

Grocery Outlet Inc

One Network Appointment Scheduler

User Guide: Onboarding New Partners

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1 INTRODUCTION

Partner onboarding requires adding New Suppliers / Carriers of Grocery Outlet to One Network.

Process involves :

1. Vetting of Enterprise names by NOC team.
2. Adding new Suppliers through UI or through bulk upload.
3. Creating Partnership of Supplier Partners with Grocery Outlet (Master data set up – Partner, Partner sites and Vendor)
4. Onboarding of newly added suppliers if they wish to use the ONE Network platform for any collaboration with Client (GO) through Partner Invitation Tool.

2 ENTERPRISE VETTING PROCESS

Vetting Process is performed by ONE Network team to make sure the partners requested aren't already in the system due to being used by previous hubs.

Client Trading Partner data sources often span across many systems of record and across different Client operating entities which leads to not so accurate representation of their trading partners (Carriers, Suppliers, Shippers).

Types of inaccurate representation of such records are:

- Duplicates: Supplier / Carriers can be represented multiple times with different points of contact and different spelling conventions.
- Related Entities: Suppliers can be comprised of multiple operating entities who do business with the Client separately, but who will require corporate central point of approval to move forward with an onboarding and integration initiative.

It's very difficult to derive Supplier data accuracy in order to eliminate duplicates or misspellings without including the Suppliers in the validation process.

In order to improve CMD integrity, One Network requires cleansing and screening of Suppliers before accepting them into the Network.

Steps followed in Carrier Vetting:

1. Cleansing of Carrier Enterprises

It involves removal of any special character from the name followed by removing duplicate names from the list provided by the client.

Cleansed list has to follow following:

- 1) No duplicates
- 2) No invalid special characters - only special characters allowed are comma, period, dash, apostrophe and & sign.
- 3) No foreign/international letters
- 4) Max company length is 64 characters

2. Creating a Jira ticket

Client can raise a Jira Ticket for Network Operation team and upload the cleansed csv file.

3. Data upload in CMD

NOC team uploads the data in CMD (Community Master Data) to check whether the requested Carrier enterprise is not already present in System and shares the result of vetting.

4. Interpretation of result given by NOC team

The results could be "Exact Match", "Potential Match" & "No Match" against the names in the list.

- **Exact Match:** It means the names in the list matches exactly with the names in CMD which means these names do not need to be uploaded in CMD.
- **Potential Match:** It means that the names in the list somewhat matches with some potential names in CMD and need to be checked again to reject such names to be uploaded in the CMD.
- **No Match:** It means there is no match between the names in the list and CMD data so these names need to be approved for NOC team to upload.

5. Create Approve/ Reject list based on possible matches.

Create a approve / reject list based on possible matches. (Counter Intuitive)

- Approve : if nothing matches from the names provided by NOC team
- Reject : if any name matches from the possible match list.

3 ADDING NEW SUPPLIERS THROUGH UI

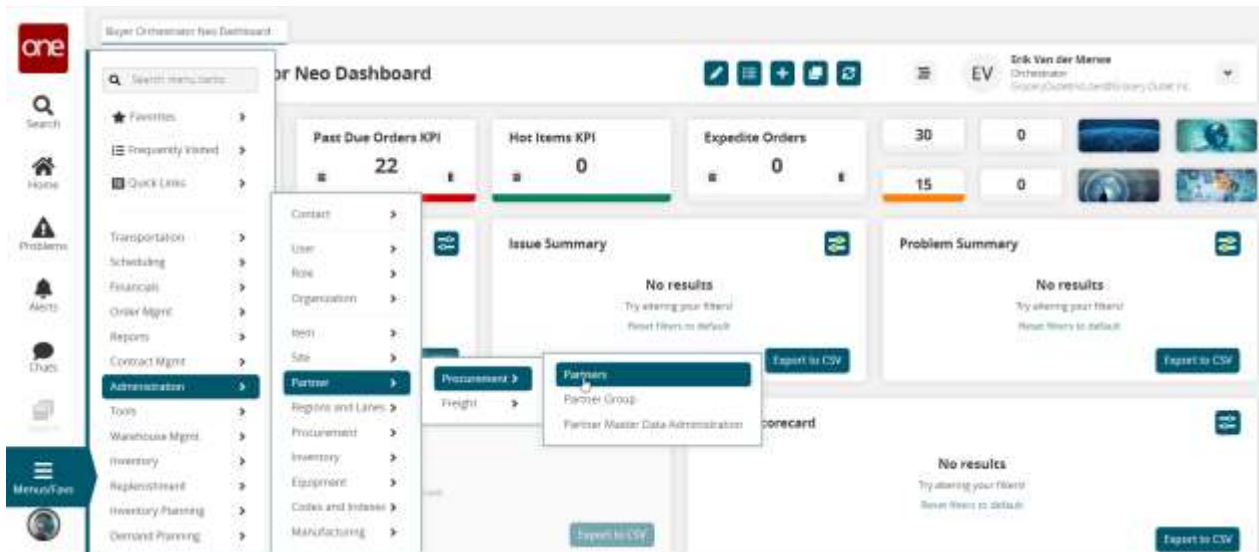
3.1 System Steps for adding Supplier Partner

Grocery Outlet is able to establish Partnerships with Suppliers (Vendors) and Carriers in the system. Partnerships are set at the organization level. For example, a Supplier Partner will be set up between "Grocery Outlet" organization and "Supplier" organization.

A User can search and add Partners in the ONE network system.

Step 1

1. Login to Buyer Orchestrator role.
2. Navigate : **Menu -> Administration -> Partner ->Procurement -> Partners**
3. Search Partners screen appears



Step 2: From the results, Partner information appears.

Enterprise Name	Organization	Partner Name	Type Name	Partner Org.	Partner Organization	Description	Action
Grocery Outlet Inc.	Grocery Outlet Inc.	CG ROWAME	Supplier Partner	CG ROWAME	CG ROWAME	CG ROWAME	W
Grocery Outlet Inc.	Grocery Outlet Inc.	Grocery Outlet-WI Teststore	Supplier Partner	Grocery Outlet Inc.	Grocery Outlet Inc.		W
Grocery Outlet Inc.	Grocery Outlet Inc.	JRWMS-C	Supplier Partner	JRWMS-C	JRWMS-C	JRWMS-C Test MEM	W
Grocery Outlet Inc.	Grocery Outlet Inc.	MARKET EXPRESS	Carrier Partner	MARKET EXPRESS	MARKET EXPRESS		W
Grocery Outlet Inc.	Grocery Outlet Inc.	WALDO INDUSTRY CO., LIMITED	Supplier Partner	WALDO INDUSTRY CO., LIMITED	WALDO INDUSTRY CO., LIMITED	WALDO INDUSTRY CO., LIMITED	W
Grocery Outlet Inc.	Grocery Outlet Inc.	Market Express LLC	Carrier Partner	Market Express LLC	Market Express LLC		W
Grocery Outlet Inc.	Grocery Outlet Inc.	PIPING ROCK	Supplier Partner	PIPING ROCK	PIPING ROCK	PIPING ROCK	W
Grocery Outlet Inc.	Grocery Outlet Inc.	FLUME EDGE	Supplier Partner	FLUME EDGE	FLUME EDGE	FLUME EDGE	W
Grocery Outlet Inc.	Grocery Outlet Inc.	PRODUCT DESIGN CANOPY LTD	Supplier Partner	PRODUCT DESIGN CANOPY LTD	PRODUCT DESIGN CANOPY LTD	PRODUCT DESIGN CANOPY LTD	W
Grocery Outlet Inc.	Grocery Outlet Inc.	BAKER LLC	Supplier Partner	BAKER LLC	BAKER LLC	BAKER LLC	W
Grocery Outlet Inc.	Grocery Outlet Inc.	SWEET CANDY CO	Supplier Partner	SWEET CANDY CO	SWEET CANDY CO	SWEET CANDY CO	W

Step 3: Adding New Supplier Partner

1. Enter the **Organization name** as Grocery Outlet Inc.
2. **Partner Organization** name to be added.
3. **Partner name** as used in Integration.
4. **Type Name** as Supplier Partner.
5. Click on **Create**.
6. New Supplier Partner is added.

* Organization: Grocery Outlet Inc.
 * Partner Org: CG ROWAME
 * Partner Name: CG ROWAME
 * Type Name: Supplier Partner
 * Description:

Active:

Allow Owner Data Management:

CONTACTS | Attributes | Documents

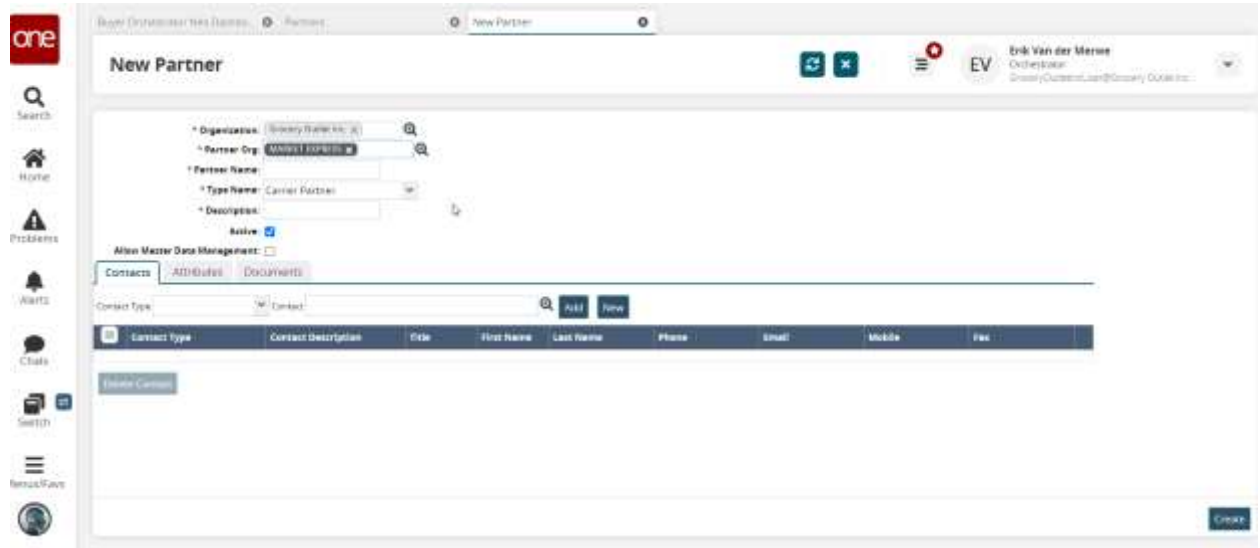
Contact Type: Contact

Contact Type	Contact Description	Title	First Name	Last Name	Phone	Email	Mobile	Fax
Delete Contact								

Create

Step 4: Adding New Carrier Partner

1. Same steps to be followed as in Step 3 just Under Type name ,Carrier Partner is selected.



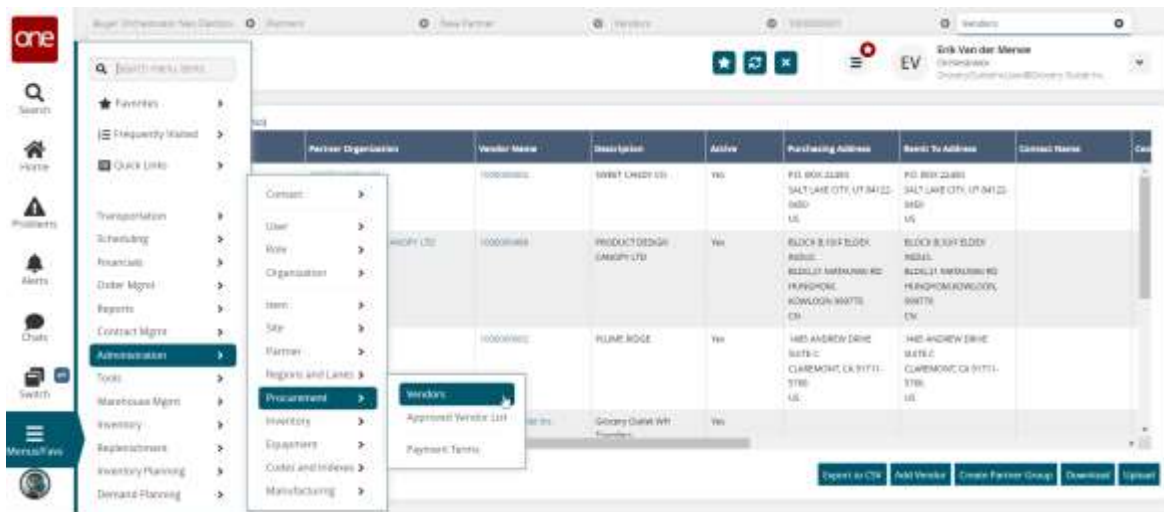
3.2 System Steps for adding Vendor Partner

Grocery Outlet has to set up Vendor Master with the suppliers to capture additional order related policies for that supplier such as default Payment Terms and default FOB code etc. which are mostly used as part of Order collaboration.

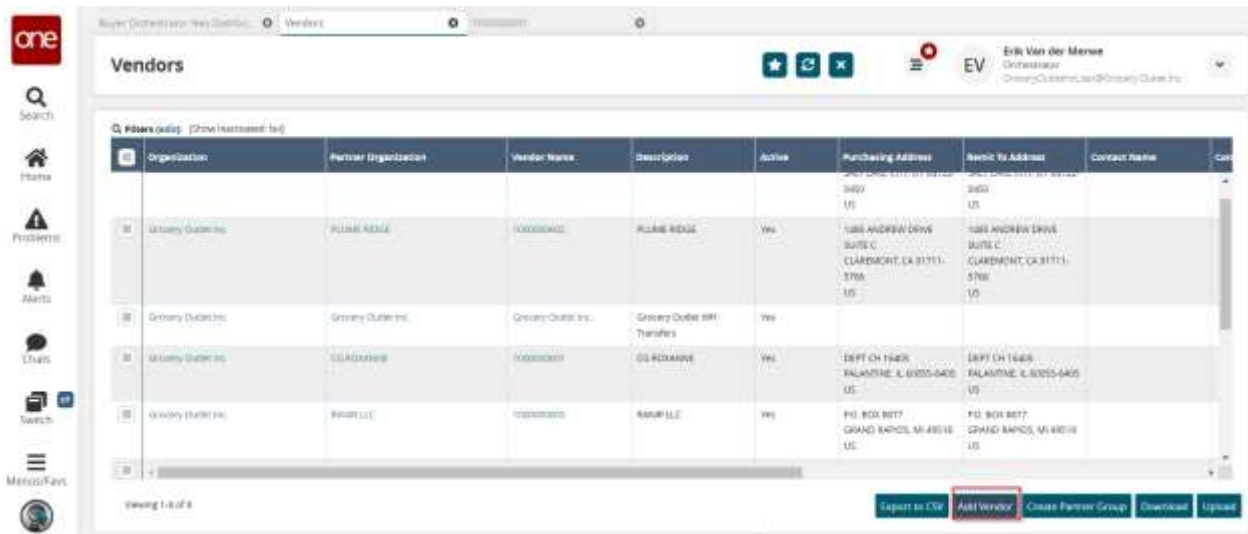
Creation of Purchase Order requires Vendor Master set up for each supplier.

Step 1: Searching Vendors

1. Login to Buyer Orchestrator role.
2. Navigate : **Menu -> Administration -> Procurement -> Vendors**

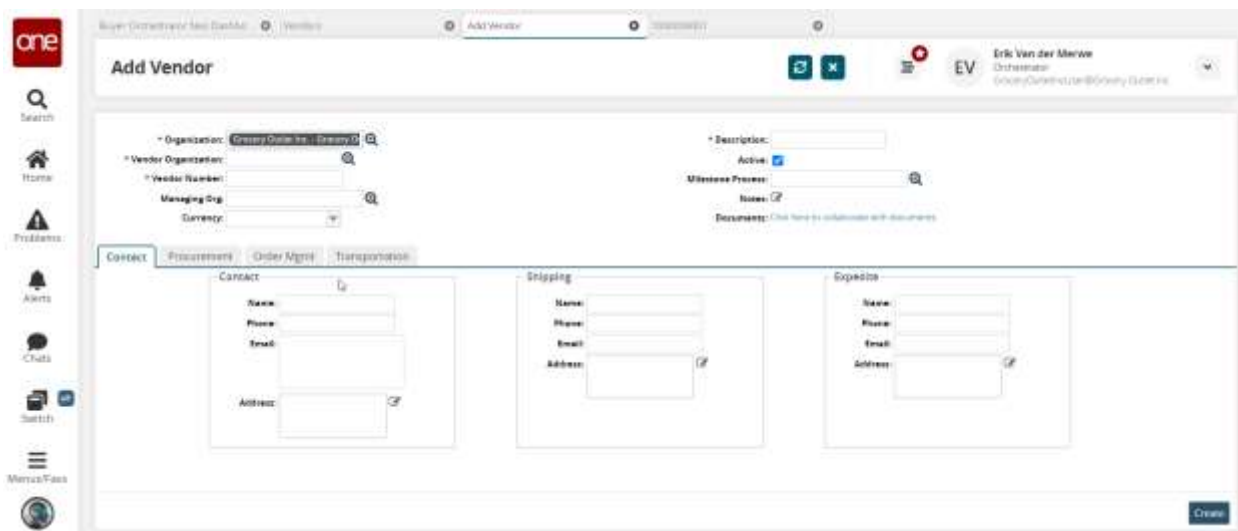


3. Search Vendors screen appears



Step 2: Adding New Vendor

1. Click Add Vendor.



The Add Vendor screen appears. The screen contains a header and 4 policy tabs. By default, the Contact tab is selected.

2. In **Organization**, add Grocery Outlet Inc and in **Vendor Organization**, select an option.
3. Type or select values for **Vendor Number**, **Description** and **Currency** in which they operate.
4. If the new vendor is active, check the Active? check box.

- In Contact Tab ,Type or select values for Contact Name, Contact Phone, Contact E-Mail, Contact Address

The screenshot shows the 'Contact' tab in the ONE Network interface. The vendor organization is 'CG ROMANIE' with vendor number '100000001'. The form contains the following fields:

- Contact:** Name, Phone, Email, Address (DEPT CH 13489 PALAITINE, 6 90255 8425 US)
- Shipping:** Name, Phone, Email, Address
- Expedito:** Name, Phone, Email, Address

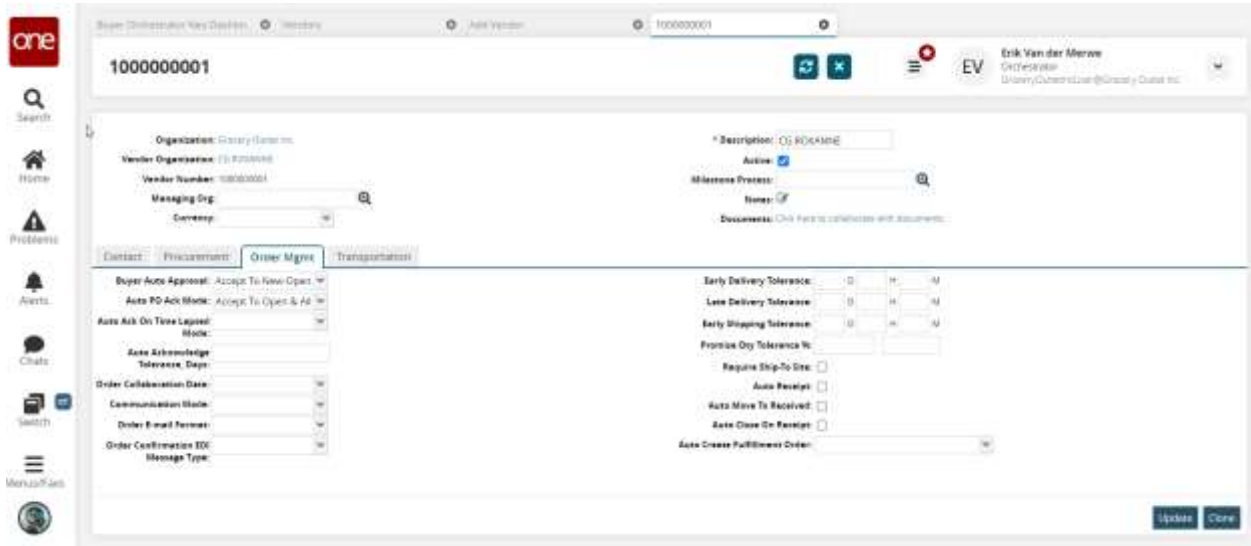
- In the **Procurement** tab, Type or select values for **Purchasing Address**.

The screenshot shows the 'Procurement' tab in the ONE Network interface. The vendor organization is 'CG ROMANIE' with vendor number '100000001'. The form contains the following fields:

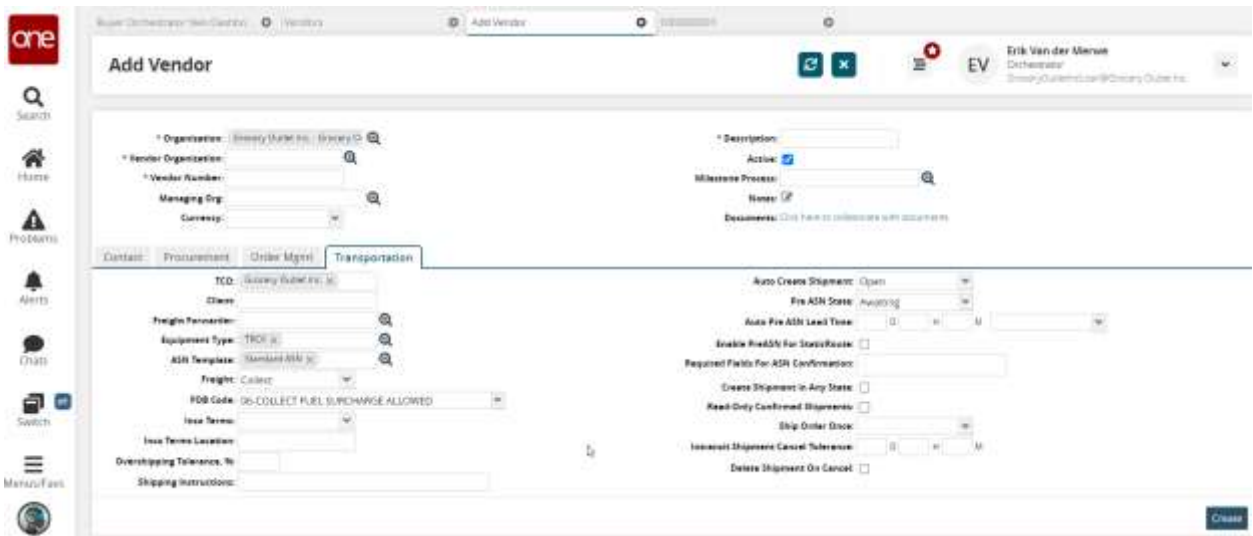
- Purchasing Address:** DEPT CH 13489 PALAITINE, 6 90255 8425 US
- Customs Manufacturer ID:** U/10076-2994
- Order Lead Time, Days:**
- WMI:**
- Contract Collaboration Level:**
- Size:**
- Packing Method:**
- Restocking Policy Type:**
- Consignment Payment Recurrence Type:**
- Consignment Payment Day:**
- Country of Consignment:**
- Additional Consignment Payment Recurrence Type:**
- Additional Consignment Payment Day:**
- Consignment Maturity, Days:**

- In **Order Mgmt. Tab**, Fill in just 2 fields as GO is not doing PO Collaboration in ONE Network so

Buyer Auto Approval is set to *Accept to New-Open and allow change* option and **Auto PO Ack Mode** is also set to *Accept to Open & Allowed Change* because if for any reason Integration doesn't update the PO but to update PO in Open state then this setting would auto set the PO in Open state.

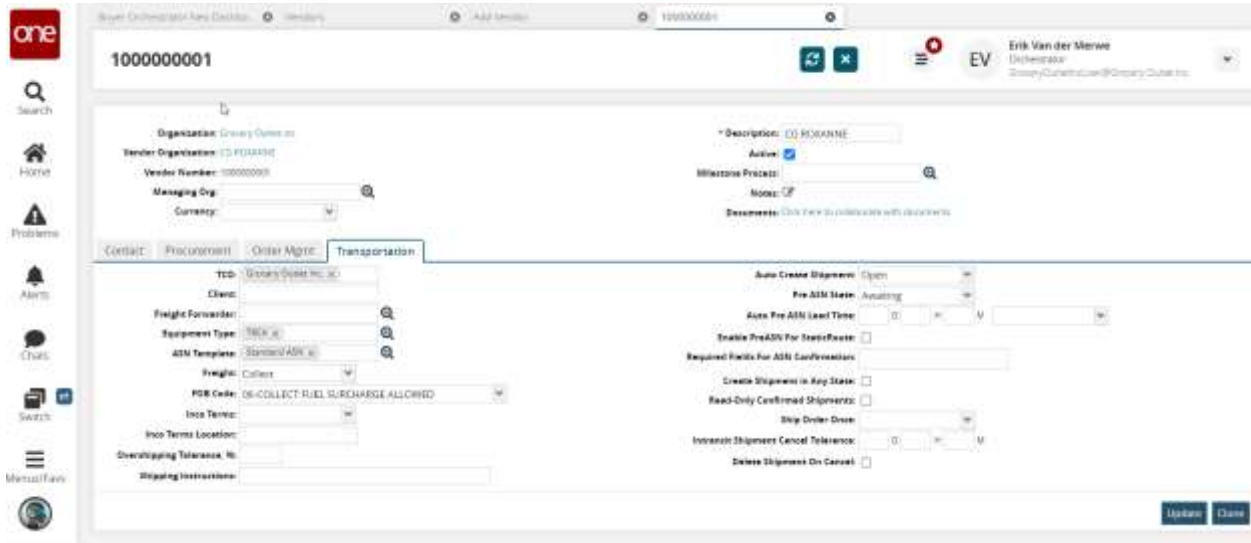


- In **Transportation Tab**, add **Equipment type** as **TRCK** (default) , **ASN Template** as **Standard ASN**, **Freight** as **Collect** and select **FOB Code** as **06**, **Auto Create Shipment** as **OPEN** and **Pre-ASN state** as **Awaiting**.



9. To create the new vendor, click **Create**.
10. A success message appears.

Screenshot of already added Vendor CG ROXANNE



4 ADDING NEW SUPPLIERS THROUGH BULK UPLOAD

Grocery Outlet is able to establish Partnerships with Suppliers (Vendors) and Carriers in the system. This Partnership can be established by adding new partners through bulk upload via CSV files.

Steps :

1. Prepare **Partner, Partner site, Vendor files** as per attached files



Partner_52names.csv



Partnersite_52new.csv



Vendors_52names.csv

2. Create **Cross- reference file**.

Cross- reference file is prepared to map the GO used name of suppliers with the Internal Names present in ONE Network (already present or if any cleaning was done on the names before vetting – removing special characters (/ , (), @). In all these cases cross- reference file is prepared to avoid any integration failures.

Please note that Grocery Outlet can skip this step if they wish to use the same name present in ONE Network but they have to change the names in SAP System.

Attaching the Cross- reference file for reference.



cross-reference_52na
mes.csv

3. Once all the files are prepared, Create a **LN Ticket for PS team** to upload these files to the production environment. Please note that due to high volume of requests from other retail customers, this activity may take 4-5 days.

5 ONBOARDING OF NEW SUPPLIERS THROUGH PARTNER INVITATION TOOL

The Partner Invite Tool is a platform feature designed to streamline and simplify the process of inviting carriers or suppliers to register and join a Hub's ecosystem. This tool helps to efficiently bring new partners on board by collecting vital company information, generating user log-in credentials, and ensuring a smooth "registration" process.

Please find the attachment of partner invitation tool guide for reference.



**Quick Guide to Using
the Partner Invitation**