

**Oracle® Retail Brand Compliance Management
Cloud Service**

Supplier User Guide

Release 18.3

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Oracle Retail Brand Compliance Management Cloud Service Supplier User Guide,
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Preface

This document describes the Oracle Retail Brand Compliance Management Cloud Service Supplier user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is intended for the users of the Oracle Retail Brand Compliance Management Cloud Service Supplier module.

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Related Documents

For more information, see the following documents in the Oracle Retail Brand Compliance Management Cloud Service Release 18.3 documentation set:

- *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Implementation Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Release Notes*
- *Oracle Retail Brand Compliance Management Cloud Service User Guide*

For information on the Oracle Retail Brand Compliance Management Cloud Service modules, see the following documents:

- *Oracle Retail Brand Compliance Management Cloud Service Product User Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Project User Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Reports User Guide*

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Oracle Retail product documentation is available on the following web site:

<https://docs.oracle.com/en/industries/retail/index.html>

(Data Model documents can be obtained through My Oracle Support.)

Conventions

The following text conventions are used in this document:

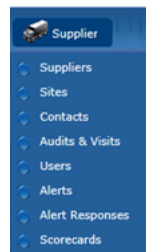
Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Introduction

The Supplier module provides capabilities to manage suppliers including the identification, selection, and approval of suppliers.

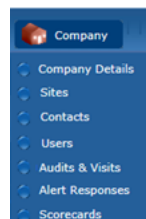
To access a Supplier option, select the option from the Supplier drop-down list.

Figure 1–1 Supplier Drop-Down List



The supplier user accesses the Supplier options through Company rather than Supplier.

Figure 1–2 Supplier Options from Company Drop-Down List



For information on the choices in the drop-down list, see the chapter shown in [Table 1–1](#). For information on the Users option, see the *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*.

Table 1–1 Description of Supplier Drop-Down Choices

Option	Description	Chapter
Suppliers	Maintenance of the supplier account details.	Chapter 2
Sites	Maintenance of the supplier's individual manufacturing and packing location details.	Chapter 3
Contacts	Maintenance of the individual contacts at the supplier and site locations.	Chapter 4

Table 1–1 (Cont.) Description of Supplier Drop-Down Choices

Option	Description	Chapter
Alerts and Alert Responses	Process for the retailer/portal owner to issue alerts and manage alert responses.	Chapter 5
Audits & Visits	Management of the regular auditing program for the supplier base.	Chapter 6
Scorecards	Management of the regular performance assessment program for the supplier base.	Chapter 7

Available Options Based on Type of User

Retailer and supplier users may have access to the Supplier module. Based on the type of user, the options are typically presented in the following manner:

- **Retailer users**

Retailer users see both Company (for the retailer) and Supplier (their suppliers).

Under Company:

- Company Details: Name and address details of the retailer.
- Users: List of all retailer users.
- Admin: Administration options if the user has access to any options.

Under Supplier:

- Suppliers: List of all supplier records.
- Sites: List of all site records.
- Contacts: List of all supplier/site contacts for all suppliers and sites.
- Users: List of all supplier/site users for all suppliers and sites.
- Audits & Visits: Work with audits and visits if the user has access to that module.
- Alerts: Work with alerts if the user has access to that module.
- Scorecards: Work with scorecards if the user has access to that module.

- **Suppliers users**

Supplier users see Company (for their organization):

- Company Details: Supplier record.
- Sites: List of the supplier's sites with which the user is associated.
- Contacts: List of the supplier's supplier and site contacts. A site user only sees the contacts for the sites with which they are associated.
- Users: List of the supplier's supplier and site users. A site user only sees the users for the sites with which they are associated.
- Audits & Visits: Work with audits and visits if the user has access to that module.
- Alerts: Work with alerts if the user has access to that module.
- Scorecards: Work with scorecards if the user has access to that module.

Authority Profiles

The following authority profiles are available for retailer users to provide access to maintain supplier and site records:

Supplier & Site Administrator

The Supplier & Site Administrator Authority Profile is available to allow retailer users to edit all the fields in a supplier or site record. This authority profile can be assigned to a user role or a specific retailer user.

Supplier User Editor

The Supplier User Editor Authority Profile is available to allow retailer users to edit all the fields in a supplier user record, except for roles and permissions. This authority profile can be assigned to a user role or a specific retailer user.

Supplier Contacts Administrator

The Supplier Contacts Administrator Authority Profile is available to allow retailer users to create, edit, and delete supplier contacts. This authority profile can be assigned to a user role or a specific retailer user.

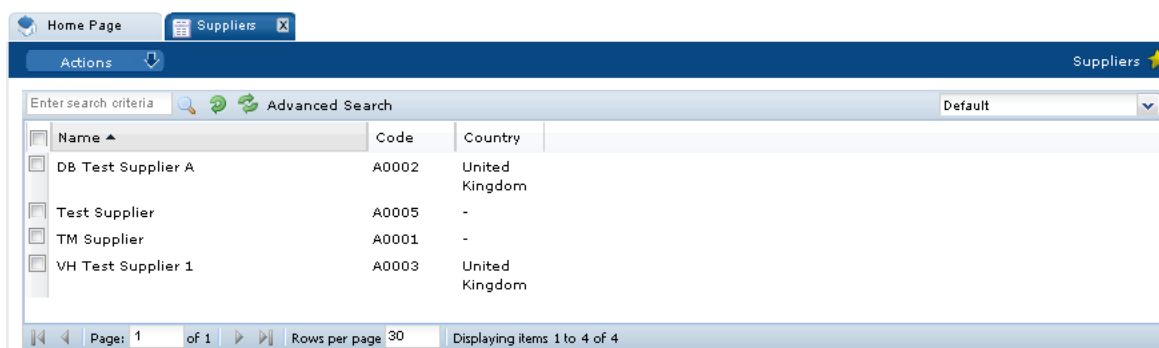
Getting Started

Before using Supplier, be sure that you are familiar with the user interface. If you need more information, see the *Oracle Retail Brand Compliance Management Cloud Service User Guide*. This User Guide covers the login, home page, and user interface.

Supplier Management

To work with suppliers, select the Suppliers option from the Supplier drop-down list. The Suppliers tab opens. This page shows the list of available suppliers.

Figure 2–1 Suppliers Page



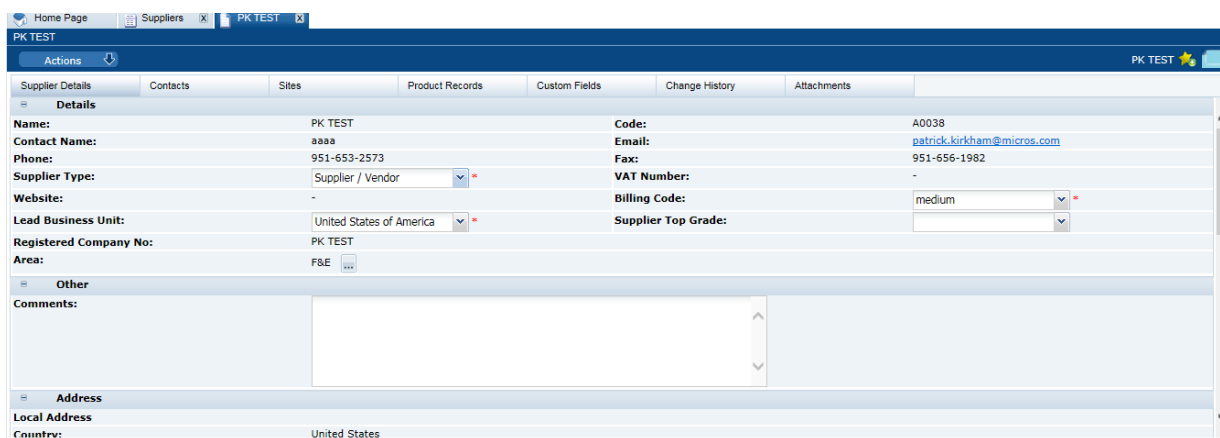
The list shows the suppliers in order by supplier name. For each supplier, the supplier code and country are also shown.

The following actions are available:

- New Supplier: For more information, see ["Registration."](#)
- New Alert: For more information, see [Chapter 5](#).

To see the details for a specific supplier, double-click the row. A tab opens with the details. You can also select the View or Edit actions.

Figure 2–2 Supplier Details



The following subtabs are available. Select a subtab to see the information for the supplier:

- Supplier Details
- Contacts: List of contacts for the supplier.
- Sites: List of the supplier's site locations.
- Product Records: If Product is purchased and implemented, list of product records.
- Linked Suppliers: If enabled, the number of linked suppliers is shown in parentheses on the subtab.
- Custom Fields
- Change History
- Attachments: List of documents attached to the supplier.

Registration

This section covers the steps for registering a new supplier:

- [Adding a Supplier](#)
- [Viewing Registration Requests](#)
- [Accepting the Registration](#)

All of these steps are pertinent for retailer users. For supplier users, only accepting a registration is a pertinent step.

Adding a Supplier

To add a supplier, select the New Supplier action. The Create Supplier/Site tab opens. From this page, a supplier can be added and sites for the supplier can be defined.

Figure 2–3 Create Supplier/Site Page

The screenshot displays the 'Create Supplier/Site' page with two main sections: 'Add a new Supplier' and 'Add Site'. The 'Add a new Supplier' section contains the following fields: Supplier Name, Supplier Code (pre-filled with 'A0008'), Contact Name, Language (dropdown menu showing 'English (British)'), Supplier Email, Confirm Email, Lead Business Unit, Supplier Type, Potential Supplier? (radio buttons for 'Yes' and 'No'), and Billing Code. The 'Add Site' section contains: Site Name, Site Code (pre-filled with 'A0008-0001'), Lead Business Unit, Site Type, Requires Maintenance Audit (radio buttons for 'Yes' and 'No'), Reason, Conducted By, EC Licence Number, Lead Technologist, Postal Code, and Site Categories. Navigation buttons include 'Clear all supplier fields', 'Clear all site fields', 'Add another Site', and 'Finished'.

Table 2–1 describes the fields used to add a new supplier.

Table 2–1 Add a New Supplier Fields

Field	Description
Supplier Name	Name of the supplier to be added. Mandatory field.
Supplier Code	Identifies the supplier account. Mandatory field. Depending on the Registration system parameter settings, the code may be automatically assigned by the system, may be automatically assigned and the user permitted to change it, or be manually entered by the user on creation of the account. The format of a supplier code is a letter followed by a 4-digit sequence number with leading zeroes. The supplier codes start from the letter A and 0001. For example, A0001, A0002, and so on. Only retailer users with edit access to Supplier records may change the code (where permitted); validation ensures the code is unique.
Contact Name	Name to be assigned to the first supplier user created. Mandatory field.
Language	Language of the initial supplier user. The language is selected from the list of languages supported for the module. This value defaults to the module's base language. Text is presented in the selected language when the user logs in to complete the registration process and in the initial registration request email.
Supplier Email	An email is sent to this address inviting the first supplier user to complete the registration process. Mandatory field.

Table 2–1 (Cont.) Add a New Supplier Fields

Field	Description
Confirm Email	Supplier email address reentered for confirmation. Mandatory field.
Lead Business Unit	Classification of the supplier. Mandatory field.
Supplier Type	Select the type of supplier from the drop-down list. Mandatory field.
Potential Supplier?	Setting that determines if this supplier is a potential supplier. Potential suppliers are billed when their first site is approved, rather than when registration is completed. The default is No. Mandatory field.
Billing Code	An optional field to assign a billing classification to the supplier. Selection is made from the Billing Codes glossary, but has no functional use within the system.

Table 2–2 describes the fields used to define a site for the new supplier.

Table 2–2 Add a New Site Fields

Field	Description
Site Name	Name of the site to be added. Mandatory field.
Site Code	Identifies the site account. Mandatory field. Depending on the Registration system parameter settings, the code may be automatically assigned by the system, may be automatically assigned and the user permitted to change it, or be manually entered by the user on creation of the account. Other Registration system parameters control the format of the site code and whether it must be unique across the entire portal, or just within its supplier account. The default coding method generates a 4-digit sequence number with leading zeroes, starting from 0001. For example, 0001, 0002, and so on; however, an alpha alternative sequencing such as AAAA, AAAB, and so on, may be used. The site code may also be automatically prefixed with the supplier code, such as A0001-0001. Only retailer users with edit access to Site records may change the code (where permitted); validation ensures the code is suitably unique.
Lead Business Unit	Classification of the supplier.
Site Type	Select the type of site from the drop-down list. Mandatory field.
Requires Maintenance Audit	Settings that determines if a maintenance audit is required. The default is No.
Reason	Select a reason for the maintenance audit.
Conducted By	Name of the person who conducts the maintenance audit.
EC License Number	License number for the site location.
Lead Technologist	Name of the lead technologist for the site location. Mandatory field.
Postal Code	Postal code for this site location.
Site Categories	Select the business category associated with this site. Mandatory field.

To add a new supplier:

1. Enter the information for the new supplier. For a description of the fields, see [Table 2-1](#).
2. Enter the information for a site for the supplier. For a description of the fields, see [Table 2-2](#).
3. If additional sites are needed, click **Add another site**. An additional section for information for that site appears. See Step 2.
4. When all the information is added, click **Finished**. The supplier and site information is validated.

If any site within the system contains the same value found within the Postal Code or EC Licence Number fields, the following mandatory field must be completed. The information entered for this field is added to the site's comment field.

Figure 2-4 Reason for This Site Request Field

5. If no errors are found, the Confirmation page appears.

Figure 2-5 Add a New Supplier Confirmation Page

Details

Add a new Supplier

Your request has been generated.
An email notification has been sent to ggg@org.com.

SUPPLIER DETAILS	
Supplier Name:	Magic
Supplier Code:	A0009
e-mail address:	ggg@org.com
Billing Code:	medium

Site Details	
Site Name:	Magic Site 1
Site Code:	A0009-0001
Postal Code:	
Lead Technical Manager:	P. Techie
Site Categories:	

Add another Supplier Edit Supplier Details

- To add another supplier, click **Add another Supplier**. See Step 1.
- To edit the details shown on the confirmation page, click **Edit Supplier Details**. A tab is opened in edit mode for this supplier.

Upon completion of the registration request, the following is done:

- A Supplier record is created for the supplier with the status set to Awaiting Registration.
- A Site record is created for each site with the status set to Awaiting Registration.
- A User and Person record is created for the supplier contact, using the contact name and email address:
 - The User record has the job role set to Supplier Administrator.

- The online help option is set to enabled so that any help text is available when the user initially logs in to complete the registration process.
- The user's language is set to the language selected in the registration request or the default language if none was selected.
- The EC Licence Number is assigned to the Certificate Number field within the References table against the Reference Type called EC Licence Number.
- A Logon ID is generated from the User Name field. If a person with the same Logon ID exists, an incremental number is added to the end until the Logon ID becomes unique.
- The corresponding IDCS user profile is created; the user will receive an email, instructing them to set their password in IDCS.

Viewing Registration Requests

The retailer user can view a list of all registration requests that are waiting to be completed by the supplier by selecting Supplier/Sites and then the Site Awaiting Registration view. [Figure 2–6](#) shows an example of the list.

Figure 2–6 View Registration Requests

Site Name	Site Code	Supplier Name	Country	Lead Technologist	Site Status
Test Site	A0005-0003	Test Supplier	-	Julian	Awaiting Registration

The retailer can send a reminder email message to any suppliers who have yet to complete the registration. To send the reminder, select the Re-send Registration Request action. The email message is not sent if the supplier has already registered.

Accepting the Registration

To accept the registration request:

1. In the request email message, select the link and log in using the user ID and password.

Figure 2–7 Registration Page

myOwnBrandLogo
STAPLINE

Welcome to Core 0_3. There are 5 steps to register.
You are at step 1.

> **1. Enter your supplier code**

2. Enter your company details

3. Enter your billing details

4. Enter your contact details

5. Accept the terms and conditions

Please enter your supplier code. This is the code you received from your technologist

Welcome to the Core 0_3

When you sign up to the Core 0_3 you will benefit from a dedicated system created to help you manage your site and product information in an effective way. This will provide you with many advantages, such as:

- The Document Area, which includes the Technical Policies and Codes of Practice.
- The Audits & Visits process, which records and tracks the progress and status of your site Audits and Visits. This provides you with access to monitor and follow up non conformances and for Core 0_3 to close the Audit or Visit once it is complete.
- An interactive Alerts system, which provides a method for Core 0_3 to communicate and collect responses to urgent consumer scares and issues and provide your site with important technical information.
- Access to the Product Specification process, which includes:
 - Multiple format specifications to accommodate food and non-food products
 - Generation of Pack Copy, which is electronically issued to artwork companies to provide on-pack labelling requirements
 - Online validation, to ensure product specifications conform to Core 0_3 rules prior to submission for approval by a Technologist
 - The Core 0_3 can also import specifications that have been created using certain Recipe Management Systems (RMS)
- The Homepage, which includes your personal task list and news items that Core 0_3 want you to be aware of, please check these news items every time you logon.

If you are having trouble with the registration process please call the Core 0_3 helpline on +44 845 602 9731 or alternatively e-mail

Cancel Registration Next Step >>

There are five steps in the process. The current step is displayed in bold.

2. Enter the unique supplier code and select **Next Step.**

If the entered supplier code is not valid, the Validation Errors dialog box appears. Select **Cancel** and reenter the supplier code.

Note: The supplier code is communicated to the initial supplier user outside of the system, usually through a phone call or letter. This acts as a security measure. If the auto-generated e-mail is intercepted, access cannot be gained without the supplier code.

3. Enter the company details. The registered company name is mandatory. Select **Next Step.**

Figure 2–8 Company Details

Registered company number: *

VAT number:

Head office address

Country: ▾

Address 1:

Address 2:

City:

County:

Postal/Zip Code:

GPS latitude:

GPS longitude:

Cancel Registration Next Step >>

4. Enter the billing details. To copy the corporate address for the company as the billing address, select **Copy company address. Select **Next Step**.**

Figure 2–9 Billing Details

Individual or department bills should be addressed to:

Billing Address

Country:

Address 1:

Address 2:

City:

County:

Postal/Zip Code:

GPS latitude:

GPS longitude:

[Copy company address](#)

<< Previous Step

Cancel Registration

Next Step >>

5. Enter the contact details. The company contact details are mandatory. To use the same company contact details as the billing contact details, select **Copy company contact details**. Select **Next Step**.

Figure 2–10 Company Contact Details

Company contact details

This is the person we will contact for general enquiries

Name:

Telephone number:

Fax number:

Email:

Confirm Email:

Billing contact details

This is the person we will contact with any specific billing enquiries

Name:

Telephone number:

Fax number:

Email:

[Copy company contact details](#)

<< Previous Step

Cancel Registration

Next Step >>

6. Accept the terms and conditions:
 - a. If required to accept the terms and conditions, check the box. You may choose to view the terms and conditions in any of the supported languages.
 - b. Under Other Information, enter the purchase order number.
 - c. Under Data Protection, check to box if you do not wish to receive information on software and services.

d. Select **Accept**.

To log out without completing the process, select the log out link at the top of the window. The details on the previous windows are validated and saved. The user is logged out.

Figure 2–11 Accept Terms and Conditions

[Log out \(your progress will be saved\)](#)

There are 5 steps to register.
You are at step 5.

1. Enter your supplier code
2. Enter your company details
3. Enter your billing details
4. Enter your contact details
- > 5. Accept the terms and conditions

Please check your details and accept the terms and conditions
You Will Be Charged £5000 To Register 1 Site

Company Details	
Name:	Magic Supplier
Registered company number:	rtetertert
VAT number:	
Country:	-
Address 1:	-
Address 2:	-
City:	-
County:	-
Postal/Zip Code:	-
GPS latitude:	-
GPS longitude:	-
Billing Details	
Individual or department bills should be addressed to:	ghjghjghjh
Country:	-
Address 1:	-
Address 2:	-
City:	-
County:	-
Postal/Zip Code:	-
GPS latitude:	-
GPS longitude:	-
Company Contact	
Name:	Fred
Telephone number:	4534534
Fax number:	345345
Email:	magic@org.com
Billing Contact	
Name:	Fred
Telephone number:	
Fax number:	
Email:	magic@org.com

Switch language of Ts & Cs: English (British)

☐ I accept the [TERMS AND CONDITIONS](#)

Other Information (including purchase order number)
Please enter your purchase order number and any other information in the box below.

Data Protection
Micros Retail & Manufacturing Ltd. takes the protection of your personal data seriously. We will hold and process any personal information which you provide to us on the Site in order to facilitate and enhance the services which we provide to you. We may also use such information for the purposes of market research and direct marketing. We may from time to time make your personal information available to other Micros Retail & Manufacturing Ltd. partners and group companies and other carefully selected third parties. We or other such trustworthy third parties may, from time to time, contact you for the purposes of market research or to provide details of services which may be of interest to you.

☐ Please tick this box if you do **NOT** wish Micros Retail & Manufacturing Ltd. to send you information about other software and services which may be of interest to you.

Once **Accept** is selected, the acceptance process completes:

- The site status is set to Awaiting Approval.

Approving the Registration

Once registered, a site must be approved by the Technologist before the account is fully functional.

When the supplier completes the registration process, the Technologist responsible for the site is notified that the approval is needed. Notification may be made using email or with a task in the Technologist's Task App. For information on Task App, see the *Oracle Retail Brand Compliance Management Cloud Service User Guide*.

In the email message or task, a link is provided to the Sites Awaiting Approval view. This view lists all sites with the Awaiting Approval status.

Figure 2–12 Sites Awaiting Approval

Site Name	Site Code	Supplier Name	Country	Lead Technologist	Last Audit	Last Visit	Last Audit Score	Last Visit Score
Magic Site 1	A0006-0001	Magic Supplier 1	-	Angelo	-	-	-	-

From this view, the Technologist can approve sites individually or approve a number with a single action. To approve a number of sites, select each sites and then select the Set To Active action. If the status change fails for one or more of the selected sites, an error dialog box appears.

There may be cases where the retailer believes that the supplier has not met the necessary standards and elects to reject the supplier. This is done by setting the status of the sites to Unapproved. This can be done by opening the record in Edit mode and selecting the Set to Unapproved action.

Completing the Approval of the Site

When one site or multiple sites are set to Active, the Site Status Change dialog box appears.

Figure 2–13 Site Status Change

Table 2–3 describes the fields in the Site Status Change dialog box.

Table 2–3 Site Status Change Fields

Field	Description
Sites	When multiple sites are selected, the supplier and site codes are listed in ascending order by the site code.
Comment	Enter a comment describing the status change. Mandatory field.
Schedule Audit	Used to select whether the initial audit is to be scheduled for each of the sites being approved.
Template	Select the type of audit from the drop-down list.
Announced	Select whether the audit is announced. The default is set based on the selected type of audit in the Template field. If Optional or no value was selected for Template, the user must select Yes or No.
Audit Date	Due date of the audit calculated based on the default of the selected audit template.
Lead Business Category	If the audit type requires a business category, Lead Business Category must be selected. Mandatory field.
Business Categories	If the audit type requires a business category, Business Categories must be selected. Mandatory field.

After making all the selections, select **Ok**:

- The selected sites are set to Active.
- The entered comments are appended to the site's comments field.
- The Change History log is updated.
- If the option to schedule an audit was selected, an audit is created for the selected type against the site with the announced/unannounced flag and due date set as

appropriate. The Lead Technologist and Business Category are carried through to the Audit record.

- When the first site of a potential supplier is approved, the Order record is updated to set the status to Unprocessed. For potential suppliers, this is done as part of the approval process rather than when the supplier completes the registration process.

Adding Additional Sites

When additional sites are required for a supplier, a Retailer user can add the additional sites. To add an additional site:

1. Select the Suppliers option from the Supplier drop-down list. The Suppliers tab opens.
2. Double-click the supplier name. A tab opens for that suppliers
3. Select the Sites subtab. The Sites page opens. This page lists the sites defined for the supplier.
4. Select the New Site action. The New Site tab opens.

Figure 2–14 New Site Page

The screenshot displays the 'New Site Page' interface. At the top, there are tabs for 'Home Page', 'Suppliers', 'AR Supplier', and 'New Site'. The 'Supplier Details' section is expanded, showing the following information:

Supplier Name:	AR Supplier
Supplier Code:	A0001
Contact Name:	John Smith
Supplier Email:	i.smith@example.com
Lead Business Unit:	UK
Supplier Type:	Supplier Type
Potential Supplier?:	No
Billing Code:	medium

Below the supplier details is a 'Clear all site fields' button. The 'Add Site' section contains the following fields:

- Site Name: (text input, required)
- Site Code: A0001-0002 (text input, required)
- Lead Business Unit: (dropdown menu)
- Site Type: (dropdown menu, required)
- Requires Maintenance Audit: ☐ Yes ☒ No
- Reason: (dropdown menu)
- Conducted By: (text input)
- EC Licence Number: (text input)
- Lead Technologist: (text input, required)
- Postal Code: (text input)
- Site Categories: (text input, required)

At the bottom right, there are 'Add another Site' and 'Finished' buttons.

The Supplier Details section is filled in with the details of the selected supplier. These fields are read only.

5. In the Add Site section, enter the details for the new site. The Site Code is generated by the system and cannot be changed. For information on these fields, see [Table 2–2](#).

6. To add another site, click **Add another Site**. Another Add Site section is added to the page.
7. When you have finished entering the new sites, click **Finished**. The new site records are assigned to the Awaiting Registration status. For information on registering the new sites, see "[Registration](#)."

Note: Additional sites do not need to go through the full registration process. The additional sites just need to be approved.

Deleting Suppliers and Sites

If a supplier/site account has been created in error or was created and never used, administrator users with the Power Administrator authority profile may delete the supplier and site accounts, but only where there are no associated records such as Products, Specifications, Audits, and so on. For more information, see the *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*.

Site Management

To work with sites, select the Sites option from the Supplier drop-down list. The Sites tab opens. This page shows the list of available sites.

Figure 3–1 Sites Page

Site Name	Site Code	Supplier Name	Country	Lead Technologist	Site Status	Last Audi...	Last Visit...	Last Audit Sc...	Last Visit Score
DB Test Supplier A - Site 1	A0002-0001	DB Test Supplier A	United Kingdom	Product Technologist	Active	-	-	-	-
DB Test Supplier A - Site 2	A0002-0002	DB Test Supplier A	United Kingdom	Product Technologist	Active	-	-	-	-
DB Test Supplier A - Site 3	A0002-0003	DB Test Supplier A	United Kingdom	Product Technologist	Active	-	-	-	-
Test Site	A0005-0001	Test Supplier	-	Julian	Awaiting Registration	-	-	-	-
TM Site	A0001-0001	TM Supplier	-	Angelo	Awaiting Approval	-	-	-	-
TM Site 2	A0001-0002	TM Supplier	-	TM Tech	Awaiting Approval	-	-	-	-
TM Site 3	A0001-0003	TM Supplier	-	TM Tech	Awaiting Approval	-	-	-	-
VH Test Supplier 1 - Site 1	A0003-0001	VH Test Supplier 1	United Kingdom	Vikas	Active	10/12/14	-	-	-

The following actions are available:

- **New Alert:** For information on creating a new alert, see [Chapter 5](#).
- **Change Status:** Select one or more sites from the list and select the Change Status action. Select the new status for the sites from the list. Only Retailer users can change the status.

To see the details for a specific site, double-click the row. A tab opens with the details. You can also select the View or Edit actions.

Figure 3–2 Site Details Page

The screenshot shows a web application interface for 'DB Test Supplier A'. At the top, there are tabs for 'Home Page', 'Sites', and 'DB Test Supplier A'. Below this is a sub-header 'DB Test Supplier A - Site 1' with a star icon. The main content area has a horizontal menu with tabs: 'Site Details' (selected), 'Contacts', 'Product Records', 'Specifications', 'Audits & Visits', 'Scorecards', 'Linked Sites (0)', and 'Sourcing Details'. The 'Site Details' tab is expanded, showing several sections: 'Details' with fields for Supplier Name (DB Test Supplier A), Site Name (DB Test Supplier A - Site 1), Site Code (A0002-0001), Site Status (Active), Site Type (Site Type), Phone (0123 456789), Site Top Grade (dropdown), and Fax (0987 564321); 'Other' with a Comments field; 'Address' with fields for Use Supplier Address? (Yes), Local Address, Country (United Kingdom), Address 1 (Apex House, Apex Business Park), Address 2 (Ruddington Lane), City (Nottingham), County (Nottinghamshire), Post Code (NG11 7DD), GPS latitude (1.234500), and GPS longitude (9.876500); 'Categories' with Categories (Category Level 1 / Category Level 2a), Lead Technologist (Product Technologist), Other Technologists (-), and Business Unit (UK).

The following subtabs are available. Select a subtab to see the information for the site:

- Site Details
- Contacts: List of contacts for the site.
- Product Records: If Product is purchased and implemented, list of product records.
- Specifications: List of product specification documents and the status.
- Audits & Visits: List of audits and visits and the status.
- Scorecards: List of scorecards and status.
- Linked Sites: The number of linked sites is shown in parentheses on the subtab.
- Sourcing Details: Billing and production details.
- References: List of certificates and the status.
- Project Links: If Project is purchased and implemented, list of projects and status.
- Custom Fields
- Change History
- Attachments: List of documents attached to the site.

The following actions are available:

- New Audit: For information on creating a new audit, see [Chapter 6](#).
- New Visit: For information on creating a new visit, see [Chapter 6](#).
- New Scorecard: For information on creating a new scorecard, see [Chapter 7](#).

Contacts Management

This chapter covers managing contacts:

- Contacts are usually created by a Supplier user, however Retailer users can be granted the Supplier Contacts Administrator authority profile to allow them to create contacts.
- Contacts are created by the Supplier users that have the Supplier Administrator or Site Administrator roles/authority profiles.
- Supplier users access contacts through the Contacts tab on their Company /Company Details record and their Site records. They only have visibility to the contacts in their organization and only the sites with which they are associated.
- Retailer users access contacts through the Supplier/Contacts list view or Contacts tab in the individual supplier and site records. They have visibility to all contacts for all suppliers and sites.
- Contacts can be assigned to the supplier and/or the site by creating a single contact record and assigning the relevant roles. Site contacts can be assigned to all or just specific sites, however when they are created as a user, they may have been associated to specific sites, in which case they would only be able to be a contact for those sites.
- A contact may or may not be a user of the system. This allows, for example, a contact of a CEO to be created for reference purposes without the need to set them up as a user of the system.
- When a contact is created, the pick-list allows an existing user of the system or the name of a non-user to be selected.
- The set of contact roles is configurable. Each portal can build their own set of roles that contacts are to be recorded for at the supplier and site levels:
 - The roles may be set as mandatory, in which case, a contact must be assigned to that role for the supplier/site account to be approved.
 - Some roles are mandatory because they are used by the system to automatically notify the relevant users as part of the system's workflow. For example, a Specification Main Contact would be notified when a product specification requires action.
 - Where there are mandatory roles that have not been assigned a contact, the supplier/site administrator is alerted through the Urgent Item Manager (UIM) app.

This chapter covers the following topics:

- [Creating a Contact](#)

- [Editing a Contact](#)
- [Deleting a Contact](#)

Creating a Contact

A contact can be created starting either from the supplier or site record. To create a new contact:

1. Select the New Contact action. The Contact Details page appears.

Figure 4–1 Contact Details Page for Creating a New Contact

Table 4–1 describes the fields in this page.

Table 4–1 Contact Details Fields for Adding a New Contact

Field	Description
Name	Enter a name or select a name from the drop-down list. Mandatory field.
Email	Enter the email address for this contact. Mandatory field.
Alternate Email	Enter an alternate email address, if available.
Mobile Phone Number	Enter a mobile phone number, if available.
Phone Number	Enter the phone number for this contact. Mandatory field.
Fax	Enter a fax number, if available.
Job Title	Enter a job title, if available.
Is this contact a Supplier Contact	■ When creating a contact from the Supplier record, this field is set to Yes. ■ When creating a contact from the Site record, this field is set to No.

Table 4–1 (Cont.) Contact Details Fields for Adding a New Contact

Field	Description
Supplier Contact Roles	Select the supplier-level roles for this contact from the list of available roles. This field is only available when creating a contact from the Supplier record. Mandatory field.
Is this contact a Site Contact	- When creating a contact from the Supplier record, this field is set to No. - When creating a contact from the Site record, this field is set to Yes.
Site Selection	- When set to Selected Sites, the sites must be chosen in the Selected Sites field. - When set to All Sites, this contact is used for all sites for this supplier, including any sites added later.
Selected Sites	Select the sites to be assigned to the contact. This field is only displayed when Site Selection field is set to Selected Sites. Mandatory field.
Site Contact Roles	Select the site-level roles for this contact from the list of available roles. This field is only available when creating a contact from the Site record. Mandatory field.
Comments	Enter any comments.
Address	If a name is selected from the list of users, the address is automatically filled in: - When creating a contact from the Supplier record, this field is set to the supplier address. - When creating a contact from the Site record, this field is set to the site address.

2. Enter the information for this contact. When all the information is entered, select the Save action. The new contact is created.

Editing a Contact

Supplier users can edit supplier contacts and site contacts. Site users can only edit site contacts.

Editing a Supplier Contact

To edit a supplier contact:

1. Navigate to the contact record. Select Company, Company Details, and then Contacts. The Contacts page appears.

Figure 4–2 Supplier Contacts Page

Home Page

Alconera U.K. Ltd

Alconera U.K. Ltd

Actions

Company Details

Contacts

Sites

Product Records

Change History

Attachments

Actions

Name	Supplier Contact Role	Phone	Email Address:	User
Ben Short	Managing Director or Chief Executive Head of technical function Product development manager	121 2321313132	ben@org.com	✗
Suzanne Hall	Specification admin contact	0123456789	110376@example.com	✓
Terry Booth	Head of technical function	3131 454546646	tb@org.com	✗

2. Select the relevant contact.
3. Select the Edit action. The Contact Details appear.
4. Make any needed updates and select the Save action.

Editing a Site Contact

To edit a site contact:

1. Navigate to the contact record. Select Company, Company Details, and then Sites. The Sites page appears.
2. Select Contacts. The Contacts page appears.

Figure 4–3 Site Contacts Page

Name	Supplier Contact Role	Site Contact Role	Phone No.	Email	User
Suzanne Hall		Emergency Contact Specification admin contact Head of manufacturing operations Artwork approver	9876543210	110376@example.com	✓
Tom Short		Specification admin contact Head of manufacturing operations Artwork approver	4445 8787888	ts@org.com	✗
Will		Specification admin contact Head of manufacturing operations Artwork approver Head of technical function	34534534	will@org.com	✓

3. Select the relevant contact.
4. Select the Edit action. The Contact Details appear.
5. Make any needed updates and select the Save action.

Deleting a Contact

Supplier users can delete supplier contacts and site contacts. Site users can only delete site contacts.

Deleting a Supplier Contact

To delete a supplier contact:

1. Navigate to the contact record. Select Company, Company Details, and then Contacts. The Contacts page appears. See [Figure 4–2](#).
2. Select the relevant contact.
3. Select the Edit action. The Contact Details appear.
4. Select the Delete action. The Delete Contact dialog box appears. To confirm the deletion, select **Ok**.

Note: This could result in sites losing a mandatory contact as this contact may be a supplier-level contact that has been set as a contact covering one or more sites. Site users logging in see an action in the Urgent Items Manager stating that a mandatory contact is missing. For more information on the Urgent Items Manager, see the *Oracle Retail Brand Compliance Management Cloud Service User Guide*.

Deleting a Site Contact

To delete a site contact:

1. Navigate to the contact record. Select Company, Company Details, and then Sites. The Sites page appears.
2. Select Contacts. The Contacts page appears. See [Figure 4-3](#).
3. Select the relevant contact.
4. Select the Edit action. The Contact Details appear.
5. Select the Delete action. The Delete Contact dialog box appears. To confirm the deletion, select **Ok**.

Alerts Management

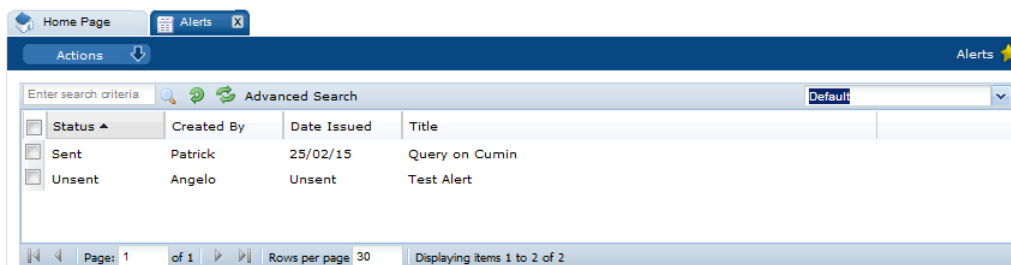
Alerts are a means of communication between the retailer and its supplier base for the management of urgent issues, such as food scares, and capture of feedback using a customized form, for example, whether the supplier uses a particular ingredient or process in the manufacture of its products. Alerts can be created from the list of Alerts or from the lists of Suppliers or Sites. Alerts are distributed using email and can be targeted at specific sets of suppliers and their manufacturing sites.

This chapter covers managing and responding to alerts.

Managing Alerts

To manage alerts, select the Alerts action. The Alerts tab opens.

Figure 5–1 Alerts Page



Status	Created By	Date Issued	Title
Sent	Patrick	25/02/15	Query on Cumin
Unsent	Angelo	Unsent	Test Alert

For each alert, the following information appears:

- Status of the alert.
- Name of the user who created the alert.
- Date the alert was issued or Unsent.
- Title of the alert.

Create a New Alert

An alert can be created starting either from the Suppliers or Sites tab. To create an alert, select the New Alert action. The New Alert tab opens.

Figure 5–2 New Alert Page

Table 5–1 describes the fields on this page.

Table 5–1 New Alert Tab

Field	Description
Title	Title displayed for the alert. Mandatory field.
Description	Description of the alert. Mandatory field.
Response Required By	Date by which responses must be returned. Mandatory field.
Time (Optional)	Time by which responses must be returned on the due date. Optional field.
Urgent	Check this box if the alert should be marked as urgent in email and response views.
Status	Status of the alert, for example, Sent or Unsent.
Select From	Select to target suppliers, sites, or both for this alert. Mandatory field.
Site Contact Roles	List of site contact roles that can respond to this alert. Field not shown if suppliers is selected in the Select From field.
Requires Acknowledgement	Check this box if an acknowledgement is required from the supplier.
Send Reminder	If Yes is selected, the Frequency and Send Reminders Until fields appear. Select how often to send a reminder and an ending date for reminders. An end date is required.

The following subtabs are available:

- Alert Details
- Recipients: List of users who receive notification when the alert is created.
- Questions: Set of questions that need to be responded to.
- Responses: List of responses to this alert.
- Custom Fields
- Change History
- Attachments: List of documents attached to the alert.

The following actions are available:

- Create Mailing List
- Load Mailing List
- Import Recipients
- Save and Send

For information on mailing lists, see the *Oracle Retail Brand Compliance Management Cloud Service Management Administration Guide*.

View or Edit an Existing Alert

Select an alert on the Alerts page. Select the View or Edit action. A tab opens for the selected alert.

Figure 5–3 Alert Details Page

The screenshot displays the 'Alert Details Page' for an alert titled 'Query on Cumin'. The page has a navigation bar with 'Home Page', 'Alerts', and 'Query on Cumin'. Below the navigation bar, there are tabs for 'Alert Details', 'Recipients', 'Questions', 'Responses', 'Custom Fields', 'Change History', and 'Attachments'. The 'Alert Details' tab is selected, showing a form with the following fields:

- Title:** Query on Cumin
- Description:** test
- Response Required By:** 25/02/15
- Time (Optional):** 12:00
- Urgent:** Yes
- Status:** Sent
- Select From:** Sites
- Site Contact Roles:** Crisis management primary contact, Emergency Contact, Main Contact, Head of product quality, Specification admin contact, Audits and visits contact, Out of hours contact, Account manager or sales & marketing contact, Managing Director or Chief Executive
- Requires Acknowledgment:** Yes
- Block Responses:** No
- Automatic Reminders:** Send Reminder: ☒ Yes ☐ No
- Frequency:** Daily
- Send Reminders Until:** 28/03/15

For information on these fields and subtabs, see ["Create a New Alert."](#)

To see the question details, select the Questions subtab. The retailer user sees the table of the question details (the Alert Questions field-set) and a preview of how they will be presented to the supplier user (the Alert Answers field-set).

Figure 5–4 Alert Questions Page

Alert Details	Recipients	Questions	Responses	Custom Fields	Change History	Attachments							
Alert Questions													
		<table border="1"> <thead> <tr> <th>Question / Answer</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>1 When designing an Alert, Question responses may be free text...</td> <td>Text</td> </tr> <tr> <td>2 Or radio buttons, requiring a single response to be given... Yes (When designing an Alert, the Comments can be made mandatory for certain responses; in this case, the 'Yes' response requires a mandatory Comment.) No Maybe</td> <td>Radio</td> </tr> <tr> <td>3 Or check box style, enabling multiple options to be given... A B C (similar to radio button responses, it can be made mandatory for Comments to be given for certain check box responses). D</td> <td>Checkbox</td> </tr> </tbody> </table>	Question / Answer	Type	1 When designing an Alert, Question responses may be free text...	Text	2 Or radio buttons, requiring a single response to be given... Yes (When designing an Alert, the Comments can be made mandatory for certain responses; in this case, the 'Yes' response requires a mandatory Comment.) No Maybe	Radio	3 Or check box style, enabling multiple options to be given... A B C (similar to radio button responses, it can be made mandatory for Comments to be given for certain check box responses). D	Checkbox			
Question / Answer	Type												
1 When designing an Alert, Question responses may be free text...	Text												
2 Or radio buttons, requiring a single response to be given... Yes (When designing an Alert, the Comments can be made mandatory for certain responses; in this case, the 'Yes' response requires a mandatory Comment.) No Maybe	Radio												
3 Or check box style, enabling multiple options to be given... A B C (similar to radio button responses, it can be made mandatory for Comments to be given for certain check box responses). D	Checkbox												
Alert Answers													
1. When designing an Alert, Question responses may be free text...													
2. Or radio buttons, requiring a single response to be given... Yes (When designing an Alert, the Comments can be made mandatory for certain responses; in this case, the 'Yes' response requires a mandatory Comment.) ☐ No ☐ Maybe													
3. Or check box style, enabling multiple options to be given... ☐ A ☐ B ☐ C (similar to radio button responses, it can be made mandatory for Comments to be given for certain check box responses). ☐ D													

Responding to Alerts

To manage the responses to alerts, select the Alert Responses action. The Alert Responses tab opens.

Figure 5–5 Alert Responses Page

Home Page

Alert Responses

Alert Responses

Actions

Enter search criteria

Advanced Search

Default

☐	Alert Date	Title	Status	Supplier Name	Site Name	Responded On
☐	25/02/15	Query on Cumin	❌	Test Supplier	Test Site	-
☐	25/02/15	Query on Cumin	❌	TM Supplier	TM Site	-
☐	25/02/15	Query on Cumin	❌	TM Supplier	TM Site 2	-
☐	25/02/15	Query on Cumin	❌	TM Supplier	TM Site 3	-
☐	25/02/15	Query on Cumin	❌	VH Test Supplier 1	VH Test Supplier 1 - Site 1	-
☐	25/02/15	Query on Cumin	✅	DB Test Supplier A	DB Test Supplier A - Site 1	25/02/15
☐	25/02/15	Query on Cumin	✅	DB Test Supplier A	DB Test Supplier A - Site 2	25/02/15
☐	25/02/15	Query on Cumin	✅	DB Test Supplier A	DB Test Supplier A - Site 3	25/02/15

Page: 1 of 1

Rows per page 30

Displaying items 1 to 8 of 8

Table 5–2 describes the columns in this page.

Table 5–2 Alert Responses

Field	Description
Alert Date	Date the alert was created.
Title	Title of the alert.
Status	Status of the alert:
	 Response is needed.
	 Response received.
	 Urgent alert item.
	 No response needed.
Supplier Name	Name of the supplier that issued the response.
Site Name	Name of the site that issued the response.
Responded On	Date when a response was submitted.

To see the details on a specific alert response, double-click the row. A tab opens with the details of the response.

Figure 5–6 Alert Response Details Page


Home Page Alert Responses Query on Cumin			
Alert Response, Query on Cumin			
Alert Response Details Questions Change History Attachments			
Details			
Supplier:	DB Test Supplier A	Response Required By:	25/02/15
Site:	DB Test Supplier A - Site 3	Respond By Time:	12:00
Responded On:	25/02/15	Title:	Query on Cumin
Supplier User:	Supplier Admin A	Status:	Responded To
Email:	dbull@micros.com	Acknowledged:	Yes
Job Title:	Supplier Admin	Description:	test

Audits & Visits

Audits and visits are created against suppliers' sites and are managed between the retailer and supplier users. Issues of non-conformance may be created to manage any necessary follow-up corrective actions. Once created, a predefined workflow process is used to manage the audit/visit and any non-conformances through their lifecycle, ensuring the appropriate users are notified and given access to the relevant data in order to complete their role in the process.

Audits and Visits are created from templates. For information on the templates, see the *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*.

Audits and visits are created from within the Site record. A system parameter can be set to also allow them to be created from the list of sites.

To work with audits and visits, select the Audits & Visits option from the Supplier drop-down list. The Audits & Visits tab opens.

Figure 6–1 Audit & Visits Page

Site Name	Site Code	Template	Status	Due Date	Booked Date	From Date	To Date	Lead Technol...	Score/Grade
DB Test Supplier A - Site 1	A0002-0001	Ethical Audit	In Progress	06/11/14	06/11/14	06/11/14	06/11/14	Product Technologist	-
VH Test Supplier 1 - Site 1	A0003-0001	Standard Food Audit	Completed	10/12/14	10/12/14	10/12/14	10/12/14	Vikas	-

The following columns are shown:

- Site Name
- Site Code
- Template
- Status
- Due Date
- Booked Date
- From Date
- To Date

- Lead Technologist
- Score/Grade

To edit an entry, select the row and then the Edit action. A tab opens in edit mode. For information on the fields shown for this tab, see [Table 6–1](#).

To view details on an audit, double-click a row. A tab opens with the details.

Figure 6–2 Audit Details Page

The screenshot shows the 'Audit Details' page for 'Ethical Audit, DB Supplier - Site 1'. The page has a top navigation bar with 'Home Page', 'Audits & Visits', and 'Ethical Audit, DB Supplier - Site 1'. Below this is a 'Actions' bar. The main content area is divided into several sections:

- Site Details:** Includes fields for Supplier Name (DB Supplier), Site Name (DB Supplier - Site 1), Supplier Code (A0002), and Site Code (A0002-0001).
- Audit Details:** Includes fields for Code (20001), Status (In Progress), Announced (No), Lead Technologist (John Smith), Record Type (Audit), Template (Ethical Audit), and Audit Type (Third Party).
- Dates & Costs:** Includes fields for Booked Date (06/11/14), Due Date (06/11/14), Cost Recovery (-), Audit Date (From Date: 06/11/14, To Date: 06/11/14), and Time Spent (hours) (-).
- People Present:** A table with columns for Name, Job Title, Company, and Auditor. The table shows one entry: Name, Certification Body, AB International, Yes.

[Table 6–1](#) describes the fields in this view.

Table 6–1 Audit Details

Field	Description
Site Details	
Supplier Name	Name of the supplier.
Supplier Code	Code assigned to the supplier.
Site Name	Name of the site.
Site Code	Code assigned to the site.
Audit Details	
Code	Unique identifier of the audit/visit.
Record Type	Type of audit/visit.
Template	Template used to create the audit.
Status	Status of the audit.
Audit Type	Indicates whether this is an internal or third-party audit.
Announced	Indicates whether the supplier knows that the audit/visit is scheduled.
Lead Technologist	Retailer person responsible for the audit/visit.
Dates & Costs	
Booked Date	Date the audit/visit is expected to take place. This is optional.
Due Date	Date the audit/visit is due to be completed
Audit Date	From and to dates when the audit took place.

Table 6–1 (Cont.) Audit Details

Field	Description
Time Spent (hours)	Time the retailer spent working on the audit/visit.
Cost Recovery	Indicates whether the cost (all or part) of the audit/visit is recharged to the supplier. If Yes is selected, the Cost Recover Comments field appears. The amount to be recharged can be entered here.
People Present	For each person present at the audit, the following information is listed: ■ Name of the person ■ Job title ■ Company name ■ Indicator if this person is an auditor

The following subtabs are available:

- Audit Details
- Checklists
- Issues: List of any issues found during the audit/visit.
- Summary & Comments: Information recorded during the audit/visit.
- Project Links: If Project is purchased and implemented, list of projects and status.
- Custom Fields
- Change History
- Attachments: Documents attached to this audit/visit.

To see the list of issues from the audit/visit, select the Issues subtab.

Figure 6–3 Audit/Visit Issues Page

The screenshot displays the 'Audit/Visit Issues Page' interface. At the top, there are four tabs: 'Issue Details', 'Custom Fields', 'Change History', and 'Attachments'. The 'Issue Details' tab is selected, showing a form with the following fields:

- Supplier Name:** DB Supplier
- Audit Type:** Annual Supplier Audit
- Issue Type:** Critical (with a dropdown arrow)
- Code:** 3376
- Site Name:** Site 1
- Status:** Open
- Reference:** 7.9 High (with a dropdown arrow)

Below these fields is a large text area for the **Description:**, which contains the text: "No Soap and water temp <50 C".

Under the description is the **Corrective Action** section, which includes:

- Required Action:** (empty text field)
- Action Taken:** (empty text field)
- Assigned To (Name):** (empty text field)
- Assigned To (User):** (dropdown menu with a plus icon)
- Due Date:** 03/26/15 (calendar icon)
- Completed By (Name):** (empty text field)
- Completed By (User):** (dropdown menu with a plus icon)
- Completed Date:** (empty text field with a calendar icon)

At the bottom is the **Comments** section, featuring:

- Add a comment:** (empty text field)
- Comment:** (empty text field)
- Previous Comments:** A table with columns: Created On, Created By, and Comment.

The following subtabs are available. Select a subtab to see the information for the issue:

- Issue Details
- Custom Fields
- Change History
- Attachments: List of documents attached to the issue.

Scorecard Management

Scorecards provide a means for a retailer to assess their suppliers against a set of predefined criteria on an on-going or ad hoc basis. Scorecards are made up of a series of questions which may be answered by the supplier as a self-assessment or completed by the retailer.

Templates are available for creating scorecards. For information on the templates, see the *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*. Scorecards can be created from within the Site record or from the list of Sites.

To work with scorecards, select the Scorecards option from the Supplier drop-down list. The Retailer Scorecards tab opens. The following information is displayed for each scorecard:

- Supplier Name
- Supplier Code
- Site Name
- Site Code
- Status
- Year
- Period
- Due Date
- Scorecard Type
- Person Responsible
- Completed
- Scorecard Score

To view a scorecard, double-click a row in the list. A tab opens with the scorecard details.

Figure 7–1 Scorecard Details Page

Details	Questions	Scoring & Completion	Project Links	Custom Fields	Attachments	Change History
Site Details						
Supplier Name:	Academy			Supplier Code:	A0001	
Site Name:	Academy			Site Code:	A0001-0004	
Scorecard Details						
Scorecard Type:	Pre-audit questionnaire			Extra Scorecard:	No	
Status:	In progress			Frequency:	Period	
Due Date:	31/03/11			Person Responsible:	Technical Admin	
Year:	2011			Business Category:	-	
Period:	1			Week:	2	
Completed By:	-			Completed On:	-	

Table 7–1 describes the fields on this page:

Table 7–1 Scorecard Fields

Field	Description
Site Details	
Supplier Name	Name of the supplier.
Supplier Code	Code assigned to the supplier.
Site Name	Name of the site.
Site Code	Code assigned to the site.
Scorecard Details	
Scorecard Type	Name of the template used to create the scorecard.
Status	Status of the scorecard: - Future - In progress - Awaiting approval - Awaiting amendment - Complete
Due Date	Date the scorecard is due to be completed.
Year	Year that corresponds to the due date based on the system calendar.
Period	Period that corresponds to the due date based on the system calendar.
Week	Week that corresponds to the due date based on the system calendar.
Quarter Start Date	Quarter start date that corresponds to the due date based on the system calendar.
Quarter End Date	Quarter end date that corresponds to the due date based on the system calendar.
Extra Scorecard	Set if this scorecard was scheduled based on a frequency override.
Frequency	Frequency for scheduling this scorecard.
Person Responsible	Name of the technologist responsible for the scorecard.
Business Category	Business categories applicable to this scorecard.
Auto generation of this scorecard	If the Status field is Future, select whether to automatically reschedule this scorecard when it is completed or becomes due.

Table 7–1 (Cont.) Scorecard Fields

Field	Description
Submitted by	Name of the user who submitted or completed the scorecard.
Submitted on	Date the scorecard was submitted or completed.

The following subtabs are available:

- Details
- Questions
- Scoring & Completion
- Attachments
- Change History

Create a New Scorecard

To create a new scorecard:

1. Select the New Scorecard action. The Create Scorecard dialog box appears.
2. From the drop-down lists, select a template, supplier, and site. Click **Ok**. The details of the new scorecard, based on the template, appear.
3. Update the fields for the scorecard for the audit/visit and save the scorecard.

Questions Subtab

To see the scorecard questions, select the Questions subtab. The questions are presented as configured in the scorecard's template for the supplier to provide their answers.

Figure 7–2 Scorecard Questions Page

The screenshot displays the 'Questions' subtab of a scorecard. It contains five questions with the following details:

- Question 1:** 'Is your site currently approved to a nationally recognised standard eg SQF, BRC'. It has radio buttons for 'Yes (0)' (selected) and 'No(-100)'. Below is a text area labeled 'Enter Comments Here...'.
- Question 2:** 'Indicate the process capabilities at this site'. It has checkboxes for 'Growing / Harvesting', 'Processing' (checked), and 'Packing'.
- Question 3:** 'Is there a designated person responsible for food safety'. It has radio buttons for 'Yes (please indicate name and job title)(0)' (selected) and 'No(-100)'. Below is a text area containing 'hgggg'.
- Question 4:** 'A documented traceability programme has been established'. It has radio buttons for 'Yes(0)' (selected) and 'No(-100)'.
- Question 5:** 'Describe your traceability process'. It has checkboxes for 'A recall team is established(0)' (checked), 'Mock recalls are conducted(0)' (checked), 'A mock recall was conducted in the last 6 months(0)' (checked), and 'No recall team exists(-10)' (checked).

Scoring & Completion Subtab

To see the scores and completion status for the scorecard, select the Scoring & Completion subtab. The Scorecard Value and Calculated Score are automatically calculated based on the answers given and the scoring rules configured in the scorecard's template.

Figure 7–3 Scoring & Completion Page

Details	Questions	Scoring & Completion	Project Links	Custom Fields	Attachments	Change History
Score Details						
Scorecard Value:		-30				
Calculated Score:		Pass (with concerns)				
Scorecard Score:		Pass (with concerns)				
Comments						
Score Comments:						
General Comments:						
Further Comments:						
Completion						
Completed:		-				
Completed By:		-				

Deleting a Scorecard

Scorecards at Future, In Progress, Awaiting Approval, and Awaiting Amendment status may be deleted by the retailer/portal owner user. Scorecards at Future and In Progress status may also be deleted by the supplier user, but only where the scorecard was originally created by the supplier.