

# BSN SPORTS Vendor Portal Version 2



**...it's about *Time***



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## BSN Vendor Portal Version 2 (“VP2”)

BSN Vendor Portal version 2 is specifically designed for the decoration vendor process with the purpose of communicating decoration instructions and sending invoices electronically.

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### Section 1: Improvements to the BSN Vendor Portal

#### Changes from Vendor Portal version 1 (“VP1”)

- Quicker access and view to orders in progress.
- Acknowledgement, shipping and invoicing are consolidated into one step.
- PO hidden to the decorator. Lettering Work Order is the only document viewed.
- Uniform Lettering Work Order (“LWO”) issued by all sales pros on the vendor portal.
- Ability to issue multiple LWO’s from a single sales order allowing like processes to be grouped to an individual LWO.
- Flexibility with changes to orders. Changes can be made to the existing LWO without issuing new documents. A revised LWO will be issued using the same LWO #.
- Allow the decorator to make cost corrections without holding up orders waiting on confirmation.
- Ability to partially invoice what is shipped. New decorator responsibilities include indicating product shipped and quantity invoiced.
- Vendor Goods PO is listed on the work order to help manage goods coming in.

#### Purpose of the BSN Vendor Portal version 2 (“VP2”):

- Provide a means to electronically transmit a standardized Lettering Work Order (“LWO”).
- Allow for a process to correct all cost issues prior to invoicing to eliminate back end discrepancies that would hold up the invoicing process.
- Transmit tracking information back to the BSN system that can be viewed by all BSN users and help reduce calls to the decorator.
- Invoice BSN electronically for quicker payment to vendors.



## Section 2: Inside Version 2 (“VP2”)

### Getting Connected to the bsnvendor.com website

**Website:** www.bsnvendor.com  
**Vendor Number:** Enter Vendor Account Number or Email address (same from version 1)  
**Password:** Enter Current Password or Hint

The screenshot shows the BSN Sports login interface. At the top center is the BSN Sports logo, which consists of a red stylized arrow pointing upwards and to the right, followed by the text 'BSN SPORTS' in a bold, black, sans-serif font. Below the logo is a light gray rectangular login box. Inside this box, there are two input fields. The first field is labeled 'Vendor # or Email Address:' and is empty. The second field is labeled 'Password (Hint):' and contains ten black dots, indicating a masked password. To the right of the password field is a blue button with the word 'Login' in white text.

The login page was re-designed but your username and password remain the same. After logging in the VP2 home page will display.

### VP2 Dashboard

Version 2 provides quicker access to view orders. The user will be immediately taken to the homepage, called the Dashboard. The initial view gives the user a look at all Open Orders. Please note only Open Orders will be displayed in the default Dashboard view. All invoiced orders can be located using the “Advanced Search” function from the Dashboard (see section for “Advance Search” Tab).

AVS QUALITY TEXTILE PRINTING

All Orders **6** | 
 New Orders **2** | 
 Work in Progress **3** | 
 Revised Orders **1** | 
 Ver. 1 Open Orders **4**

| Status | LWO#          | Status           | Customer                    | Sales Pro     | Enter Date | Request Del. | Vendor Action              |                             |                      |
|--------|---------------|------------------|-----------------------------|---------------|------------|--------------|----------------------------|-----------------------------|----------------------|
| —      | 4485678000320 | Shipped          | GLENVAR HIGH SCHOOL         | DAVID BEELER  | 12/11/2012 | 12/13/2012   | <a href="#">View/Print</a> | <a href="#">Invoice</a>     |                      |
| —      | 4537104000150 | Acknowledged     | SALEM HIGH SCHOOL           | DAVID BEELER  | 01/11/2013 | 01/15/2013   | <a href="#">View/Print</a> | <a href="#">Acknowledge</a> | <a href="#">Ship</a> |
| —      | 4526928000130 | Invoiced         | WASHINGTON & LEE UNIVERSITY | DAVID BEELER  | 01/14/2013 | 01/31/2013   | <a href="#">View/Print</a> |                             |                      |
| —      | 4539149000160 | Acknowledged     | JOE RACUILLA                | DAVID BEELER  | 01/15/2013 | 01/17/2013   | <a href="#">View/Print</a> | <a href="#">Acknowledge</a> | <a href="#">Ship</a> |
| ■      | 4558988000260 | Work in Progress | CHARIE TEST CUSTOMER        | CHARIE SAROSY | 04/04/2013 | 06/05/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a>     |                      |
| ■      | 4559159000210 | New              | MANSFIELD HIGH SCHOOL       | CARLY COLLINS | 04/09/2013 | 05/01/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a>     |                      |
| ■      | 4559198000050 | Work in Progress | MOSSY CREEK MIDDLE SCHOOL   | CARLY COLLINS | 04/10/2013 | 05/01/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a>     |                      |
| ■      | 4559206000400 | Revised          | ANITA VILLARREAL ELEMENTARY |               | 04/11/2013 | 04/11/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a>     |                      |
| ■      | 4559248000210 | Work in Progress | MANSFIELD HIGH SCHOOL       | MATT HUGHES   | 04/12/2013 | 04/16/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a>     |                      |
| ■      | 4559266000400 | New              | ANITA VILLARREAL ELEMENTARY |               | 04/14/2013 | 04/16/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a>     |                      |

Page 1 of 1 (10 Items)

**Note:** Existing VP1 orders will still be processed in the old version 1 portal until all have invoiced. The user can still access the version 1 orders from the version 2 Dashboard.

❖ A row of colored buttons will be displayed on the Dashboard. Each Button directs the user to a different status of open orders.

All Orders **9** | 
 New Orders **0** | 
 Work in Progress **4** | 
 Revised Orders **1** | 
 Ver. 1 Open Orders **4**

- **Blue Tab (All Orders):** VIEW All Open orders
- **Aqua Tab (New Orders):** VIEW All VP2 New Orders
- **Yellow Tab (Work In Progress):** VIEW All VP2 Work in Progress orders.
- **Orange Tab (Revised Orders):** VIEW All VP2 Revised Orders.
- **Grey Tab (Version 1 Open Orders):** VIEW All VP1 Orders

Selecting one of the colored buttons will direct the user to the open orders in that status.

❖ The Open Order view contains the following Information:

| status | LWO#          | Status           | Customer                    | Sales Pro     | Enter Date | Request Del. | Vendor Action |             |      |
|--------|---------------|------------------|-----------------------------|---------------|------------|--------------|---------------|-------------|------|
| —      | 4485678000320 | Shipped          | GLENVAR HIGH SCHOOL         | DAVID BEELER  | 12/11/2012 | 12/13/2012   | View/Print    | Invoice     |      |
| —      | 4537104000150 | Acknowledged     | SALEM HIGH SCHOOL           | DAVID BEELER  | 01/11/2013 | 01/15/2013   | View/Print    | Acknowledge | Ship |
| —      | 4526928000130 | Invoiced         | WASHINGTON & LEE UNIVERSITY | DAVID BEELER  | 01/14/2013 | 01/31/2013   | View/Print    |             |      |
| —      | 4539149000160 | Acknowledged     | JOE RACUILLA                | DAVID BEELER  | 01/15/2013 | 01/17/2013   | View/Print    | Acknowledge | Ship |
| ■      | 4558988000260 | Work in Progress | CHARIE TEST CUSTOMER        | CHARIE SAROSY | 04/04/2013 | 06/05/2013   | View/Print    | Invoice     |      |
| ■      | 4559159000210 | New              | MANSFIELD HIGH SCHOOL       | CARLY COLLINS | 04/09/2013 | 05/01/2013   | View/Print    | Invoice     |      |
| ■      | 4559198000050 | Work in Progress | MOSSY CREEK MIDDLE SCHOOL   | CARLY COLLINS | 04/10/2013 | 05/01/2013   | View/Print    | Invoice     |      |
| ■      | 4559206000400 | Revised          | ANITA VILLARREAL ELEMENTARY |               | 04/11/2013 | 04/11/2013   | View/Print    | Invoice     |      |
| ■      | 4559248000210 | Work in Progress | MANSFIELD HIGH SCHOOL       | MATT HUGHES   | 04/12/2013 | 04/16/2013   | View/Print    | Invoice     |      |
| ■      | 4559266000400 | New              | ANITA VILLARREAL ELEMENTARY |               | 04/14/2013 | 04/16/2013   | View/Print    | Invoice     |      |

**Status Color:** The first column is a colored block that indicates the status of the order. Any remaining VP1 orders do not show a colored block.

**LWO#:** Each Lettering Work Order will contain a unique 13 digit number. The first seven digits of the LWO number is the BSN sales order number. The last 6 digits are unique numbers that allow BSN to issue multiple LWO's to a sales order.

**Status:** The next status button is the detail status of the LWO. The status for VP2 LWO's will be New, Work in Progress or Revised. VP1 orders will be New, Acknowledged, Shipped or Partially Invoiced.

**Customer:** This is the BSN Customer on the LWO.

**Sales Pro:** BSN Sales Pro.

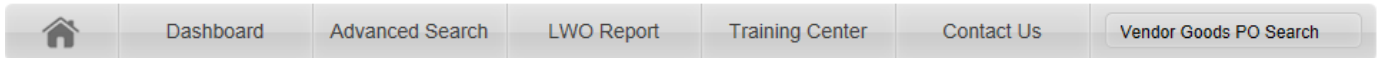
**Enter Date:** The date the LWO was entered.

**Request Del.:** This is the date the sales pro is requesting delivery.

**Vendor Action:** VP2 LWO's will have a "View/Print" and "Invoice" Button. "View/Print" will display the LWO. "Invoice" will display the shipping and invoicing screen.

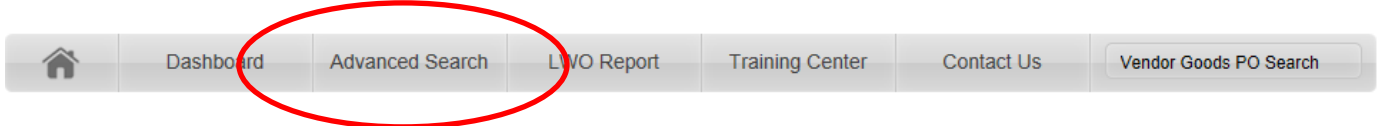
VP1 orders will have a "View/Print" button and one or more of the following depending on the action needed: "Acknowledge", "Ship", "Invoice".

❖ **VP2 Dashboard Toolbar** is located at the top of the Dashboard.



1. **Dashboard** – Returns the user to the VP2 Dashboard
2. **Advanced Search** - Search for LWO's using additional fields.
3. **LWO Report** – No current Report Functions. Future upgrade to VP2.
4. **Training Center** – Vendor Agreement, Routing Guide, VP2 Instruction Manual.
5. **Contact Us** – BSN Contact Information
6. **Vendor Goods PO Search** – Find LWO's using the Vendor's PO number found on the shipping label or packing slip of incoming shipments.

### ADVANCE SEARCH TAB:



- ❖ Selecting the “Advanced Search” from the toolbar on the Dashboard will display the search fields that are similar to the VP1 search functions.

A search form with a checkbox labeled 'Show Closed LWO'. Below it are several input fields: LWO# (two boxes), BSN PO# (two boxes), PO Create Date (mm/dd/yyyy) (two boxes), BSN Order# (two boxes), Customer PO # (two boxes), Expected Ship Date (mm/dd/yyyy) (two boxes), Sales Pro (one box), Ship-To Customer Name (one box), Sold-To Customer Name (one box), and Vendor Goods PO (one box). At the bottom are 'Clear' and 'Search' buttons.



❖ The following Search Criteria can be used:

1. **LWO#** : The LWO number assigned to the order (13 digits).
2. **BSN PO#**: Only applies to VP1 orders. VP2 orders will not view a PO to the Decorator.
3. **PO/LWO Create Date**: Search by the PO or the LWO creation Date.
4. **BSN Order #**: The first 7 numbers in the LWO will be the BSN sales order number. Use this search function to find all LWO's associated with the sales order.
5. **Customer PO#**: Search by BSN Customer PO number if you have this number.
6. **Expected Ship Date**: Search by a specific date to find orders with the specified expected ship date.
7. **Sales Pro**: Search by sales pro name to find all open orders for a specific Sales Pro.
8. **Ship-To or Sold-To Customer Name**: Search by customer name to find all orders for a specific customer.
9. **Vendor Goods PO**: Use the vendor goods PO number found on the shipping label or packing slip to locate a specific LWO.
10. **Show Closed LWO**: Select if you need to show invoiced or closed LWO's. The results will only display closed LWO's and if run wide open will only display the last 500 closed orders. Enter a specific search to find a specific order.

❖ For example if you would like to search for all orders for a specific Sales Pro, Enter the Sales Pro's name in the Sales Pro Search Field. Select the "Search" button.

The screenshot shows the BSN SPORTS Advanced Search page. At the top, there is a navigation bar with a home icon, Dashboard, Advanced Search, LWO Report, Training Center, Contact Us, and Vendor Goods PO Search. The main content area is titled 'Advanced Search' and contains a search form. The form includes a checkbox for 'Show Closed LWO', a 'Sales Pro' dropdown menu with 'DAVID BEELER' selected, and several other search criteria fields: LWO#, BSN PO#, PO Create Date (mm/dd/yyyy), BSN Order#, Customer PO #, Expected Ship Date (mm/dd/yyyy), Ship-To Customer Name, Sold-To Customer Name, and Vendor Goods PO. A red circle highlights the 'Sales Pro' field and the 'Search' button. The page footer contains the copyright notice: © 2013 BSNSPORTS. All Rights Reserved.

- ❖ Search results will display all open orders for the Sales Pro selected:

The screenshot shows a dashboard with five filter buttons: "All Orders" (white), "New Orders" (0) (teal), "Work in Progress" (0) (yellow), "Revised Orders" (0) (orange), and "Ver. 1 Open Orders" (4) (grey). Below the filters is a table with the following data:

| Status | LWO#          | Status       | Customer                    | Sales Pro    | Enter Date | Request Del. | Vendor Action   |
|--------|---------------|--------------|-----------------------------|--------------|------------|--------------|---|
| —      | 4485678000320 | Shipped      | GLENVAR HIGH SCHOOL         | DAVID BEELER | 12/11/2012 | 12/13/2012   | <a href="#">View/Print</a> <a href="#">Invoice</a>                          |
| —      | 4537104000150 | Acknowledged | SALEM HIGH SCHOOL           | DAVID BEELER | 01/11/2013 | 01/15/2013   | <a href="#">View/Print</a> <a href="#">Acknowledge</a> <a href="#">Ship</a> |
| —      | 4526928000130 | Invoiced     | WASHINGTON & LEE UNIVERSITY | DAVID BEELER | 01/14/2013 | 01/31/2013   | <a href="#">View/Print</a>  |
| —      | 4539149000160 | Acknowledged | JOE RACUILLA                | DAVID BEELER | 01/15/2013 | 01/17/2013   | <a href="#">View/Print</a> <a href="#">Acknowledge</a> <a href="#">Ship</a> |

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- ❖ Closed PO's can be searched by checking "Show Closed LWO" at the top of the search box and selecting "Search".

The screenshot shows the BSN Sports Advanced Search interface. At the top, there is a navigation bar with "TEST" and "Welcome Vic, AVS QUALITY TEXTILE PRINTING. | Log Off | Change Password | Add User | Edit User". Below the navigation bar are tabs for "Dashboard", "Advanced Search", "LWO Report", "Training Center", and "Contact Us". The "Advanced Search" tab is active. The search form includes the following fields:

- Show Closed LWO
- LWO#
- PO#
- PO Create Date (mm/dd/yyyy)
- BSN Order#
- Customer PO #
- Expected Ship Date (mm/dd/yyyy)
- Sales Pro
- Ship To Customer Name
- Sold-To Customer Name
- Vendor Goods PO

A red circle highlights the "Show Closed LWO" checkbox, and a red arrow points from it to the "Search" button. The "Search" and "Clear" buttons are located at the bottom of the form.

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❖ Search Results will include only orders with “Invoiced” status.

TEST

Welcome TEAM PRINT, TEAM PRINT, INC. | [Log Off](#) | [Change Password](#) | [Add User](#) | [Edit User](#)

BSN SPORTS

Dashboard | Advanced Search | LWO Report | Training Center | Contact Us | Vendor Goods PO Search

TEAM PRINT, INC

All Orders 1 | New Orders 0 | Work in Progress 0 | Revised Orders 0 | Ver. 1 Open Orders 499

| Status | LWO#          | Status              | Customer                      | Sales Pro        | Enter Date | Request Del. | Vendor Action              |
|--------|---------------|---------------------|-------------------------------|------------------|------------|--------------|----------------------------|
|        | 3766092000130 | Completely Invoiced | VIRGINIA MILITARY INST.       | DAVID BEELER     | 11/01/2011 | 11/03/2011   | <a href="#">View/Print</a> |
|        | 4224983000130 | Completely Invoiced | BOYSCOUT TROOP 324            | NEIL MAGRUDER    | 07/23/2012 | 07/25/2012   | <a href="#">View/Print</a> |
|        | 3701570000270 | Completely Invoiced | ICE                           |                  | 09/19/2011 | 09/21/2011   | <a href="#">View/Print</a> |
|        | 3532653000030 | Completely Invoiced | EVERGREEN PARK HIGH SCHOOL    | MARTY RONEY      | 06/13/2011 |              | <a href="#">View/Print</a> |
|        | 3637165000280 | Completely Invoiced | MIDLOTHIAN HIGH SCHOOL        | RUSSELL MCCALLUM | 08/19/2011 | 09/05/2011   | <a href="#">View/Print</a> |
|        | 3847117000020 | Completely Invoiced | ROLLING MEADOWS HIGH SCHOOL   | NEIL MAGRUDER    | 12/14/2011 | 12/16/2011   | <a href="#">View/Print</a> |
|        | 3579998000060 | Completely Invoiced | SAINT BEDE SCHOOL             | MIKE BARZANTNY   | 07/18/2011 | 07/20/2011   | <a href="#">View/Print</a> |
|        | 3571234000060 | Completely Invoiced | JEFFERSON TOWNSHIP HS         |                  | 07/12/2011 | 07/14/2011   | <a href="#">View/Print</a> |
|        | 3548411000090 | Completely Invoiced | APPLETON CITY SCHOOL DISTRICT | PHIL ALEX        | 06/22/2011 | 07/04/2011   | <a href="#">View/Print</a> |
|        | 3836564000320 | Completely Invoiced | VIRGINIA TECH                 | STACY HUTCHISON  | 11/03/2011 | 11/07/2011   | <a href="#">View/Print</a> |

Page 1 of 50 (500 Items) [ 1 ] 2 3 4 5 6 7 8 9 10 Next >>

When no search criteria are specified, the results include the most recent 500 closed orders.

## Processing a "NEW" order:

- ❖ From the Dashboard select the Aqua colored button for "New Orders". This will display all New Orders.

The screenshot shows the BSN Sports dashboard for 'TEAM PRINT, INC'. At the top, there is a navigation bar with a home icon and links for Dashboard, Advanced Search, LWO Report, Training Center, Contact Us, and Vendor Goods PO Search. Below this, a summary section displays five buttons: 'All Orders 35' (blue), 'New Orders 3' (aqua, circled in red), 'Work in Progress 31' (yellow), 'Revised Orders 1' (orange), and 'Ver. 1 Open Orders 384' (grey). Below the buttons is a table with columns: Status, LWO#, Status, Customer, Sales Pro, Enter Date, Request Del., and Vendor Action. The table lists 10 orders, with the first four being 'New' and the remaining six being 'Work in Progress'. Each row has 'View/Print' and 'Acknowledge' or 'Invoice' buttons. At the bottom right, there is a pagination link: 'Page 39 of 42 (419 Items) << Previous 31 32 33 34 35 36 37 38 [ 39 ] 40 Next >>'.

- ❖ The results will display all New Orders.

This screenshot shows the same BSN Sports dashboard, but the 'New Orders' button is now selected, and the table below displays only the 3 new orders. The summary buttons remain the same. The table has columns: Status, LWO#, Status, Customer, Sales Pro, Enter Date, Request Del., and Vendor Action. The three orders listed are all 'New' and have 'View/Print' and 'Invoice' buttons. At the bottom right, the pagination link reads: 'Page 1 of 1 (3 Items)'.

❖ Selecting “View/Print” will display the Lettering Work Order (“LWO”).

The screenshot shows the BSN Sports Lettering Work Order (LWO) interface. At the top, there is a navigation bar with a home icon, 'Dashboard', 'Search', 'LWO', 'Printing Center', and 'Vendor Goods PO Search'. Below this is a header for 'TEAM PRINT, INC.' with a 'TEST' badge. A row of buttons includes 'Back', 'Invoice', 'Email', and 'Cost Change'. Callouts point to these buttons: 'Select to go back to the Dashboard' (Back), 'Select to Email' (Email), and 'Select to make Cost Changes' (Cost Change). Below the buttons is an 'Attached Documents' section with a link to '49ers.gif'. A callout points to this link: 'Select to view and print/save attachments'. Below the browser window, there is a 'Select to Print' callout pointing to a printer icon and a 'Select to Save as a .pdf' callout pointing to a PDF icon. The main content area displays a table with contact information for Alex Lott, a table for 'NK553208-100 - WHITE-WOMENS STOCK ALL OUT 3/4 PANT' with columns for Vendor, Vendor PO/Date, SML, and Total, and a table for 'Decoration Costs' with columns for Description, Cost, Qty, and Total. At the bottom, there is a 'Decorations' section with checkboxes for various options like Silk Screen, Embroidery, Heat Seal, Left Chest, Left Leg, Left Shoulder, Center Back, Center Front, Right Chest, Right Leg, and Right Shoulder, along with a 'Repeat #' column.

The LWO and any attachments can be saved or printed from this screen. Cost changes can also be made by selecting the “Cost Change” button. E-mail can be sent to your Decorator Service Coordinator, BSN CSR or Sales Pro using the Email Button.

**Do not accept any other Lettering Work Orders.** The LWO in VP2 will be the only decoration worksheet authorized to issue.

Additional attachments should only be for Art, Team Name List or any other supporting documents.

❖ Print and/or save the LWO.



**TEST**

Ship To Plano ISD  
 Cust PO plano  
 Chris Feris  
 6600 Stadium Dr.  
 PLANO TX 75023  
 Attn To 12  
 Sold To Plano ISD

|                |                 |
|----------------|-----------------|
| LWO#           | 4559002000120   |
| Order Date     | 4/04/2013       |
| Requested Date | 4/08/2013       |
| Ship Via       |                 |
| Vendor         | TEAM PRINT, INC |

|     | Contact Name | Phone | eMail                 |
|-----|--------------|-------|-----------------------|
| Rep | Alex Lott    | 1     | alott@sportsgroup.com |
| CSR | Alex Lott    | 1     | alott@sportsgroup.com |

| NK553208-100 - WHITE-WOMENS STOCK ALL OUT 3/4 PANT |                |     |  |  |  |  |  |  |       |
|--|----------------|-----|--|--|--|--|--|--|-------|
| Vendor   | Vendor PO/Date | SML |  |  |  |  |  |  | Total |
| NIKE USA   | 1806939 04/04  | 10  |  |  |  |  |  |  | 10    |

| Decoration Costs              |      |     |             |
|-------------------------------|------|-----|-------------|
| Description                   | Cost | Qty | Total       |
| embroidery                    | 2.25 | 1   | \$ 2.25     |
| embroidery                    | 2.25 | 2   | \$ 4.50     |
| <b>Total Decoration Costs</b> |      |     | <b>6.75</b> |

| Decorations                                    |   |                                       |   |          |
|--|---|---------------------------------------|---|----------|
|  |   |                                       |   | Repeat # |
| <input type="checkbox"/> Silk Screen           | <input type="checkbox"/> Left Chest       | <input type="checkbox"/> Center Back  | <input type="checkbox"/> Right Chest          |          |
| <input checked="" type="checkbox"/> Embroidery | <input type="checkbox"/> Left Leg         | <input type="checkbox"/> Center Front | <input checked="" type="checkbox"/> Right Leg |          |
| <input type="checkbox"/> Heat Seal             | <input type="checkbox"/> Left Shoulder    |                                       | <input type="checkbox"/> Right Shoulder       |          |
| <input type="checkbox"/> Tackle Twill          | <input type="checkbox"/> Left Sleeve      |                                       | <input type="checkbox"/> Right Sleeve         |          |
| <input type="checkbox"/> Alteration            | <input type="checkbox"/> Left Lower Front |                                       | <input type="checkbox"/> Right Lower Front    |          |

| Front/Left | Back/Right |
|------------|------------|
| logo       |            |

Special Instructions

**Attachments**

49ers.gif



## The LWO contains the following:

- Header Information including LWO#, Order Date, Requested Date, Ship Via, Ship-To Information, and Contact Information.
- Product “Story” including the Vendor Name, Vendor PO number with expected ship date, Product Item number with description, color and sizes.
- Decoration Cost Section.
- Decoration Instructions.
- Attachments

**Note:** Goods “Vendor PO / Date” is subject to change. Depending on the timing a Goods Vendor PO may or may not have issued. Once it is issued it will be visible on the LWO. PO expected dates may change as well.

**Once you leave the View/Print screen using the Back button the status will change from “New” to “Work In Progress”.**

## Cost Change from the LWO View/Print

The decorator will be allowed to make cost changes in VP2. This is a big change from VP1. Cost changes can be made from the “View/Print” screen and also from the “Invoice” screen. If checking pricing from the View/Print screen, select the “Cost Change” button above the LWO view.



❖ Cost change screen will appear.



| Description                            | Qty | Orig. Qty | Cost   | Orig. Cost | Total  | Rev Total |
|--|-----|-----------|--------|------------|--------|-----------|
| print charge <small>Delete Fee</small> | 0   | 13        | \$0.00 | 2.00       | \$0.00 | \$26.00   |
|  | 0   |           | \$0.00 |            | \$0.00 | \$0.00    |
|  | 0   |           | \$0.00 |            | \$0.00 | \$0.00    |
|  | 0   |           | \$0.00 |            | \$0.00 | \$0.00    |
|  | 0   |           | \$0.00 |            | \$0.00 | \$0.00    |
|  | 0   |           | \$0.00 |            | \$0.00 | \$0.00    |
|  | 0   |           | \$0.00 |            | \$0.00 | \$0.00    |
| Reason for cost change                 |     |           |        |            |        | \$26.00   |

From the cost change screen the user can do the following:

- Change the Description
- Change the Quantity
- Change the Cost
- Add a line for new Cost
- Delete a Cost line.

**Note:** The user **MUST** enter a reason for change or an error message **“Please populate Change Reason field”** is displayed.

- ❖ Select **“Save”** to save the changes or select **“Cancel”** to cancel the changes entered.
- ❖ Clicking **“Save”** returns the user to the LWO view and cost changes will appear on the LWO.

### E-Mail from the View/Print screen

- ❖ From the LWO view screen select the Email button at the top.

The screenshot displays a software interface with a toolbar at the top containing buttons for 'Back', 'Invoice', 'Email', and 'Cost Change'. The 'Email' button is circled in red. Below the toolbar, there is a section for 'Attached Documents' with a link to 'Laker\_L.jpg'. The main area of the interface shows a table with three sections of data:

| NKNSPU-UNIFORM   |                |   |  |  |  |  |  |  |       |
|------------------|----------------|---|--|--|--|--|--|--|-------|
| Vendor           | Vendor PO/Date |   |  |  |  |  |  |  | Total |
| NIKE TEAM SPORTS | 1808468 04/18  | 4 |  |  |  |  |  |  | 4     |

| NSPDL044-TACOS |                 |   |  |  |  |  |  |  |       |
|----------------|-----------------|---|--|--|--|--|--|--|-------|
| Vendor         | Vendor PO/Date  |   |  |  |  |  |  |  | Total |
| BSN Sports Inc | 850139681 04/18 | 3 |  |  |  |  |  |  | 3     |

| NK486709-Black-Nike Premium S/S Tee |                 |     |  |  |  |  |  |  |       |
|-------------------------------------|-----------------|-----|--|--|--|--|--|--|-------|
| Vendor                              | Vendor PO/Date  | SML |  |  |  |  |  |  | Total |
| BSN Sports Inc                      | 850139628 04/18 | 3   |  |  |  |  |  |  | 3     |



❖ When selecting the Email button the Email screen will appear.

To

- wbethea@sportssupplygroup.com (Buyer)
- alott@sportssupplygroup.com (CSR)
- alott@sportssupplygroup.com (Sales Pro)
- 

From virginia@teamprintinc.com

Subject Issue- TEAM PRINT, INC LWO 0004558830000100

Body

Send Back

The Email screen auto populates the e-mail for the BSN SPORTS Decorator Vendor Coordinator assigned to your account, the BSN CSR associated with the order and the BSN Sales Pro issuing the order. The Blank cell allows you to add any additional valid e-mail address. Check one or all recipients.

❖ Enter the e-mail information into the Body field and select “Send”.

## LWO Attachments

Attachments to the LWO can be found below the blue buttons on the LWO view. Each attachment will be on a separate line. In this example the LWO includes two attachments.

Back Invoice Email Cost Change

Attached Documents

- [Laker\\_L.jpg](#)
- [49ers.gif](#)

1 / 1

96.4%

Find

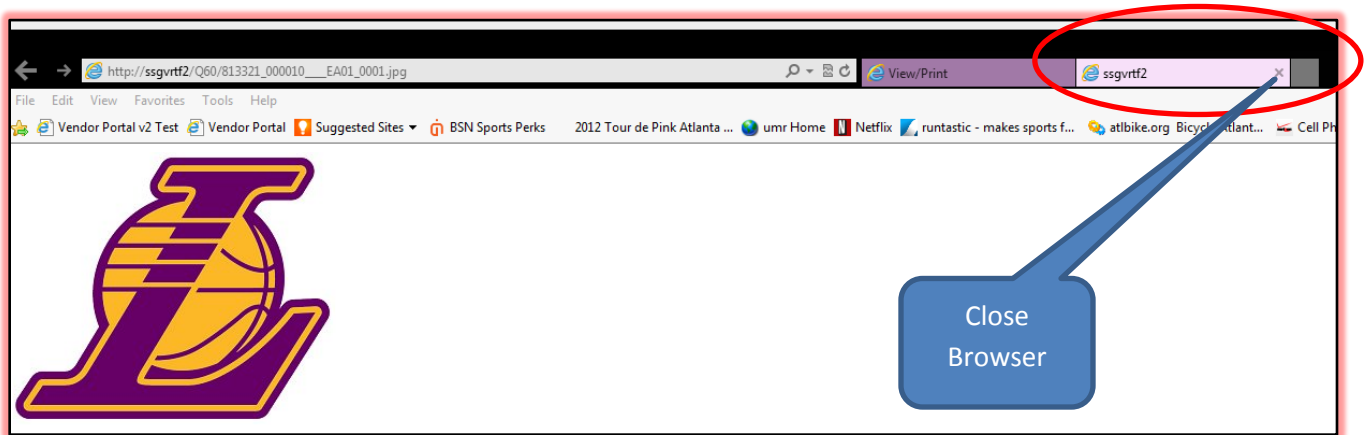
BSN SPORTS

Ship To Bobby Carnline  
Cust PO 2-22 TEST  
6901 Wickliff Tr  
PLANO TX 75023  
USA

Sold To Bobby Carnline

|                |                 |
|----------------|-----------------|
| LWO#           | 4558830000100   |
| Order Date     | 3/25/2013       |
| Requested Date | 3/27/2013       |
| Ship Via       |                 |
| Vendor         | TEAM PRINT, INC |

- ❖ Click the attachment link to view. The attachment will be displayed in your browser.



### Use the Browser Functions to “Save” or “Print”.

Return to the LWO by closing the browser tab. In most browsers the tab can be closed by clicking the “x” on the tab.

- ❖ Select the “**Back**” button to go to the Dashboard.

## REVISED ORDERS

- New feature on VP2 allows for flexibility to make changes to the existing LWO. When changes are made the LWO will move to “**Revised Orders**” status until printed.
- Sales Pro should contact the Decorator to approve before additions or changes are made to the LWO. Once approved the BSN will enter the changes into the BSN system on the existing LWO. Once entered a “Revised LWO” will be found in the VP2.

- ❖ Select the Orange “Revised Orders” button to View all Revised Orders.

TEST

Welcome TEAM PRINT, TEAM PRINT, INC. | [Log Off](#) | [Change Password](#) | [Add User](#) | [Edit User](#)

**BSN SPORTS**

Dashboard | Advanced Search | LWO Report | Training Center | Contact Us | Vendor Goods PO Search

TEAM PRINT, INC

All Orders 31 | New Orders 0 | Work in Progress 30 | **Revised Orders 1** | Ver. 1 Open Orders 384

| Status           | LWO#          | Status           | Customer                  | Sales Pro     | Enter Date | Request Del. | Vendor Action              |                         |
|------------------|---------------|------------------|---------------------------|---------------|------------|--------------|----------------------------|-------------------------|
| Work in Progress | 4559002000120 | Work in Progress | PLANO ISD                 | ALEX LOTT     | 03/19/2013 | 04/08/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a> |
| Work in Progress | 4558835000100 | Work in Progress | DANNY JONES MIDDLE SCHOOL | CARLY COLLINS | 03/25/2013 | 03/27/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a> |
| Work in Progress | 4558829000050 | Work in Progress | DEGROOT ACADEMY           | ALEX LOTT     | 03/25/2013 | 03/27/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a> |
| Work in Progress | 4558830000100 | Work in Progress | BOBBY CARNLINE            | ALEX LOTT     | 03/25/2013 | 03/27/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a> |
| Work in Progress | 4558831000050 | Work in Progress | HILL COUNTRY YOUTH SPORTS | ERIN TUCKER   | 03/25/2013 | 03/27/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a> |
| Work in Progress | 4558842000100 | Work in Progress | BARRY MCKEWEN             |               | 03/25/2013 | 03/27/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a> |
| Work in Progress | 4558879000050 | Work in Progress | BARBARA PUGH              | ALEX LOTT     | 04/01/2013 | 04/03/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a> |
| Work in Progress | 4558996000050 | Work in Progress | SALLY HARKHAM             | ALEX LOTT     | 04/04/2013 | 04/08/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a> |
| Work in Progress | 4559015000050 | Work in Progress | SALLY HARKHAM             | ALEX LOTT     | 04/05/2013 | 04/08/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a> |
| Work in Progress | 4559016000050 | Work in Progress | SALLY HARKHAM             | ALEX LOTT     | 04/05/2013 | 04/08/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a> |

Page 1 of 3 (30 Items) [ 1 ] 2 3

- ❖ List of Revised orders will display on the Dashboard.

TEST

Welcome TEAM PRINT, TEAM PRINT, INC. | [Log Off](#) | [Change Password](#) | [Add User](#) | [Edit User](#)

**BSN SPORTS**

Dashboard | Advanced Search | LWO Report | Training Center | Contact Us | Vendor Goods PO Search

TEAM PRINT, INC

All Orders 31 | New Orders 0 | Work in Progress 30 | **Revised Orders 1** | Ver. 1 Open Orders 384

| Status  | LWO#          | Status  | Customer                       | Sales Pro   | Enter Date | Request Del. | Vendor Action              |                         |
|---------|---------------|---------|--------------------------------|-------------|------------|--------------|----------------------------|-------------------------|
| Revised | 4559433000050 | Revised | MATTHEWS ELEMENTARY SCHOOL PTA | CHAD DEBENI | 04/18/2013 | 04/22/2013   | <a href="#">View/Print</a> | <a href="#">Invoice</a> |

Page 1 of 1 (1 Items)

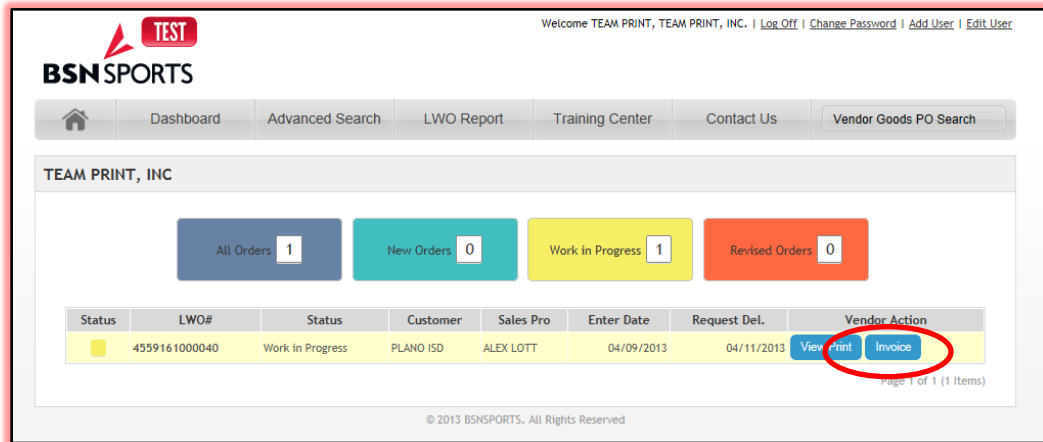
View and process the Revised LWO the same as instructed under New Orders. Upon viewing and returning to the dashboard, the status will change to “Work in Progress”.

## INVOICE SCREEN:

Another major change from version 1 is the elimination of the Acknowledgement step and consolidation of the Shipping and Invoicing steps. Version 2 will also allow for partial shipping and partial invoicing.

When services are ready to be invoiced, find the LWO using the Advanced Search function or scrolling through the “Work In Progress” orders.

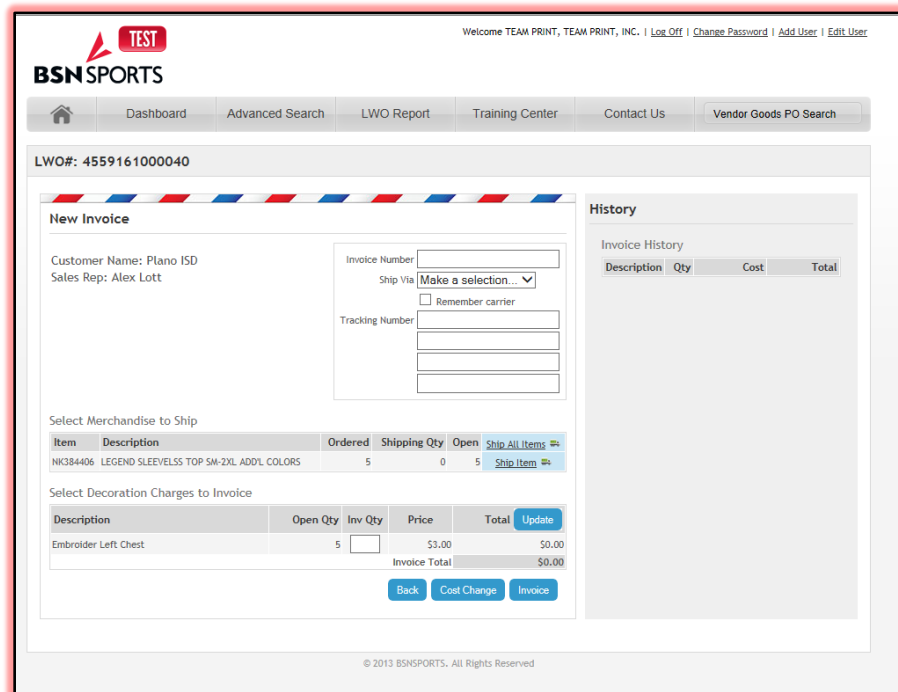
- ❖ Select “Invoice” button from the Dashboard



The screenshot shows the BSN Sports dashboard for TEAM PRINT, INC. The top navigation bar includes links for Log Off, Change Password, Add User, and Edit User. Below the navigation bar are buttons for Dashboard, Advanced Search, LWO Report, Training Center, Contact Us, and Vendor Goods PO Search. The main content area displays four order status cards: All Orders (1), New Orders (0), Work in Progress (1), and Revised Orders (0). Below these cards is a table with columns for Status, LWO#, Status, Customer, Sales Pro, Enter Date, Request Del., and Vendor Action. The 'Vendor Action' column for the 'Work in Progress' order (LWO# 4559161000040) has buttons for 'View', 'Print', and 'Invoice', with the 'Invoice' button circled in red.

| Status           | LWO#          | Status           | Customer  | Sales Pro | Enter Date | Request Del. | Vendor Action      |
|------------------|---------------|------------------|-----------|-----------|------------|--------------|--------------------|
| Work in Progress | 4559161000040 | Work in Progress | PLANO ISD | ALEX LOTT | 04/09/2013 | 04/11/2013   | View Print Invoice |

- ❖ The LWO Invoice screen will be displayed.



The screenshot shows the LWO Invoice screen for LWO#: 4559161000040. The page is titled 'New Invoice' and includes a 'History' section. The 'New Invoice' section contains fields for Customer Name (Plano ISD), Sales Rep (Alex Lott), Invoice Number, Ship Via (Make a selection...), Tracking Number, and a checkbox for 'Remember carrier'. Below these fields is a table for 'Select Merchandise to Ship' and another table for 'Select Decoration Charges to Invoice'. The 'Select Merchandise to Ship' table has columns for Item, Description, Ordered, Shipping Qty, Open, and Ship All Items. The 'Select Decoration Charges to Invoice' table has columns for Description, Open Qty, Inv Qty, Price, Total, and Update. At the bottom of the page are buttons for Back, Cost Change, and Invoice.

| Item     | Description                              | Ordered | Shipping Qty | Open | Ship All Items |
|----------|--|---------|--------------|------|----------------|
| NK384406 | LEGEND SLEEVELSS TOP SM-2XL ADD'L COLORS | 5       | 0            | 5    | Ship Item      |

| Description          | Open Qty | Inv Qty | Price  | Total  | Update |
|----------------------|----------|---------|--------|--------|--------|
| Embroider Left Chest | 5        |         | \$3.00 | \$0.00 |        |
| Invoice Total        |          |         |        | \$0.00 |        |

In order to Invoice, the Decorator must “Select Merchandise to Ship” and “Select Decoration Charges to Invoice.”

The following new Invoice rules apply:

1. User cannot ship ALL of the goods unless invoicing ALL of the decoration charges.
2. User cannot ship PARTIAL goods unless invoicing PARTIAL decoration charges.

### Scenario 1: Invoice a Complete LWO.

In this scenario the decorator received ALL of the goods and decorated ALL of the goods.

Enter the following information first:

- **Invoice Number**....your Invoice number to BSN.
- **Ship Via Method**...Select the proper ship via. Fedex Ground can be saved as the default method by choosing Fedex Ground and checking “Remember Carrier”.
- **Tracking Numbers**...once the tracking number is entered, tracking information will be displayed in the BSN system for all users to view.
- **Select Merchandise to Ship**...Select “Ship All Items”. Once selected all of the open numbers will change to “Shipping QTY”.

Select Merchandise to Ship

| Item     | Description           | Ordered | Shipping Qty | Open | Ship All Items |
|----------|-----------------------|---------|--------------|------|----------------|
| NK384408 | LEGEND L/S TOP SM-2XL | 105     | 105          | 0    | Ship Item      |
| NK384407 | LEGEND S/S TOP SM-2XL | 105     | 105          | 0    | Ship Item      |

Select Decoration Charges to Invoice

| Description        | Open Qty | Inv Qty              | Price  | Total  | Update |
|--------------------|----------|----------------------|--------|--------|--------|
| 1-color screen fee | 210      | <input type="text"/> | \$1.85 | \$0.00 |        |
| color change       | 1        | <input type="text"/> | \$7.50 | \$0.00 |        |
| Invoice Total      |          |                      |        | \$0.00 |        |

Back Cost Change Invoice

### ❖ Select Decoration Charges to Invoice:

When “shipping all” the user must invoice all of the decoration charges. Enter the complete quantity to invoice and select **“Update”** to see the total that will be invoiced.

The screenshot shows a web interface with two main sections. The top section, 'Select Merchandise to Ship', contains a table with columns: Item, Description, Ordered, Shipping Qty, Open, and Ship All Items. Below this is the 'Select Decoration Charges to Invoice' section, which contains a table with columns: Description, Open Qty, Inv Qty, Price, Total, and an Update button. The 'Update' button is circled in red. At the bottom of the interface are three buttons: Back, Cost Change, and Invoice.

| Item     | Description           | Ordered | Shipping Qty | Open | Ship All Items |
|----------|-----------------------|---------|--------------|------|----------------|
| NK384408 | LEGEND L/S TOP SM-2XL | 105     | 105          | 0    | Ship Item      |
| NK384407 | LEGEND S/S TOP SM-2XL | 105     | 105          | 0    | Ship Item      |

| Description        | Open Qty | Inv Qty                          | Price  | Total    | Update |
|--------------------|----------|----------------------------------|--------|----------|--------|
| 1-color screen fee | 210      | <input type="text" value="210"/> | \$1.85 | \$388.50 |        |
| color change       | 1        | <input type="text" value="1"/>   | \$7.50 | \$7.50   |        |
| Invoice Total      |          |                                  |        | \$396.00 |        |

Verify cost before invoicing and make any cost changes by selecting the “Cost Change” button and following the same cost change instructions under the LWO cost changes (see page 12).

Select the **“Invoice”** button to complete the invoicing. The user will be directed back to the dashboard and a message will appear at the top **“Data Saved”**.

### Scenario II: Invoice a Partially Completed LWO

❖ Enter the following information first:

- **Invoice Number**....your Invoice number to BSN.
- **Ship Via Method**...Use “Remember Carrier” to keep FedEx ground as the default.
- **Tracking Numbers**...once the tracking number is entered, it will be displayed in the BSN system for all users to view.

- **Select Merchandise to Ship...**Select “Ship Item”. “Color/Size” grid will appear. Enter the correct items that will ship. Select “Ship Item” button to complete or “Cancel” to go back to the invoice screen without making entries.

|       | SML                            | MED                             | LRG                             | XLG                             | ZXL                             | 3XL                             | 4XL                                   |   |
|-------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------------|---|
| Black | 5                              | 10                              | 15                              | 20                              | 25                              | 30                              |                                       |   |
|       | <input type="text" value="5"/> | <input type="text" value="10"/> | <input type="text" value="15"/> | <input type="text" value="20"/> | <input type="text" value="25"/> | <input type="text" value="30"/> |                                       |   |
|       |                                |                                 |                                 |                                 |                                 |                                 | <input type="button" value="Cancel"/> | <input type="button" value="Ship Item(s)"/> |

- In this scenario we are going to ship all of the Black L/S Tops but leave the Gold S/S on back order.

**Note:** It is important to select the correct items that you are shipping. If items are incorrectly chosen BSN may not be able to make future changes to that order.

Select Merchandise to Ship

| Item     | Description           | Ordered | Shipping Qty | Open | Ship All Items                           |
|----------|-----------------------|---------|--------------|------|--|
| NK384408 | LEGEND L/S TOP 5M-2XL | 105     | 105          | 0    | <input type="button" value="Ship Item"/> |
| NK384407 | LEGEND S/S TOP 5M-2XL | 105     | 0            | 105  | <input type="button" value="Ship Item"/> |

Select Decoration Charges to Invoice

| Description        | Open Qty | Inv Qty              | Price  | Total  | Update                                |
|--------------------|----------|----------------------|--------|--------|---------------------------------------|
| 1-color screen fee | 210      | <input type="text"/> | \$1.85 | \$0.00 | <input type="button" value="Update"/> |
| color change       | 1        | <input type="text"/> | \$7.50 | \$0.00 | <input type="button" value="Update"/> |
| Invoice Total      |          |                      |        | \$0.00 |                                       |

- ❖ When invoicing partial the user will not be able to select all decoration charges to invoice. Enter the proper quantity to Invoice and select “Update”.

Select Merchandise to Ship

| Item     | Description           | Ordered | Shipping Qty | Open | Ship All Items |
|----------|-----------------------|---------|--------------|------|----------------|
| NK384408 | LEGEND L/S TOP SM-ZXL | 105     | 105          | 0    | Ship Item      |
| NK384407 | LEGEND S/S TOP SM-ZXL | 105     | 0            | 105  | Ship Item      |

Select Decoration Charges to Invoice

| Description        | Open Qty | Inv Qty | Price  | Total    | Update |
|--------------------|----------|---------|--------|----------|--------|
| 1-color screen fee | 210      | 105     | \$1.85 | \$194.25 |        |
| color change       | 1        |         | \$7.50 | \$0.00   |        |
| Invoice Total      |          |         |        | \$194.25 |        |

- In this scenario the decorator will invoice 105 decoration charges for the 105 Black L/S tops shipped.
- ❖ Cost changes can be made before invoicing if needed. Select the “Cost Change” button and the Cost Change screen will display. Changes can be made to the Qty, Cost, Description and new charges can be added.

Cost Change is "Pending Approval"; no changes allowed

LWO# 4559327000240

| Description                                   | Orig Qty | Rev Qty | Orig Cost | Rev Cost | Orig Total | Rev Total |
|---|----------|---------|-----------|----------|------------|-----------|
| 1-color screen fee <a href="#">Delete Fee</a> | 0        | 210     | \$0.00    | 1.85     | \$0.00     | \$388.50  |
| color change <a href="#">Delete Fee</a>       | 0        | 1       | \$0.00    | 7.50     | \$0.00     | \$7.50    |
|   | 0        |         | \$0.00    |          | \$0.00     | \$0.00    |
|   | 0        |         | \$0.00    |          | \$0.00     | \$0.00    |
|   | 0        |         | \$0.00    |          | \$0.00     | \$0.00    |
|   | 0        |         | \$0.00    |          | \$0.00     | \$0.00    |
| Reason for cost change:<br>partial shipment   |          |         |           |          |            | \$396.00  |

Add New Lines Cancel Save

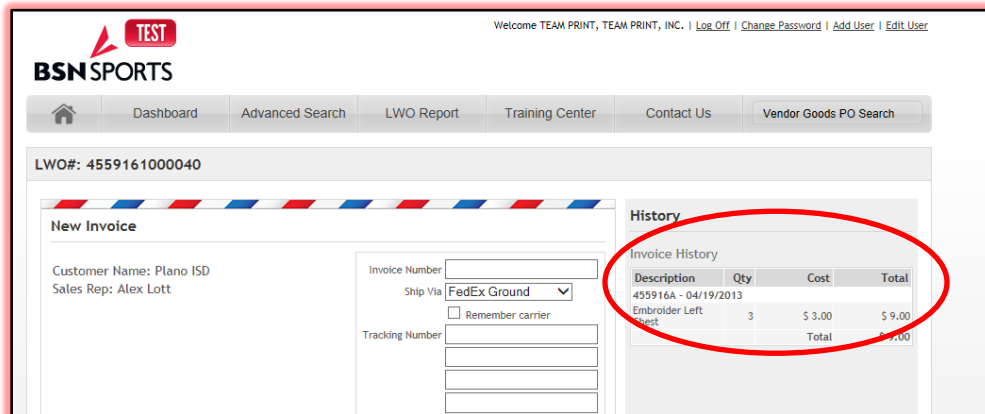
- In this scenario the decorator is partially shipping the order and the decoration charges for the 105 printed needed to change from \$1.85 to \$2.10 due to the quantity change. The decorator can also delete the color change charge. Note that if the reason is not entered an error message will appear.



- ❖ Select the “**Invoice**” button to complete the invoicing. The user will be directed back to the Dashboard and a message will appear at the top “**Data Saved**”.

## Invoice History

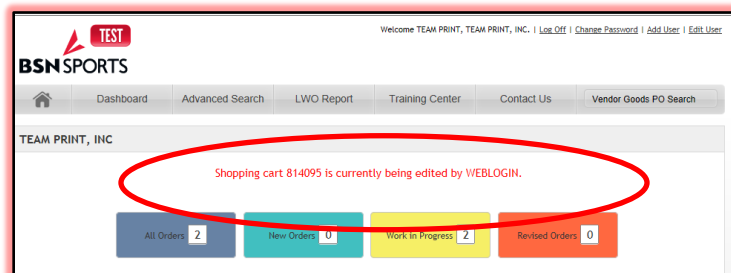
- ❖ Select the “**Invoice**” button from the Dashboard and the Invoice screen will be viewed. The History for invoicing is located to the right.



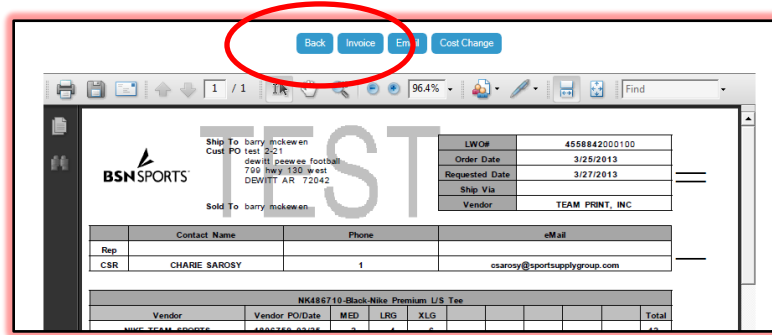
- ❖ “**Back**” button will bring the user back to the Dashboard. After all Items have invoiced the LWO will be removed from view on the Dashboard.

## “LOCK-OUT”

- A new feature in VP2 is the ability to receive live information on the LWO. If a BSN Support person makes a change to an order it is visible in the VP. If you are in the system and make a cost change it becomes visible in the system.
- With this feature it only allows one user in the same LWO at a time. If a BSN support staff is in the LWO making changes the Vendor Portal LWO will be “Locked Out” for the decorator until the BSN staff is out. If the decorator vendor is in the LWO it is “Locked Out” to BSN. An error message will appear on the Dashboard.

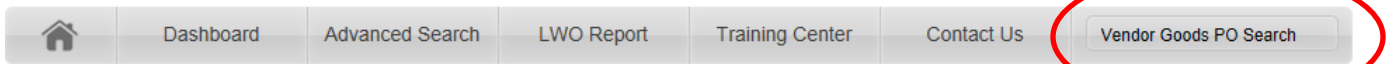


It is important to know when you enter “View/Print” you must exit using the “Back” button. If you exit your Browser without backing out of the LWO it will “Lock Out” all users for 20 minutes.



## Vendor Goods PO Search

Goods coming from a BSN vendor in most cases will not indicate the BSN order number. It will be necessary to use the BSN Vendor Goods PO number to do a search to locate the proper LWO (s). The search can be found on the Dashboard Toolbar or in the Advanced Search Screen.



The screenshot shows a search form with the following fields:

- BSN Order#
- Customer PO #
- Expected Ship Date
- Sales Pro
- Ship-To Customer Name
- Sold To Customer Name
- Vendor Goods PO: 1807021

At the bottom of the form, there are two buttons: 'Search' and 'Clear'.

Entering the PO number will display the LWO(s) with goods shipping from that vendor. Note that goods could be coming in for multiple LWO's. In this example the search resulted in finding 5 LWO's.

BSN SPORTS TEST

Welcome PAULA MOORE, 5B'S INC. | Log Off | Change Password | Add User | Edit User

Dashboard | Advanced Search | LWO Report | Training Center | Contact Us | Vendor Goods PO Search

5B'S INC

All Orders 5 | New Orders 0 | Work in Progress 5 | Revised Orders 0

| Status           | LWO#          | Status           | Customer           | Sales Pro   | Enter Date | Request Del. | Vendor Action     |
|------------------|---------------|------------------|--------------------|-------------|------------|--------------|-------------------|
| Work in Progress | 4558949000220 | Work in Progress | NOTRE DAME COLLEGE | ERIN STANEK | 04/03/2013 | 04/05/2013   | ViewPrint Invoice |
| Work in Progress | 4558949000230 | Work in Progress | NOTRE DAME COLLEGE | ERIN STANEK | 04/03/2013 | 04/05/2013   | ViewPrint Invoice |
| Work in Progress | 4558949000240 | Work in Progress | NOTRE DAME COLLEGE | ERIN STANEK | 04/03/2013 | 04/05/2013   | ViewPrint Invoice |
| Work in Progress | 4558949000260 | Work in Progress | NOTRE DAME COLLEGE | ERIN STANEK | 04/03/2013 | 04/05/2013   | ViewPrint Invoice |
| Work in Progress | 4558949000250 | Work in Progress | NOTRE DAME COLLEGE | ERIN STANEK | 04/03/2013 | 04/05/2013   | ViewPrint Invoice |

Page 1 of 1 (5 Items)

The LWO also contains the Vendor Goods PO number. The LWO can be used as a receiving document until all goods have arrived.

Back | Invoice | Email | Cost Change

1 / 1 | 96.4%

BSN SPORTS TEST

Ship To: NOTRE DAME COLLEGE  
Cust PO: asdfasd  
ATTN: ACCOUNTA PAYABLE  
4545 COLLEGE RD  
SOUTH EUCLID OH 44121-4228

Sold To: NOTRE DAME COLLEGE

| LWO#          | Order Date | Requested Date | Ship Via | Vendor   |
|---------------|------------|----------------|----------|----------|
| 4558949000220 | 4/03/2013  | 4/05/2013      |          | 5B'S INC |

| Contact Name     | Phone          | eMail                        |
|------------------|----------------|------------------------------|
| Rep: Erin Stanek | 740-374-0920   | estanek@sportsupplygroup.com |
| CSR: John Lewis  | 214-459-8013-0 | jlewis@bsnsports.com         |

| Vendor   | Vendor PO/Date | XSM | Total |
|----------|----------------|-----|-------|
| NIKE USA | 1807021 04/03  |     | 6     |

| Vendor   | Vendor PO/Date | SML | Total |
|----------|----------------|-----|-------|
| NIKE USA | 1807021 04/03  | 20  | 20    |

| Vendor   | Vendor PO/Date | SML | Total |
|----------|----------------|-----|-------|
| NIKE USA | 1807021 04/03  | 40  | 40    |

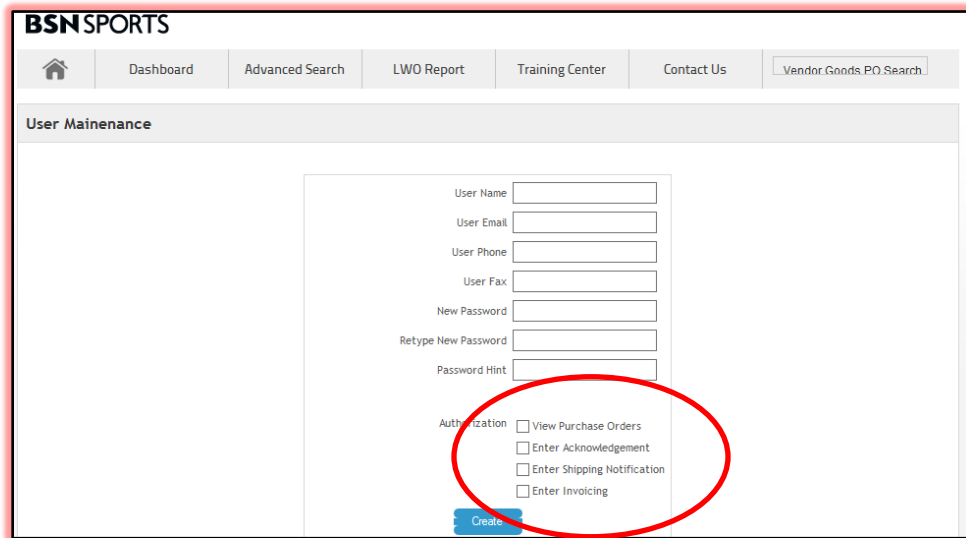
| Vendor | Vendor PO/Date | MED | Total |
|--------|----------------|-----|-------|
|        |                |     |       |

## User Maintenance Add User-System Administrator

- ❖ Select Add User at the top right of the Dashboard Screen to add additional users to the Vendor Portal.



- ❖ The following screen will display. Enter the new user information.



**BSN SPORTS**

Dashboard | Advanced Search | LWO Report | Training Center | Contact Us | Vendor Goods PO Search

User Maintenance

User Name

User Email

User Phone

User Fax

New Password

Retype New Password

Password Hint

Authorization

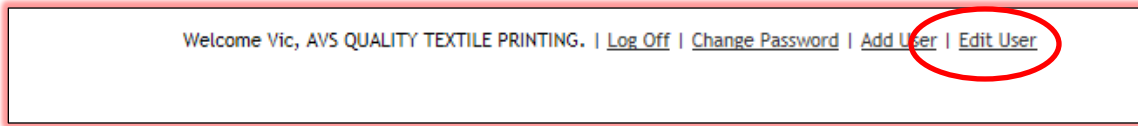
- View Purchase Orders
- Enter Acknowledgement
- Enter Shipping Notification
- Enter Invoicing

Create

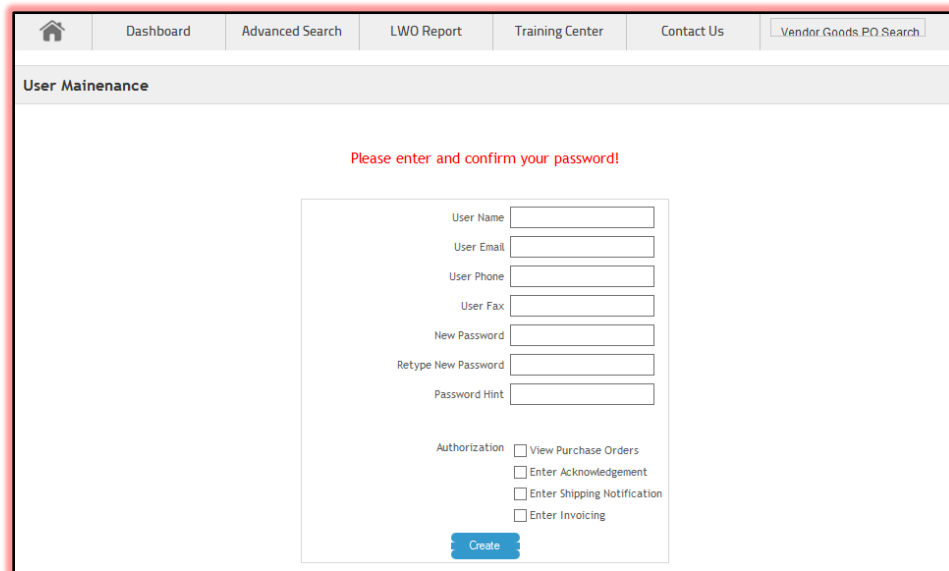
- ❖ Authorization: Select the appropriate box(s) for the user. Un-checked boxes will restrict the user from access to that function in the vendor portal(s).

## User Maintenance Edit User-System Administrator

- ❖ This screen is used to make any changes to existing users. Select Edit User at the top right of the Dashboard Screen to edit users on the Vendor Portal.



- ❖ The following screen will display. Edit the user information.



**User Maintenance**

Please enter and confirm your password!

User Name

User Email

User Phone

User Fax

New Password

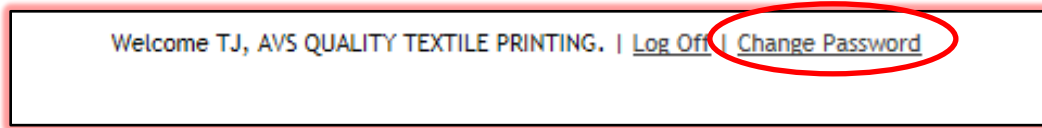
Retype New Password

Password Hint

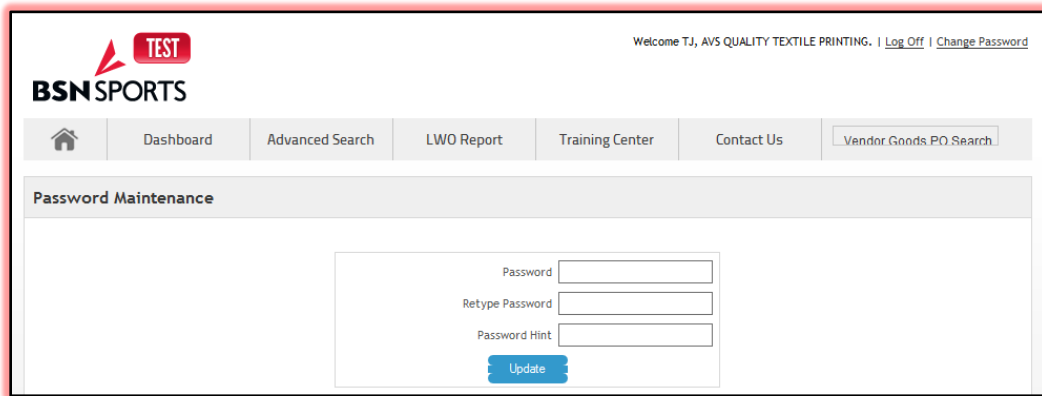
Authorization  View Purchase Orders  
 Enter Acknowledgement  
 Enter Shipping Notification  
 Enter Invoicing

## Change Password-Individual User

- ❖ This screen can be used by the user to change a password. A user who is not the administrator will only see the login and change password links.



- ❖ The following screen will appear. Enter new password and hint.



**TEST**  
BSN SPORTS

Welcome TJ, AVS QUALITY TEXTILE PRINTING. | [Log Off](#) | [Change Password](#)

Dashboard | Advanced Search | LWO Report | Training Center | Contact Us |

**Password Maintenance**

Password

Retype Password

Password Hint



## Section 3: Processing BSN Orders in VP2

### STEP 1: RECEIVING THE LWO AND ART.

- Log In to the Vendor Portal.
- Click on the Green “New Order” Button to VIEW all NEW orders.
- Click on the View/Print Button for each individual order. LWO will be displayed.
- Review LWO for pricing and decoration information.
- If Cost change is needed select the Cost Change button at the top of the screen.
- Make appropriate cost change and save.
- If additional decoration information is needed select Email button and submit.
- Open any attachments, print and/or save.
- Process any art attached. If BSN provides already approved “Vector Art” begin process of developing screens. If new art needs to be created begin art process and approval process.
- Make sure you print the LWO before you leave the LWO view screen. Once the user exits the view screen the LWO will move from “New Order” to “Work in Progress”.

### STEP 2: RECEIVING OF GOODS

- Decoration vendor must have a good process in place to manage the receiving of goods for BSN shipments.
- LWO has a section that gives you the “Story” on the goods coming in. It tells you where the goods are coming from as well as the Vendor PO # and expected ship date. Use this as your work sheet for receiving goods.
- When goods arrive, check in according to the vendor’s packing slip. “Vendor Goods PO #” is located on the shipping label and packing slip.
- Use the “**Vendor Goods PO Search**” on the VP Dashboard to find the proper LWO.
- Check off product that arrived and attach the packing slips.
- Notify the CSR immediately if product has not arrived or if any shortages/overages occur from the vendor.

- Once all goods have arrived and art is approved move into production.

### **STEP 3: SHIPPING & INVOICING**

- Ship Using BSN FedEx 3<sup>rd</sup> party account. Record tracking numbers to be entered into the vendor portal.
- Go to the Vendor Portal and search for the LWO using the **“Advanced Search”** Button.
- Select **“Invoice”** which will take you to the invoice screen.
- Check cost again and make any needed cost changes by choosing the **“Cost Change”** button.
- In the **“Select Merchandise to Ship”** section select **“Ship All Items”** or **“Ship Item”**. Enter the actual items shipping. Items not completed will remain open. Note: If you enter “Ship All” you can go into each line item and remove any that will not be shipped. This is helpful on large orders.
- In the **“Select Decoration Charges to Invoice”** enter quantities for invoicing.
- Enter an internal **“Invoice Number”**.
- Choose the proper **“Ship Via”**
- Enter Tracking numbers recorded from your shipping records.
- Select **“Invoice”** button as final step. Invoice History will be in view to the left of the screen.
- You will be directed back to the Dashboard and a message should be seen “Data was saved!”