

GRAVITY GUIDE FOR SUPPLIERS

TABLE OF CONTENTS

1. INTRODUCTION

- Accessing the platform
- Creating Board
- Selecting Tiles
- Downloading PDF Purchase Order

2. SUPPLY

- PO control
- Vendor Shipment Booking
- Vendor Document Hub

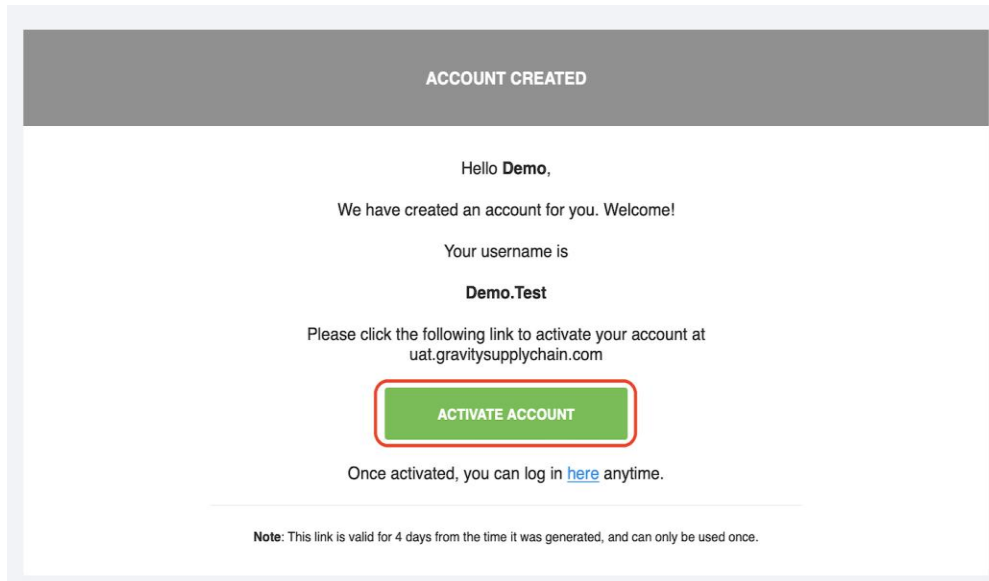
3. ADDITIONAL FUNCTIONALITY

- Search
- Research Center

Accessing Gravity Platform

As part of the onboarding process, you will receive an activation email within your inbox. This will contain the URL, your username, and a link to create your password. It is important that your login is unique to you and is not to be shared with others.

1. You will receive an email within your Inbox inviting you to activate your account and set your password. Please be sure to check your junk/spam folder if the email does not appear within your inbox.
2. Click 'Activate Account'.
3. You will be directed to the Gravity URL and asked to create your password.
4. Enter your username and password in their respective fields on the left-hand side of the screen. Once username and password have been entered click the 'Sign In' button to gain access.

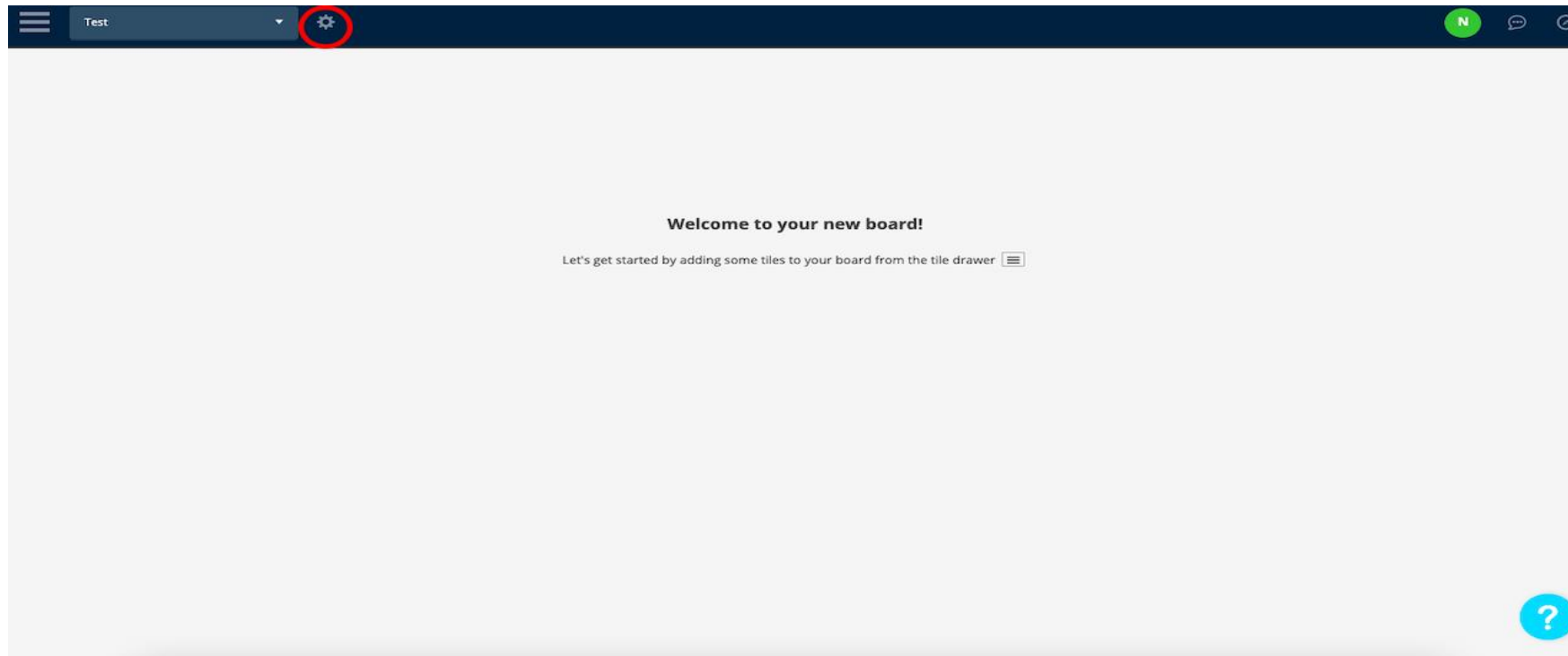


Creating Board

A Board refers to the configurable view of functionality that is presented on the homepage to the user at one time.

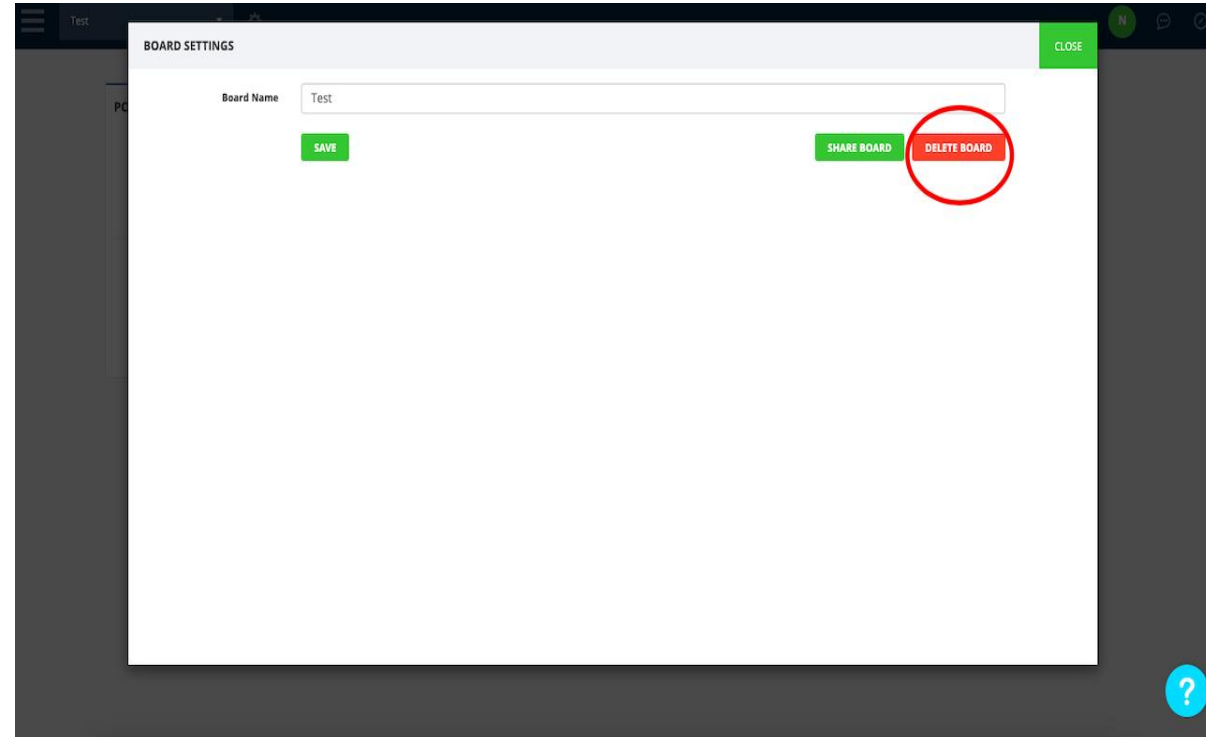
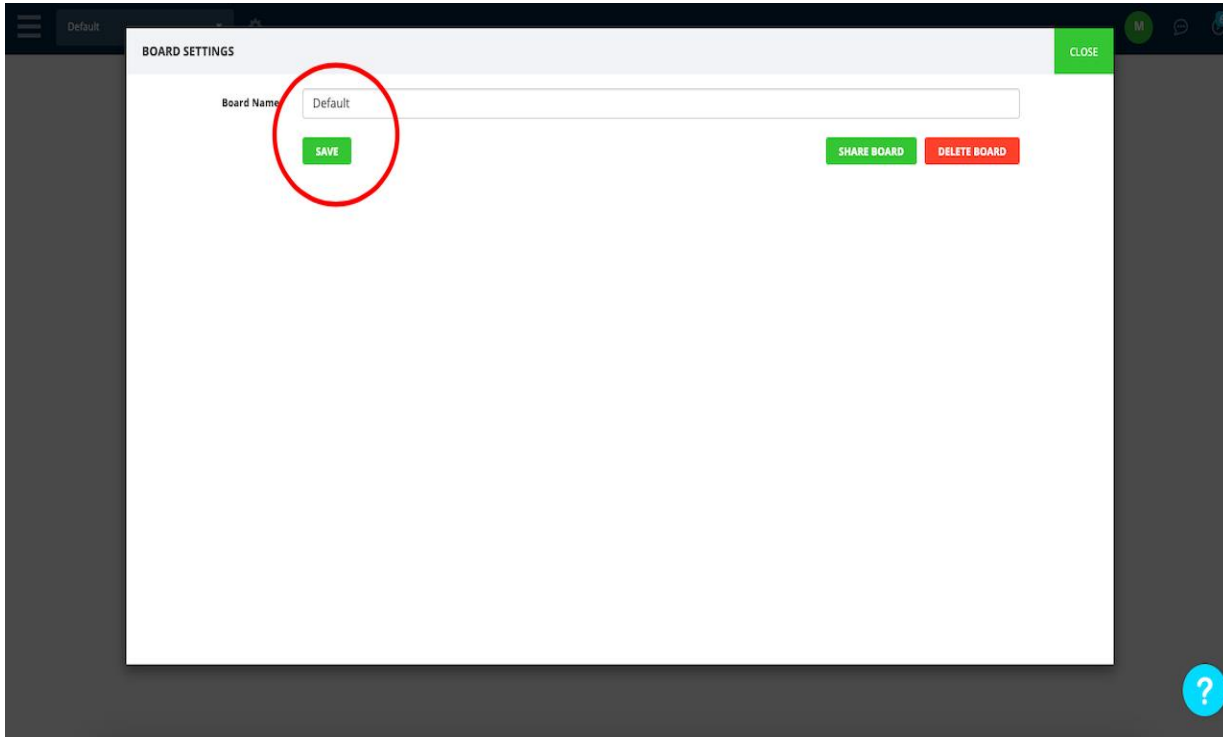
Configuring your Board:

1. When you first log into the platform, you will see a blank white screen with the message 'Welcome to your new Board!'.
2. Select the gear icon on the top left-hand side of the screen

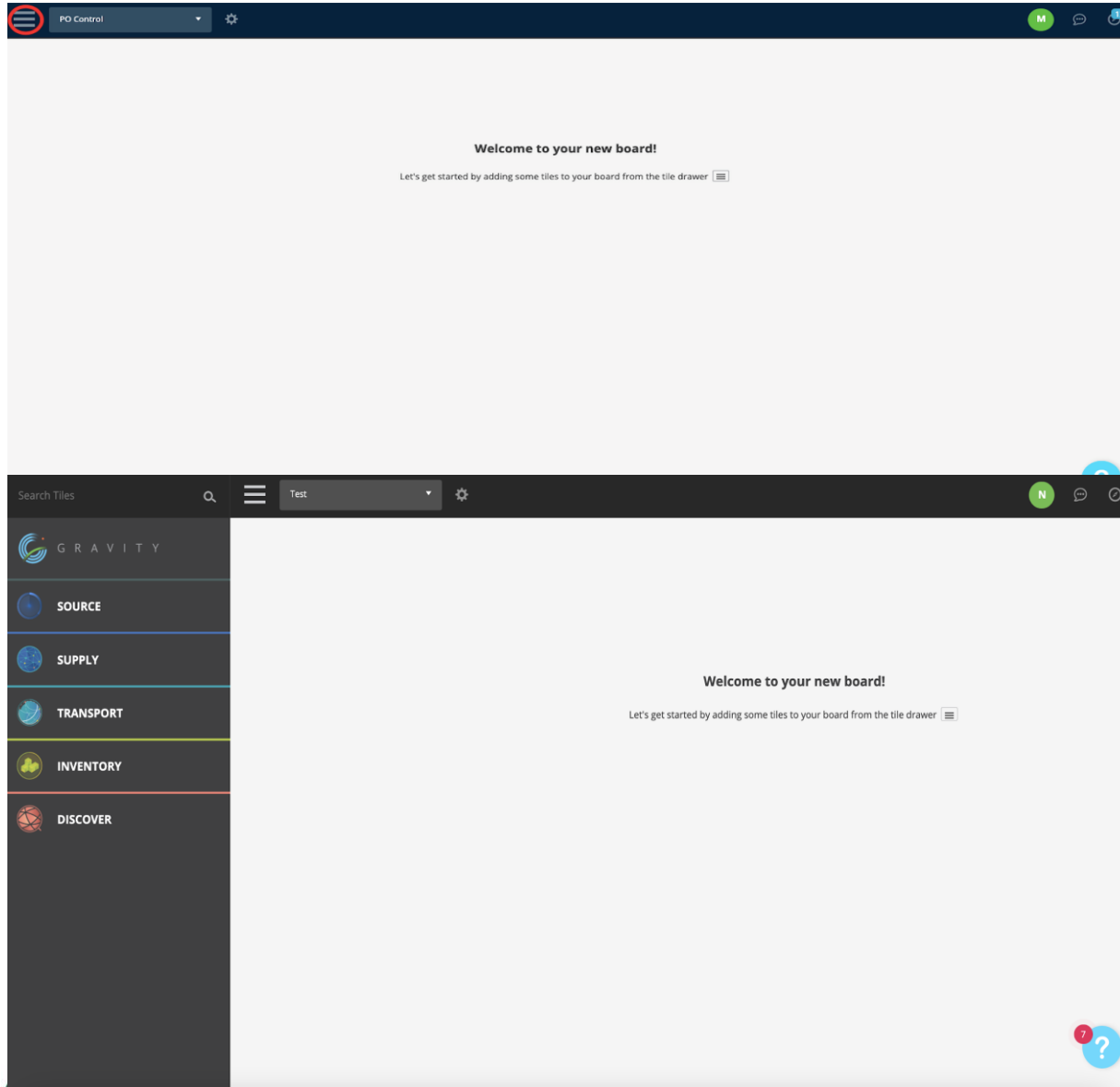


Creating Board

3. Editing your Board - Edit the name of your Board by entering it in the Board name field and selecting the 'Save' button below the field.
4. Deleting a Board – To delete a Board that you have created click 'Delete Board'.



Selecting Tiles



Adding Tiles to your Board - Once your Board is named and created, then you need to select which Tiles to add to your Board:

1. Select the 3-x line icon on the top left of the page.

2. The Tile Drawer will open displaying Gravity Apps. Supplier may use below set of Tiles:-

- Supply – A set of Tiles capturing order activity to the point of vendor shipment booking.
- Discover – A set of Tiles capturing visibility, analytics and insights.

Selecting Tiles

Open the Tile Drawer, select the Supply App and toggle the below 3 Mandatory tiles to your board
The user can also search for the Tile using the search function at the top of the Tile Drawer

1. PO Control
2. Vendor Shipment Booking
3. Vendor Document Hub

The screenshot displays the MedSupply International user interface. At the top, a dark green header bar contains a search bar labeled 'Search Tiles', a menu icon, a 'Supplier View' dropdown, a settings gear, and a notification: 'You are currently signed onto a UAT site.' Below the header, the main content area is divided into two sections. On the left is the 'Tile Drawer', which features the MedSupply International logo at the top. It has three main categories: 'SUPPLY' (indicated by a globe icon), 'TRANSPORT' (indicated by a globe icon), and 'INVENTORY' (indicated by a box icon). Under the 'SUPPLY' category, there is a list of toggle switches for various functions: 'Allocation' (off), 'PO Control' (on, highlighted with a red arrow), 'PO Control Authorization' (off), 'PO Management' (off), 'Priority' (off), 'Vendor Document Hub' (on, highlighted with a red arrow), 'Vendor Shipment Booking' (on, highlighted with a red arrow), and 'Vendor Shipment Booking (POC)' (off). On the right side of the main content area, there are three white tiles with blue borders. The first tile, 'PO CONTROL', shows '31' in green for 'AWAITING' and '0' in red for 'REJECTED'. The second tile, 'VENDOR SHIPMENT BOOKING', shows '0' in green for 'DUE', '0' in orange for 'LATE', and '34' in red for 'EXCEPTION'. The third tile, 'VENDOR DOCUMENT HUB', shows '119' in red for 'AWAITING' and '0' in orange for 'PARTIAL'. Each tile has a three-dot menu icon in the top right corner.

Tile	Category	Value	Status
PO CONTROL	AWAITING	31	Green
	REJECTED	0	Red
VENDOR SHIPMENT BOOKING	DUE	0	Green
	LATE	0	Orange
	EXCEPTION	34	Red
VENDOR DOCUMENT HUB	AWAITING	119	Red
	PARTIAL	0	Orange

Downloading PDF Purchase Order

1. Prior accepting/rejecting the PO lines on the PO Control Tile, Vendor can retrieve the PDF Version of the Purchase Order from the Vendor Document Hub Tile
2. Click the “Vendor Document Hub” tile > click “search” > choose the relevant PO > download the PDF PO copy
3. Any additional documents such as Labels, Shipment guidelines etc can also be uploaded by MedSupply team and the Vendor can download the files from here

VENDOR DOCUMENT HUB

You are currently signed onto a UAT site.

CLOSE

SEARCH

Awaiting

Partial

Full set

	Customer	Vendor	Factory	Order Number	Drop	Vendor Booking Reference	HBL	Container No.	Invoice No.	Origin Country	POL	Mode	Ship Date	Status	App
☒	MedSupply	Reliance Medical Ltd		2102-00000247	1	VEN-16701				United Arab Emirates	Jebel Ali	Sea	30-Jan-2022	✓ Full Set	⌚ Pend
☐	MedSupply	Largus Pharma, Lda		NEWTSTLARGUS	1000					Portugal		Sea		0/0 Uploaded	⌚ Pend
☐	MedSupply	Galentic Pharma (India) Pvt Ltd		PO 567890	1					Afghanistan		Air	11-Jan-2022	0/0 Uploaded	⌚ Pend

Full set

Upload Documents Here

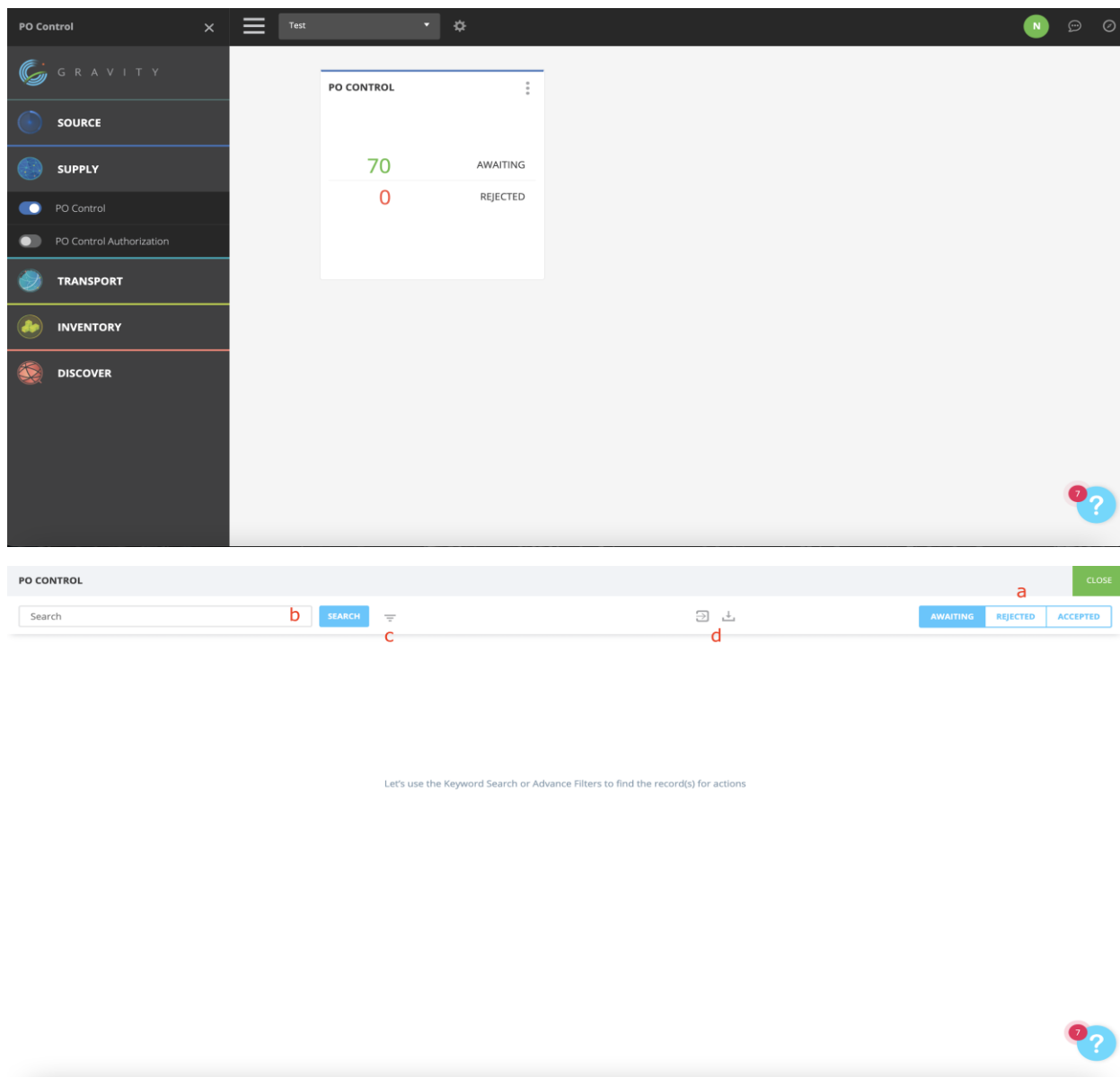
Pending

Approved

PO-MIF-2204-508.pdf

Uploaded by MedSupply, 10-Jun-2022

PO Control – Accepting or Rejecting PO



1. Accessing the Tile:
 - a. Open the Tile Drawer, select the Supply App.
 - b. Toggle the PO Control Tile, as shown below. The user can also search for the Tile using the search function at the top of the Tile Drawer.
 - c. Click on the number portion of the Tile or the 3-dot icon on the top right of the Tile.
2. Once inside of the Tile, the user will see relevant data.
 - a. There are 3 x tabs, 'Awaiting', 'Rejected' and 'Accepted', representing the various stages of collaboration within the Tile:
 - 'Awaiting' – Orders requiring action by the Vendor. Either Acceptance or rejection.
 - 'Rejected' – Orders that have been rejected by the Vendor/user.
 - 'Accepted' – Orders that have been accepted by the Vendor/user.
 - b. You can search by order, customer or other data using the search bar at the top of the page. Or press 'Search' to return all data.
 - c. You can filter by Customer, Vendor, Factory, Order Number, PO Version, POL, and Mode by selecting the icon to the right of the search bar. Enter in the desired fields then click 'Search'.
 - d. You can export the data contained within the Tile into CSV format by clicking on the export icon shown highlighted below.
 - e. You can drill down into order/item-level detail by selecting the arrow to the left of the customer's name.

Accepting PO

1. Accepting an order within the Tile:
 - a. Within the 'Awaiting' tab, select the appropriate orders.
 - b. Select the check box on the far left of the desired orders.
 - c. Select 'Accept' in the bottom right-hand of the screen.
 - d. Add the required information and comments, click 'Accept'.
 - e. The selected orders will move to the 'Accepted' tab. Under standard configuration, orders will now be visible within the Vendor Shipment Booking tab.

PO CONTROL

SEARCH

AWAITINGREJECTEDACCEPTED

☐	Customer	Vendor	Factory	Mode	POL	Original Expected Date	Into DC Date	Order No	PO Version	Drop	Category	Priority	Department	PO Quantity	PO Cartons	PO CBM
☒	Ridge Clothing	Bombay Exports	Bombay Exports Factory	SEA	Wipro SEZ/Kolkata	02-Sep-2022	23-Oct-2022	210359					400	800.00	80	20.00
Item Code		Drawing Number		UPC		Size	Colour	Description	Unit Price	Proposed Unit Price		Quantity	Proposed Quantity		Cartons	
1853460						S	Black	Top	0.9500			200.00			0.00	20
1853460						M	Black	Top	0.9500			200.00			0.00	20
1853460						L	Black	Top	0.9500			200.00			0.00	20
1853460						XL	Black	Top	0.9500			100.00			0.00	10
1853460						XXL	Black	Top	0.9500			100.00			0.00	10
☐	Ridge Clothing	Bombay Garments		AIR	Soekarno-Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180013		1				100.00	100	2.00
☐	Ridge Clothing	Bombay Garments		AIR	Soekarno-Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180014		1				100.00	100	2.00
☐	Ridge Clothing	Bombay Garments		AIR	Soekarno-Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180015		1				100.00	100	2.00

1 / 370 Records

1 Orders Selected

REJECTACCEPT

PO CONTROL

CLOSE

Search

SEARCH

AWAITING

REJECTED

ACCEPTED

☐	Customer	Vendor	Factory	Mode	POL	Original Expected Date	Into DC Date	Order No	PO Version	Drop	Category	Priority	Department	PO Quantity	PO Cartons	PO CBM	PI W
☒	Ridge Clothing	Bombay Exports	Bombay Exports Factory	SEA	Wipro SEZ/Kolkata								400	800.00	80	20.00	
	Item Code	Drawing Number	UPC	Size									Unit Price	Quantity	Proposed Quantity	Cartons	
	1853460			S									0.0000	200.00	0.00	20	
	1853460			M									0.0000	200.00	0.00	20	
	1853460			L									0.0000	200.00	0.00	20	
	1853460			XL									0.0000	100.00	0.00	10	
	1853460			XXL									0.0000	100.00	0.00	10	
☐	Ridge Clothing	Bombay Garments		AIR	Soekarno- Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180013		1				100.00	100	2.00	
☐	Ridge Clothing	Bombay Garments		AIR	Soekarno- Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180014		1				100.00	100	2.00	
☐	Ridge Clothing	Bombay Garments		AIR	Soekarno- Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180015		1				100.00	100	2.00	

Accept Order?

Date Accepted

21-Mar-2022

Current Load Date

Current Load Date

Comment

Comment

CANCEL

ACCEPT

1 / 3 70 Records 1 Orders Selected

REJECT

ACCEPT

Accept Order?

Date Accepted

21-Mar-2022

Current Load Date

Current Load Date

Comment

Comment

CANCEL

ACCEPT

Rejecting PO

PO CONTROL

REJECT ORDERS

Reject Reason: ☐ Same Cargo Ready Date for All

CANCEL

Order No	Drop	Item Code	Drawing Number	UPC	Size	Colour	Description	Cargo Ready Date	Cost Per Item	Quantity	Cartons	CBM	Weight
180013	1	10003					White Desk Lamp	17-Sep-2022	5	100	100	2.00	0.00

1 Record

REJECT

1. Moving a 'Rejected' order back to 'Awaiting' within the Tile:
 - a. Within the 'Rejected' tab, select the appropriate orders, as detailed in the previous step.
 - b. Select 'Back to Awaiting' within the bottom right-hand of the screen
 - c. Select 'Confirm' and the order will return back to the 'Awaiting' tab

PO CONTROL

Search ☐ Change Request Only

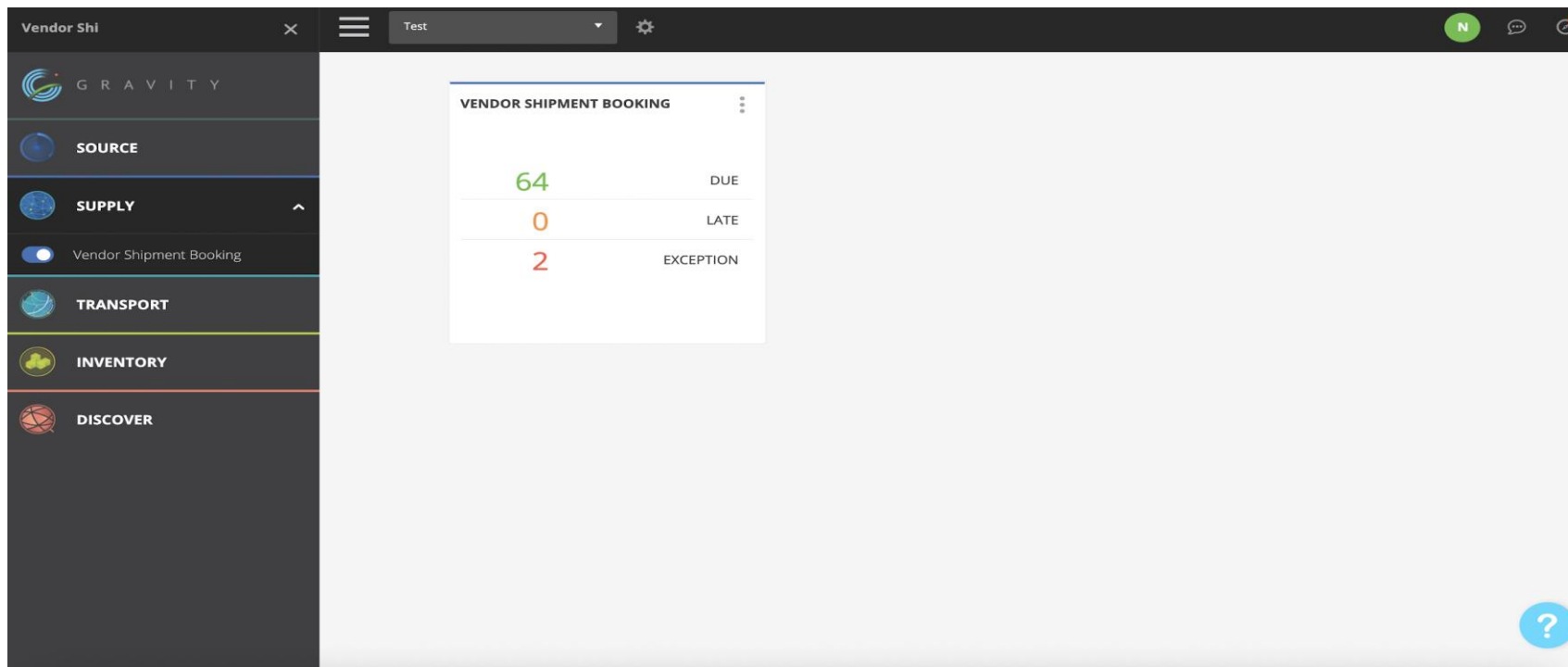
☒	Customer	Vendor	Factory	Mode	POL	Original Expected Date	Proposed Expected Date	Into DC Date	Proposed Into DC Date	Order No	PO Version	Drop	Category	Priority	Department	PO Quantity
☒	Ridge Clothing	Bombay Garments		AIR	Soekarno-Hatta Apt/Jakarta	17-Sep-2022		24-Sep-2022		180013		1				100.00

2. Rejecting an order within the Tile:
 - a. Within the 'Awaiting' tab, select the appropriate orders, as detailed in the previous step.
 - b. A New screen will populate, then select the correct Reason Code and add any other appropriate comments.
 - The user can also propose a new Cargo Ready Date, Cost per Item and Quantity when rejecting a PO.
 - Select 'Reject' once complete.
 - The selected orders will move to the 'Rejected' tab. Under standard configuration, orders will not be visible within the Vendor Shipment Booking tab, until they have been resolved

Vendor Shipment Booking

When the Vendor is ready to make a booking for an order then they will access the Vendor Shipment Booking Tile to update the good information such as weight, dimensions, cargo readiness date etc. The submission of a booking by the Vendor will then be received by the Forwarder, either through the user interface or through interface.

1. Accessing the Tile:
 - a. Open the Tile Drawer, select the Supply App.
 - b. Toggle the Vendor Shipment Booking Tile, as shown below. A user can search for the Tile using the search function.
 - c. The front Tile displays a count of orders that require a Vendor Shipment Booking:
 - i. **Due** – Number of (unique) orders where the Latest PO Ship Date is between 14-7 days.
 - ii. **Late** – Number of (unique) orders where the Latest PO Ship Date is within 7-1 days.
 - iii. **Exception** - Number of (unique) orders where the Latest PO Ship Date has already passed.
 - d. Click on the number portion of the Tile or the 3-dot icon on the top right of the Tile.



Vendor Shipment Booking

2. Once inside of the Tile, the user will see relevant data.
 - a. There are 2 x tabs, 'Orders Awaiting' and 'Bookings', representing the various stages of collaboration within the Tile:
 - i. 'Orders Awaiting' – Orders to be booked by the user.
 - ii. 'Bookings' – Orders that have been booked.
 - b. You can sort orders by Due, Late, or Exception by toggling either of the options at the top of the screen.
 - c. You can filter by Customer, Vendor, Factory, Consignee, POL, Mode, Order Number, Dangerous Goods, or Temperature by selecting the icon to the right of the search bar. Enter in the desired fields then click 'Search' or just click 'Search' to return all data.
 - d. You can drill down into order/item/SKU details by selecting the arrow to the left of the customer name.
 - e. If you select the check box (1 or multiple) on the right side, the 'Create' button will be on the bottom right of the screen, otherwise, the 'Create' button will be on the far-right side, on the same line of the order.

VENDOR SHIPMENT BOOKING
⚠ You are currently signed onto a UAT site.
CLOSE

SEARCH
⌵

☒ Due
☐ Late
☐ Exception

ORDERS AWAITING
BOOKINGS

	Customer	Vendor	Factory	Consignee	DC	Notify Party	POL	Mode	↑ Order No	Item Code	Description	Dangerous Goods	Temperature	Drop	Ship Date	Pack Type	Category
☐ ▶	Clothes Style	Boston BBQ						Sea	477574336	545745763	Shoes			1			
☐ ▶	Clothes Style	Hangzhou Simei Apparel Co Ltd			Masfield Warehouse		Shanghai	Sea	7864578	24532	2056057			1	29-Mar-2019	Boxed	
☐ ▶	Clothes Style	BLUE CLOTHING CO LTD			North Ryde Warehouse			Sea	99999	10002	Earphones			1	01-Nov-2019		
☐ ▶	Clothes Style	BLUE CLOTHING CO LTD			Smeaton Grange Warehouse			Sea	99999	10003	Stereo			2	01-Nov-2019		
☐ ▶	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0005	10001	White Shirts			CallOff1			
☐ ▶	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0005	10002	Red Shirts			CallOff1			
☐ ▶	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0005	10003	Blue Shirts			CallOff1			
☐ ▶	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0006	10001	White Shirts			CallOff1			
☐ ▶	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0006	10002	Red Shirts			CallOff1			
☐ ▶	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0006	10003	Blue Shirts			CallOff1			

1/4
79 Records
⌵

Vendor Shipment Booking

3.

Creating a new Vendor Shipment Booking:

- Select the required order to be booked. Click 'Create'. The user can select multiple, part, and full order (by item & SKU)
- Update all relevant information for your booking. Order data will automatically be brought though into the booking where relevant.

VENDOR SHIPMENT BOOKING You are currently signed onto a UAT site. CLOSE

SEARCH Due Late Exception ORDERS AWAITING BOOKINGS

	Customer	Vendor	Factory	Consignee	DC	Notify Party	POL	Mode	Order No	Item Code	Description	Dangerous Goods	Temperature	Drop	Ship Date
▶	Clothes Style	Boston BBQ						Sea	477574336	545745763	Shoes			1	
▶	Clothes Style	Hangzhou Simei Apparel Co Ltd			Masfield Warehouse		Shanghai	Sea	7864578	24532	2056057			1	29-Mar-201
☒	Clothes Style	BLUE CLOTHING CO LTD			North Ryde Warehouse			Sea	99999	10002	Earphones			1	01-Nov-201
+	SKU	Commodity			L (cm)		W (cm)		H (cm)		Item Qty		Draft Qty		Booked Qty
☒											200		0		
☐	Clothes Style	BLUE CLOTHING CO LTD			Smeaton Grange Warehouse			Sea	99999	10003	Stereo			2	01-Nov-201
▶	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0005	10001	White Shirts			CallOff1	
▶	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0005	10002	Red Shirts			CallOff1	
▶	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0005	10003	Blue Shirts			CallOff1	

1/4 1 Orders Selected 1 Items Selected CREATE

- Mandatory fields are marked with a red marker as shown below however it is important that the Vendor keys in as much details as possible

CREATE/EDIT BOOKING You are currently signed onto a UAT site. CLOSE

Booking Status **Draft** Reference **VEN-16406**

1 Booking Details

2 Order Detail List

3 Preview and Download

Shipper
HAMMER R US

Factory
Click to add factory

Consignee
Nick's Electronics

Notify Parties
Click to add notify parties
[+ Add Notify Party](#)

Dangerous Goods

Route & Mode
Sea from POL to **POD**

Load Type & Container
CY/CY (FCL) Container Type

Cargo
Ready at Cargo Location on Date

Total Gross Weight **Total CBM**

Cargo Measurement
L (cm) x W (cm) x H (cm) Qty Pack Type Non-stackable

Pack Type
Outers

DELETE DRAFT SAVE DRAFT BOOK

Important Tips :-

- Under Booking details section Vendor can add Pallet details, pallet dimensions, Batch details, Expiry details on the Remarks section. Any additional information can be mentioned in this section.
- On the Order details list Vendor can choose package type as "carton" and enter carton qty and carton dimensions
- Using the Preview and download section, Vendor can email Shipment order to MedSupply Representative directly once the booking is created

Vendor Shipment Booking

- d. The 'Booking Details' tab captures header-level information for the booking.
- e. The 'Order Detail List' tab captures specific order, item, SKU data. The Vendor can make SKU-level changes to the booking, as shown below. Balances/split-shipments are based upon the 'Booked Qty' and therefore anything not booked versus the 'PO Qty' will remain in the 'Awaiting' tab to be booked.

CREATE/EDIT BOOKING

You are currently signed onto a UAT site.

CLOSE

SEARCH

Booking Status **Draft** Reference **VEN-16406**

ORDERS SELECTED AVAILABLE PO

1 Booking Details

2 Order Detail List

3 Preview and Download

☐	Customer	Vendor	DC	POL	Mode	† Order No	Item Code	Description	Dangerous Goods	Temperature	Drop	PO Qty	Allocated Qty	Booking Qty	Booked Qty	Available Qty	Booking Carton	Booking CBM	Booking Gross Weight	
☐	Clothes Style	BLUE CLOTHING CO LTD	North Ryde Warehouse		Sea	99999	10002	Earphones			1	200	0	200	0	0	0	0	0	

☐	SKU	Commodity	Pack Type	Size	Colour	1st Assistant Production	PO Qty	Booking Qty	Booked Qty	Available Qty	Booked Cartons	L (cm)	W (cm)	H (cm)	Booked CBM	Booked Gross Weight	Non-stackable	
☐			Select			Add	200	200	0	0	0	Add	Add	Add	0	0	☐	

<

>

1 / 1

1 Record

DELETE DRAFT

SAVE DRAFT

BOOK

?

Vendor Shipment Booking

- f. Once all required fields have been entered, then select either 'Delete Draft', 'Save Draft' or 'Book' in the bottom right-hand corner of the page:
- 'Delete Draft' will delete the entire booking and the order will remain within the 'Awaiting' tab.
 - 'Save Draft' will not submit the booking (i.e., Complete). However, the order will move to the 'Bookings' tab, but remain in draft status. The booking will therefore need to be completed at a later date, in order to progress.
 - 'Book' will complete the Vendor Shipment Booking and move the order to the 'Bookings' tab. It will also become visible to the Forwarder within the 3PL Shipment Booking Tile. A Shipping Order will also be generated within the Tile and the 'Preview and Download' tab and can be downloaded or emailed to a chosen inbox. It is important to note that once booked, the order will move to the next stage of the workflow and the process for subsequent amendments should be agreed upon by all relevant parties.

CREATE/EDIT BOOKING You are currently signed onto a UAT site. CLOSE

Booking Status: **Booked** Reference: **VEN-5924**

1 Booking Details
2 Order Detail List
3 **Preview and Download**

Send Shipping Order

To:

Subject:

Comment:

SEND

* This is a preview of the shipping order form. The booking is not active until you submit it.

DOWNLOAD PDF

Vendor Booking Report - VEN-5924 1 / 1 100% + - 📄 🔗 📄 🖨 ⋮

(UTC +0)

SHIPPING ORDER Ref: VEN-5924 Created: 01-Jun-2020

SHIPPER green shoes 121 Hk street, hong kong		CONSIGNEE AET GROUP PTY LTD UNIT 2 504 FULLARTON ROAD, AIRPORT WEST, VC, AUDEL +61399883355	
FACTORY SHANGHAI GREATWAY INDUSTRY CO., LTD 18TH BUILDING, NO. 4916 SOUTH HONGMEI ROAD, MINHANG SHANGHAI +8618645634563		NOTIFY PARTY	
Place of receipt Port of loading Port of discharge Mode Inco term Named Place Payment term Marks and numbers	Shanghai CFS Shanghai Seattle Sea Carriage and Insurance Paid	Cargo ready date Cargo ready location Load type Container type Total Gross Weight Total CBM Pack Type Outers Description BOL Type Cargo measurement	01-Jun-2020 Shanghai CFS CYICY (FCL) 20HC x 1
Marks & Numbers			
SPECIAL HANDLING			
Dangerous goods	No		
Letter of credit	No		
License	No		
Insurance arranged	No		
Remark			

Total Quantity **100.00 Pieces** Total no. of cartons **0 Cartons** Total Gross weight **0.00 Kg** Total volume **500.00 cbm**

Vendor Shipment Booking

4. Editing or Cancelling a Vendor Shipment Booking:
 - a. Orders booked or saved as drafts are no longer available in the Awaiting tab.
 - b. Select the 'Bookings' tab in the top right of the page. You can sort list by Drafts or Bookings by selecting the toggles at the top of the screen. Search/Filter functionalities are also still available to assist.
 - c. Select the order that you wish to Edit/Cancel and click 'Edit'
 - d. To edit an existing booking, make the required changes and then click 'Save Draft' or 'Save Booking'
 - e. To cancel the Vendor Shipment Booking and send back to the Awaiting tab, then select 'Cancel Draft' or 'Cancel Booking' within the Edit screen.

VENDOR SHIPMENT BOOKING

You are currently signed onto a UAT site.

SEARCH

☒ Drafts ☐ Booked

ORDERS AWAITING BOOKINGS

Booking Reference	Order Number	Customer	Vendor	Factory	Consignee	DC	Notify Party	POL / Loading Location	Loading Zip	POD / Unloading Location	Unloading Zip	Mode	Category	Priority	Cargo Ready Date	Created Date	Booked By	
VEN-16406	99999	Clothes Style	BLUE CLOTHING CO LTD		Nick's Electronics	North Style Warehouse						Sea				21-Mar-2022	Nick Daly	EDIT
VEN-3805	HB-0004	Clothes Style	BAZAAR KONNECTIONS	AJN GLASS & GLAZING PTY LTD	Consignee name			Puerto Cortes		Caucedo		Sea			20-Oct-2020	15-Oct-2020	Richard Ling	EDIT
VEN-3803	HB-0005	Clothes Style	BAZAAR KONNECTIONS	Good Clothes Ltd	Consignee name			Puerto Cortes		Caucedo		Sea			30-Jan-2020	29-Jan-2020	Richard Ling	EDIT
VEN-3806	HB-0009	Clothes Style	J&B HONG GARMENT CO LTD	Mari Garments Trading Ltd	Consignee name			Puerto Cortes		Caucedo		Sea			01-Feb-2020	30-Jan-2020	Richard Ling	EDIT
VEN-15378	TestGW	Clothes Style	Hangzhou Simei Apparel Co Ltd		AET GROUP PTY LTD	Madfield Warehouse		Shanghai		Long Beach		Sea			30-Aug-2021	30-Aug-2021	Don Ogden	EDIT
VEN-5924	Training 1	Home Style	HK Clothing Ltd	SHANGHAI GREATWAY INDUSTRY CO., LTD	AET GROUP PTY LTD	North Style Warehouse		Shanghai		Seattle		Sea			01-Jun-2020	01-Jun-2020	Don Ogden	EDIT

1 ?

CREATE/EDIT BOOKING

You are currently signed onto a UAT site.

CLOSE

Booking Status: Booked Reference: VEN-5924

1 Booking Details

2 Order Detail List

3 Preview and Download

Shipper

green shoes

Factory

SHANGHAI GREATWAY INDUSTRY CO., LTD

Consignee

AET GROUP PTY LTD

Notify Parties

Click to add notify parties

+ Add Notify Party

Dangerous Goods

Letter of Credit

Route & Mode

Sea from Shanghai to Seattle

Load Type & Container

CV/CY (FCL) 20HC x 1

Cargo

Ready at Shanghai CFS on 01-Jun-2020

Total Gross Weight

Total CBM

Cargo Measurement

Pack Type

Outers

Description

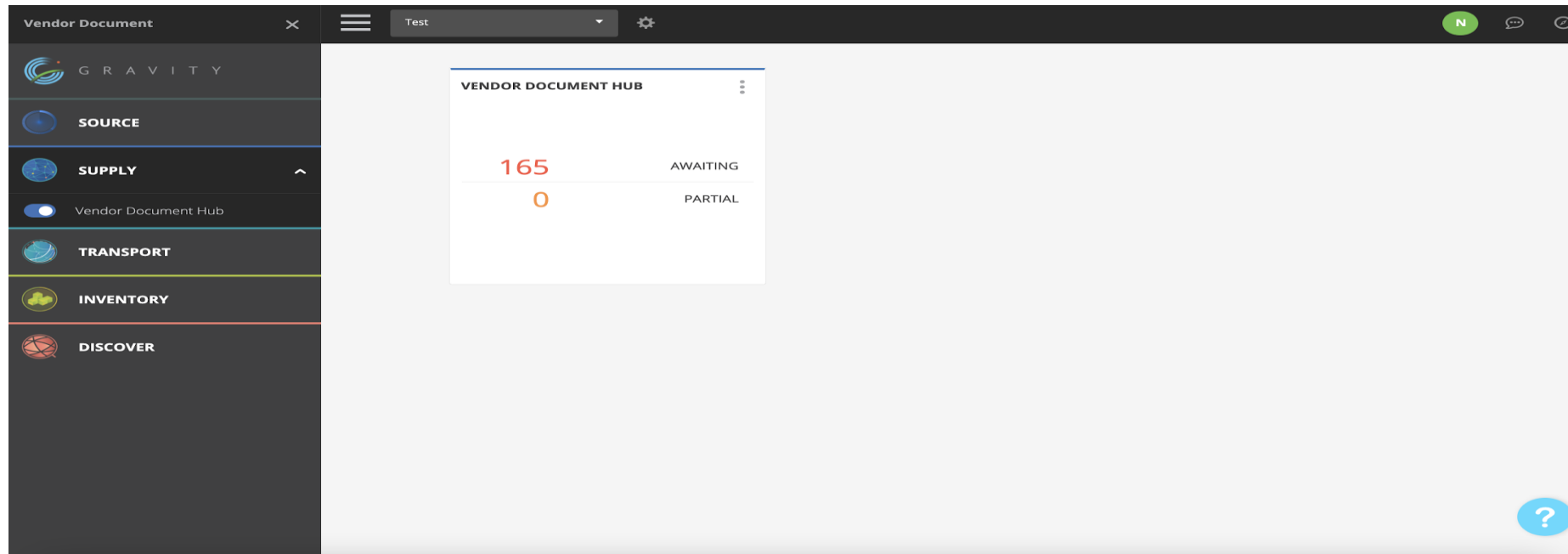
BOL Type

1 ?

Vendor Document Hub

The Vendor Document Hub Tile is available for users to upload/create shipping documentation to share with other users.

1. Accessing the Tile:
 - a. Open the Tile Drawer, select the Supply App and toggle the Vendor Document Hub Tile, as shown below. The user can search for the Tile using the search function.
 - b. The front Tile displays a count of orders within the Tile:
 - i. **Awaiting** – Number of (unique) orders where no documents have been uploaded/created.
 - ii. **Partial** – Number of (unique) orders where partial documents have been uploaded/created.
 - c. Click on the numbers portion of the Tile or use the 3-dot icon in the top right of the Tile.



Vendor Document Hub

2. To upload documents within the Tile:
 - a. Select the order to upload against and click 'Upload Documents'

VENDOR DOCUMENT HUB CLOSE

SEARCH Awaiting Partial Full set

Customer	Vendor	Factory	Order Number	Drop	Vendor Booking Reference	HLB	Container No.	Invoice No.	Origin Country	POL
☒	Ridge Clothing	India Exports	100012			BLRADUR20170531	CSQU3054383		India	Wipro SEZ/Kolkata
	Item Code	SKU	UPC	Description	Colour	Size	Quantity	Cartons		
	2467080	24670800121		Trousers	Black	S	11			
	2467080	24670800122		Trousers	Black	M	9			
	2467080	24670800123		Trousers	Black	L	36			
	2467080	24670800124		Trousers	Black	XL	29			
	2467080	24670800125		Trousers	Black	XXL	15			
☐	Ridge Clothing	Bombay Garments	10023	1					Malaysia	Port Klang (Pelabuhan Klang)
☐	Ridge Clothing	India Woolen	101111						India	New Delhi
☐	Ridge Clothing	Vietnam Exports	103112			HCMSF88172	TGHU7599330		Viet Nam	Ho Chi Minh City

1 / 7 162 POs 1 PO Selected

UPLOAD DOCUMENTS

Awaiting

Upload Documents Here

☐ Pending ☒ Approved

No Documents Uploaded Yet

- b. Browse or 'drag and drop' the required documents. Upload into the platform.

VENDOR DOCUMENT HUB CLOSE

1 Purchase Order Selected SAVE CHANGES

Please Drag & Drop or BROWSE...

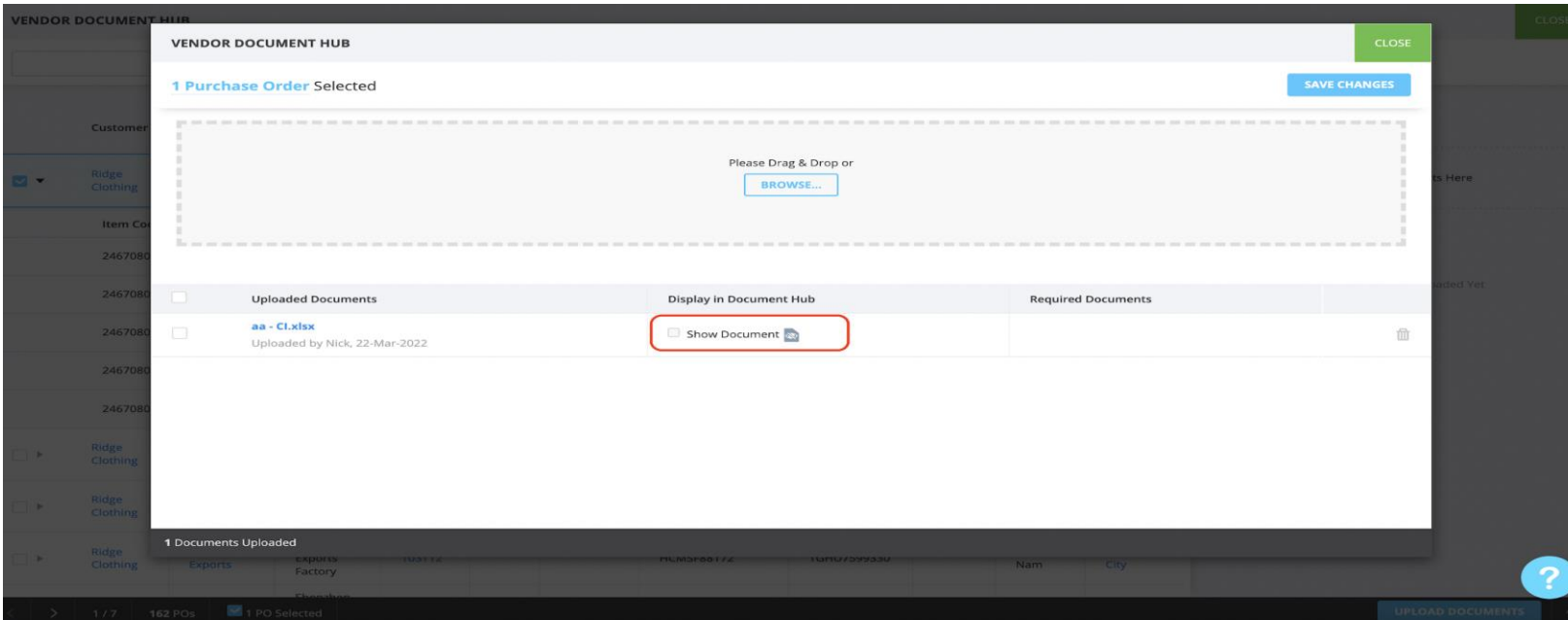
Uploaded Documents	Display in Document Hub	Required Documents

0 Documents Uploaded

1 / 7 162 POs 1 PO Selected

UPLOAD DOCUMENTS

Vendor Document Hub



c. Select whether the documents should be visible within the Document Hub (A Tile visible by the Forwarder and customer). It is important to note that only documents uploaded after completion of the Manifest within Gravity will become visible within the Document Hub.

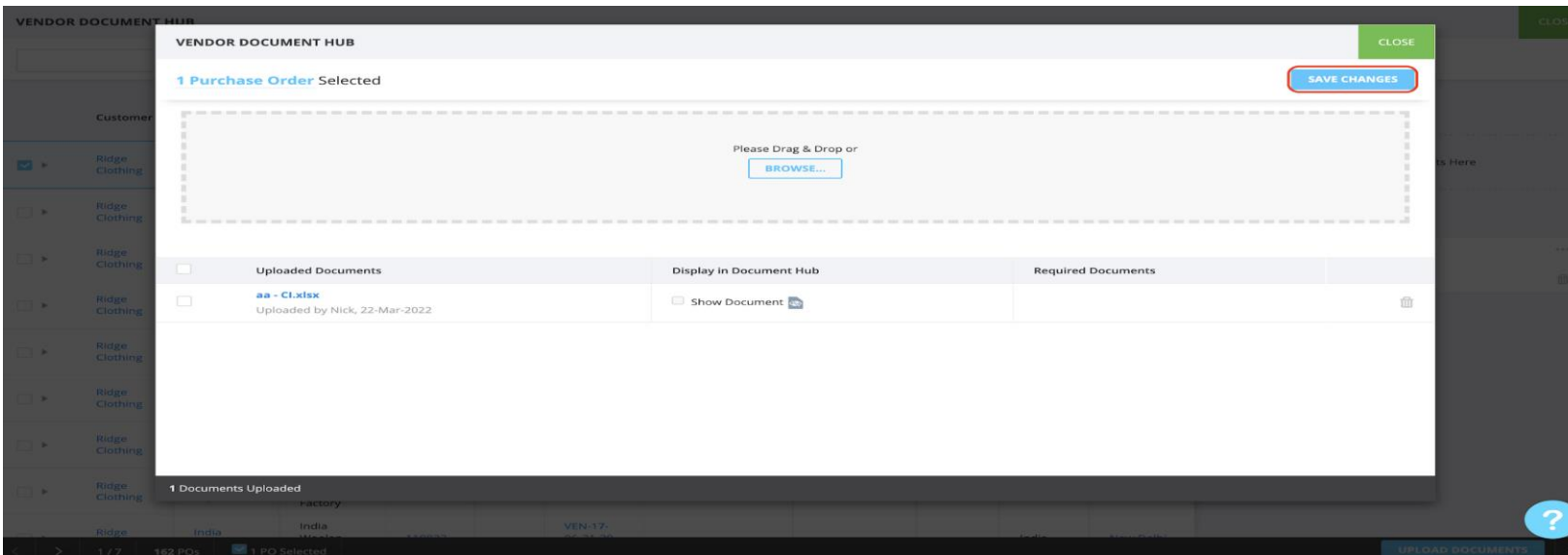
d. Once all documents have been uploaded, then select 'Save Changes'

e. Documents should now be visible against the order within the Tile

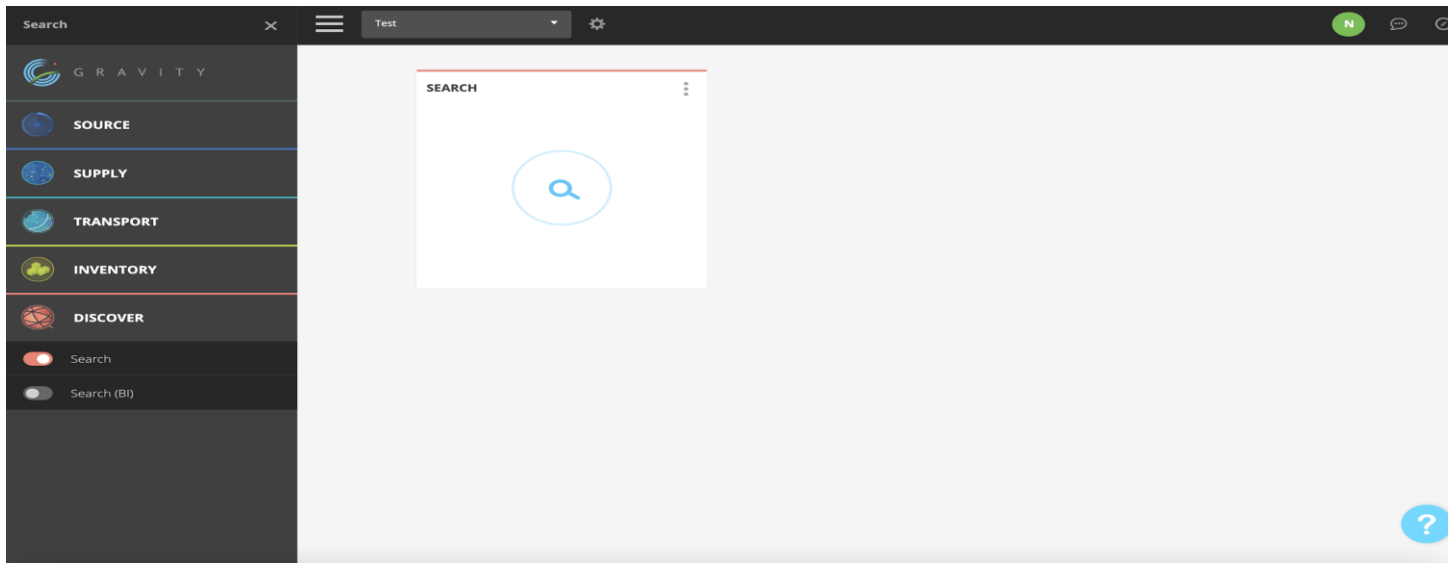
f. You can download the document by selecting the document name.

g. Documents can be deleted from view by selecting the trash can icon next to the document.

h. Documents can be approved by selecting the 3-dot icon against the document.



Search Functionality



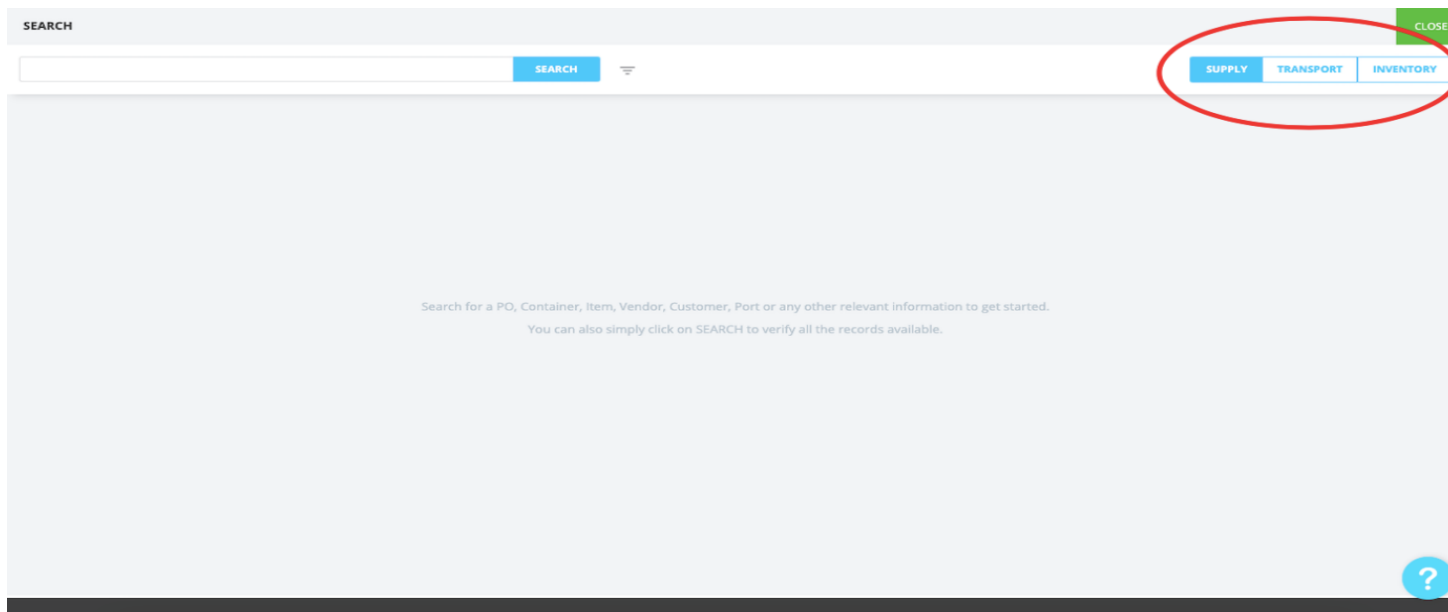
The Search Tile allows a user to view all data in the platform in tabular format.

1. Accessing the Tile:

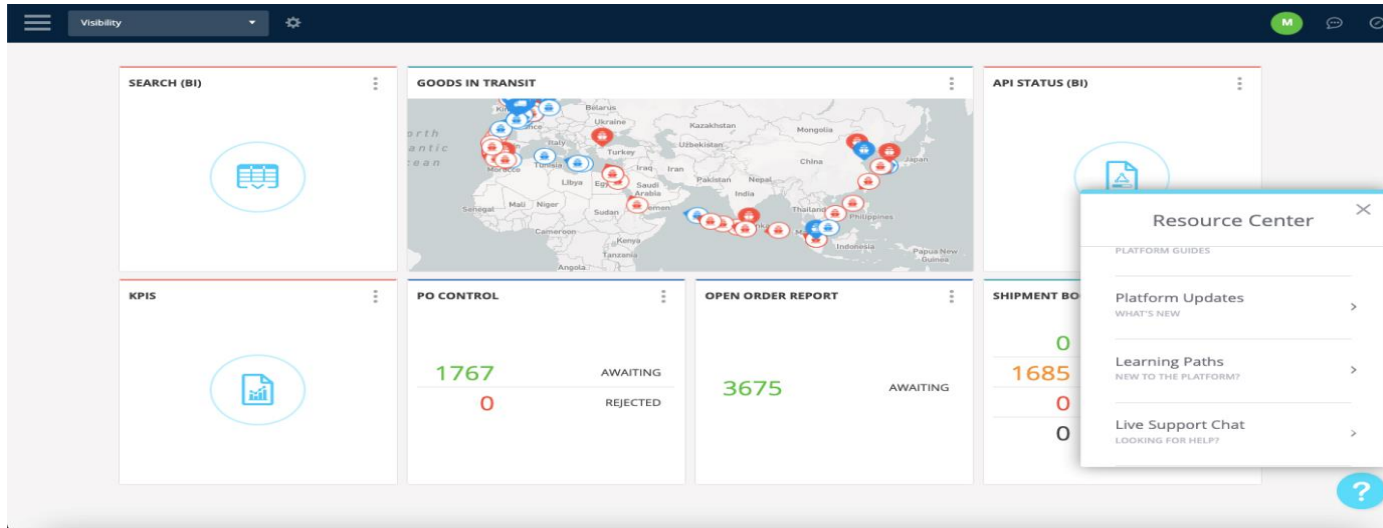
- a. From the Tile Drawer, select the Discover App, then select the Search Tile. Search resides in the Discover App or can be found using the search bar.
- b. Click anywhere on the Search Tile to open.

2. Filtering:

- a. When you first enter the Tile, you can choose to click 'Search', which will present all data, or filter by specifics.
- b. Tab view - You can filter the data based on the type of information required using the 3 filters Supply, Transport, and Inventory:
 - Supply – Data from PO creation to booking.
 - Transport – Data from shipment departure to shipment arrival.
 - Inventory – Data from shipment arrival to landside delivery

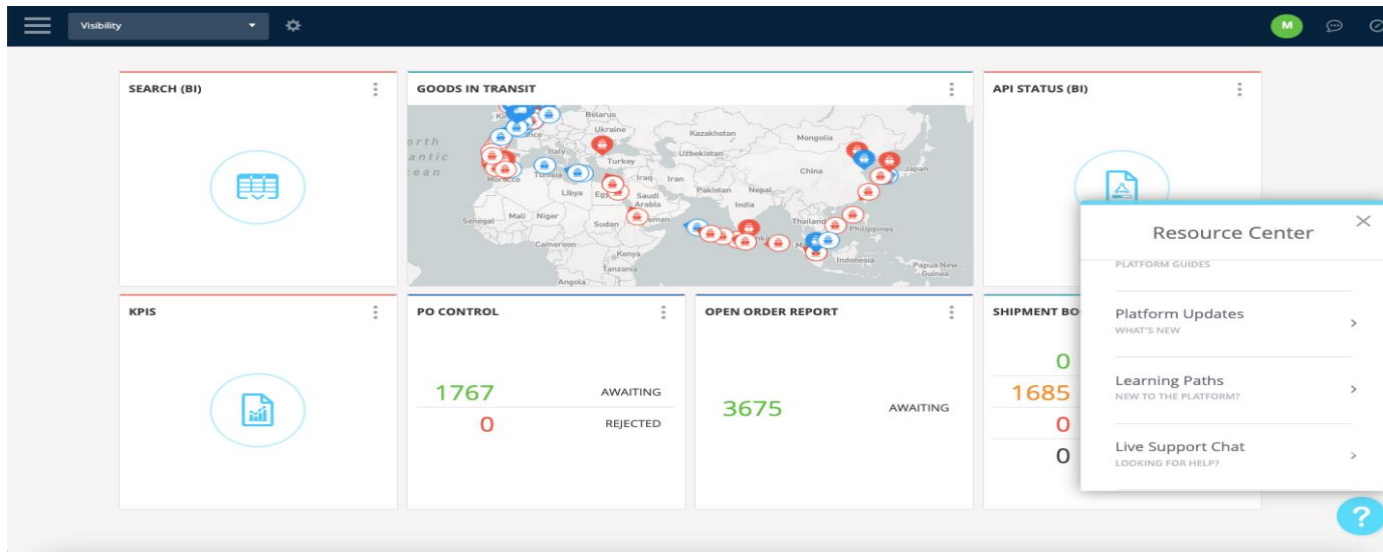


Resource Center



The Resource Center helps the user to navigate throughout the platform. The Resource Center contains the following support:

- Live Support Chat – 1st line support to chat to the team if you require assistance.
- Platform Updates – Weekly scheduled release notes.
- Guide List – In-platform navigation to help you find your way around.



To access the Resource Center:

- On the bottom right-hand corner of your screen, you can access the Resource Center by clicking on the question mark icon.
- Select the resource with which you would like to progress accordingly.

For enquiries, please reach out to MedSupply Team.

Thank you!