Vendor Compliance Reports v1
Vendor Users
December 30, 2013

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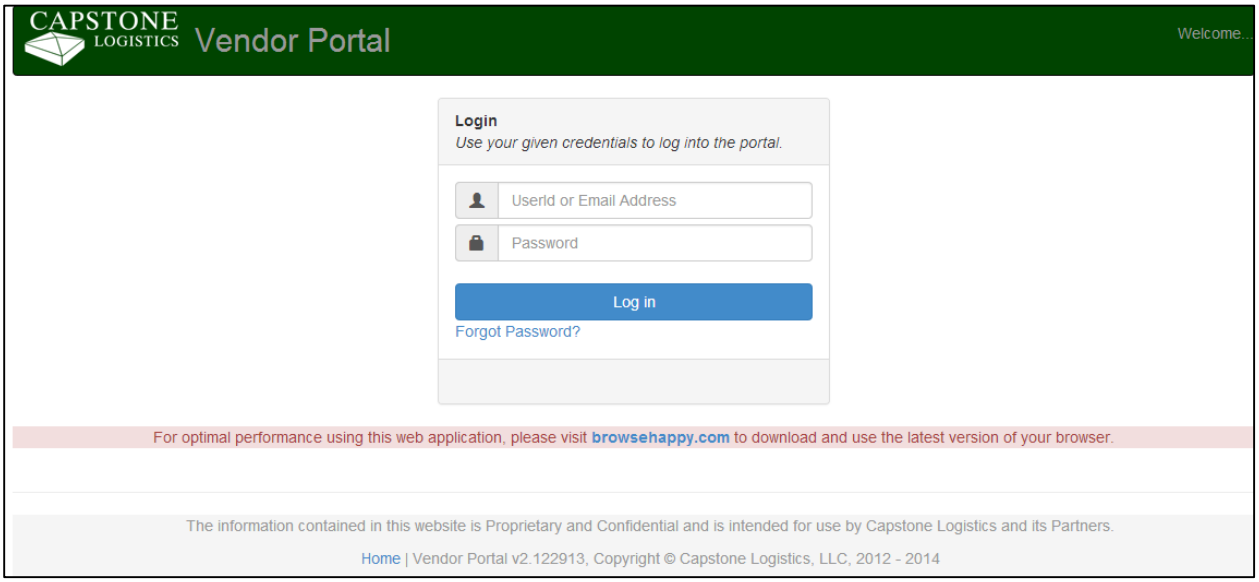
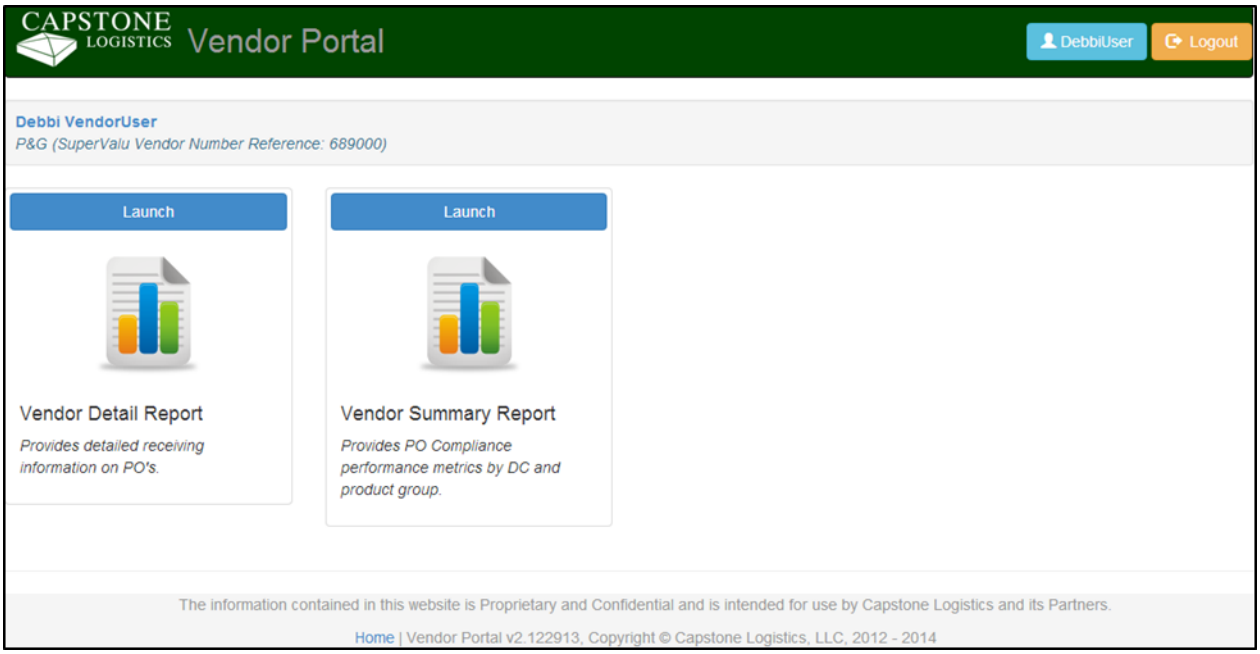
SUPERVALU - How to Login to the Vendor Reports

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



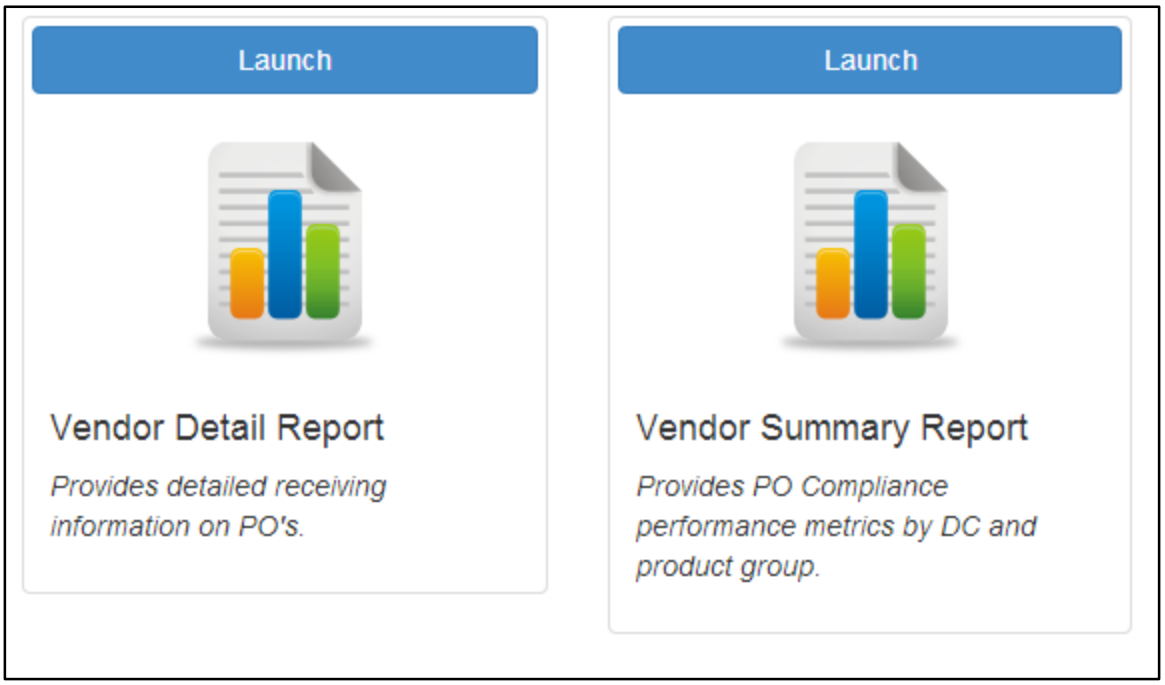
2. Enter SUPERVALU UserId:
3. Enter password:
4. Click on Log in button

SUPERVALU Vendor User Home Page



Reports

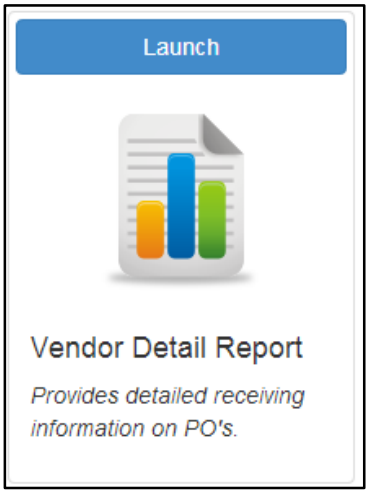
Vendor Compliance Reports available are Vendor Detail Report, Vendor Summary Report



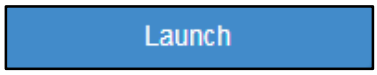
To return the reports list you must click on the Home Button

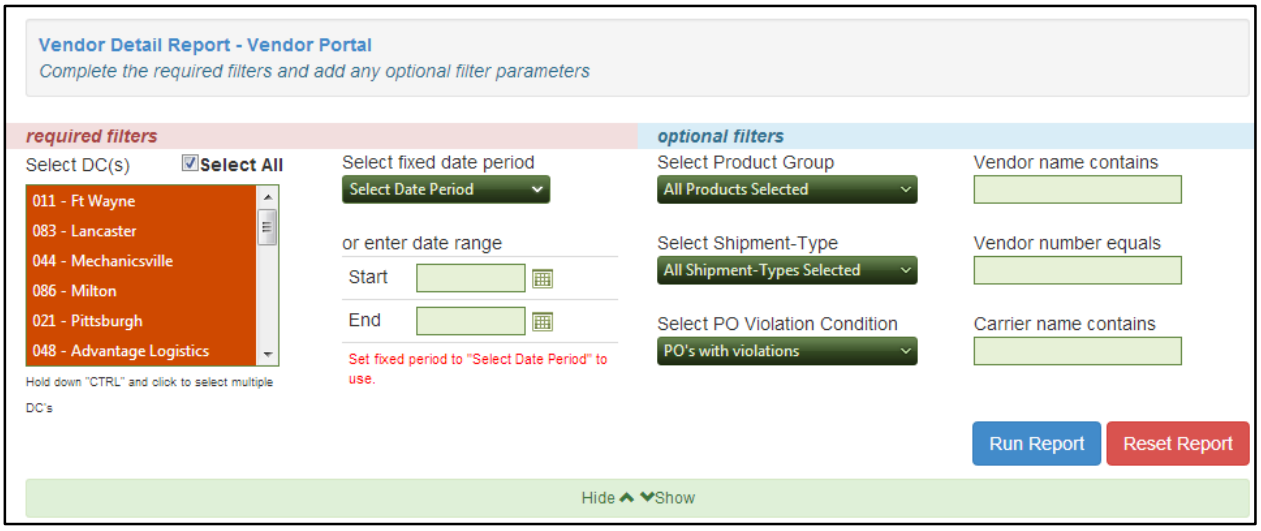
Vendor Detail Report

Provides receiving performance information on all PO's.



Launch button opens report



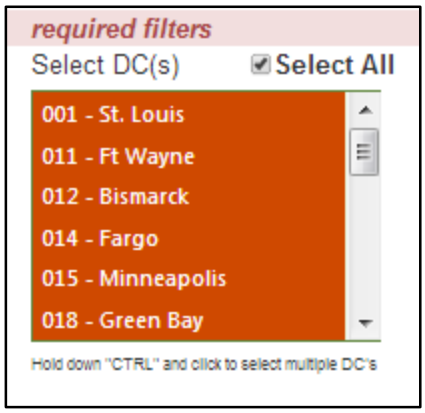


Hide or show the required filters and optional filter

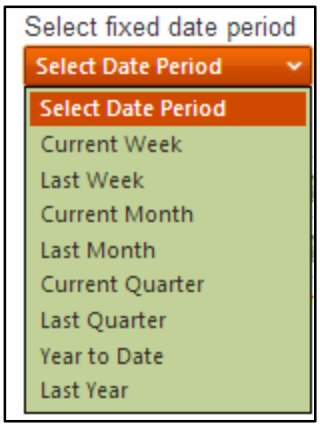
Data Fields

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

Select DC (s) *** REQUIRED Select All



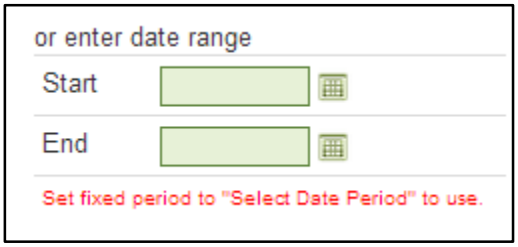
Select fixed date period



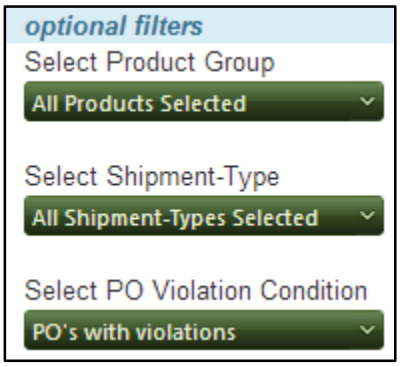
Fixed Date Period Options

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

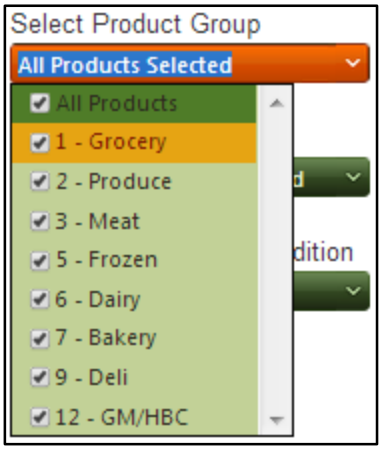
Or enter date range



Optional Filters

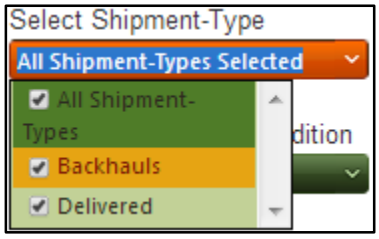


Select Product Group



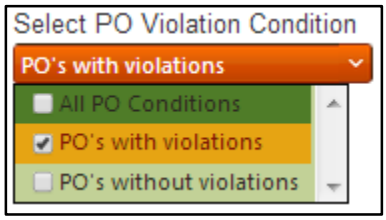
1. All Products
2. Grocery
3. Produce
4. Meat
5. Frozen
6. Dairy
7. Bakery
8. Deli
9. GM/HBC

Select Shipment Type



1. All Shipments
2. Backhauls
3. Delivered

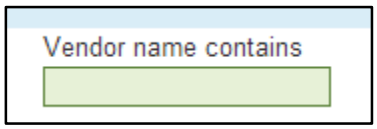
Select PO Violation Condition



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

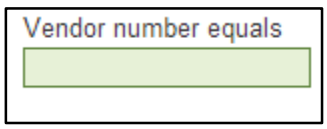
Search by Vendor Name

This field is used to search for the Vendor Name



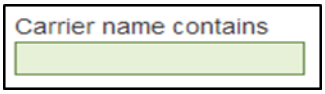
Search by Vendor Number

This field is used to search for the Vendor Number

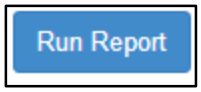


Search by Carrier Name

This field is used to search for the Carrier Name



Execute Report using the Criteria

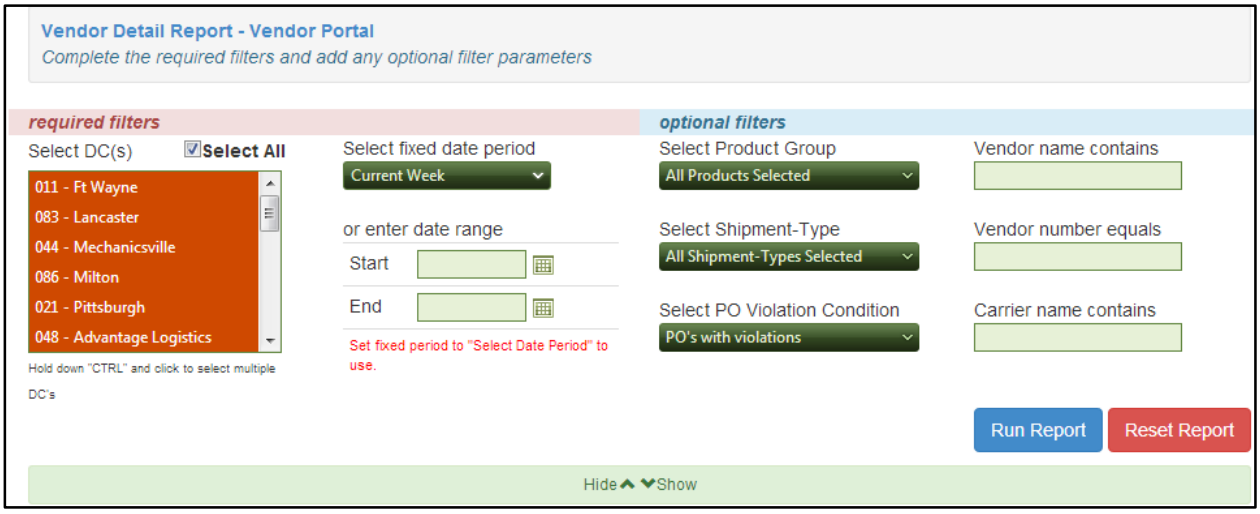


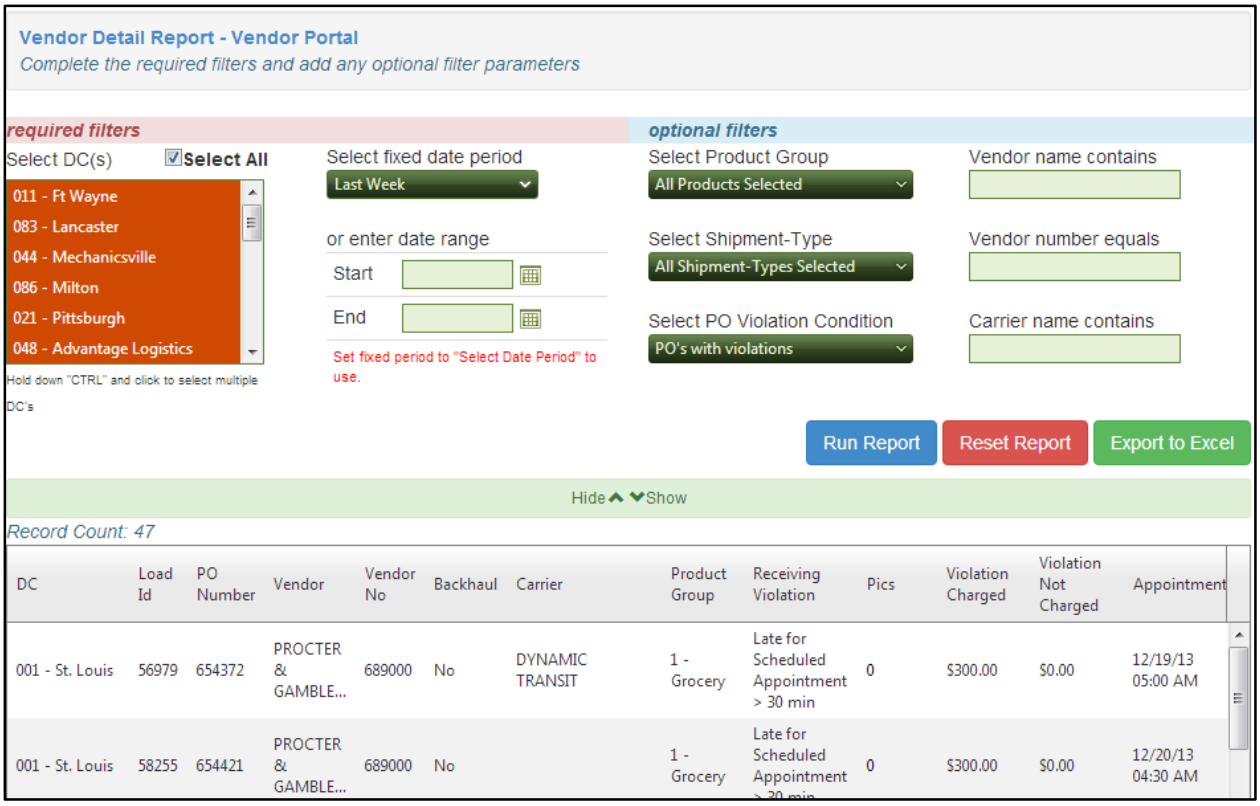
Reset Filter Criteria

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

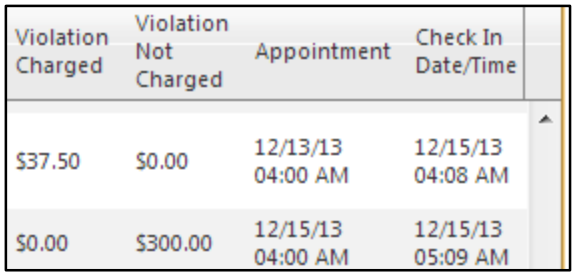
How to run a Vendor Detail Report

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





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



10. Click on Export to Excel button

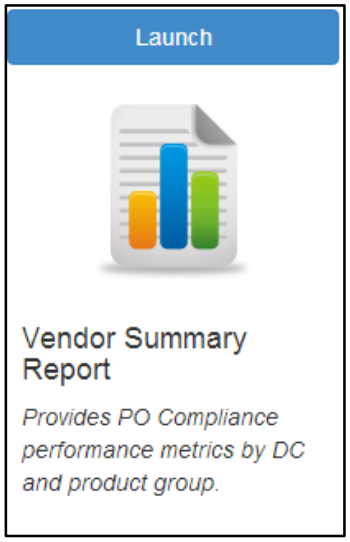
File is available in the Internet browser's download window

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

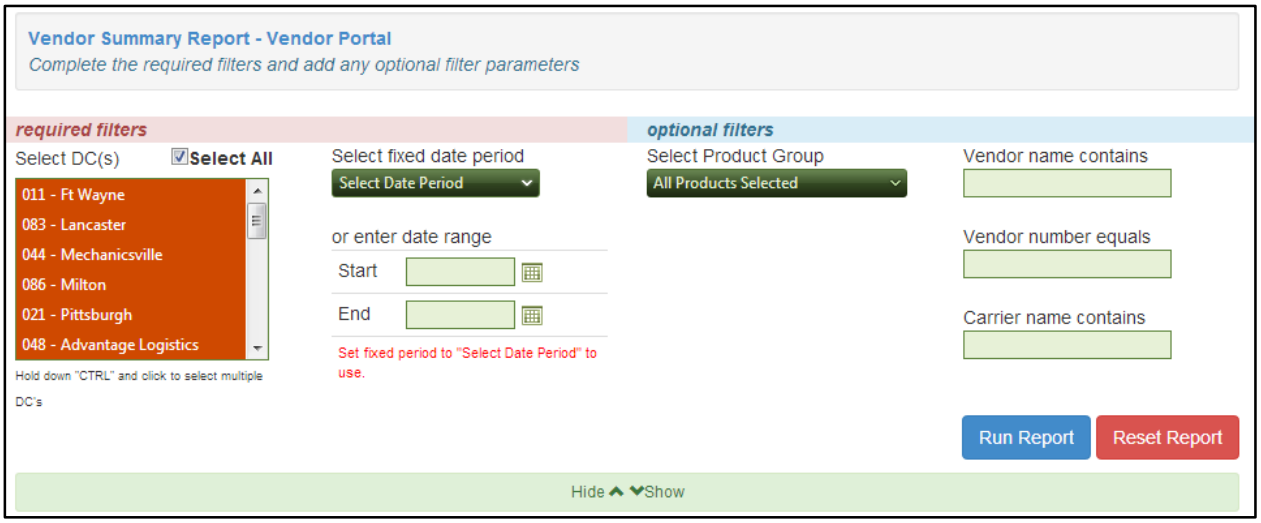
To return the reports list you must click on the Home Button

Vendor Summary Report

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



Launch button opens the report

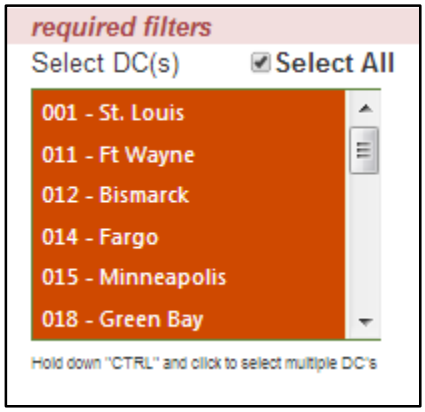


Hide or show the required filters and optional filter

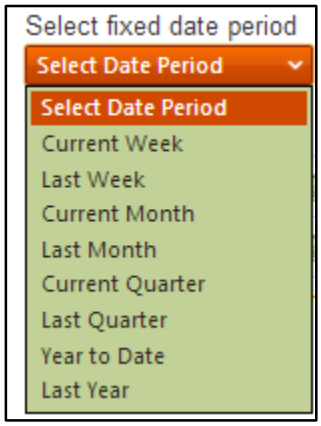
Data Fields

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

Select DC (s) *** REQUIRED Select All



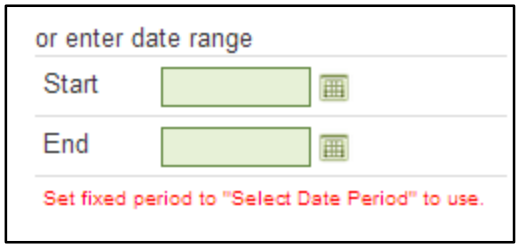
Select fixed date period



Fixed Date Period Options

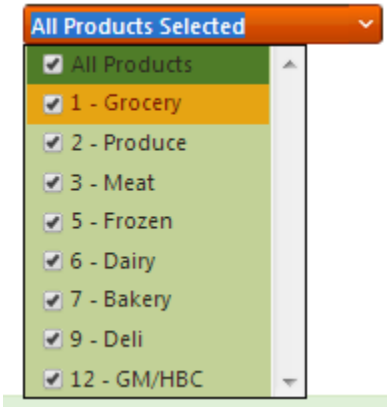
1. Current Week
2. Last Week
3. Current Month
4. Last Month
5. Current Quarter
6. Last Quarter
7. Year to Date
8. Last Year

Or enter date range



Optional Filters

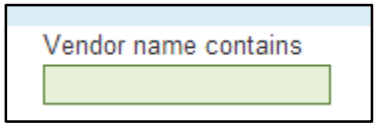
Select Product Group



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

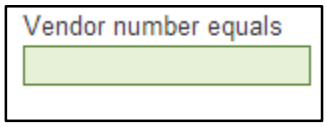
Search by Vendor Name

This field is used to search for the Vendor Name



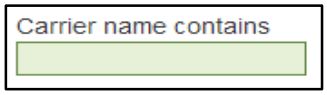
Search by Vendor Number

This field is used to search for the Vendor Number

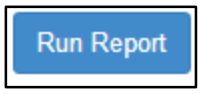


Search by Carrier Name

This field is used to search for the Carrier Name



Execute Report using the Criteria

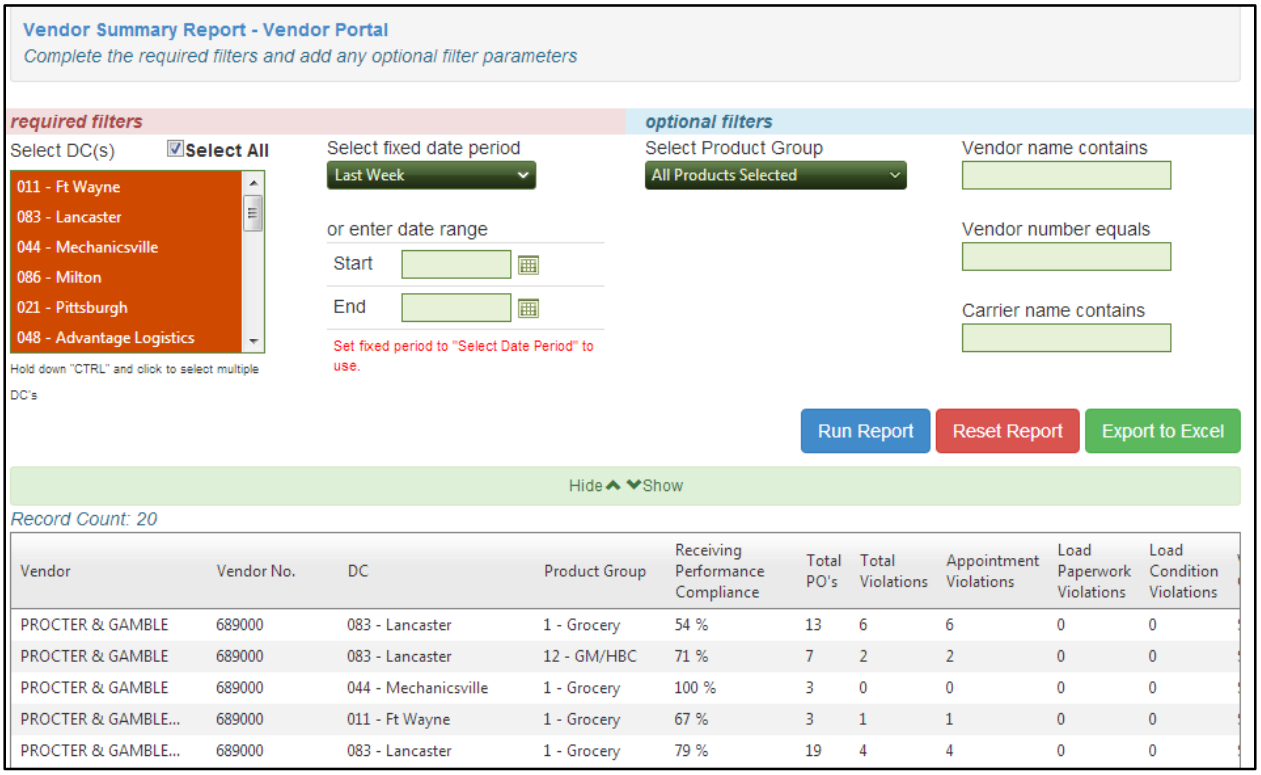


Reset Filter Criteria

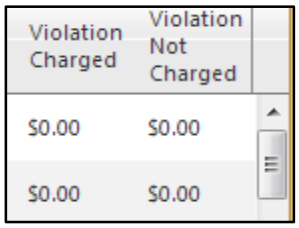
Clear the current filters and select a new set of filters.

How to run a Vendor 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



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



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

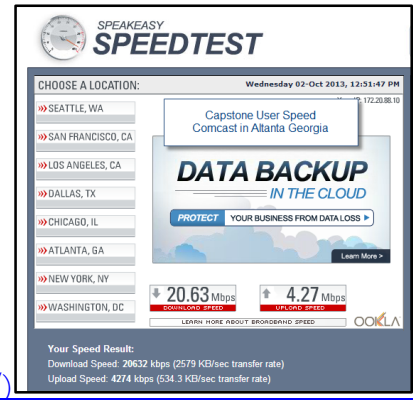
- ASP.NET WebForms using C# v4.5
- HTML 5 / CSS 3
- jQuery / Javascript / Ajax

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

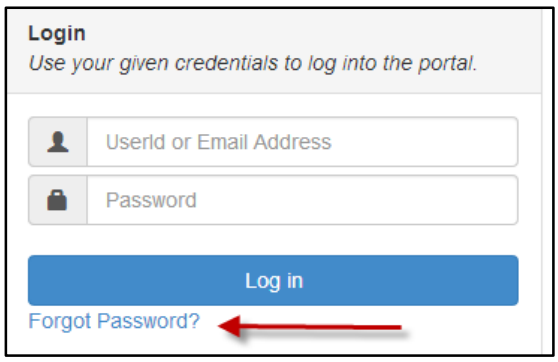
For Optimum Performance Internet Speed

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

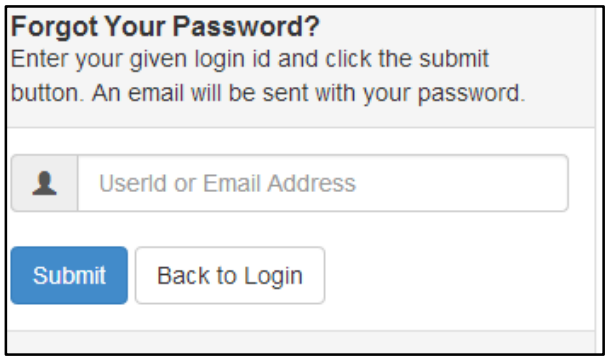


Appendix B Forgot Password

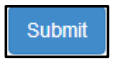
1. Click on Forgot Password

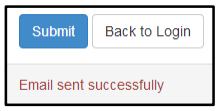
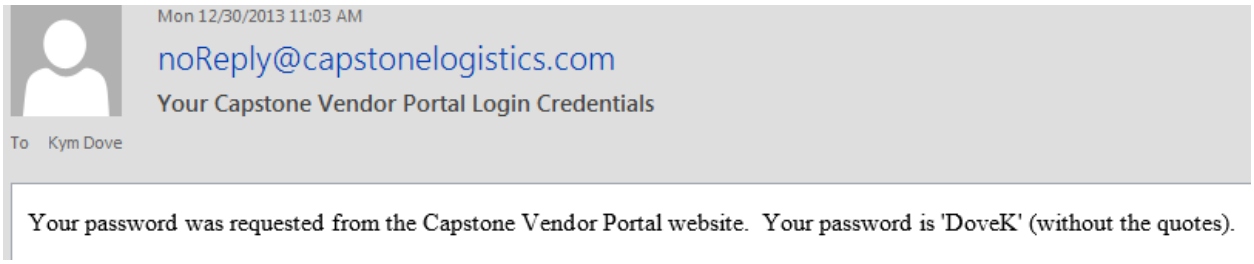


2. Enter your SUPERVALU UserId Example: "kdove"



3. Click on the Submit





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