

GRAVITY GUIDE FOR SUPPLIERS

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2. SUPPLY

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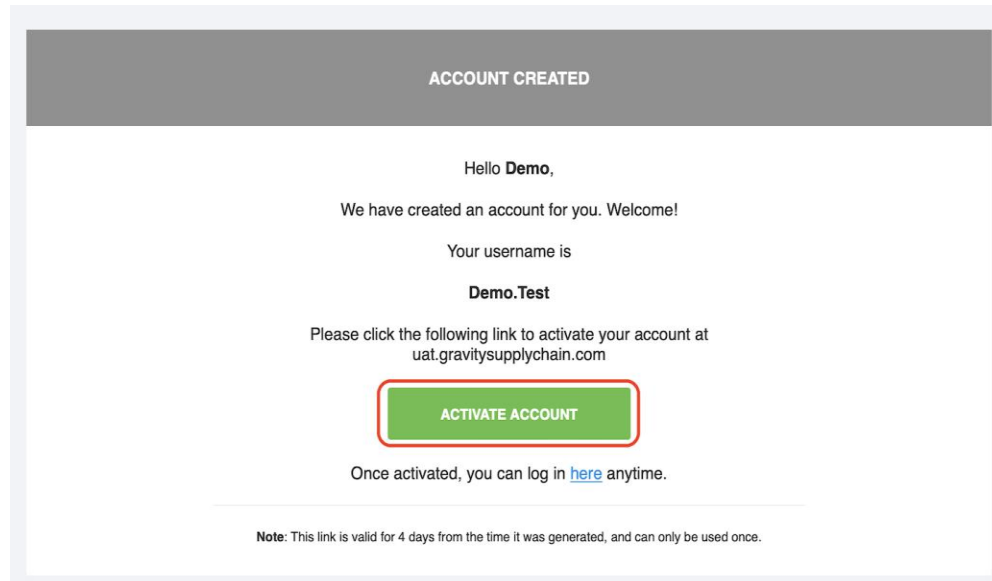
3. ADDITIONAL FUNCTIONALITY

- **Search**
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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.

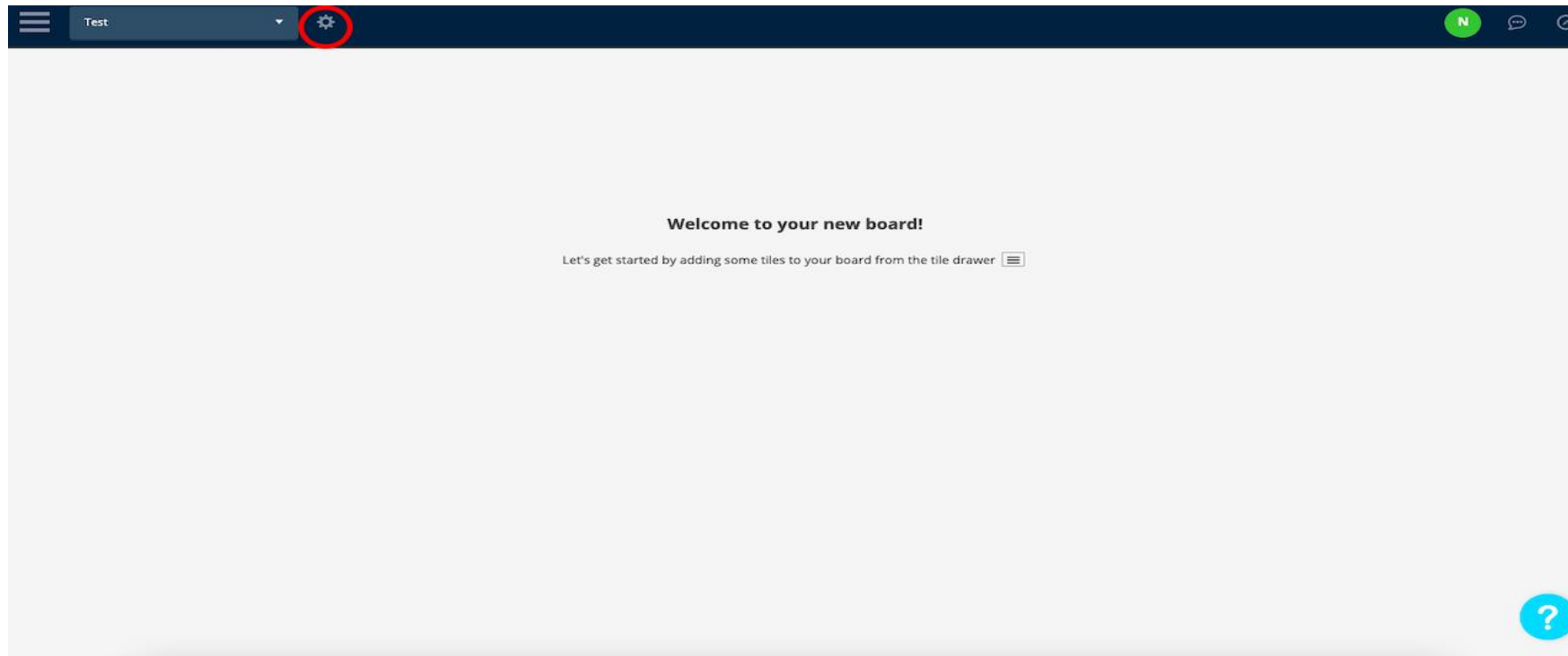


Creating Board

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

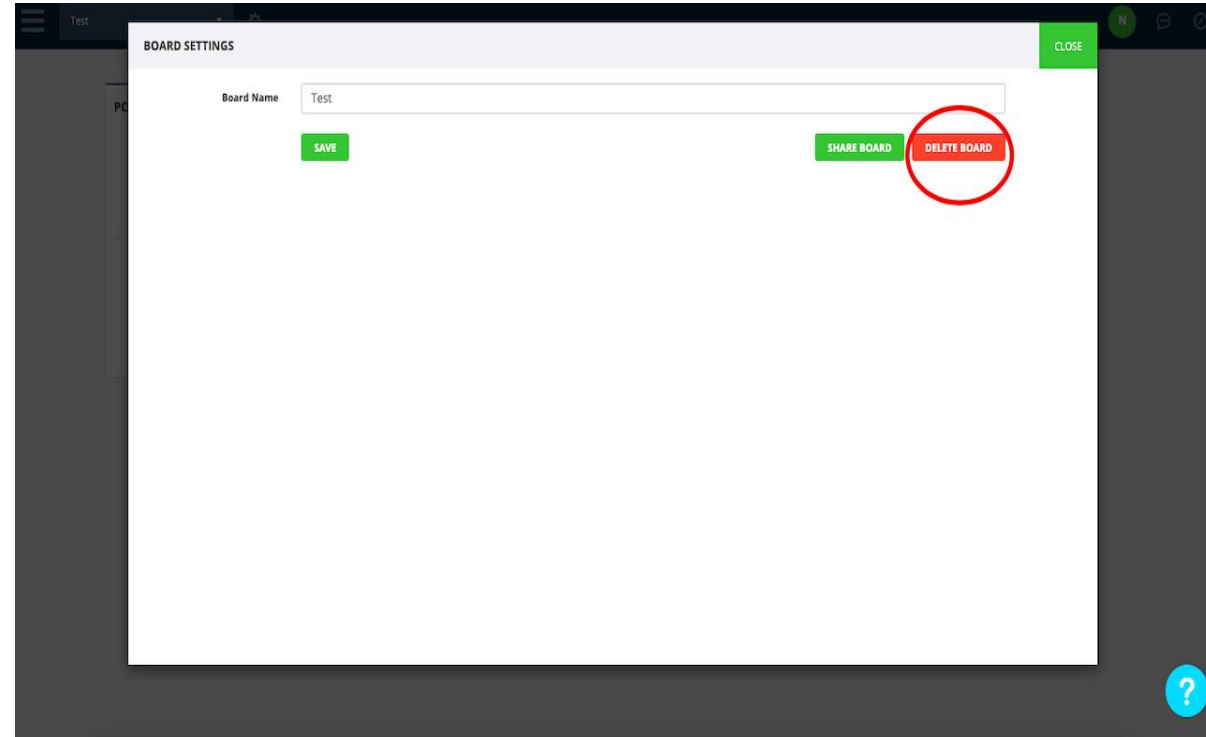
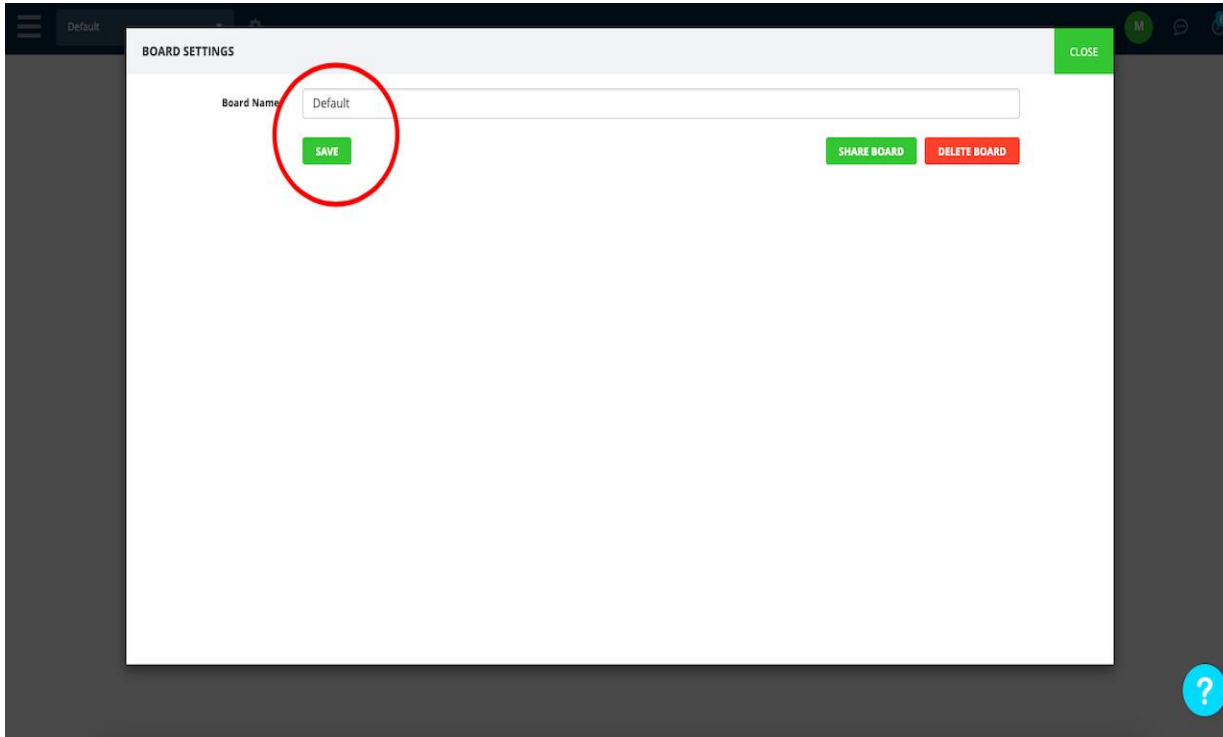
Configuring your Board:

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

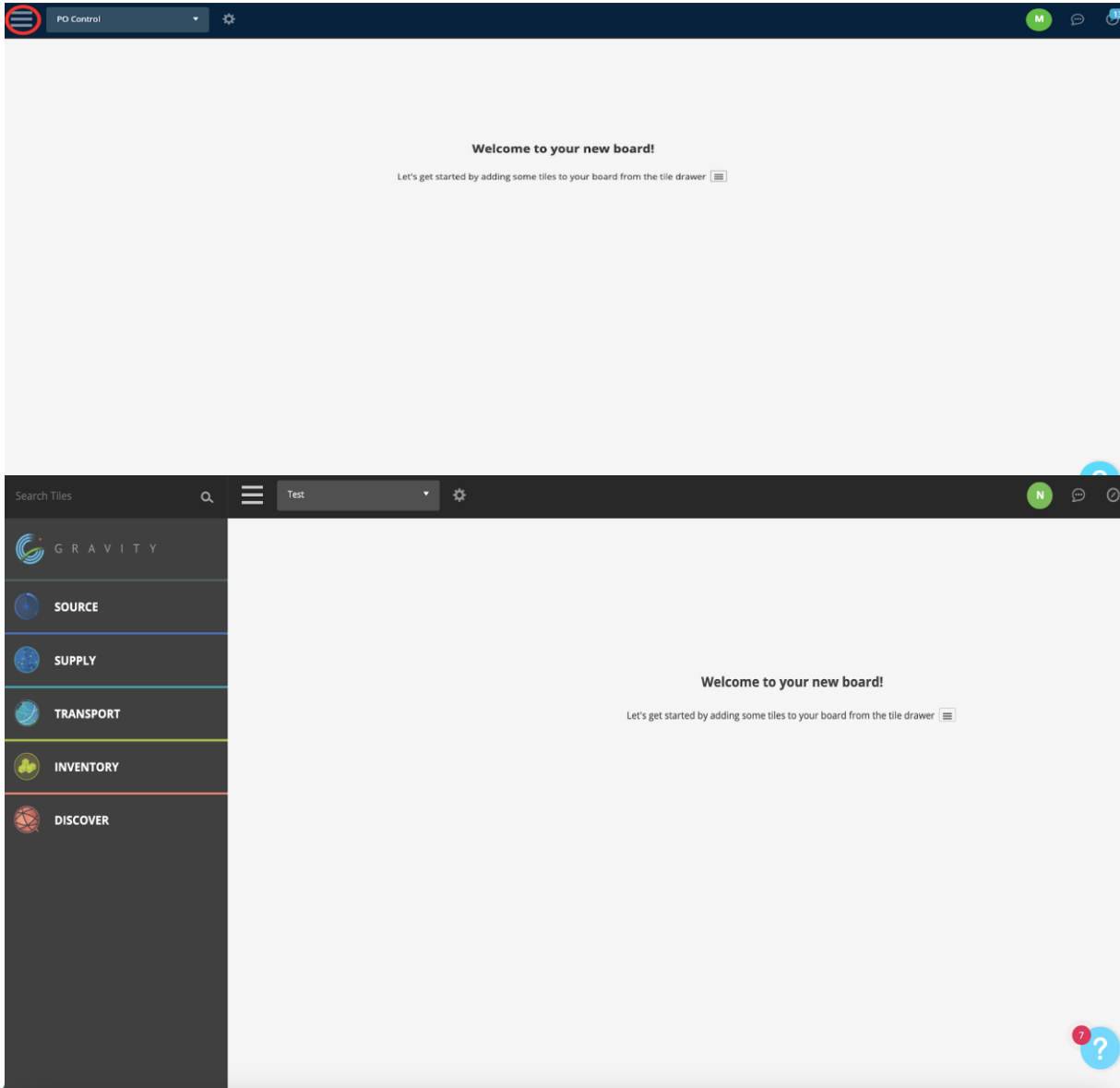


Creating Board

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 Supplier View interface. At the top, there is a search bar for tiles, a 'Supplier View' dropdown, and a notification that the user is signed onto a UAT site. The main content area features three dashboard tiles: 'PO CONTROL', 'VENDOR SHIPMENT BOOKING', and 'VENDOR DOCUMENT HUB'. On the left, a 'SUPPLY' app drawer is open, showing various toggle options. Three red arrows point to the 'PO Control', 'Vendor Document Hub', and 'Vendor Shipment Booking' options in the drawer, indicating they are the mandatory tiles to be selected.

Tile Name	Value 1	Value 2	Value 3	Category
PO CONTROL	31	0		AWAITING / REJECTED
VENDOR SHIPMENT BOOKING	0	0	34	DUE / LATE / EXCEPTION
VENDOR DOCUMENT HUB	119	0		AWAITING / PARTIAL

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
<input checked="" type="checkbox"/>	MedSupply	Reliance Medical Ltd	2102-00000247	1	VEN-16701				United Arab Emirates	Jebel Ali	Sea	30-Jan-2022	Full Set	Pend
<input type="checkbox"/>	MedSupply	Largus Pharma, Lda	NEWTESTLARGUS	1000					Portugal		Sea		0/0 Uploaded	Pend
<input type="checkbox"/>	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

The screenshot displays the 'PO Control' interface. On the left is a dark sidebar with navigation options: SOURCE, SUPPLY, PO Control (selected), PO Control Authorization, TRANSPORT, INVENTORY, and DISCOVER. The main area shows a 'PO CONTROL' tile with a green '70' and 'AWAITING' status, and a red '0' and 'REJECTED' status. Below the tile is a detailed view with a search bar (labeled 'b'), a search button, a filter icon (labeled 'c'), and an export icon (labeled 'd'). At the bottom of the detailed view are three tabs: 'AWAITING' (labeled 'a'), 'REJECTED', and 'ACCEPTED'. A 'CLOSE' button is in the top right of the detailed view. A help icon (question mark) is in the bottom right. A footer note reads: 'Let's use the Keyword Search or Advance Filters to find the record(s) for actions'.

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 CLOSE

Search SEARCH AWAITING REJECTED ACCEPTED

<input type="checkbox"/>	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	PC W
<input checked="" type="checkbox"/>	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	0.0000	200.00	0.00	20							
1853460			M	Black	Top	0.9500	0.0000	200.00	0.00	20							
1853460			L	Black	Top	0.9500	0.0000	200.00	0.00	20							
1853460			XL	Black	Top	0.9500	0.0000	100.00	0.00	10							
1853460			XXL	Black	Top	0.9500	0.0000	100.00	0.00	10							
<input type="checkbox"/>	Ridge Clothing	Bombay Garments		AIR	Soekarno-Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180013		1				100.00	100	2.00	
<input type="checkbox"/>	Ridge Clothing	Bombay Garments		AIR	Soekarno-Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180014		1				100.00	100	2.00	
<input type="checkbox"/>	Ridge Clothing	Bombay Garments		AIR	Soekarno-Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180015		1				100.00	100	2.00	

1 / 3 70 Records 1 Orders Selected REJECT ACCEPT

PO CONTROL CLOSE

Search SEARCH AWAITING REJECTED ACCEPTED

<input type="checkbox"/>	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	PC W
<input checked="" type="checkbox"/>	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	0.0000	200.00	0.00	20							
1853460			M	Black	Top	0.9500	0.0000	200.00	0.00	20							
1853460			L	Black	Top	0.9500	0.0000	200.00	0.00	20							
1853460			XL	Black	Top	0.9500	0.0000	100.00	0.00	10							
1853460			XXL	Black	Top	0.9500	0.0000	100.00	0.00	10							
<input type="checkbox"/>	Ridge Clothing	Bombay Garments		AIR	Soekarno-Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180013		1				100.00	100	2.00	
<input type="checkbox"/>	Ridge Clothing	Bombay Garments		AIR	Soekarno-Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180014		1				100.00	100	2.00	
<input type="checkbox"/>	Ridge Clothing	Bombay Garments		AIR	Soekarno-Hatta Apt/Jakarta	17-Sep-2022	24-Sep-2022	180015		1				100.00	100	2.00	

1 / 3 70 Records 1 Orders Selected REJECT ACCEPT

Accept Order?

Date Accepted:

Current Load Date:

Comment:

CANCEL ACCEPT

Rejecting PO

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

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

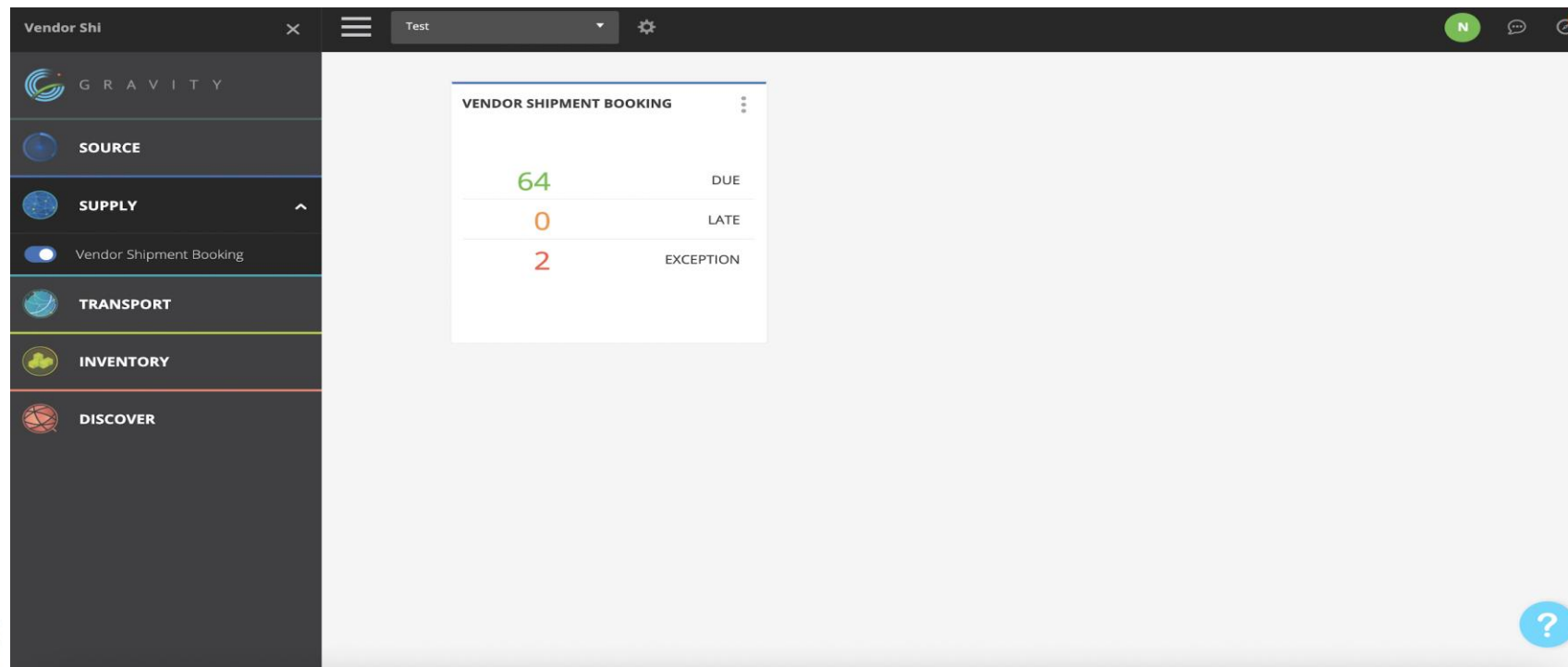
Customer	Vendor	Factory	Mode	POL	Original Expected Date	Proposed Expected Date	Into DC Date	Proposed Into DC Date	Order No	PO Version	Drop	Category	Priority	Department	PO Quantity
Ridge Clothing	Bombay Garments		AIR	Soekarno-Hatta Apt/Jakarta	17-Sep-2022		24-Sep-2022		180013		1				100.00

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
<input type="checkbox"/>	Clothes Style	Boston BBQ						Sea	477574336	545745763	Shoes			1			
<input type="checkbox"/>	Clothes Style	Hangzhou Simei Apparel Co Ltd			Masfield Warehouse		Shanghai	Sea	7864578	24532	2056057			1	29-Mar-2019	Boxed	
<input type="checkbox"/>	Clothes Style	BLUE CLOTHING CO LTD			North Ryde Warehouse			Sea	99999	10002	Earphones			1	01-Nov-2019		
<input type="checkbox"/>	Clothes Style	BLUE CLOTHING CO LTD			Smeaton Grange Warehouse			Sea	99999	10003	Stereo			2	01-Nov-2019		
<input type="checkbox"/>	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0005	10001	White Shirts			CallOff1			
<input type="checkbox"/>	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0005	10002	Red Shirts			CallOff1			
<input type="checkbox"/>	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0005	10003	Blue Shirts			CallOff1			
<input type="checkbox"/>	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0006	10001	White Shirts			CallOff1			
<input type="checkbox"/>	Clothes Style	HK Clothing Ltd	Good Clothes Ltd				Shanghai	Sea	ASCM0006	10002	Red Shirts			CallOff1			
<input type="checkbox"/>	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:
 - a. Select the required order to be booked. Click 'Create'. The user can select multiple, part, and full order (by item & SKU)
 - b. Update all relevant information for your booking. Order data will automatically be brought through 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
<input checked="" type="checkbox"/> ▶ 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 ?

Important Tips :-

- 1) 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.
- 2) On the Order details list Vendor can choose package type as "carton" and enter carton qty and carton dimensions
- 3) Using the Preview and download section, Vendor can email Shipment order to MedSupply Representative directly once the booking is created

- c. 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 UoM

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 ?

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
<input type="checkbox"/>	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	<input type="checkbox"/>

1 ?

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.

1 ?

DOWNLOAD PDF

Vendor Booking Report - VEN-5924 1 / 1 - 100% +

(UTC +0)

SHIPPER		CONSIGNEE	
green shoes 121 hk street, hong kong		AET GROUP PTY LTD UNIT 2 504 FULLARTON ROAD, AIRPORT WEST, VC, AUMEL +61399883355	
FACTORY		NOTIFY PARTY	
SHANGHAI GREATWAY INDUSTRY CO., LTD 28TH BUILDING, NO. 4916 SOUTH HONGMEI ROAD, MINHANG SHANGHAI +8618645634563			
Place of receipt	Shanghai CFS	Cargo ready date	01-Jun-2020
Port of loading	Shanghai	Cargo ready location	Shanghai CFS
Port of discharge	Seattle	Load type	CYICY (FCL)
Mode	Sea	Container type	20HC x 1
Inco term	Carriage and Insurance Paid	Total Gross Weight	
Named Place		Total CBM	
Payment term		Pack Type	
Marks and numbers		Outers	
Marks & Numbers		Description	
SPECIAL HANDLING		BOL Type	
Dangerous goods		Cargo measurement	
Letter of credit			
License			
Insurance arranged			
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. CLOSE

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	HBI-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	HBI-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	HBI-0009	Clothes Style	JIAN HONG GARMENT COLTD	Mani 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	Masfield 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

1/1 6 Vendor Bookings 1 Drafts 5 Booked

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 Gross Weight UoM

Total CBM
 Cargo Measurement:
 Order Detail List: 500
 Direct Input: Total CBM

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

Pack Type Pack Type

Outers Outers

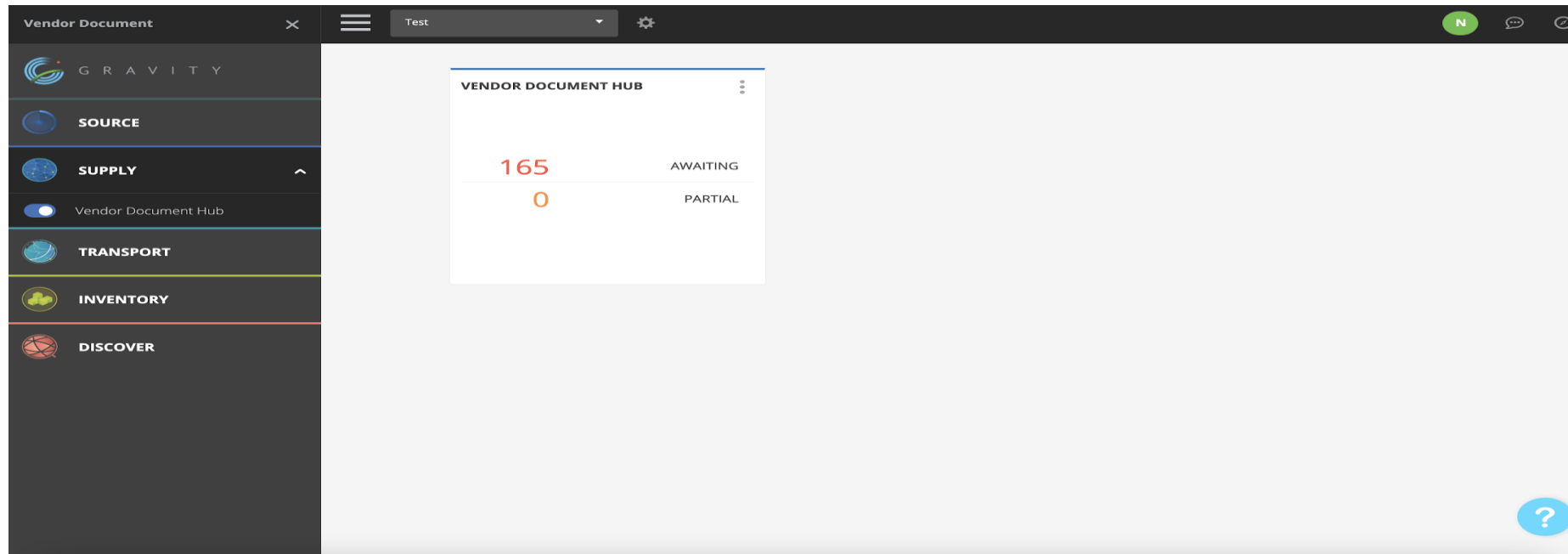
Description Click to add remark

BOL Type BOL Type

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'

The screenshot shows the Vendor Document Hub interface. At the top, there is a search bar and status indicators for 'Awaiting', 'Partial', and 'Full set'. Below this is a table of purchase orders. The first row is selected, and its details are shown in a table below. To the right, there is a document upload panel with a 'Pending' status and a 'No Documents Uploaded Yet' message. A red box highlights the 'UPLOAD DOCUMENTS' button at the bottom right of the interface.

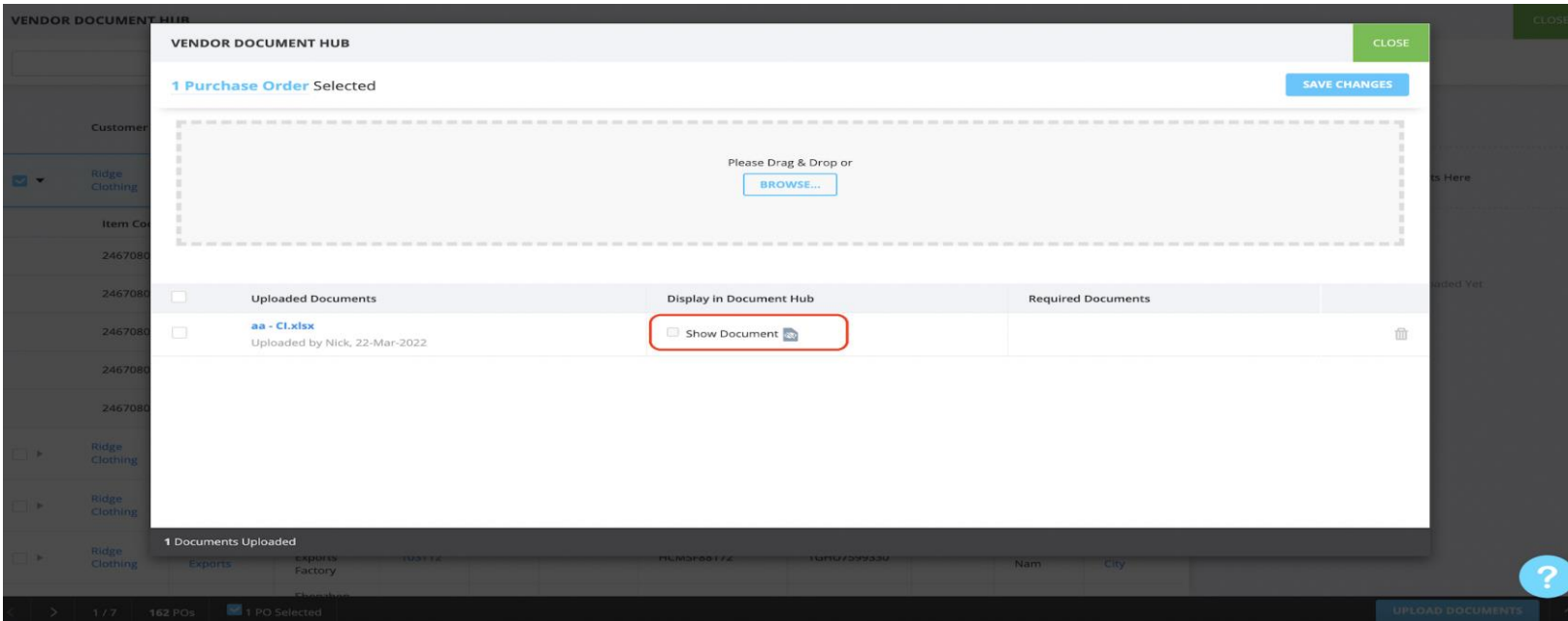
Customer	Vendor	Factory	Order Number	Drop	Vendor Booking Reference	HBL	Container No.	Invoice No.	Origin Country	POL
Ridge Clothing	India Exports	India Exports Factory	100012			BLRDUR20170531	CSQU3054383		India	Wipro SEZ/Kolkata

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	

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

The screenshot shows the Vendor Document Hub interface with a modal window open for document upload. The modal has a '1 Purchase Order Selected' header and a 'SAVE CHANGES' button. The main area contains a dashed box with the text 'Please Drag & Drop or BROWSE...' and a 'BROWSE...' button. Below this is a table with columns for 'Uploaded Documents', 'Display in Document Hub', and 'Required Documents'. The modal is overlaid on a dark background showing the main interface elements.

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.

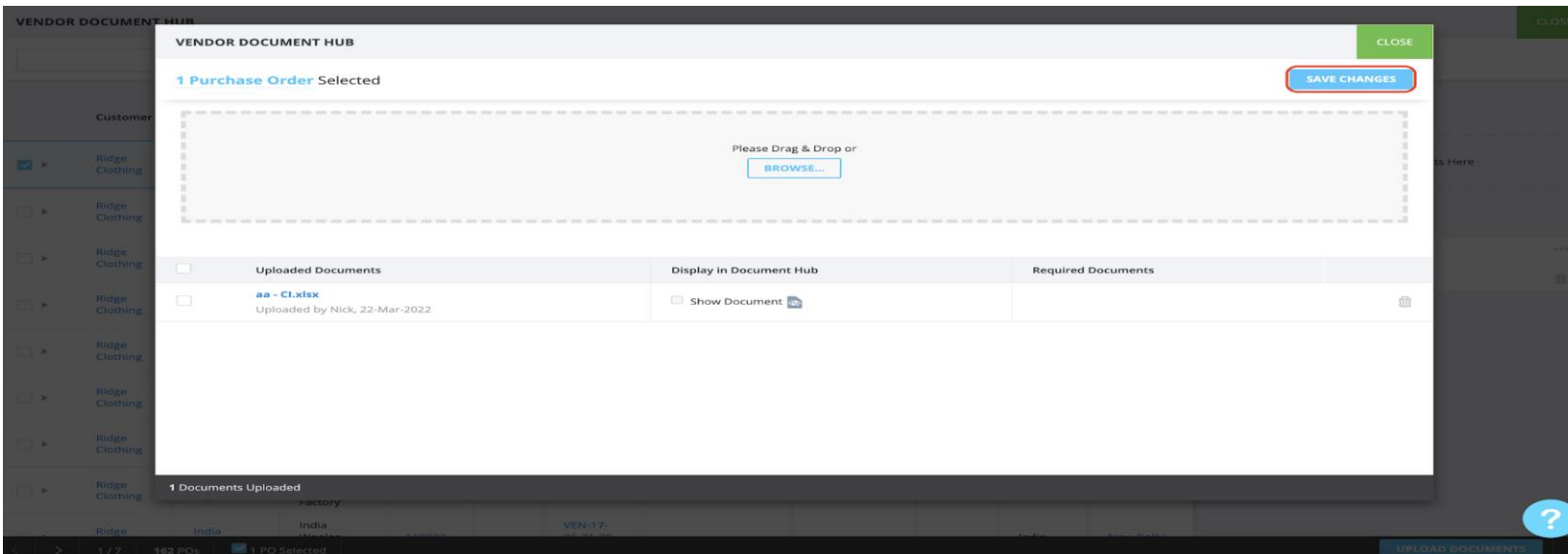
d. Once all documents have been uploaded, then select 'Save Changes'

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

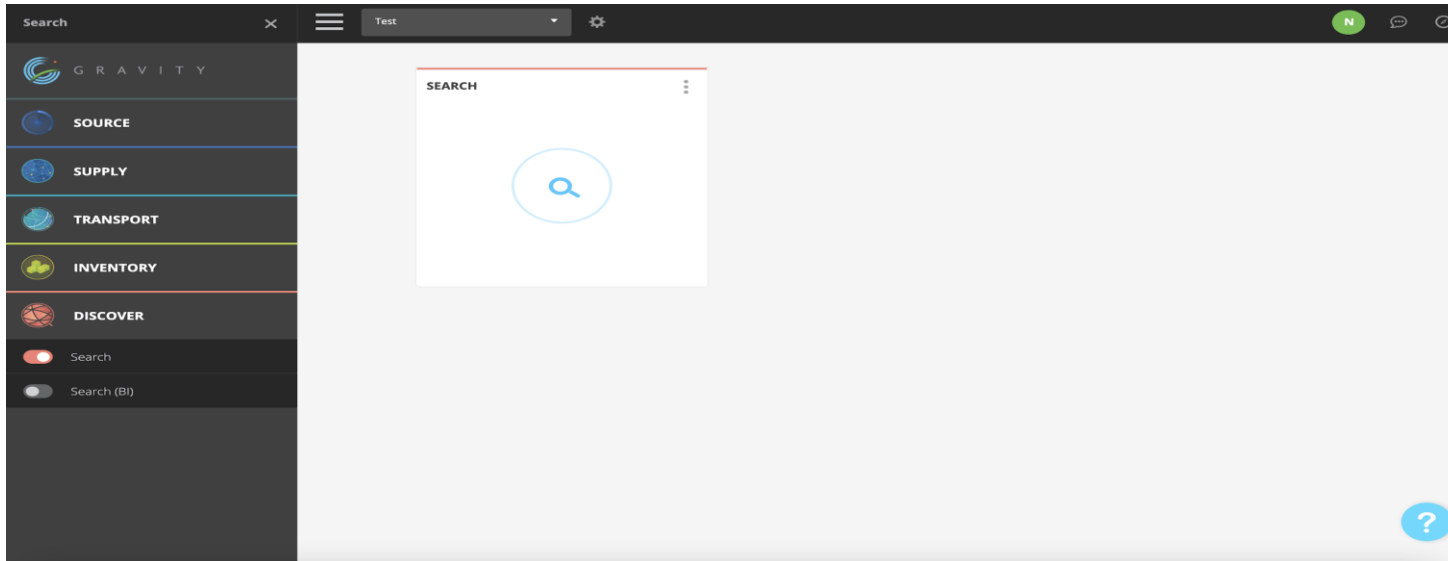
f. You can download the document by selecting the document name.

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



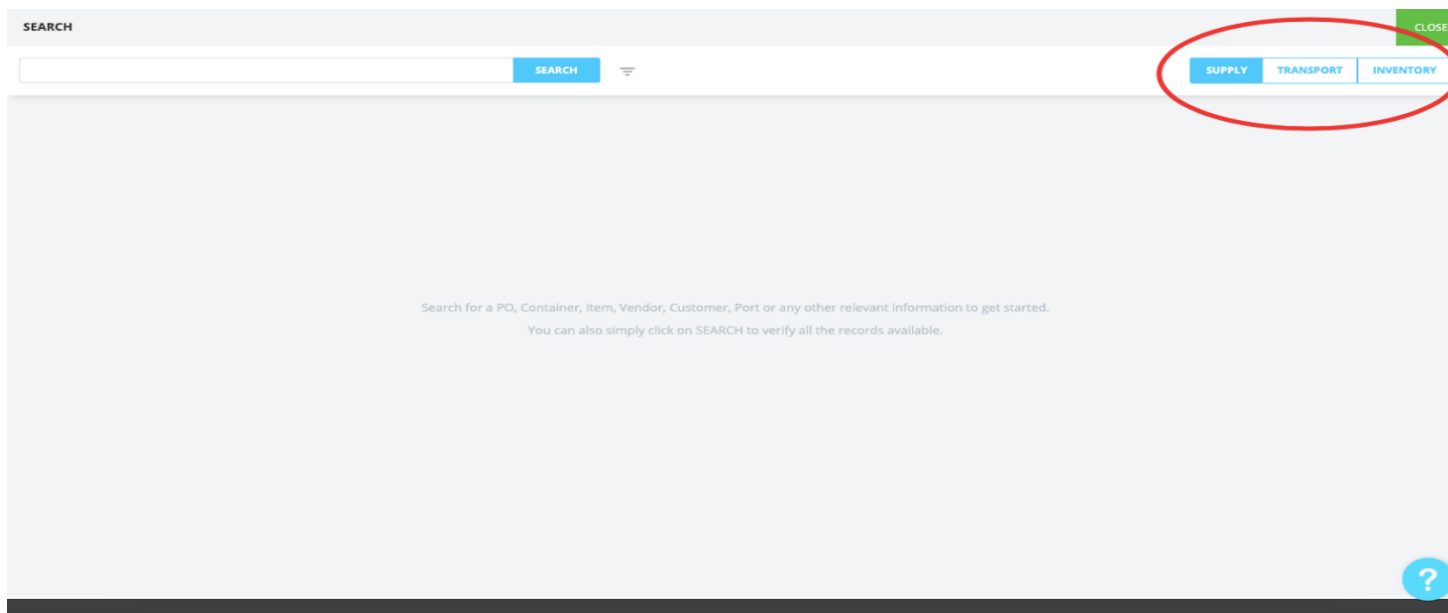
The Search Tile allows a user to view all data in the platform in tabular format.

1. Accessing the Tile:

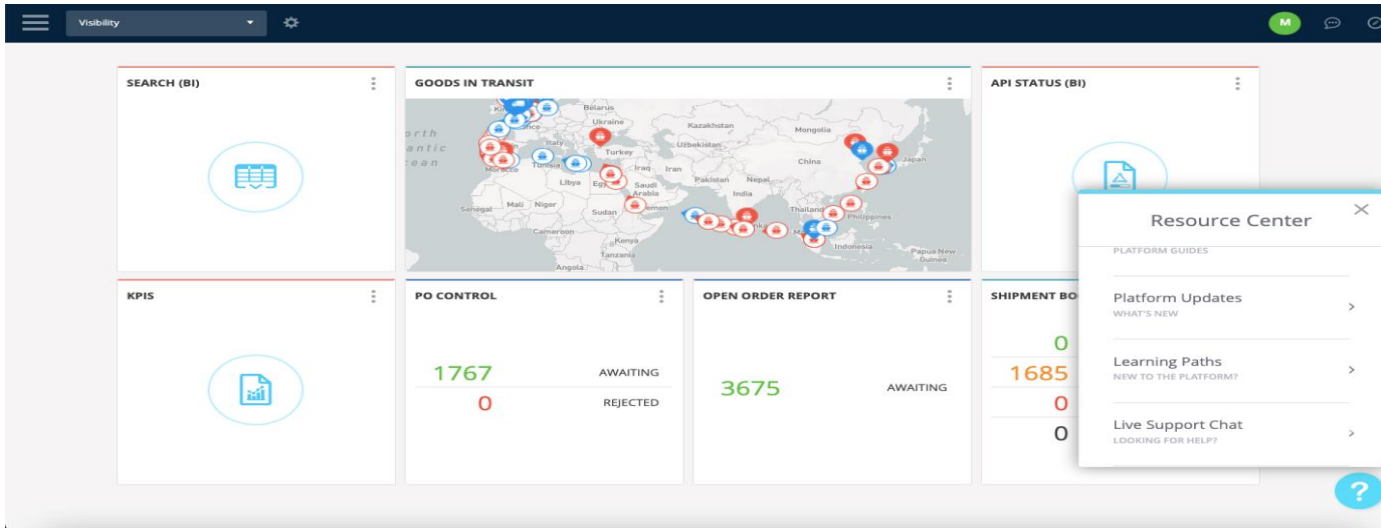
- a. From the Tile Drawer, select the Discover App, then select the Search Tile. Search resides in the Discover App or can be found using the search bar.
- b. Click anywhere on the Search Tile to open.

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

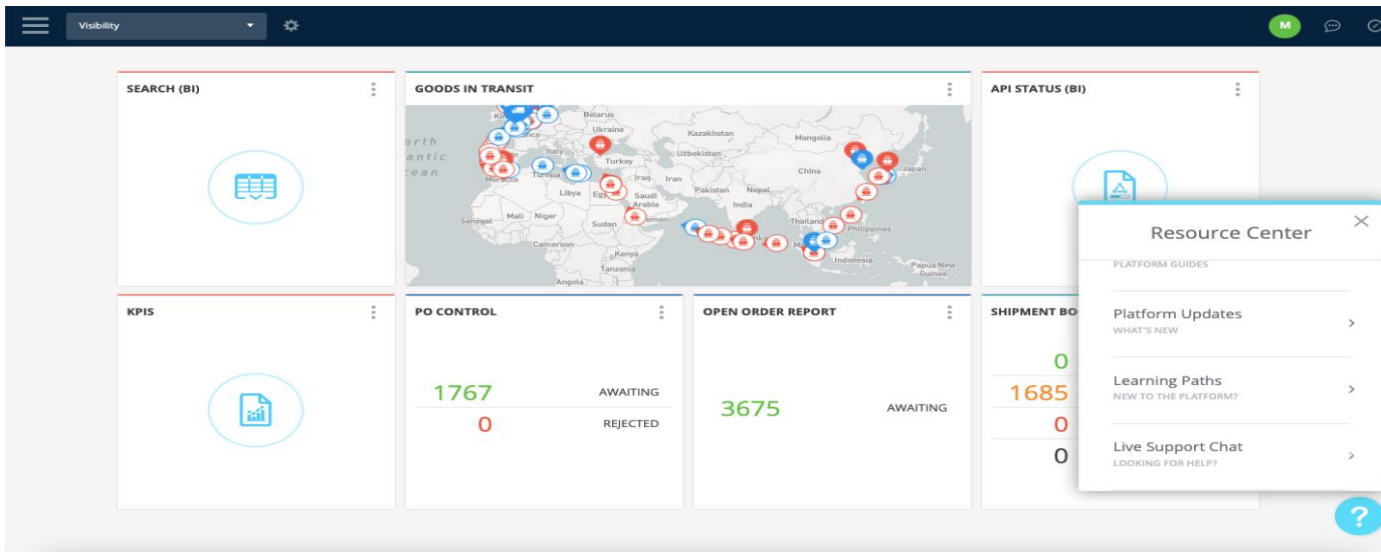


Resource Center



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!