



Vendor Compliance Reports v1
Vendor Users
December 30, 2013

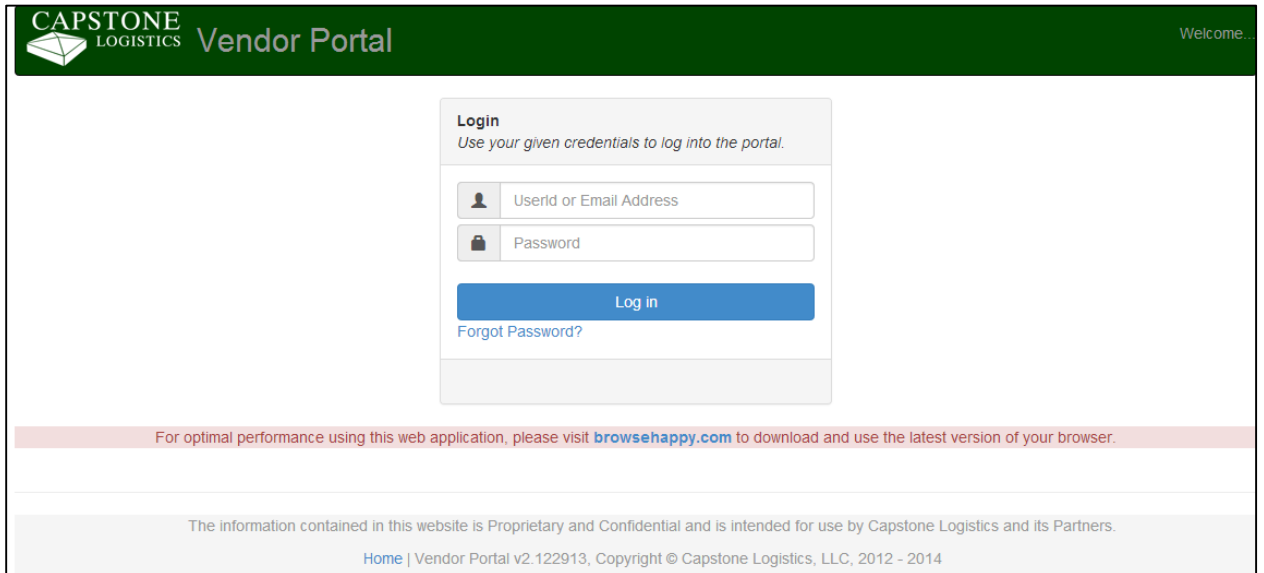
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SUPERVALU - How to Login to the Vendor Reports


1. From the Internet browser: <http://vendors.capstonelogistics.com>



The screenshot shows the Capstone Logistics Vendor Portal login interface. At the top left is the Capstone Logistics logo and the text "Vendor Portal". At the top right is a "Welcome..." message. The main content area features a "Login" section with the instruction "Use your given credentials to log into the portal." Below this are two input fields: "Userid or Email Address" and "Password". A blue "Log in" button is positioned below the password field, with a "Forgot Password?" link underneath it. A red banner at the bottom of the login section reads: "For optimal performance using this web application, please visit browsehappy.com to download and use the latest version of your browser." At the very bottom of the page, a footer contains the text: "The information contained in this website is Proprietary and Confidential and is intended for use by Capstone Logistics and its Partners." and a "Home" link. The footer also includes the text: "Vendor Portal v2.122913, Copyright © Capstone Logistics, LLC, 2012 - 2014".


2. Enter SUPERVALU UserId:
3. Enter password:
4. Click on Log in button

SUPERVALU Vendor User Home Page

**Vendor Portal**DebbiUserLogout


Debbi VendorUser
P&G (SuperValu Vendor Number Reference: 689000)

Launch



Vendor Detail Report
Provides detailed receiving information on PO's.

Launch





Vendor Summary Report
Provides PO Compliance performance metrics by DC and product group.

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[Home](#) | Vendor Portal v2.122913, Copyright © Capstone Logistics, LLC, 2012 - 2014

Reports

Vendor Compliance Reports available are Vendor Detail Report, Vendor Summary Report

<p style="text-align: center;">Launch</p> <div style="text-align: center;"></div> <p style="text-align: center;">Vendor Detail Report</p> <p style="text-align: center;"><i>Provides detailed receiving information on PO's.</i></p>	<p style="text-align: center;">Launch</p> <div style="text-align: center;"></div> <p style="text-align: center;">Vendor Summary Report</p> <p style="text-align: center;"><i>Provides PO Compliance performance metrics by DC and product group.</i></p>
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To return the reports list you must click on the Home Button



Vendor Detail Report

Provides receiving performance information on all PO's.

Launch



Vendor Detail Report
Provides detailed receiving information on PO's.

Launch button opens report

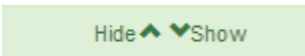


Vendor Detail Report - Vendor Portal
Complete the required filters and add any optional filter parameters

required filters	optional filters	
Select DC(s) <input checked="" type="checkbox"/> Select All	Select fixed date period <input type="text" value="Select Date Period"/>	Select Product Group <input type="text" value="All Products Selected"/>
<div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">011 - Ft Wayne</div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">083 - Lancaster</div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">044 - Mechanicsville</div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">086 - Milton</div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">021 - Pittsburgh</div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">048 - Advantage Logistics</div>	or enter date range Start <input type="text"/> <input type="text"/> End <input type="text"/> <input type="text"/>	Vendor name contains <input type="text"/>
<small>Hold down "CTRL" and click to select multiple DC's</small>	<small>Set fixed period to "Select Date Period" to use.</small>	Vendor number equals <input type="text"/>
	Select PO Violation Condition <input type="text" value="PO's with violations"/>	Carrier name contains <input type="text"/>
		<input type="button" value="Run Report"/> <input type="button" value="Reset Report"/>
Hide <input type="checkbox"/> Show		



Hide or show the required filters and optional filter



Data Fields

- | | | |
|--------------|------------------------------|----------------------------|
| 1. DC | 8. Product Group | 14. Check In
Date/Time |
| 2. Load Id | 9. Receiving Violation | 15. Check Out
Date/Time |
| 3. PO Number | 10. Pics | 16. Vendor Comments |
| 4. Vendor | 11. Violation Charged | |
| 5. Vendor No | 12. Violation Not
Charged | |
| 6. Backhaul | 13. Appointment | |
| 7. Carrier | | |

Select DC (s) *** REQUIRED Select All

required filters

Select DC(s) Select All

- 001 - St. Louis
- 011 - Ft Wayne
- 012 - Bismarck
- 014 - Fargo
- 015 - Minneapolis
- 018 - Green Bay

Hold down "CTRL" and click to select multiple DC's

Select fixed date period

Select fixed date period

Select Date Period


- Select Date Period
- Current Week
- Last Week
- Current Month
- Last Month
- Current Quarter
- Last Quarter
- Year to Date
- Last Year


Fixed Date Period Options

- | | |
|------------------|--------------------|
| 1. Current Week | 5. Current Quarter |
| 2. Last Week | 6. Last Quarter |
| 3. Current Month | 7. Year to Date |
| 4. Last Month | 8. Last Year |

Or enter date range

or enter date range

Start 

End 

Set fixed period to "Select Date Period" to use.

Optional Filters

optional filters

Select Product Group
All Products Selected ▼

Select Shipment-Type
All Shipment-Types Selected ▼

Select PO Violation Condition
PO's with violations ▼

Select Product Group

Select Product Group

All Products Selected ▼

- All Products
- 1 - Grocery
- 2 - Produce
- 3 - Meat
- 5 - Frozen
- 6 - Dairy
- 7 - Bakery
- 9 - Deli
- 12 - GM/HBC

1. All Products
2. Grocery
3. Produce

4. Meat
5. Frozen
6. Dairy

7. Bakery
8. Deli
9. GM/HBC

Select Shipment Type

The screenshot shows a dropdown menu titled "Select Shipment-Type". The selected option is "All Shipment-Types Selected". The dropdown list is open, showing three options: "All Shipment-Types" (checked), "Backhauls" (checked), and "Delivered" (checked).

1. All Shipments
2. Backhauls
3. Delivered

Select PO Violation Condition

The screenshot shows a dropdown menu titled "Select PO Violation Condition". The selected option is "PO's with violations".

The screenshot shows a dropdown menu titled "Select PO Violation Condition". The selected option is "PO's with violations". The dropdown list is open, showing three options: "All PO Conditions" (unchecked), "PO's with violations" (checked), and "PO's without violations" (unchecked).

1. All PO Conditions
2. PO's with violations
3. PO's without violations

Search by Vendor Name

This field is used to search for the Vendor Name

The screenshot shows a search field with the label "Vendor name contains" and an empty input box.

Search by Vendor Number

This field is used to search for the Vendor Number

The screenshot shows a search field with the label "Vendor number equals" and an empty input box.

Search by Carrier Name

This field is used to search for the Carrier Name

Execute Report using the Criteria

Reset Filter Criteria

Clear the current filters and select a new set of filters.

How to run a Vendor Detail Report

1. Select DC (s)
2. Select the fixed date period
3. Select Product Group
4. Select Shipment Type
5. Select PO Violation Condition
6. Enter Vendor Name * Not Required
7. Enter Vendor Number * Not Required
8. Enter Carrier Name * Not Required
9. Click on Run Report

Vendor Detail Report - Vendor Portal

Complete the required filters and add any optional filter parameters

required filters	optional filters
Select DC(s) <input checked="" type="checkbox"/> Select All	Select fixed date period
<ul style="list-style-type: none">011 - Ft Wayne083 - Lancaster044 - Mechanicsville086 - Milton021 - Pittsburgh048 - Advantage Logistics	Current Week
Hold down "CTRL" and click to select multiple DC's	or enter date range
	Start <input type="text"/>
	End <input type="text"/>
	Set fixed period to "Select Date Period" to use.
	Select Product Group
	All Products Selected
	Vendor name contains <input type="text"/>
	Select Shipment-Type
	All Shipment-Types Selected
	Vendor number equals <input type="text"/>
	Select PO Violation Condition
	PO's with violations
	Carrier name contains <input type="text"/>
	<input type="button" value="Run Report"/> <input type="button" value="Reset Report"/>

Hide Show

Vendor Detail Report - Vendor Portal
 Complete the required filters and add any optional filter parameters

required filters

Select DC(s) Select All

- 011 - Ft Wayne
- 083 - Lancaster
- 044 - Mechanicsville
- 086 - Milton
- 021 - Pittsburgh
- 048 - Advantage Logistics

Hold down "CTRL" and click to select multiple DC's

Select fixed date period
 Last Week

or enter date range
 Start
 End

Set fixed period to "Select Date Period" to use.

optional filters

Select Product Group
 All Products Selected

Vendor name contains

Select Shipment-Type
 All Shipment-Types Selected

Vendor number equals

Select PO Violation Condition
 PO's with violations

Carrier name contains

Run Report Reset Report Export to Excel

Hide ^ Show

Record Count: 47

DC	Load Id	PO Number	Vendor	Vendor No	Backhaul	Carrier	Product Group	Receiving Violation	Pics	Violation Charged	Violation Not Charged	Appointment
001 - St. Louis	56979	654372	PROCTER & GAMBLE...	689000	No	DYNAMIC TRANSIT	1 - Grocery	Late for Scheduled Appointment > 30 min	0	\$300.00	\$0.00	12/19/13 05:00 AM
001 - St. Louis	58255	654421	PROCTER & GAMBLE...	689000	No		1 - Grocery	Late for Scheduled Appointment > 30 min	0	\$300.00	\$0.00	12/20/13 04:30 AM



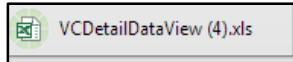
Violation Charged, Violated Not Charged contains totals if you scroll to the bottom of the results grid.

Violation Charged	Violation Not Charged	Appointment	Check In Date/Time
\$37.50	\$0.00	12/13/13 04:00 AM	12/15/13 04:08 AM
\$0.00	\$300.00	12/15/13 04:00 AM	12/15/13 05:09 AM
\$0.00	\$42.86	12/15/13 04:00 AM	12/15/13 11:00 AM
\$5,775.00	\$1,400.02		

10. Click on Export to Excel button



File is available in the Internet browser's download window



11. Open file in MS Excel
12. Save file to computer




To return the reports list you must click on the Home Button



Vendor Summary Report

Provides PO Compliance information and average appointment and non-appointment unload times.

Launch



Vendor Summary Report


Provides PO Compliance performance metrics by DC and product group.

Launch button opens the report



Vendor Summary Report - Vendor Portal
Complete the required filters and add any optional filter parameters

required filters	optional filters
<p>Select DC(s) <input checked="" type="checkbox"/> Select All</p> <div style="border: 1px solid #ccc; background-color: #f2f2f2; padding: 5px; min-height: 100px;"><ul style="list-style-type: none">011 - Ft Wayne083 - Lancaster044 - Mechanicsville086 - Milton021 - Pittsburgh048 - Advantage Logistics</div> <p><small>Hold down "CTRL" and click to select multiple DC's</small></p>	<p>Select fixed date period <input type="text" value="Select Date Period"/></p> <p>or enter date range</p> <p>Start <input type="text"/> <input type="text"/></p> <p>End <input type="text"/> <input type="text"/></p> <p><small>Set fixed period to "Select Date Period" to use.</small></p>
	<p>Select Product Group <input type="text" value="All Products Selected"/></p> <p>Vendor name contains <input type="text"/></p> <p>Vendor number equals <input type="text"/></p> <p>Carrier name contains <input type="text"/></p>
<input type="button" value="Run Report"/> <input type="button" value="Reset Report"/>	
<input type="button" value="Hide ^ Show"/>	

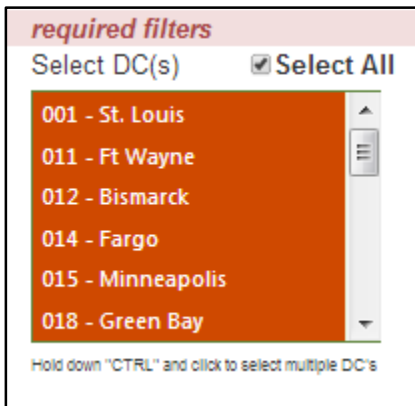


Hide or show the required filters and optional filter

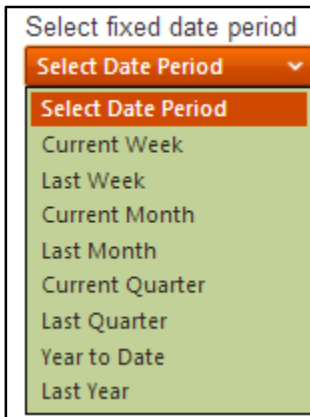
Data Fields

- | | | |
|------------------|---------------------|-----------------------|
| 1. Vendor | 6. Total PO's | 10. Load Condition |
| 2. Vendor No. | 7. Total Violations | Violations |
| 3. DC | 8. Appointment | 11. Violation Charged |
| 4. Product Group | Violations | 12. Violation Not |
| 5. Receiving | 9. Load Paperwork | Charged |
| Performance | Violations | |
| Compliance | | |

Select DC (s) *** REQUIRED Select All



Select fixed date period





Fixed Date Period Options

- | | | |
|------------------|--------------------|-----------------|
| 1. Current Week | 4. Last Month | 7. Year to Date |
| 2. Last Week | 5. Current Quarter | 8. Last Year |
| 3. Current Month | 6. Last Quarter | |

Or enter date range

or enter date range

Start 

End 

Set fixed period to "Select Date Period" to use.


Optional Filters



optional filters

Select Product Group

All Products Selected 

Select Product Group

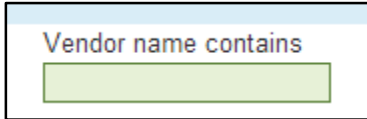
All Products Selected 

- All Products 
- 1 - Grocery
- 2 - Produce
- 3 - Meat
- 5 - Frozen
- 6 - Dairy
- 7 - Bakery
- 9 - Deli
- 12 - GM/HBC 

1. All Products
2. Grocery
3. Produce
4. Meat
5. Frozen
6. Dairy
7. Bakery
8. Deli
9. GM/HBC

Search by Vendor Name

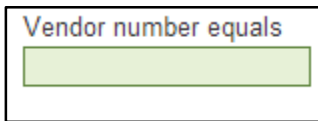
This field is used to search for the Vendor Name



A search input field with a light blue header containing the text "Vendor name contains" and a light green input area below it.

Search by Vendor Number

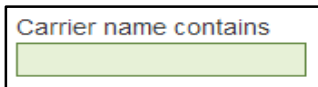
This field is used to search for the Vendor Number



A search input field with a light blue header containing the text "Vendor number equals" and a light green input area below it.

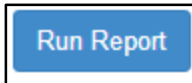
Search by Carrier Name

This field is used to search for the Carrier Name



A search input field with a light blue header containing the text "Carrier name contains" and a light green input area below it.

Execute Report using the Criteria



A blue rectangular button with the text "Run Report" in white.

Reset Filter Criteria

Clear the current filters and select a new set of filters.



A red rectangular button with the text "Reset Report" in white.

How to run a Vendor Summary Report

14. Select DC (s)
15. Select the fixed date period
16. Select Product Group
17. Enter Vendor Name * Not Required
18. Enter Vendor Number * Not Required
19. Click on Run Report

Vendor Summary Report - Vendor Portal
Complete the required filters and add any optional filter parameters

required filters		optional filters		
Select DC(s) <input checked="" type="checkbox"/> Select All <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> 011 - Ft Wayne 083 - Lancaster 044 - Mechanicsville 086 - Milton 021 - Pittsburgh 048 - Advantage Logistics </div> Hold down "CTRL" and click to select multiple DC's	Select fixed date period Last Week ▼ or enter date range Start <input type="text"/> <input type="text"/> End <input type="text"/> <input type="text"/> Set fixed period to "Select Date Period" to use.	Select Product Group All Products Selected ▼	Vendor name contains <input type="text"/>	Vendor number equals <input type="text"/>
			Carrier name contains <input type="text"/>	

Run Report
Reset Report
Export to Excel

Hide ▲▼ Show

Record Count: 20

Vendor	Vendor No.	DC	Product Group	Receiving Performance Compliance	Total PO's	Total Violations	Appointment Violations	Load Paperwork Violations	Load Condition Violations
PROCTER & GAMBLE	689000	083 - Lancaster	1 - Grocery	54 %	13	6	6	0	0
PROCTER & GAMBLE	689000	083 - Lancaster	12 - GM/HBC	71 %	7	2	2	0	0
PROCTER & GAMBLE	689000	044 - Mechanicsville	1 - Grocery	100 %	3	0	0	0	0
PROCTER & GAMBLE...	689000	011 - Ft Wayne	1 - Grocery	67 %	3	1	1	0	0
PROCTER & GAMBLE...	689000	083 - Lancaster	1 - Grocery	79 %	19	4	4	0	0

Violation Charged, Violated Not Charged contains totals if you scroll to the bottom of the results grid.

Violation Charged	Violation Not Charged
\$0.00	\$0.00
\$0.00	\$0.00

\$5,775.00	\$1,400.02

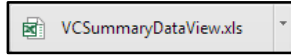
SUPERVALU VENDOR USER -HOW TO ACCESS VENDOR REPORTS-V1
DATE MODIFIED: 12/30/2013 12:32 PM

PAGE 19 OF 22
DATE PRINTED: 12/30/2013 12:32 PM

20. Click on Export to Excel button



File is available in the Internet browser's download window



21. Open file in MS Excel

22. Save file to computer



To return the reports list you must click on the Home Button



Appendix A SUPERVALU Vendor Report Requirements Technology

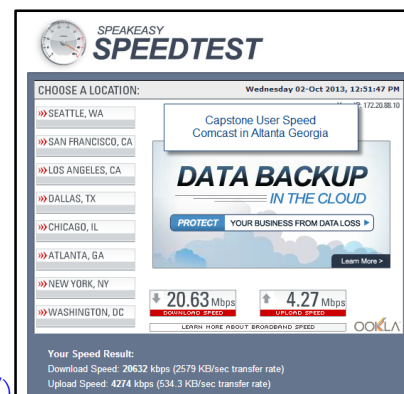
- ASP.NET WebForms using C# v4.5
- HTML 5 / CSS 3
- jQuery / Javascript / Ajax

Client System Requirements

- **HTML 5 enabled web browser**
 - Desktops
 - Google Chrome v28 + (currently v31)
 - Mozilla Firefox v22+ (currently v26)
 - Opera v15+ (currently v18)
 - Safari v6+ (currently v7)
 - Internet Explorer v10+ (currently v11)
 - Tablets
 - Google Chrome v25 (Android)
 - Mozilla Firefox v22 (Multi-platform)
 - Opera Mobile v15 (Android)
 - iOS v6 (iPad)
 - Internet Explorer v10 (Win 8)
 - webOS v3 (HP TouchPad)
- **PC System Requirements**
 - Any modern PC and OS
 - Minimum 1 GB RAM

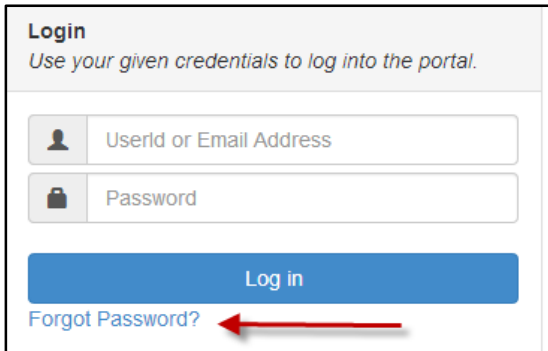
For Optimum Performance Internet Speed

Verify Internet Speed (<http://www.speakeasy.net/speedtest/>)



Appendix B Forgot Password

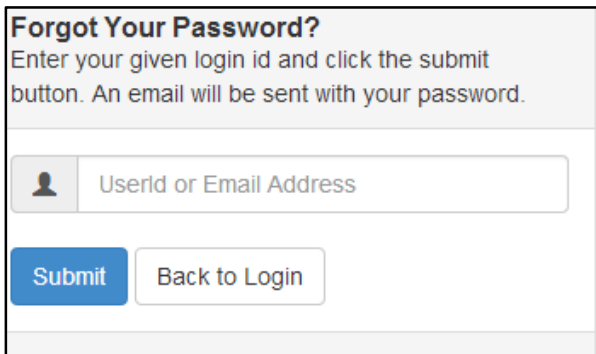
1. Click on Forgot Password



Login
Use your given credentials to log into the portal.

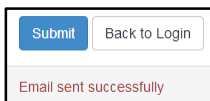
[Forgot Password?](#) ←

2. Enter your SUPERVALU UserId Example: “kdove”



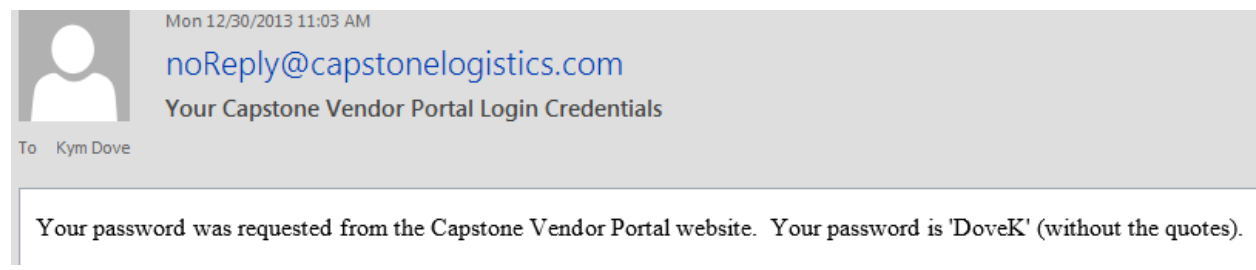
Forgot Your Password?
Enter your given login id and click the submit button. An email will be sent with your password.

3. Click on the Submit



Email sent successfully

*** EXAMPLE: Email Message sent to the email account associate with UserId



Mon 12/30/2013 11:03 AM

noReply@capstonelogistics.com
Your Capstone Vendor Portal Login Credentials

To: Kym Dove

Your password was requested from the Capstone Vendor Portal website. Your password is 'DoveK' (without the quotes).