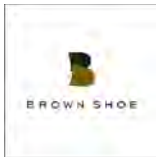
| Item | Product | Quantity | Unit | Description | Total Price | Unit Price |
|------|--------------|----------|------|----------------------|-------------|----------------|
| 10 | 47187200 | 12 | PR | Brewster-10, Taupe | 216 USD | 18 USD / 1PR |
| 20 | 49196100 | 1 | PR | Ravenna-8,White | 13,50 USD | 14 USD / 1PR |
| 30 | 491961001214 | 1 | P12 | Ravenna-8,White 1214 | 162,00 USD | 162 USD / 1P12 |
| 40 | 491962501214 | 1 | P12 | Ravenna-8,Taupe 1214 | 162,00 USD | 162 USD / 1P12 |

A red dashed box highlights the '5 Item(s) to the value of 662 USD' status link. A yellow callout bubble with the number '17' points to the grid entry for product 49196100. A red box highlights the grid entry for product 49196100, and a red banner below it says 'Enter the quantities for the grid values of product 49196100'.



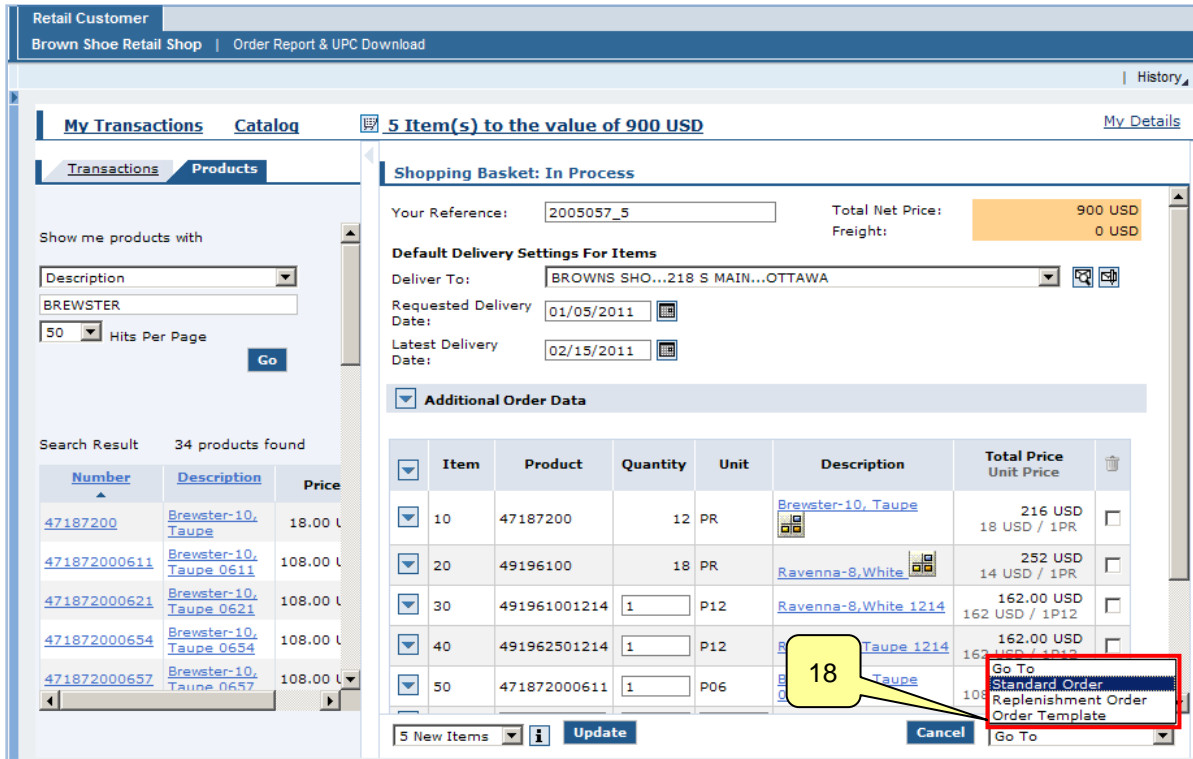
Notice that the Quantity field for the selected product reflects the sum total of what was entered on the Grid Entry screen and that it can no longer be edited from the Shopping Basket screen. Also see that the shopping card status link was updated to reflect the total number of line items and the increase in the order value. Reopen the Grid to adjust loose pair quantities if needed.

17. Repeat steps 13-15 for all loose pairs in the shopping basket.



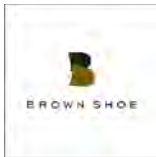
Sales Order Document Create

Step 4 – Select Sales Document Type



18. Click **Go To** to display the list of documents that can be created and choose the order type. An explanation of each option is described in the table below.

| Type | Standard Order | Replenishment Order | Order Template |
|-------------------------------|--|---|--|
| Purpose | Select this option to create a sales order for products you are ordering for the first time. | Select this option to create a sales order to replenish existing stock of products you have previously ordered. | Select this option to create a template you can use as a reference to quickly create new sales orders |
| What Happens Next? | Shopping basket as an order (Standard Order) screen appears. | Shopping basket as an order (Replenishment Order) screen appears. | Shopping basket as an order template screen appears. |
| Special Considerations | Requested delivery date may be updated based on availability. | If products are unavailable as of the latest delivery date, those line items are cancelled. NOTE: It is not possible to mix product order types. Enter replenishment product orders separate from standard product orders. | Create templates according to a specific order type, store type, or to distribute an order to multiple stores. |



Sales Order Document Create

Step 5 – Verify Sales Order



If you are creating a template, you can skip ahead to Saving a Template on page 27.

Selecting the Standard Order or Replenishment Order sales document type in the Go To field will update the screen to show your shopping basket as an order. Before submitting the order, take time to review the information. The screen shots below identify some of the key items to examine.

The screenshot shows a web interface for a retail customer. At the top, it says 'Retail Customer' and 'Brown Shoe Retail Shop | Order Report & UPC Download'. Below this, there are tabs for 'My Transactions' and 'Catalog'. A summary line indicates '5 Item(s) to the value of 864.27 USD'. A callout bubble labeled 'Total Price' points to this summary line. Below the summary, there's a section titled 'Your Shopping Basket as an Order (Standard Order)'. It includes a summary table with the following data:

| | |
|--------------------|------------|
| Total Net Price: | 864.27 USD |
| Shipping Costs: | 0.00 USD |
| Taxes: | 0.00 USD |
| Total Gross Price: | 864.27 USD |

Below this is 'Default Delivery Settings For Items' with delivery address, requested date, and latest date. An 'Additional Order Data' section is also present. A callout bubble labeled 'Item Line' points to a table with the following columns: Item, Product ID, Quantity, Description, Avail. on, and Total Price Unit Price. The table contains two rows:

| Item | Product ID | Quantity | Description | Avail. on | Total Price Unit Price |
|------|------------|----------|----------------------|--------------|------------------------|
| 10 | 47187200 | 12 PR | Brewster-10, Taupe | 0 01/05/2011 | 196.02 USD / 1 PR |
| 20 | 471872005M | 1 PR | 5MBrewster-10, Taupe | 1 05/17/2011 | 17.82 USD / 1 PR |

A callout bubble labeled 'Size/Width Line' points to the second row of the table, specifically to the Product ID '471872005M'. On the left side of the screenshot, there is a search results table with columns 'Number', 'Description', and 'Price'. It lists several 'Brewster-10, Taupe' items with different grid values (0621, 0654, 0657) and their prices (108.00 USD).

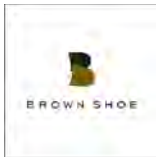
Total Price – Total Price may be different than the total for the shopping basket. The difference reflects any discounts, allowances; your required value added services, as well as any products that may have been cancelled due to availability.

Item Line – Every item on the shopping basket will have at least one item line on this screen. For loose pair products, there will be one Item Line and many lines for each size/width combination.

Size/Width Line – Each size/width (grid value) combination for loose pair products on the order have their own line item on this screen. Notice that the number in the ID column for the size/width line is slightly indented, indicating it's a size/width combination for the product on the Item Line above it. The Product ID also includes the grid value on these lines.



The lines created during this process are called schedule lines as they represent when delivery can be scheduled based on availability.



Sales Order Document Create

When www.BrownShoeOnline.com displays the shopping basket as an order, all loose pair items are expanded to the grid value, so that availability checks can be performed at the size/width level. Availability for casepacks is done at the casepack level as the loose pair contents are consolidated into a single unit when inventoried and made available for sale.

When the system performs the availability check, it first checks to see if the product is available in stock. If the product is not in stock, the system determines when the product will be available. Depending on how the product is configured in the system and your order preferences, the system may either:

- Re-determine the requested delivery date based on availability
- Cancel the item on the order



Depending on your organization's delivery preferences, it is possible for two or more schedule lines to be created for any line item or size/width line on the order.

The screenshot shows the 'Your Shopping Basket as an Order (Standard Order)' interface. It displays a table of items with columns for Number, Description, Price, and Requested Delivery Date. Two items are highlighted with red boxes and callouts:

| Number | Description | Price | Requested Delivery Date |
|--------|--|-----------|-------------------------|
| 60 | 471872009M 2 PR 9MBrewster-10, Taupe | 35.64 USD | 05/17/2011 |
| 70 | 4718720010M 1 PR 10MBrewster-10, Taupe | 0.00 USD | 01/05/2011 |

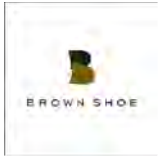
The 'Cancelled Item' callout points to line 70, which has a price of 0.00 USD. The 'Requested Delivery Date (Schedule Line)' callout points to line 60, which has a requested delivery date of 05/17/2011.

Requested Delivery Date (Schedule Line) – In this example order, the availability check re-determined when this size/width combination is available for delivery.

Cancelled Item – If the unit price and available quantity for an item are both zero, the system has cancelled the item from the order. The item remains on the order, so the original request can be seen, but the product on the line is flagged to prevent additional processing (e.g., delivery processing).



To recheck availability or change the order after viewing this information, click [Continue Shopping](#).



Sales Order Document Create

Step 6 – Save Sales Document

Once a sales document type is selected in the Go To field on the Shopping Basket screen, the screen updates to display the shopping basket as either an order or template.

Saving a Sales Order



If you are working with an order template, skip the remaining steps 19 and 20 in this section and go directly to the next section on Saving a Template.

The screenshot shows the 'Your Shopping Basket as an Order (Replenishment Order)' screen. A 'Windows Internet Explorer' dialog box is open, asking 'Do you really want to send the order?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box and a callout bubble labeled '19'. The 'Continue Shopping' button is also highlighted with a red box and a callout bubble labeled '19'. The 'Order' button is highlighted with a red box and a callout bubble labeled '20'. The 'Additional Order Data' table is visible below the dialog box.

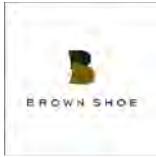
| Item | Product ID | Quantity | Description | Avail. | on | Total Price Unit Price |
|------|--------------|----------|-------------------------|--------|------------|-------------------------------------|
| 10 | 471872000611 | 1 P06 | Brewster-10, Taupe 0611 | 1 | 02/11/2011 | 106.92 USD 106.92 USD / 1 P06 |

19. Click **Order** to save the order and send it for processing.



Click **Continue Shopping** to return to the Shopping Basket screen to make additional changes before sending the order.

20. When the prompt displays, click OK to confirm that you want to send the order.



Sales Order Document Create

Saving a Template



To create an Order Template, begin as if you are creating a sales order; refer back to Step 4 – Select Sales Document Type.

The screenshot shows a web application interface for a retail customer. The top navigation bar includes "Retail Customer", "Brown Shoe Retail Shop", and "Order Report & UPC Download". The main content area is titled "Your Shopping Basket as an Order Template" and displays a summary of items in the basket. A "Windows Internet Explorer" dialog box is overlaid on the page, asking "Do you really want to save the order template?" with "OK" and "Cancel" buttons. A red box highlights the "Save" button in the bottom right corner of the main interface, and a yellow callout box labeled "21" points to it. Another yellow callout box labeled "22" points to the "Continue Shopping" button.

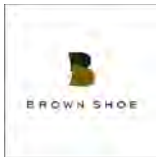
| Item | Product ID | Quantity | Description | Total Price | Unit Price |
|------|--------------|----------|-------------------------|-------------|------------|
| 10 | 471872000611 | 1 P06 | Brewster-10, Taupe 0611 | 108.00 USD | |
| 20 | 471872000621 | 1 P06 | Brewster-10, Taupe 0621 | 108.00 USD | |

21. Click **Save** to save the shopping basket as an order template.



Click **Continue Shopping** to return to the Shopping Basket screen to make additional changes before saving the template.

22. When the prompt displays, click OK to save the order template.



Sales Order Document Create

Step 7 – Print Confirmation

When a sales order is saved, the screen updates to display an Order Confirmation page.

Retail Customer
Brown Shoe Retail Shop | Order Report & UPC Download

My Transactions Catalog Transaction in Process My Details

Confirmation of receipt

Thank you!
Your order was received and is being processed.

Order: 4105032285
Your Reference: 2005057_5

Overall Status: Open
Delivery Status: Open

Total Net Price: 864.27 USD
Shipping Costs: 0.00 USD
Taxes: 0.00 USD
Total Gross Price: 864.27 USD

| Item | Item Details | QTY | Total Price Unit Price | Status |
|------|--|-------|-----------------------------|--------|
| 10 | 47187200 : Brewster-10, Taupe Deliver To: BROWNS SHO...218 S MAIN...OTTAWA Requested Delivery: 01/05/2011; 0 on 01/05/2011 Latest Delivery Date: 02/15/2011 | 12 PR | 196.02 USD / 17.82 USD / PR | Open |
| 20 | 471872005M : 5MBrewster-10, Taupe Your Configuration: Size Adult (3 - 15): 5 Widths: M Deliver To: BROWNS SHO...218 S MAIN...OTTAWA Requested Delivery: 01/05/2011; 0 on 01/05/2011; 0 on 01/05/2011 Latest Delivery Date: 02/15/2011 | 1 PR | 17.82 USD / 17.82 USD / PR | Open |

23. Click **Print** to print the order confirmation.

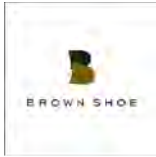
24. Click **Close** to return to the Welcome/Processing screen.

23. Click **Print** to print the order confirmation.

24. Click **Close** to return to the Welcome/Processing screen.



If you were working with an order template, a confirmation page is generated, but the only processing button is **Close**.



Using and Maintaining Order Templates

Using and Maintaining Order Templates

Purpose

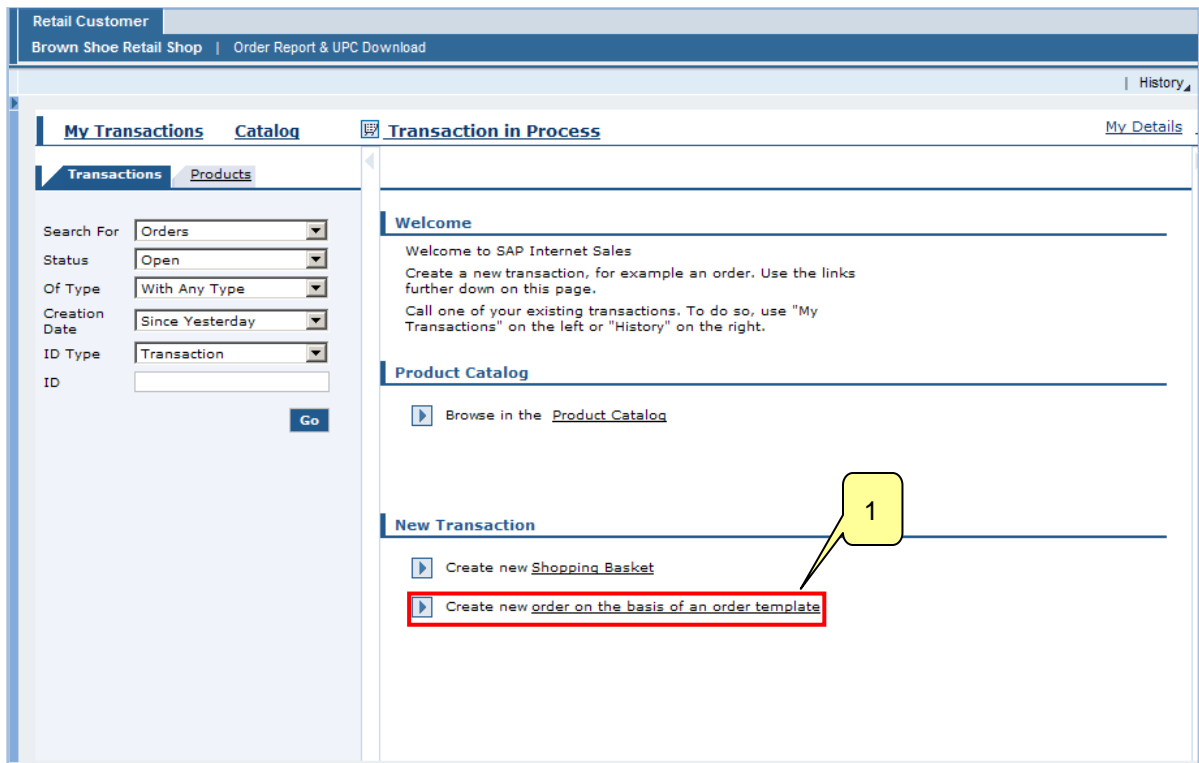
Use this procedure to create new sales orders from an order template.

If your organization frequently re-orders the same products during a season, order templates can be used to expedite the order creation process. Order templates are characterized as a sales document and are created using the same process as creating a sales order. Refer to Sales Order Document Create on page 19 to learn more about creating sales document.

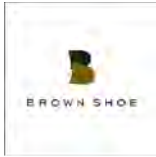
Procedure

This section describes how to use order templates to create sales orders and then examines how order templates can be printed, updated, or deleted.

Creating a Sales Order from a Template



1. Click order on the basis of an order template to list available order templates.



Using and Maintaining Order Templates

Retail Customer
Brown Shoe Retail Shop | Order Report & UPC Download

My Transactions Catalog Transaction in Process My Details

Transactions Products

Search For: Orders
Status: Open
Of Type: With Any Type
Creation Date: Since Yesterday
ID Type: Transaction
ID:

Go

Order Templates

4 Documents Found

| Transaction | Your Reference | Date |
|-------------|--------------------|------------|
| 9 | 2005057 Reorder | 01/06/2011 |
| 2 | Sm. Store Template | 01/03/2011 |
| 6 | Lg. Store Template | 01/03/2011 |
| 3 | Order Template | 01/03/2011 |

Close

2. Click on an order template ID number to create a shopping basket based using that template.
3. Click **Close** to return to the Brown Shoe Retail Shop to work with the shopping basket.

Retail Customer
Brown Shoe Retail Shop | Order Report & UPC Download

My Transactions Catalog 2 Item(s) to the value of 216.00 USD My Details

Transactions Products

Search For: Orders
Status: Open
Of Type: With Any Type
Creation Date: Since Yesterday
ID Type: Transaction
ID:

Go

Shopping Basket: In Process

Your Reference: 2005057 Reorder Total Net Price: 216.00 USD

Default Delivery Settings For Items

Deliver To: BROWNS SHO...218 S MAIN...OTTAWA

Requested Delivery Date: 01/06/2011

Latest Delivery Date:

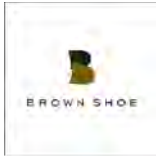
Additional Order Data

| Item | Product | Quantity | Unit | Description | Total Price | Unit Price |
|------|--------------|----------|------|-------------------------|-------------|-------------------|
| 10 | 471872000611 | 1 | P06 | Brewster-10, Taupe 0611 | 108.00 USD | 108.00 USD / 1P06 |
| 20 | 471872000621 | 1 | P06 | Brewster-10, Taupe 0621 | 108.00 USD | 108.00 USD / 1P06 |

Deliver To: BROWNS SHO...218 S MAIN...OTTAWA

Requested Delivery Date: 01/06/2011

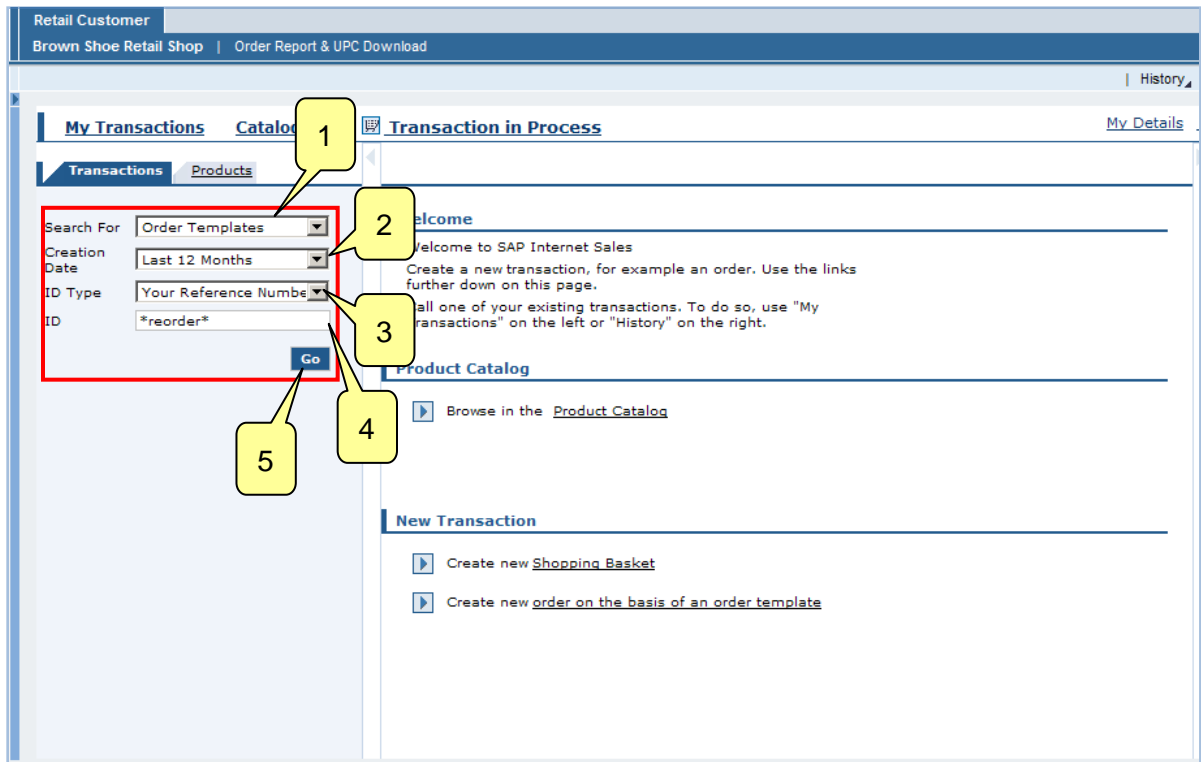
For more information about processing the shopping basket, see Sales Order Document Create starting on page 19.



Using and Maintaining Order Templates

Maintaining Order Templates

The portal allows order templates to be updated and deleted after they have been created. The following section demonstrates how to search for and maintain templates.



1. Click the **Search For** combo box and select Order Templates.
2. Click the **Creation Date** combo box and select Last 12 Months.

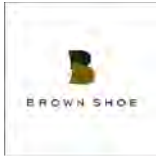


Other Creation Date options are available. Selecting Last 12 Months widens the search criteria to find older templates.

3. Click the **ID Type** combo box and select Your Reference Number.



The Transaction ID assigned to order templates is a sequential number starting at 1, while the Reference Number is defined by the user when the template is created.



Using and Maintaining Order Templates

- Click the ID field and key in a search term to find a specific template or leave blank to not filter the list of templates by Reference Number.



Use wildcards (*) to search for values that contain your criteria rather than match it exclusively. For example, if you enter *Reorder*, the search will find any template where "Reorder" is entered somewhere in the Reference Number field.



The search is case-sensitive.

- Click the **Go** button to perform the search. Once the desired template is located, it is possible to work with that template or delete the template. To work with the template, skip step 6.

The screenshot shows the SAP Internet Sales interface for a Retail Customer. The search criteria are: Search For: Order Templates, Creation Date: Last 12 Months, ID Type: Your Reference Number, and ID: *Reorder*. A "Go" button is visible. The search results show 1 document found, with a table containing one entry: Transaction ID 9, Your Reference Number 2005057 Reorder, and Date 01/06/2011. A red box highlights the table, and a yellow callout box with the number 7 points to the delete icon in the table. Another yellow callout box with the number 6 points to the "Go" button.

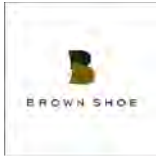
| Transaction | Your Reference | Date |
|-------------|--------------------|------------|
| 9 | 2005057 Reorder | 01/06/2011 |

- Click to delete the order template only when you are certain that it is no longer needed.



It is not possible to recover a deleted order template.

- Click the Order Template ID or Reference Number links to maintain the order template.



Using and Maintaining Order Templates

Retail Customer
Brown Shoe Retail Shop | Order Report & UPC Download

My Transactions Catalog Transaction in Process My Details

Order Template: 9 from 01/06/2011

Your Reference: 2005057 Reorder Total Net Price: 216.00 USD

Default Delivery Settings for Items
Delivery Address: BROWNS SHO...218 S MAIN...OTTAWA

Additional Order Data

| <input type="checkbox"/> | <input type="checkbox"/> | Item | Product | Quantity | Description | Total Price Unit Price |
|--------------------------|--------------------------|------|--------------|----------|---|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 10 | 471872000611 | 1 P06 | Brewster-10, Taupe_0611 | 108.00 USD |
| <input type="checkbox"/> | <input type="checkbox"/> | 20 | 471872000621 | 1 P06 | Brewster-10, Taupe_0621 | 108.00 USD |

Transaction Your Reference Date
9 2005057 Reorder 01/06/2011

Transfer Print Change Close

8. A new shopping basket (order) can be created from the template maintenance screen.

- Click next to each item to be placed in the shopping basket.
- Click **Transfer** to copy the items into a shopping basket.



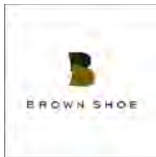
The Transfer button cannot be used until items are selected.

9. Click **Print** to print a copy of the order template.

10. Click **Change** to make changes to the order template. These changes include:

- Adding new items
- Change item quantities
- Deleting items
- Updating order header information (reference number, delivery address)

11. Click **Close** to return to the Brown Shoe Retail Shop Welcome Screen.



Transaction Search

Transaction Search

Purpose

Use this procedure to search for orders, invoices, credit memos and down payments.

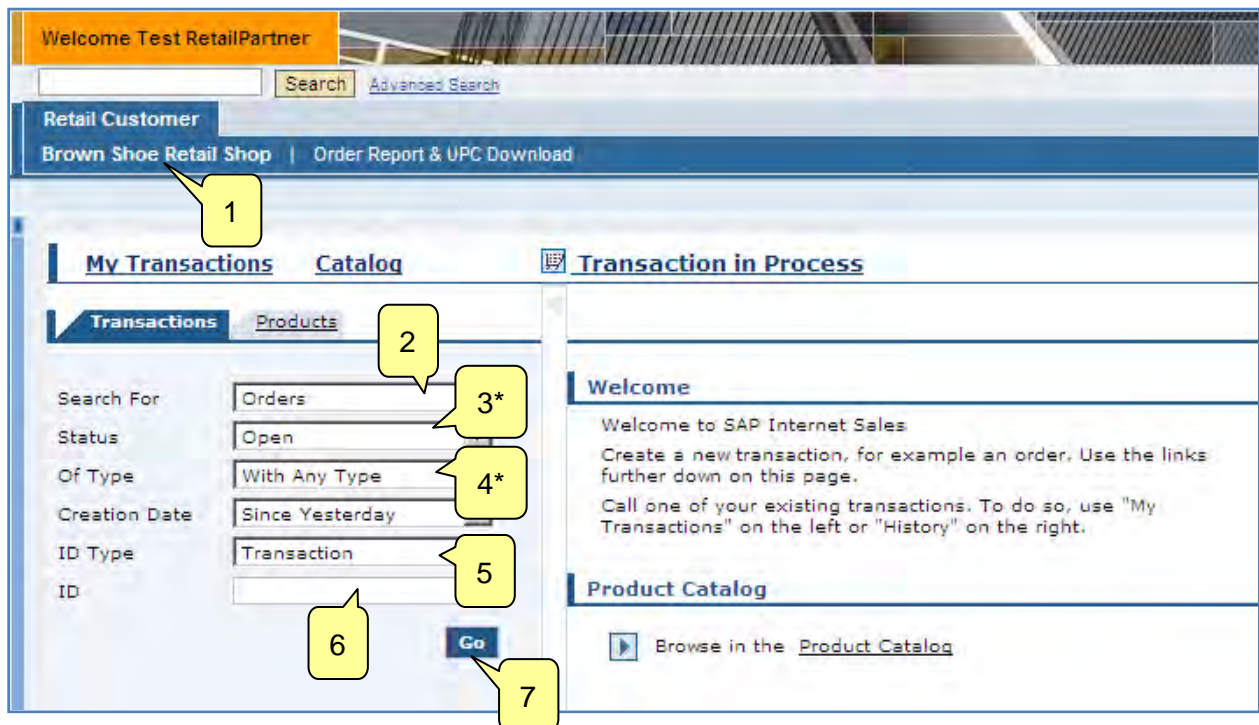


When searching, the more specific you are in your search criteria, the narrower your results will be.

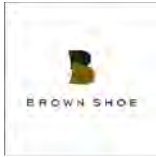


The numbers called out on the image below correspond to the steps in the Procedure list.


Procedure





1. Click the **Brown Shoe Retail Shop** tab.
2. Click the **Search For** combo box to select the desired search option from the drop-down from the list.
 - While this process specifically shows you how to search for orders, you may also search using the following criteria:
 - Orders
 - Invoices (skip to step 5)
 - Credit Memos (skip to step 5)
 - Down Payments (skip to step 5)





Transaction Search


3. Click the **Status**  combo box to select the appropriate drop-down from the list.
 - Status is only available when searching for Orders. When performing other searches, skip to step 5.
 - Options include:
 - Any
 - Open
 - Completed

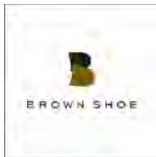
4. Click the **Of Type**  combo box to select the appropriate drop-down from the list.
 - Of Type is only available when searching for Orders. When performing other searches, skip to step 5.
 - Options include:
 - With Any Type
 - Standard Order
 - Replenishment Order

5. Click the **Creation Date**  combo box to select the appropriate drop-down from the list.
 - Options include:
 - Today
 - Specific Date
 - Since Yesterday
 - Last 7 Days
 - Last 30 Days
 - Last 12 Months

6. Click the **ID Type**  combo box to select the appropriate drop-down from the list.
 - Options include:
 - Your Reference Number (Use this option to search by your PO number or other reference you entered when the order was placed)
 - Transaction
 - Product ID (Use this option to search for a specific product you have ordered)

7. Click the **ID**  combo box to select the appropriate drop-down from the list.
 - If you chose the drop-down **Your Reference Number** in Step 6, then enter your PO number or other reference in the box.
 - If you chose the drop-down **Product ID** in Step 6, then enter the material number for the shoe or casepack you have ordered.

8. Click the **Go**  button to perform the search.



Transaction Search

My Transactions | Catalog | Transaction in Process

Transactions | Products

Search For: Orders
Status: Any
Of Type: With Any Type
Creation Date: Last 30 Days
ID Type: Product ID
ID: 100000-0-001

Go

63 Documents Found

| Status | Transaction | Date |
|-----------|----------------------------|------------|
| Completed | 4105001145 | 09/30/2010 |
| Completed | 4105001144 | 09/30/2010 |
| Open | 4105001138 | 09/30/2010 |

Product Catalog

Browse in the Product Catalog

New Transaction

Create new Shopping Basket

9. Locate the document and click on the hyperlink (blue underlined text) to display the document. In this example, click on Transaction number [4105001145](#) to display the order.

Order: 4105001145 from 09/30/2010

Your Reference: runway

Overall Status: Completed
Delivery Status: Completed

Total Net Price: 29.05 USD
Shipping Costs: 1.00 USD
Taxes: 0.00 USD
Total Gross Price: 29.05 USD

Default Delivery Settings for Items

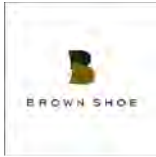
Delivery Address: Roger's Sh...8300 Maryl...Clayton
Requested Delivery Date: 09/30/2010
Latest Delivery Date:

Additional Order Data

| Item | Product | Quantity | Description | Avail. | on | Total Price | Unit Price | Status |
|------|----------------|----------|-------------------------------------|--------|------------|-------------|-------------------|--------|
| 10 | 100000-0-001 | 1 PAA | Prissy Black Smooth | 1 | 09/30/2010 | 29.05 USD | 29.05 USD / 1 PAA | Comple |
| 11 | 100000-0-0016N | 1 PAA | 6NPRISSY BLACK UPC | 1 | 09/30/2010 | 29.05 USD | 29.05 USD / 1 PAA | Comple |

Transfer | Print | Close

10. Click **Close** to return to the home screen.



Order Report & UPC Download

Order Report & UPC Download

Purpose

Use the following procedures to download an Order Report and download UPC numbers for orders. Your Order Report will provide you with helpful information about Order Status, Order Number, etc.

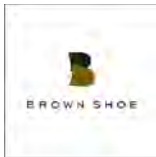


In addition to Sales and Replenishment Orders, some customers work with Contracts that have been established by their Brown Shoe Sales Executive or Customer Service Representative. This report will include your contract orders so that you may download the corresponding UPCs using the process described in this section.

Order Report Procedure

The screenshot shows the SAP Internet Sales interface. At the top, there is a navigation bar with 'Retail Customer' and 'Brown Shoe Retail Shop | Order Report & UPC Download'. A yellow callout box with the number '1' points to the 'Order Report & UPC Download' link. Below the navigation bar, there are tabs for 'My Transactions', 'Catalog', and 'Transaction in Process'. Under 'My Transactions', there are sub-tabs for 'Transactions' and 'Products'. The 'Transactions' sub-tab is active, showing search filters for 'Search For' (Orders), 'Status' (Open), 'Of Type' (With Any Type), 'Creation Date' (Since Yesterday), 'ID Type' (Transaction), and 'ID'. A 'Go' button is at the bottom of the search filters. On the right side, there is a 'Welcome' section with a message and a 'Product Catalog' section with a 'Browse in the Product Catalog' link.

1. Click [Order Report & UPC Download](#) to go to the **Order Report & UPC Download** tab.



Order Report & UPC Download

UPC Download Selection Criteria

Order Number: To Your Reference:

Order Status: To All Mine

Creation Date: To Include Sizes

Ship Date: To

Sold To: To

SEARCH

UPC Report

Export

| Order # | Item # | Size Item # | Brown Stockcode | Description | Item Size | Overall Status | Delivery Status | Credit Status | Overall Blocked Status |
|------------|--------|-------------|-----------------|----------------------------|-----------|----------------|-----------------|---------------|------------------------|
| 4105032131 | 10 | | 27214004 | Transit,Blk Gilded Cr | | Open | Not delivered | Not approved | Blocked |
| 4105032150 | 10 | | 27214004 | Black Transit, Gilded | | Completed | Not delivered | Not approved | Blocked |
| 4105032179 | 10 | | 272140040202 | Transit,Blk Gilded Cr 0202 | | Open | Not delivered | Not approved | Blocked |
| 4105032179 | 20 | | 27214004 | Black Transit, Gilded | | Open | Not delivered | Not approved | Blocked |
| 4105032179 | 30 | | 272140040308 | Transit,Blk Gilded Cr 0308 | | Open | Not delivered | Not approved | Blocked |
| 4105032179 | 40 | | 272140040309 | Transit,Blk Gilded Cr 0309 | | Open | Not delivered | Not approved | Blocked |
| 4105032180 | 10 | | 27214004 | Black Transit, Gilded | | Completed | Not delivered | Not approved | Blocked |

2. Narrow the results of your Order Report by entering criteria to focus your search. For example:
 - a. Enter a single Order Number or a range of orders (as shown above)
 - b. Click the Include sizes check box if you would like that level of detail in your report

3. Click **SEARCH** **SEARCH** to display the results of your search.

UPC Report

Export

Export to Microsoft Excel

| Order # | Item # | Size Item # | Brown Stockcode |
|------------|--------|-------------|-----------------|
| 4105032131 | 10 | | 27214004 |
| 4105032150 | 10 | | 27214004 |
| 4105032179 | 10 | | 272140040202 |

4. If you would like to view the results of your search, click Export **Export** and then click Export to Microsoft Excel **Export to Microsoft Excel** to download to an excel file.

File Download

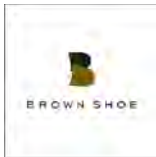
Do you want to open or save this file?

Name: export.xls
Type: Microsoft Office Excel 97-2003 Worksheet
From: sspbeq1.ff.bs.net

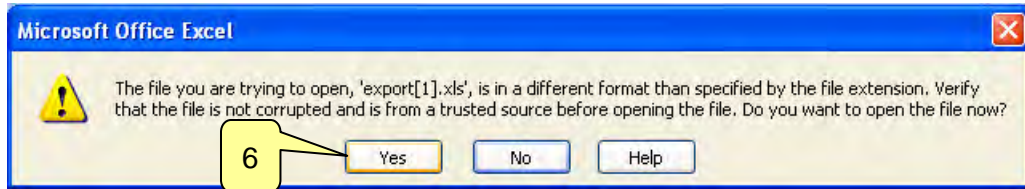
Open **Save** **Cancel**

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

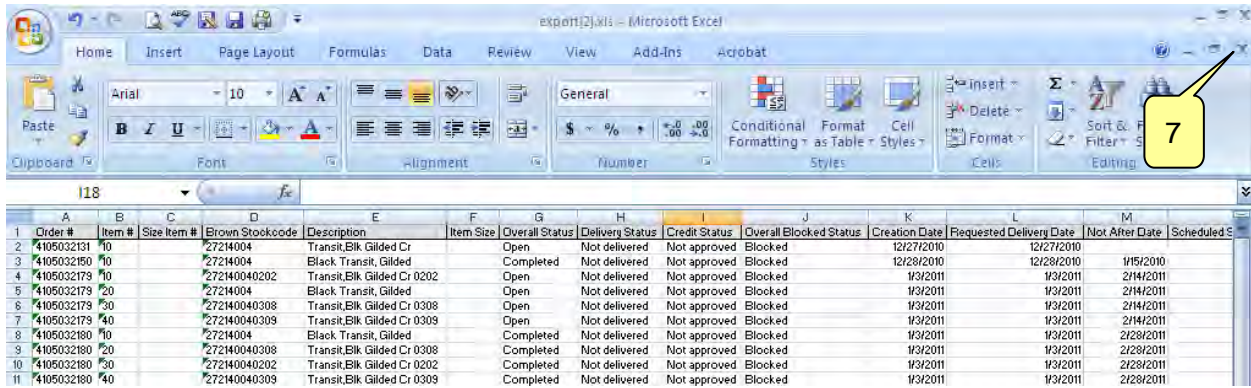
5. Click Open **Open** to open the downloaded excel file (Note: Click Save at this point if you wish to save the report without viewing it.)



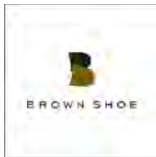
Order Report & UPC Download



6. Click Yes to continue through the warning message.



7. Once the file opens, you may save the file as you would any other Excel file. When finished, click Close to return to the Order Report & UPC Download screen.



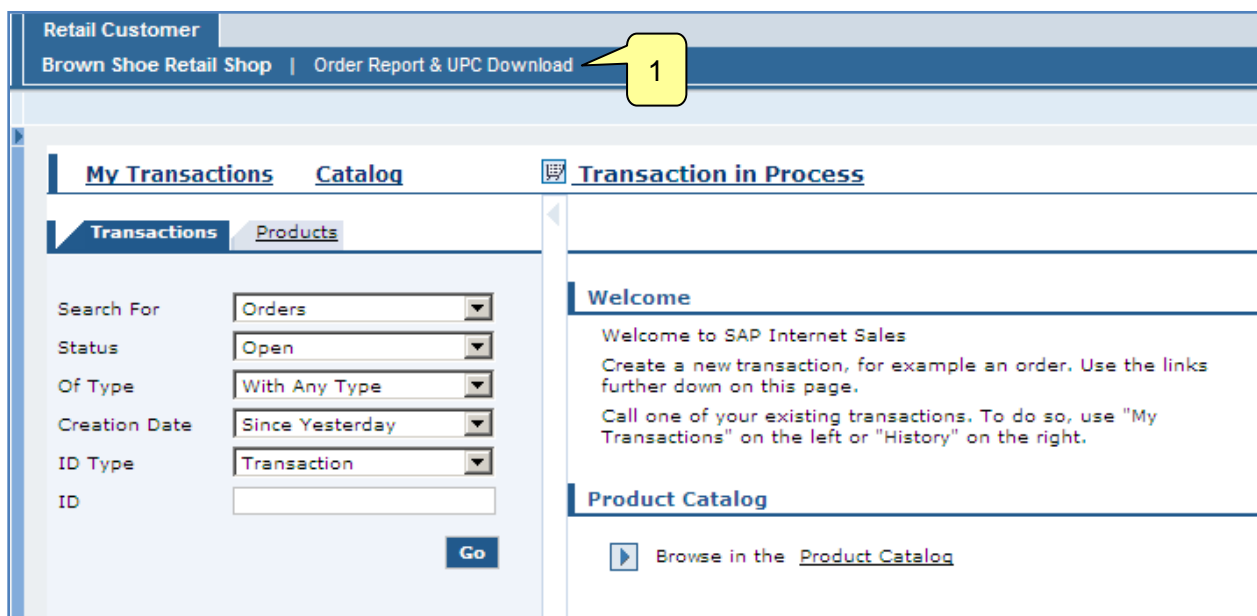
Order Report & UPC Download

UPC Download Procedure

If you do not know the order number, run the Order Report as described in the previous section, or search for the order number using the process described elsewhere in this guide.



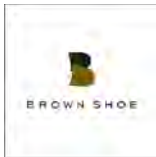
As previously stated, in addition to Sales and Replenishment Orders, it is also possible to use this process to download UPCs for contract orders that have been established by your Brown Shoe Sales Executive or Customer Service Representative.



1. Click **Order Report & UPC Download** to go to the **Order Report & UPC Download** tab.



2. Enter the Order Number for UPCs to be downloaded (refer back to the Order Report section if needed).
3. Click **SEARCH** **SEARCH** to display the results of your search.



Order Report & UPC Download

| Order # | Item # | Size Item # | Brown Stockcode | Description | Item Size | Overall Status | Delivery Status |
|------------|--------|-------------|-----------------|---------------------|-----------|----------------|-----------------|
| 4105001079 | 10 | | 100000-0-001 | Prissy Black Smooth | | Open | Not delivered |

4. Click row selector to select the appropriate order from the list.

Choose one of the following UPC Download options:

- GMIAC Format – To download the UPCs in the GMAIC format, go to **Step 5**
- Tab Format – To download the UPCs in Tab format go to **Step 6**

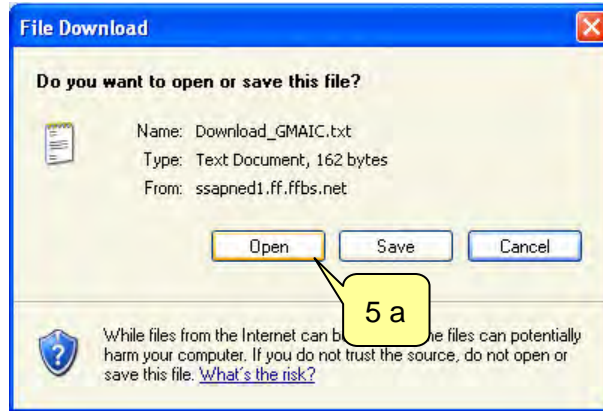
UPCs in GMAIC Format

Download GMAIC format Download Tab Format

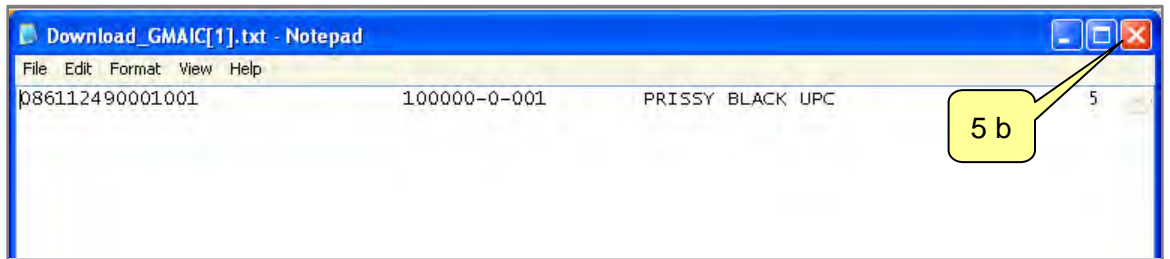
5. Click Download GMAIC format **Download GMAIC format** to download UPCs in the GMAIC format. (Note: Click Save at this point if you wish to save the report without viewing it.)




Order Report & UPC Download

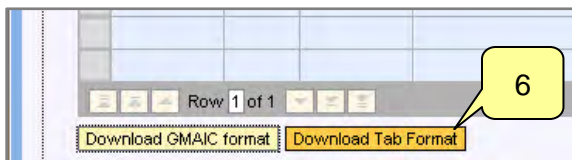


- a. Click **Open**  to open the downloaded GMAIC text file.

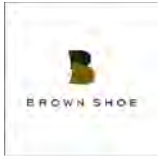


- b. Once the file opens, you may save the file as you would any other .txt file. When finished, click **Close**  to return to the **Order Report & UPC Download** screen.

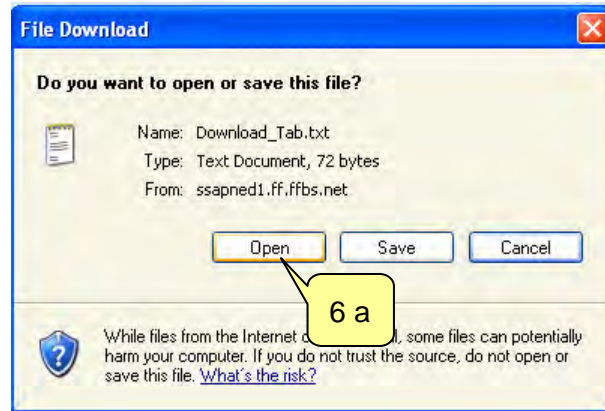
UPCs in Tab Format




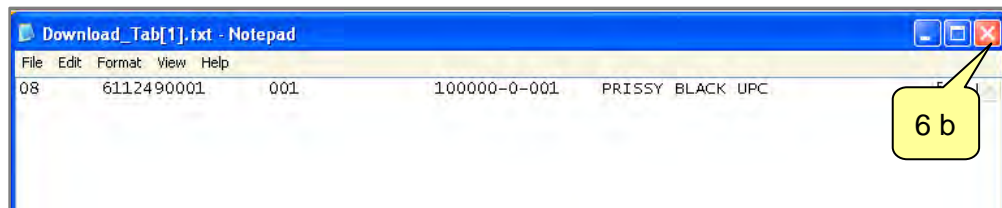
6. Click Download Tab Format  to download in the tab format.




Order Report & UPC Download



- a. Click **Open**  to open the downloaded tab format text file.



- b. Once the file opens, you may save the file as you would any other .txt file. When finished, click **Close**  to return to the **Order Report & UPC Download** screen.