GT Nexus Supplier Network

Purchase Order Delivery System

Vendor User Guide
Version 1.0
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Introduction

The GT Nexus Supplier Network lets you:
- Receive and view purchase orders from your customers online
- Accept or decline purchase orders
- Track all changes to the purchase orders

**Important:** As of June 30th, Cost Plus World Market requires that all purchase orders are accepted or declined in the GT Nexus application.

**Step 1: First Time Logging In**
The first time you log into GT Nexus, you will be required to accept the Terms and Conditions.

Select the customer for which you are viewing the Purchase Orders:

Then, read through the Terms and Conditions, and click **Accept** to continue to the home page.
Step 2: To Receive Purchase Orders

Every time there is a new or updated purchase order, the primary and secondary contact will get an email from gic-notifications@gtnexus.com with a PDF of the purchase order and a link to the Purchase Order in the GT Nexus application.

Tip: Emails can be forwarded to anyone, but only those users with GT Nexus usernames can log into the application.

Example of PO Notification Email

![Example of PO Notification Email]

From: gic-notifications@gtnexus.com
To: sally.zoe@gtnexus.com
Cc: 
Subject: GT Nexus notification for purchase order 200347799 issued by GT Nexus

Purchase Order: 200347799
Issued By: GT Nexus
Order Date: 05/12/2009 11:33:09
Last Modified Date: 05/12/2009 03:56:18

Attached to this email is a PDF-formatted Purchase Order from GT Nexus

Please click on the URL below to login in the application to reply this Purchase Order:
https://pproprod.gtnexus.com/orders/order_details.jsp?or_id=3757

This message was generated automatically by GT Nexus for purchase order notification on behalf of GT Nexus.

If you have any questions, please email support@gtnexus.com or call 1-866-GTNEXUS (1-866-486-3987)
Step 3: To review PO PDF for details of purchase order
You can open the PDF attached to the PO Notification Email.

Note: Component details are only accessible via the Purchase Order PDF
Step 4: To View Purchase Orders

Click the hyperlink in the body of the email, which will take you to the GT Nexus website.

Tip: If the link doesn’t work, you can cut and paste the link into a browser, or log into www.gtnexus.com to search for the PO. See the Quick Search instructions in the Appendix to learn how to search for a PO.

Log into the application.

The application will take you to the **Orders Detail** page of the PO.
Step 5: To View Changes to a Purchase Order
Click View History.

Purchase Order View History page
This page shows the changes between the current version and the one before it. The page shows changes to the header level (1) and line level (2).

Tip: To view changes between earlier versions, use the drop-down menu (3)
## Changes made on 05/27/2008 09:16 AM PDT

<table>
<thead>
<tr>
<th>Method</th>
<th>Integration</th>
<th>User</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time</td>
<td>05/27/2008 09:16 AM PDT</td>
<td>Org</td>
<td>Cost Plus World Market</td>
</tr>
</tbody>
</table>

### PO# Header Level Changes

<table>
<thead>
<tr>
<th>Field</th>
<th>Old Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO# Updated</td>
<td>Reference PO</td>
<td>$1119.240</td>
</tr>
</tbody>
</table>

### PO# Line Level Changes

<table>
<thead>
<tr>
<th>Field</th>
<th>Old Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Item ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of Item</td>
<td>12462645</td>
<td>12462645</td>
</tr>
<tr>
<td>Vendor Item # / Bar Code</td>
<td>3200600000012447093</td>
<td>3200600000012447093</td>
</tr>
<tr>
<td>Unit Cost / Extended Cost / Total PO Cost / Retail</td>
<td>$500 / $506,000 / $1,119.240 / $39</td>
<td>$503 / $506,000 / $39</td>
</tr>
</tbody>
</table>
What the fields mean:

Logged Activity: This column shows what kind of change was made.
Line Item Id: This column identifies the line item that was changed.
Item Number: This column shows the product code for the item that was changed.
Field: This column shows which purchase order field was changed.
Old Value: This column shows what value the field was changed from.
New Value: This column shows what value the field was changed to.

Important: As of June 30th, Cost Plus World Market requires that all purchase orders are accepted or declined in the GT Nexus application.

Step 7: To Accept a Purchase Order
You can accept a Purchase Order, once you have viewed it, from either the View Orders page or the Order Details page.

From the View Orders Page:
Use the check box(es) to select the purchase order(s) you want to accept. Click Accept Order button.

From the Order Details Page
To get to the View Details page, click the purchase order hyperlink. Click Accept Order button.

Important: You will also need to accept the Terms and Conditions of the purchase order when accepting a new or updated purchase order – please Step 8 of this User Guide.
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Tip: Comment History: All accept/decline actions are recorded as part of the PO comment history, so you can track and audit your interactions with your customer.

Step 8: Accept Terms and Conditions:
When you click Accept Order, you will be prompted to accept the Terms and Conditions of the purchase order. Select the box, “Yes, I have read and accepted the terms and conditions.” Click Continue button.

Step 9: To Decline a Purchase Order
You can also decline a Purchase order, once you have viewed it, from either the View Orders page or the Orders Details page.

From the View Orders Page:
Use the check box(es) to select the purchase orders you want to decline. Click Decline Order button.

From the Order Details page:
To get to the Order Details page, click on the PO# hyperlink. Click Decline Order button.
Once you click **Decline Order** on either page, a new window will open. See the next step.
Step 10: To Select a Decline Reason Code

Select the **Reason Code** from the drop down menu. You can add any additional comments in the box.

**Important**: Your customer will review the decline reason code and any comments you made in the box. Your customer will send an updated PO to you.

**Tip**: All comments made in reference to the purchase order are tracked here on the **Order Details** page.

Scroll to the bottom of the **Orders Details** page and click the **Comment History** plus ‘+’ sign to view all comments.
Step 11: To View POs Pending Response

The **CPWM POs Pending Response** Saved View shows all the purchase orders that Cost Plus World Market has sent to you, which have not been accepted or declined. This means that you still need to view and accept or decline the purchase order(s).

To see **CPWM POs Pending Response** saved view (or any other saved views). Select the saved view name from the My Saved Views drop down menu found on the **Home** page and click **Go**.

The application will take you to the saved view you chose.

<table>
<thead>
<tr>
<th>PO #</th>
<th>Line Item ID</th>
<th>Final Destination</th>
<th>PO Date</th>
<th>Quantity Allocated to Origin Load</th>
<th>Order Status</th>
<th>Acceptance Status</th>
<th>Acceptance Status Date</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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</tr>
</tbody>
</table>

**What the fields mean:**
- **PO #**: Purchase Order Number
- **Line Item ID**: line item for each SKU
- **SKU**: SKU number.
- **Final Destination**: Final Distribution Center location as listed on PO.
- **PO Date**: Date Order was issued
- **Ship Date**: Date Order must be shipped.
- **Order Qty**: Ordered quantity for SKU
- **Qty Allocated to Origin Load**: Indicates the shipped quantity
- **Status**: Please disregard. This field is used by your Customer.
Last Milestone: Please disregard This field is used by your Customer.

Acceptance Status: Status of PO; either “Pending Response”, “Order Accepted”, “Order Declined”

Acceptance Status Date: Date Order was Accepted or Declined by vendor.

Docs: Hyperlink to PO PDF image of the PO.

Step 12: To view Accepted and Declined POs

You can review Purchase Orders you have Accepted and Declined in the GT Nexus application from the last year. To do this, select either the CPWM Accepted POs or CPWM Declined POs saved views from the home page:

CPWM Accepted POs saved view:

CPWM Declined POs saved view:
Appendix:

Quick Search:

From the home page, you can **Search Orders** by **PO#** (1). Be sure to select the customer whose purchase order you wish to view from the drop down menu (2). Click **Search**.

Quick Search is also available at the top of every page.

Advanced Search:

The Advanced Search page allows you to search for purchase orders using a wide range of criteria.

**Customer**: select the customer whose purchase orders you wish to view.

**Final Destination**: displays all the final destinations that purchase order can be shipped to.

**Purchase Order and Item Number (i.e. SKU)**: If you know the PO and/or Item Number, enter it in the provided fields.

**Order Acceptance**: select **Pending Response**, **Order Accepted**, or **Order Declined**.
**Date:** select the date criteria -- either **Last Updated**, **Order Date**, or **Ship Window End Date**. Then, select the date range from the drop-down menu.

Once you have selected the search criteria, click **Search**.
To Email Comments to the Buyer/Department

From the View Order Headers page, select the PO you want to comment on. The Order Detail page will be displayed next. Scroll to the bottom of the page and click Email Comments button.

To Use the Email Comments page:
Enter the department’s email address in the To box. The department’s email address can be found on the top right hand side of the purchase order pdf next to Dept. Contact. Enter your comments into the Comment box. Click Send when you are ready.
Tabs on the home page

Please disregard the tabs indicated below, as they are not currently features offered to CPWM vendors.