



## Vendor Collaboration Vendor

### 1.0 Pre-Requisites

- 1.1 Internet Access
- 1.2 User name and password
  - 1.2.1 Assigned by Hannaford Web Application Administrator

### 2.0 Objective or Purpose

- 2.1 The Vendor Collaboration tool includes the Vendor Collaboration and the Vendor Scorecard.
- 2.2 The Vendor Collaboration tool provides item inventory and movement by Distribution Center, State, or store level.
- 2.3 The Vendor Scorecard provides a monthly scorecard for the top-200 Warehouse vendors and their packaged (UPC) goods, allowing a Category Manager to benchmark the performance of vendors against their peers.
  - 2.3.1 The key metrics in this scorecard covers,
    - 2.3.1.1. Sales
    - 2.3.1.2. DC and Store Inventory
    - 2.3.1.3. Vendor Shipments (DC Receiving)
    - 2.3.1.4. Account Payables

### 3.0 Responsibility

- 3.1 Supply Chain
- 3.2 Vendor

### 4.0 Equipment / Systems / Reports

- 4.1 Internet
  - 4.1.1 Hannaford, <http://www.hannaford.com/>
  - 4.1.2 Hannaford Vendor B2B, <http://b2b.hannaford.com/>

### 5.0 Glossary of Terms

- 5.1 ASN- Advanced Ship Notice
- 5.2 B2B (Business-to-business)- the exchange of products, services, or information between businesses rather than between businesses and consumers.
- 5.3 EDI- Electronic Data Interchange- The paperless exchange of standard business transactions or information by electronic computer-to-computer transfer, generally requiring little or no human intervention. The computer-to-computer transmission of business information between trading partners.

## 6.0 How to Perform the Task and Exceptions

### Access

- 6.1 Access 'Vendor Collaboration' through the Hannaford homepage or Vendor 'B2B'
  - 6.1.1 Hannaford homepage (<http://www.hannaford.com/>)
    - 6.1.1.1. Go to 'Our Company'
    - 6.1.1.2. Select 'Vendors'
  - 6.1.2 Or open directly to Hannaford Vendor 'B2B' (<http://b2b.hannaford.com/>)
  - 6.1.3 Vendor Resource Links page will open
  - 6.1.4 Select 'Vendor Collaboration'
  - 6.1.5 Web login
    - 6.1.5.1. Username
    - 6.1.5.2. Password

### Vendor Collaboration

- 6.2 Vendor Search
  - 6.2.1 DSD or Warehouse
  - 6.2.2 Broker ID
  - 6.2.3 Corporate ID
  - 6.2.4 Vendor ID
- 6.3 Select Items
- 6.4 Select Location
- 6.5 Select Date
- 6.6 Ability to view a report or download to MS Excel

**Select Items**     New Items     All Items

**Show Items belonging to following departments**

All Departments

<input checked="" type="checkbox"/> Dairy	<input checked="" type="checkbox"/> Gen Merchandise	<input checked="" type="checkbox"/> Health & Beauty Care
<input checked="" type="checkbox"/> Deli	<input checked="" type="checkbox"/> R/x	<input checked="" type="checkbox"/> Frozen
<input checked="" type="checkbox"/> Meat	<input checked="" type="checkbox"/> Grocery	<input checked="" type="checkbox"/> Produce

UPC:      Select All    **Get Items**

<input type="checkbox"/> All	UPC ↑	Item Description	Dept
<input type="checkbox"/>	UPC	Item Description	GROCERY
<input type="checkbox"/>			GROCERY
<input type="checkbox"/>			GROCERY
<input type="checkbox"/>			GROCERY
<input type="checkbox"/>			GROCERY
<input type="checkbox"/>			GROCERY
<input type="checkbox"/>			GROCERY
<input type="checkbox"/>			GROCERY
<input type="checkbox"/>			GROCERY
<input type="checkbox"/>			GROCERY
<input type="checkbox"/>			GROCERY

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**Select Location**

All DCs     01     02     08

**Show stores in following states**

All States

MA     FL     NY     NH     ME

VT

Select All    **Get Location**

<input type="checkbox"/> All	Store ↑	Store Name	State
<input type="checkbox"/>	0003	HRD LEOMINSTER LN MA	MA
<input type="checkbox"/>	0004	HRD MARLBOROUGH MA	MA
<input type="checkbox"/>	0005	HRD MIDDLEBORO MA	MA
<input type="checkbox"/>	0007	HRD HUDSON MA	MA
<input type="checkbox"/>	0008	HRD KINGSTON SMMR MA	MA
<input type="checkbox"/>	0009	HRD TOWNSEND MA	MA
<input type="checkbox"/>	0010	HRD AYER MA	MA
<input type="checkbox"/>	0011	HRD N. BROOKFIELD MA	MA
<input type="checkbox"/>	0012	HRD LEOMINSTER TW MA	MA
<input type="checkbox"/>	0013	HRD CLINTON BROOK MA	MA

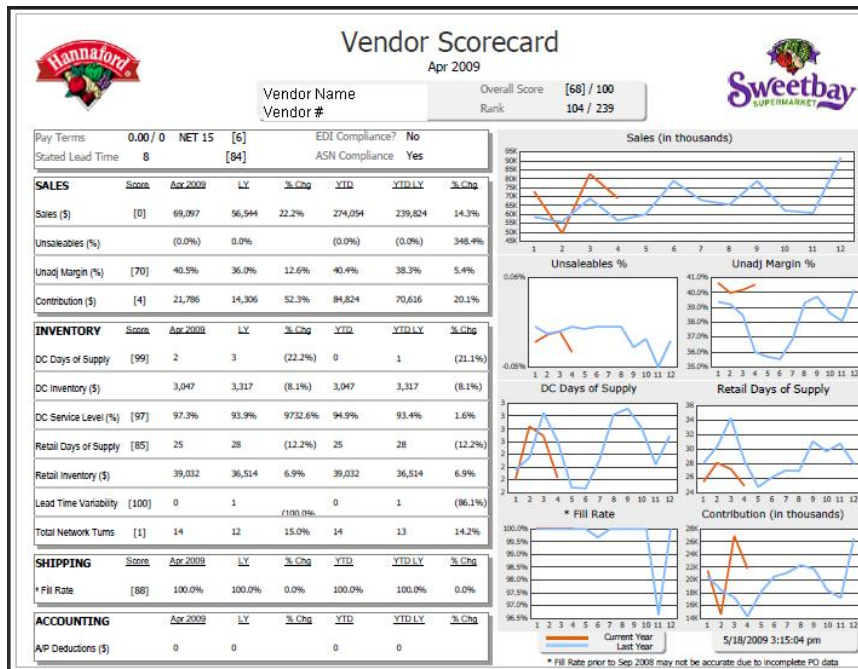
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**Select Date**

From:     To:     **View Report**    **Download To Excel**    **Return**

**Vendor Scorecard**

- 6.7 Select Vendor Scorecard
- 6.8 Vendor Search
  - 6.8.1 Select Vendor Id
    - 6.8.1.1 Dropdown selection of your vendor number(s)
  - 6.8.2 Sales Period
    - 6.8.2.1 Dropdown selection for year and month
- 6.9 Select View Report (In Flash) or Download PDF
  - 6.9.1 Both options display same information, different format.
    - Detail
    - 6.9.2 Vendor Scorecard
      - 6.9.2.1 Overall Score
      - 6.9.2.2 Rank
      - 6.9.2.3 Pay Terms
      - 6.9.2.4 Stated Lead Time
        - 6.9.2.4.1 Average lead time (number of days) for all shipments to DCs.
      - 6.9.2.5 EDI Compliance
      - 6.9.2.6 ASN Compliance
        - 6.9.2.6.1 'N' if no PO for Vendor in specified month
    - 6.9.3 Sales
    - 6.9.4 Inventory
    - 6.9.5 Shipping
    - 6.9.6 Accounting



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