Zapporo Training

Quick Reference Manual

2025 Version

TABLE OF CONTENTS

SECTION 1: ACCESS

Section Goal

Upon completion of this section you will know how to access the Zapporo login page, reset your password, and reach the Zapporo dashboard.

Section Outline

Login Page

    Available Methods

    Login Screen

Password Reset

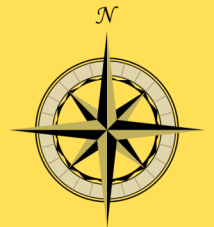   Request Reset

    Email Reset Link

    New Password

Zapporo Dashboard

    Navigation Bar

    Links, Dropdowns, & Fields
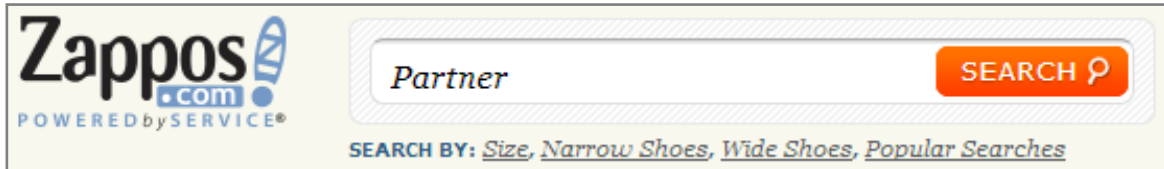
LOGIN PAGE

The Zapporo system is a web accessible application. Use an internet browser and either method below to access the system login screen.

Zapporo Login Methods
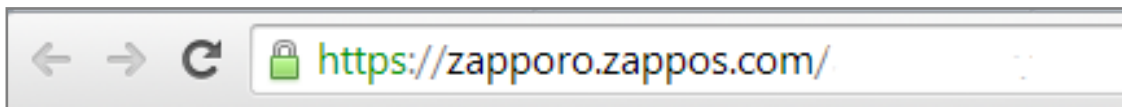
A **Search the word 'Partner' or 'Extranet' in the Zappos.com search bar.**

Zappos.com
POWERED by SERVICE®

| Partner | SEARCH 🔍 |

SEARCH BY: *Size, Narrow Shoes, Wide Shoes, Popular Searches*

OR
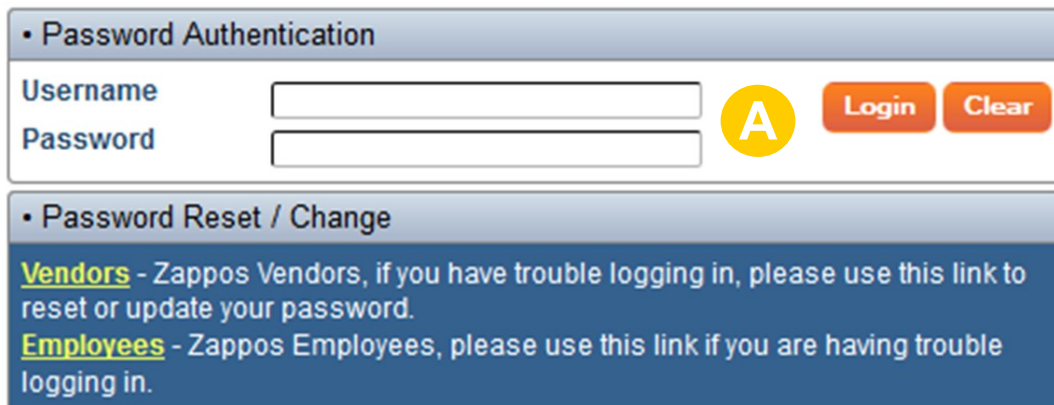
B **Go directly to the login screen by using the Zapporo URL.**

← → C 🔒 https://zapporo.zappos.com/

💡 *Tip: Bookmark this page for future visits.*

Zapporo Login

• Password Authentication

| Username | | **A** | Login | Clear |
| Password | | | | |

• Password Reset / Change

Vendors - Zappos Vendors, if you have trouble logging in, please use this link to reset or update your password.
Employees - Zappos Employees, please use this link if you are having trouble logging in.

A **At the Zapporo login screen, type in the username & password and click 'Login' to enter the Zapporo Dashboard.**

📞 *Contact: Please reach out to zappos-vendorsupport@amazon.com for login credentials.*

PASSWORD RESET

Occasionally passwords are forgotten. Here are 4 easy steps to reset a Zapporo password.

Click the 'Vendors' link.

1

• Password Authentication

Username		Login	Clear
Password			

• Password Reset / Change

Vendors - Zappos Vendors, if you have trouble logging in, please use this link to reset or update your password.
Employees - Zappos Employees, please use this link if you are having trouble logging in.

Type in email address and click 'Request Reset'.

2

• Request password reset email

To reset your password, please enter your email below and click "Request Reset". An email will be mailed to you shortly with instructions.

Email: [   ]

Request Reset

Click the password reset link once the Zappos email is received.

3

Your Zappos Password

donotreply@zappos.com
to me

Hi there!

To change your password, please click the link below:
https://zuul.zappos.com/reset/changePassword/

Note: The password reset link expires after 24 hours.

Tip: Check junk/spam folders if the email does not show up within an hour.

Enter a new password and click 'Update Password' to submit.

4

You are using the Vendor Password Reset Tool

• Choose your new password

Password: [   ]
Confirm Password: [   ]

Update Password

• Password Requirements

- The password must not contain all or part of the username.
- The password must be at least eight characters long.
- The password must also contain characters from three of the following four categories:
  - Latin uppercase letters (A through Z)
  - Latin lowercase letters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphanumeric characters such as: (!), ($), (#), or (%)

ZAPPORO DASHBOARD

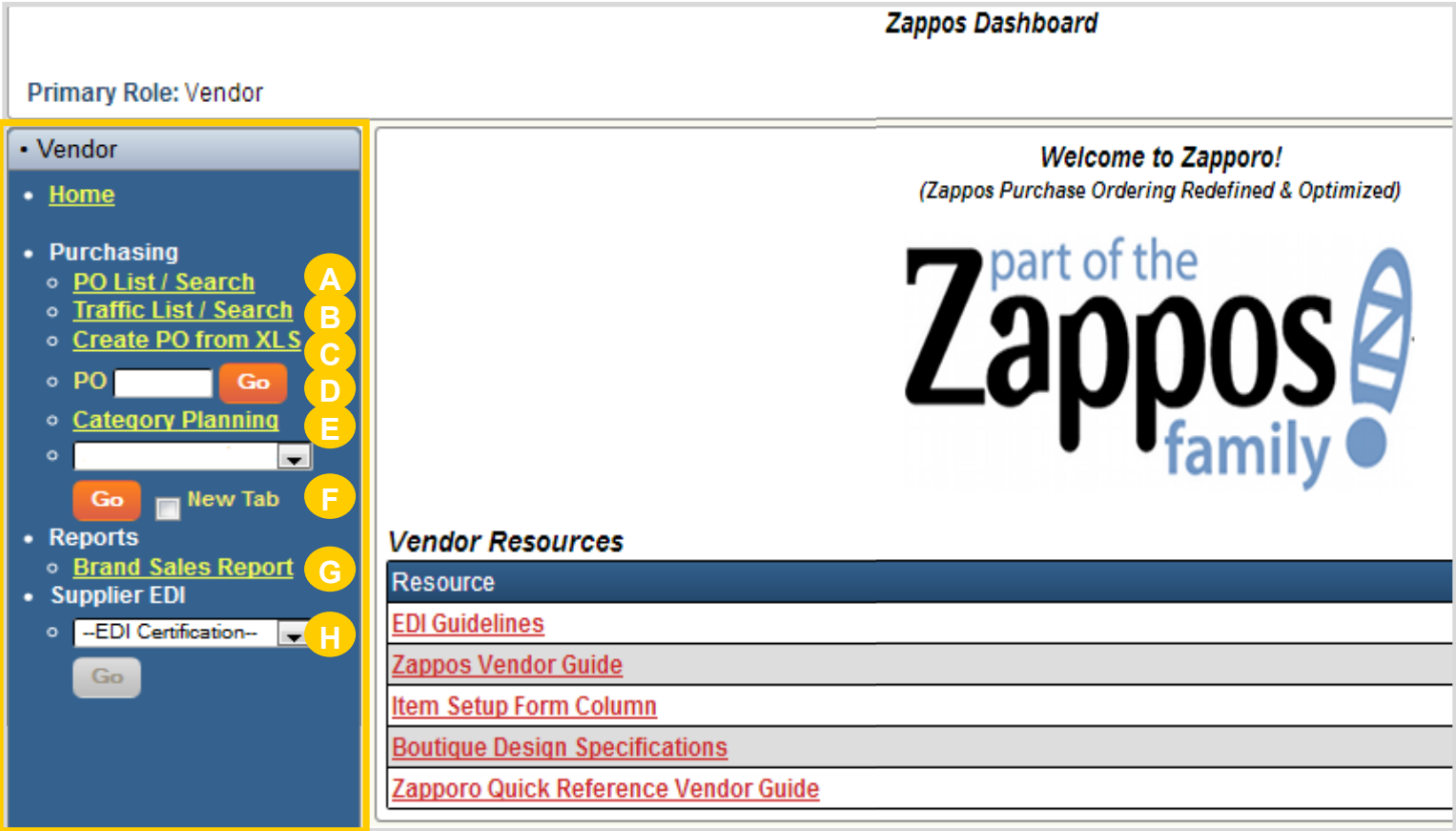*Here is the Zapporo main page, also called the 'Zapporo Dashboard'. From here users can select which area of the system view.*

Navigation Bar

Zappos Dashboard

Primary Role: Vendor

- Vendor
- **Home**
- **Purchasing**
  - PO List / Search — **A**
  - Traffic List / Search — **B**
  - Create PO from XLS — **C**
  - PO [____] Go — **D**
  - Category Planning — **E**
  - [____] [▼]
    - Go [ ] New Tab — **F**
- **Reports**
  - Brand Sales Report — **G**
- **Supplier EDI**
  - --EDI Certification-- [▼] — **H**
    - Go

Welcome to Zapporo!
(Zappos Purchase Ordering Redefined & Optimized)

part of the Zappos family

Vendor Resources

Resource
EDI Guidelines
Zappos Vendor Guide
Item Setup Form Column
Boutique Design Specifications
Zapporo Quick Reference Vendor Guide

Navigation Bar: Links, Dropdowns, & Fields

A	PO List / Search	Find and review purchase orders for a specified range of time.
B	Traffic List / Search	See purchase order routing information.
C	Create PO from XLS	Import an Excel file to create a Purchase Order.
D	PO [____] Go	Pull up a Purchase Order by the PO reference number.
E	Category Planning	See multiple Supplier inventory by using; SKU, Style, or Style ID numbers.
F	--Supplier Inventory- ▼ / Go ☐ New Tab	View inventory by Supplier. Use 'New Tab' box to open inventory in a separate tab.
G	Reports / Brand Sales Report	View a Brand Sales Report to see Sales by Department and by Style.
H	Supplier EDI / --EDI Certification-- ▼	Review Supplier EDI information, including certification.

SECTION 2: SEARCH PRODUCTS

Section Goal

Upon completion of this section you will know how to access supplier inventory pages as well as how to manipulate the mode, sort, and filter options.

Section Outline

Inventory Page
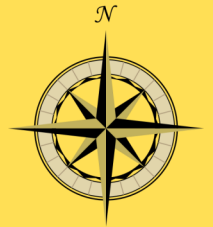
    Supplier Drop Down

    Inventory Page Result

Inventory Page: Mode & Sort By

    Mode Definitions

    Sort Definitions

Inventory Page: Filter

    Filter Definitions

INVENTORY PAGE

Use inventory pages to analyze sales and inventory stock position. The biggest feature of the inventory page is the ability to create purchase orders.

1 Select supplier name from the drop down.

• Vendor
• Home
• Purchasing
  ○ PO List / Search
  ○ Traffic List / Search
  ○ Create PO from XLS
  ○ PO [____] **Go**
  ○ Your Supplier Name Here ▾
  Go ☐ New Tab

2 Click 'Go'.

• Vendor
• Home
• Purchasing
  ○ PO List / Search
  ○ Traffic List / Search
  ○ Create PO from XLS
  ○ PO [____] **Go**
  ○ [____] ▾
  --Supplier Inventory--
  Your Supplier Name Here

3 As a result, the inventory page will appear.

Report For:	Supplier:		
Mode:	View Inventory ▾		
Sort By:	Best Selling (30 Day Net) ▾		
Filter By:	Product Name: [____]		

SKU Numbers:	[____] **Add**	Style Numbers:	[____] **Add**	Style IDs:	[____] **Add**
	[____] **Clear**	☐ Partial Match	[____] **Clear**		[____] **Clear**

Availability:	Zappos.com / 6pm.com / Amazon.com / Canada.zappos.com	Style State:	Visible / Processing / Out of Stock / Inactive	Style Status:	None / Replaced / Out of Stock / Inventory Reserve

Season:	--- None --- ▾	Season/Year:	Bas / Dis / FSB / FTr	2016 / 2015 / 2014 / 2013	Prices:	--- All --- ▾
Sell Out After:	[____] **Clear**				Gender:	--- All --- ▾
Sell Out Before:	[____] **Clear**					

Go **Reset** 100 ▾ styles per page

Items highlighted are in inventory and have not sold in the last **30**, **60**, **90** or **180** days.

INVENTORY PAGE: MODE & SORT

Getting ready to create a new order? Need to analyze inventory? Learn how to sort inventory to populate the most relevant results.

Mode Definitions

A	View Inventory	Analyze sales & stock position in this mode.
	Create / Add to PO	Create purchase orders and/or add to purchase orders in this mode.

Sort Definitions

	Best Selling (30 Day Net)	Net Orders in the Last 30 Days (Gross Orders-Returns) - Sorts Highest to Lowest.
	Best Selling (Lifetime)	Net Lifetime Orders since the First Scan Date (Gross Orders-Returns) - Sorts Highest to Lowest.
	On Hand - High to Low	In Stock Inventory - Sorts Highest to Lowest.
	On Hand - Low to High	In Stock Inventory - Sorts Lowest to Highest.
	Product Name	Product Name (assigned by the Brand) - Sorts Alphabetically.
	Style Number	Style Number (assigned by the Brand) - Sorts Numerically.
	Average Age	Average Age of Inventory - Sorts Oldest first.
B	Newest Products	First Scan Date - Sorts Newest First.
	Returns Percentage - Low to High	Lifetime Return Percentage (Returns/Gross Sales) - Sorts Lowest to Highest.
	Returns Percentage - High to Low	Lifetime Return Percentage (Returns/Gross Sales) - Sorts Highest to Lowest.
	Sell through (30 days) - Low to High	Sell Through (Units On Hand + Units Sold)/(Units Sold) 30 Day Period - Sorts Lowest to Highest.
	Sell through (30 days) - High to Low	Sell Through (Units On Hand + Units Sold)/(Units Sold) 30 Day Period - Sorts Highest to Lowest.
	Style Status	Style Status - Sorts Alphabetically.
	Style ID	Style ID Number - Product identification number (Zappos #) specific to color Sorts Numerically .

INVENTORY PAGE: FILTER

Use filter options to see a specific slice of inventory. Below is a comprehensive breakdown of filter options.

Filter Definitions

A	**SKU, Style , & Style ID Numbers**	Use SKU Numbers, Style Numbers, or Style ID's to return specific results.
B	**Availability**	Shows sales and Zappos owned inventory results for a particular website. Channels include: Zappos.com, 6PM.com, Amazon.com, 6pm mFBA, and Zappos mFBA.
C	**Style State**	Indicates the website visibility of a product. Options include: Out of Stock, Processing, Visible (Zappos/6pm Dual Visible), Hibernate (6PM.com), Inactive.
D	**Style Status**	Style Statuses appear on the inventory page to the right of each style. Statues are manually set by either the Buyer or Vendor. Popular Style Statuses: Out of Stock, Discontinued, 6pm Transfer, Core Style, Closeout Buy, etc.
E	**Season**	Used in conjunction with sellout after & sellout before dates.
F	**Sell Out After/Sell Out Before**	Date fields allow for filtering search results by pricing rules set by the Buyer.
G	**Season/Year**	When products are uploaded into the system they are given a Season & Year code. This is determined by seasonality and year of the goods being purchased.
H	**Prices**	Filter results by Full Price, Markdown Price, or Both (All). By default, prices are set to filter by 'All'. Prices presented are Zappos & 6pm only.
I	**Gender**	Filter results by Men's, Women's, Unisex, or All. Use Men's and Women's to view children's products by gender.
J	**Styles per Page**	The system breaks out styles by page views. Options include: 25, 50, and 100 styles. The default setting is 100 styles per page.

SECTION 3: NAVIGATE INVENTORY

Section Goal

Upon completion of this section you will understand the concept of inventory pagination, and how to navigate inventory pages.

Section Outline

Collapse & Expand Functionality

    Collapse/Expand Arrows: Before

    Collapse/Expand Arrows: After

Inventory Pagination
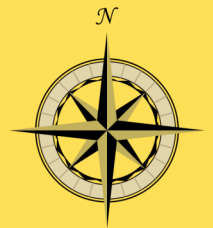
    Pagination Features

    Pagination Functionality

Pending Styles Tab

    Move Styles to Pending Styles Tab

Pending Style Tab: Remove Styles

COLLAPSE & EXPAND FUNCTIONALITY

Zapporo screens have the ability to collapse or expand depending on user preference. Inventory pages often need to be expanded in order to see all the product results.

Collapse/Expand Arrows: Before (Barely Visible Style)

Click to collapse

Click to collapse

Click to collapse

Collapse/Expand Arrows: After (Fully Visible Style)

Click to expand

Click to expand

INVENTORY PAGINATION

The pagination feature allows the user to set the style count per page, limiting the overall number of results per view, so the system can load pages faster. Pagination will occur If the search results are greater than the styles per page selection, or if results exceed the highest setting at 100 styles.

Pagination Features

Action Button: Definitions

A		Select styles per page. Default setting is 100 Styles.
B		Jump to a specific page using the 'Go To Page' feature.
C		Navigate inventory page by page.

PENDING STYLES TAB

The Pending Styles tab appears in 'Create/Add to PO' mode but only if the search results are greater than the Styles Per Page selection (100 styles by default). The Pending Styles tab groups all the changes in one place so work is saved between switching pages.

• Filter Styles | • Pending Styles

Move All Edited to Pending (A) Go To Page: [____] **Jump** Styles 1 thru 100 of 487 << < 1 2 3 4 5 > >>

• Style:
See Pending Styles Tab.

• Style: (C)
See Pending Styles Tab.

• Style: (B) Move to Pending >>

Style Info
SKU Number:
Product:
Style Number:
Style ID:
Color:
Gender:
Style State:
First Scan Date:
Season:
Year:
Sell Out Date:
MSRP:
Wholesale:
Average Cost:

Sales & Inv Info
Last 30 Days:
Net Orders:
Sell Through:
Returned:
Returned %:
Lifetime:
Gross Orders:
Net Orders:
Returned:
Returned %:
Received:
Sales By Size
Available On Site

Site	Full Price	Sale Price
Zappos.com		

All Open POs:

PO	Status	Open Qty (180)	First Ship Date
EXNULAO	Released	180	02/16/2015

• Additional Information
Style Status: [Core Style ▼]
Style Comments: [____]
Last updated on: 07/15/2013 by

Sizing & Stock

width	size										PO Totals			
	35 (US Women's 4)	36 (US Women's 5)	37 (US Women's 6)	38 (US Women's 7)	39 (US Women's 8)	40 (US Women's 9)	41 (US Women's 10)	42 (US Women's 11)	43 (US Women's 12)	44 (US Women's 13)	Owned Inventory	Total PO Qty	Cost Value	Retail Value
M	2 [0] 0	4 [0] 0	3 [0] 0	0 [0] 0	5 [0] 0	4 [0] 0	3 [0] 0	6 [0] 0	7 [0] 0	2 [0] 0	36	0	0.00	0.00
										Totals:	36	0	0.00	0.00

Move Styles to Pending Styles

A	**Move All Edited to Pending**	Enter order quantities into the open 'size' boxes, also known as variants. Once the desired order quantities are entered, click 'Move All Edited to Pending'. This will move all the styles with order quantities to the Pending Styles tab. Continue this way, page by page, until all the styles are moved to the Pending Styles tab.
B	**Move to Pending >>**	Move items one at a time to the Pending Styles tab by clicking the 'Move to Pending' link next to each style. Order quantities are not required to use this method, quantities may be entered on the Pending Styles tab. However, quantities may also be entered before moving each style. This can be done page by page until all styles are on the Pending Styles tab.
C	• Style: See Pending Styles Tab.	Once an item has been added to the Pending Styles tab it will collapse down, only showing the style name and number.

14

PENDING STYLES TAB: REMOVE STYLES

Occasionally styles will need to be removed from the Pending Styles Tab. Below are the instructions on how to remove unwanted items.

Remove Styles

A	**Each item on the pending styles tab has a 'Remove' link. Simply click the link to remove the desired style, it will return to the inventory on the filter styles tab.**

Tip: If quantities were not entered on the inventory page before moving items to the pending styles tab, then quantities can be entered at this time.

SECTION 4: ANALYZE INVENTORY

Section Goal

Upon completion of this section you will know how to analyze product results, sales by size, and stock values.

Section Outline

Product Results: Analysis

  Open PO's

  Site Prices

  Style Status/Comments

Product Results: Sales by Size

  Set Report Parameters (Date & Values)

Inventory Modes + Sizing & Stock

  Create/Add to PO vs. View Inventory Mode

  Inventory Value Definitions

PRODUCT RESULTS: ANALYSIS

Once desired product filters have been selected and the search initiated, product results will appear. Inventory page results reveal a multitude of product performance data.

Product Results: Style Section

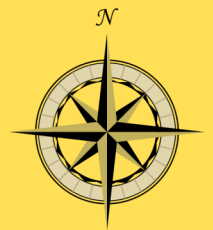| Style Info		Sales & Inv Info				All Open POs:			

• Style:

Style Info
SKU Number:
Product:
Style Number:
Style ID:
Color:

Gender: Womens
Style State: Visible
First Scan Date: 01/09/2013
Season: Spr
Year: 2013
Sell Out Date:
MSRP:
Wholesale:
Average Cost:

Sales & Inv Info

Sales By Size **B**

Available On Site

Site	Full Price	Sale Price
Zappos.com		

Last 30 Days:
Net Orders: 60
Sell Through: 41%
Returned: 59
Returned %: 50%
Lifetime:
Gross Orders: 1032
Net Orders: 504
Returned: 528
Returned %: 51%
Received: 610

See pages 9 & 10 for Term & Metric Definitions.

All Open POs:

PO	**A**	Status	Open Qty (5)	First Ship Date
EXNULAO		Released	5	06/26/2014

• Additional Information
Style Status: Core Style
Style Comments: **C**

Last updated on: 04/24/2014 by

Sizing & Stock

width	size								Inventory Totals		
	35 (US Women's 4)	36 (US Women's 5)	37 (US Women's 6)	38 (US Women's 7)	39 (US Women's 8)	40 (US Women's 9)	41 (US Women's 10)	42 (US Women's 11)	Owned Inventory	Cost Value	Retail Value
M											
									Totals:		

Open PO's, Site Prices, Style Status/Comments

A	**All Open POs:** PO: EXNULAO, Status: Released, Open Qty (5): 5, First Ship Date: 06/26/2014	Shows any future purchase orders placed against the product. *Tip: Click the PO link to open the PO.*
B	**Available On Site** Zappos.com — Full Price 120.00 — Sale Price 107.99 (10%) 6pm.com — Full Price 120.00 — Sale Price 107.99 (10%)	Shows the product price for any site where the product is visible. This includes Full Price & Sale Price (excludes Amazon).
C	**• Additional Information** Style Status: Core Style Style Comments: Last updated on: 04/24/2014 by	Shows the Style Status, chosen from a list of available statuses. This feature also allows for Style Comments. Both the Buyer and the Vendor have the ability to change the Style Status or enter/edit Style Comments. Popular Style Statuses: Out of Stock, Discontinued, 6pm Transfer, Core Style, Closeout Buy, etc.

PRODUCT RESULTS: SALES BY SIZE

Use the Sales by Size tool to better understand how sizes are selling over a period of time.

Sales by Size Link

Style:

Style Info

SKU Number:
Product:
Style Number:
Style ID:
Color:

Gender: Womens
Style State: Visible
First Scan Date: 01/09/2013
Season: Spr
Year: 2013
Sell Out Date:
MSRP:
Wholesale:
Average Cost:

Sales & Inv Info

Sales By Size

Available On Site

Site	Full Price	Sale Price
Zappos.com		

Last 30 Days:

Net Orders:	60
Sell Through:	41%
Returned:	59
Returned %:	50%

Time:

Gross Orders:	1032
Net Orders:	504
Returned:	528
Returned %:	51%
Received:	610

All Open POs:

PO	Status	Open Qty (5)	First Ship Date
EXNULAO	Released	5	06/26/2014

Additional Information

Style Status: Core Style
Style Comments:

Last updated on: 04/24/2014 by

Sizing & Stock

width	size								Inventory Totals		
	35 (US Women's 4)	36 (US Women's 5)	37 (US Women's 6)	38 (US Women's 7)	39 (US Women's 8)	40 (US Women's 9)	41 (US Women's 10)	42 (US Women's 11)	Owned Inventory	Cost Value	Retail Value
M											
								Totals:			

Sales by Size Report: Parameters

Start Date: 2013-12-27

End Date: 2014-06-27

Display: Show All Values
— Show All Values
— Show Percent Only
— Show Values Only

Go!

December 2013 << <   > >>

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Note: By default the date range is set for the past six months.

Sales: Dec 27, 2013 - Jun 27, 2014 (446 Total)

| A size	35 (US Women's 4)	36 (US Women's 5)	37 (US Women's 6)	38 (US Women's 7)	39 (US Women's 8)	40 (US Women's 9)	41 (US Women's 10)	42 (US Women's 11)
width	7 [1.57%]	22 [4.93%]	37 [8.30%]	74 [16.59%]	128 [28.70%]	102 [22.87%]	56 [12.56%]	20 [4.48%]
M 446 [100.00%]	7 [1.57%]	22 [4.93%]	37 [8.30%]	74 [16.59%]	128 [28.70%]	102 [22.87%]	56 [12.56%]	20 [4.48%]

A This report uses the total units sold for the date range selected and divides that number by available sizes (variants); resulting in a sales by size unit and percentage value. In the footwear example above the best selling sizes are 39 and 40. This can be helpful information for reorder purposes.

Note: Units sales are Gross Sales figures.

INVENTORY MODES + SIZING & STOCK

Let's look at the functional differences between 'View Inventory' and 'Create/Add To PO' modes.

View Inventory ▼
View Inventory
Create / Add to PO
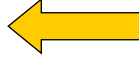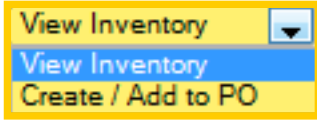
The 'Mode' from the Inventory header section determines how the product results page will be displayed.

View Inventory Mode: Stocky Quantity Definition

• Style:

Style Info
SKU Number:
Product:
Style Number:
Style ID:
Color:

Gender: Womens
Style State: Visible
First Scan Date: 01/09/2013
Season: Spr
Year: 2013
Sell Out Date:
MSRP:
Wholesale:
Average Cost:

Sales & Inv Info

Last 30 Days:
Net Orders: 60
Sell Through: 41%
Returned: 59
Returned %: 50%
Lifetime:
Gross Orders: 1032
Net Orders: 504
Returned: 528
Returned %: 51%
Received: 610

Sales By Size
Available On Site

Site	Full Price	Sale Price
Zappos.com	120.00	107.99 (10%)
6pm.com	120.00	107.99 (10%)

All Open POs:

PO	Status	Open Qty (5)	First Ship Date
EXNULAO	Released	5	06/26/2014

• Additional Information

Style Status: Core Style ▼
Style Comments:

Last updated on: 04/24/2014 by

Sizing & Stock

width	size								Inventory Totals		
	35 (US Women's 4)	36 (US Women's 5)	37 (US Women's 6)	38 (US Women's 7)	39 (US Women's 8)	40 (US Women's 9)	41 (US Women's 10)	42 (US Women's 11)	Owned Inventory	Cost Value	Retail Value
M	0	0	8	9	0	0	6	4	27		
								Totals:	27		

Note: The system will only show on hand (in stock) inventory in this mode. Users cannot enter order quantities or see inbound order quantities per variant (UPC).

Create/Add to PO Mode: Stock Quantity Definition

width	size																							PO Totals			
	35 (US Women's 4)			36 (US Women's 5)			37 (US Women's 6)			38 (US Women's 7)			39 (US Women's 8)			40 (US Women's 9)			41 (US Women's 10)			42 (US Women's 11)			Owned Inventory	Total PO Qty	Cost Value	Retail Value
M	0	0	3	0	0	2	8	0	0	9	0	4	0	0	10	0	0	10	6	0	0	4	0	0	27	0	0.00	0.00
																								Totals: 27	0	0.00	0.00

38 (US Women's 7) — [9] 0 4	**Units currently in stock (on hand).**
38 (US Women's 7) — 9 [0] 4	**The number of units being ordered.**
38 (US Women's 7) — 9 0 [4]	**Inbound units coming within the next 30 days on future orders.**

Note: The system automatically logs out users after 30 minutes of idleness. Work can be lost if a logout event occurs. Avoid this by creating the PO before any long breaks.

SECTION 5: UNDERSTAND PO'S

Section Goal

Upon completion of this section you will know how to create, manipulate, and analyze purchase orders.

Section Outline

Create Purchase Order

New Tab Confirmation/Popup Blocker

PO Screen

Purchase Order Header

Data & Field Definitions

Action Button Definitions

PO: Workflow, Planning, Shipment & Terms

Field & Drop Down Definitions

Purchase Order Comments
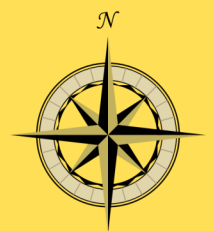
Line Item Discount

Product Selection

Apply Standard Discount

Apply Dollar or Percentage Discount

Inventory PO View

Action Button Definitions

CREATE A PURCHASE ORDER

Once quantities have been added to all the desired products, a purchase order can be created.

1   **Click 'Create New PO'.**   *Note: Action buttons may be hidden from view if page is scrolled down.*

Create New PO	Blank All Values	Add to Existing PO(s)		✓ Open in New Tab

• Style: **<< Remove**

Style Info
SKU Number:
Product:
Style Number:
Style ID:
Color:
Gender:
Style State:
First Scan Date:

Sales & Inv Info
Sales By Size

Last 30 Days:
Net Orders:
Sell Through:
Returned:
Returned %:
Lifetime:
Gross Orders:
Net Orders:

All Open POs:

PO	Status	Open Qty (0)	First Ship Date
No Open POs			

• Additional Information

Style Status:
Core Style ▼

2   **Click 'OK' on new tab/window notice.**

The page at https://zapporo.zappos.com says: ✕

Created PO; the newly created PO should open in a new Tab or Window.

OK

2.5   **Allow pop-ups from Zapporo if blocked by browser.**

The following pop-ups were blocked on this page:

📄 https://zapporo.zappos.com/pehz/po?id=2691404

⦿ Always allow pop-ups from zapporo.zappos.com
◯ Continue blocking pop-ups

Manage pop-up blocking...   **Done**

Note: Pop-up blocker notice & settings may appear differently based on browser. Example above is from Google Chrome.

3   **A new Purchase Order will appear.**

• PO Full View	• Inventory PO View	• PO History		**Link to This Page** 📋 Copy Link

PO Number   **Start Ship Date**   **Supplier**
Description   **Last Ship Date**   **Sales Channel**   Zappos.com

Save Changes	Save & Request Release	Export to XLS	Void

▾ Workflow, Planning, Shipment & Terms   ▴

Workflow
Status   **Transaction Type**   Owner
Last Released   Standalone Order ▼   Creator
Buyer Category   **Primary Contact** ▼
         Secondary Contact ▼

Planning
PO Type   Manual Re-order ▼   **Receipt Month** ▼   **SAP Vendor ID**
         ▼

Shipment
Shipment Type   Regular ▼   **Ready to Ship**   No   **Foreign Trade Zone**   No
         Allow Early Ship   No   **Current FC Dest.**

PURCHASE ORDER: HEADER

Time to submit a PO to the Buyer? Save changes? Or update the Ship Window? Use the PO header to get the job done!

PO Full View	Inventory PO View	PO History		Link to This Page Copy Link

| PO Number **A** | | Start Ship Date **C** | | Supplier **E** |
| Description **B** | | Last Ship Date **D** | | Sales Channel Zappos.com |

Save Changes F **Save & Request Release G** **Export to XLS H** **Void I**

Data & Field Definitions

A	**PO Number**	Purchase order number assigned by the system.
B	**Description**	Appears on 'PO List/Search', helpful for quick reference of PO contents.
C	**Start Ship Date**	The first date in which the supplier can ship products against a purchase order.
D	**Last Ship Date**	The last date in which the supplier can ship products against a purchase order.
E	**Supplier**	The supplier associated to the purchase order.

Action Button Definitions

F	Save Changes	Saves any changes made to the purchase order, but remains in initiated status. The Buyer **will not** be notified when changes are saved.
G	Save & Request Release	Sends an alert to the Buyer requesting release of the PO.
H	Void	**Permanently voids the PO.** *Note: PO's can only be voided in 'initiated status'. POs cannot be voided after choosing 'request release'.*
I	Export to XLS	**This feature takes all the PO information and exports it to Excel.** *Note: There are three tabs on the export file, each tab represents a section of the PO.*

PO: WORKFLOW, PLANNING, SHIPMENT & TERMS

This section of the PO is full of useful and important information. For example: settings for PO notifications (contacts), month allocation (receipt month), & payment terms.

Field & Drop Down Definitions

A	PO Status	Initiated, Voided, Release Pending, Released, Confirmed, Canceled, Closed, Concluded.
B	Last Released	Date & time of last PO release.
C	Buyer Category	Zappos Merchandising internal Buyer Category; Performance, Fashion, Comfort, etc.
D	Transaction Type	Standalone Order, Blanket Order (long term/fixed qty.), Release or Delivery Order.
E	Primary Contact	The person who will receive email notifications specific to the PO.
F	Secondary Contact	The person who can be contacted regarding the PO. Will not receive email notification.
G	Owner	The Buyer who is assigned to the Supplier/Brand.
H	Creator	The user who creates the purchase order.
I	PO Type	Initial Order, Backup Order, Manuel Reorder, Closeout Order.
J	Receipt Month	A Month/Year setting determines where the PO shows up in PO/List Search (on order).
K	SAP Vendor ID	An internal AP reference number.
L	Shipment Type	Regular Shipment or Container Shipment (SCOZ).
M	Ready to Ship	Yes/No; determined by the Ship Date & PO Status. Two weeks from start ship date.
N	Allow Early Ship	Yes/No; determined by Zappos Logistics.
O	Foreign Trade Zone	Yes/No; determined by the location of trade.
P	Current FC Dest.	Warehouse Destination; fulfillment location code.
Q	Payment Terms	Payment Dating Terms; regular dating and/or dating discount.
R	Std PO Discount	Line Item Discount as specified by the Vendor Allowance Agreement.
S	Original Wholesale Dsc	Discounts applied to original wholesale will show here as a percentage.
T	Cur Wholesale Dsc	Discounts applied to current wholesale will show here as a percentage.

PURCHASE ORDER COMMENTS

Use the 'Comments' section to document information pertaining to the purchase order.

Note: The PO comments box is closed by default.

Click here to expand.

Add New Comment:

Type New Comments Here

Click here to add comment.

Note: PO comments are permanent and are visible to everyone.

LINE ITEM DISCOUNTS

Need to apply a line item discount? Every PO has a discount tool for easy discount application.

Line Item Discount Tool Features

A	select all / clear all	Select or deselect all the products on the entire PO.
	Product	Select a single product.
	Style	Select a single style.
	ID / Size / UPC	Select a single size (UPC).
B	Reset Prices	Use 'Reset Prices' to undo applied discounts. Prices can be reset back to 'Original Wholesale' or 'Current Wholesale'.
C	Apply Std Discount	A 'Standard Discount' is determined by the Vendor Allowance Agreement. The agreed discount amount (dollar or percent) will appear on every PO in the 'Terms' section, however the discount still needs to be applied. Simply select the items, or entire PO, and click 'Apply Standard Discount'.
D	Discount: [ ] $	Use this field to apply a dollar or percentage line item discount. Can be applied to 'Original Wholesale', 'Current Wholesale', or 'Cost'. Click 'Go' to apply desired discount.

Note: Changes to cost pricing on the PO does not permanently change the current whole-sale price in the system. Please work with your Buyer to update prices for future orders.

INVENTORY PO VIEW

Sometimes it's easier to see the full inventory details, especially if adjustment decisions need to be made. Use Inventory PO view to see additional information like lifetime sales metrics, future open PO's, and style comments.

• PO Full View	• Inventory PO View	• PO History

PO Number: **Supplier:**   **Status:**

Ship To: **Bill To:**   **Owner:**   **Start Ship Date:**
Last Ship Date:
Payment Terms:
PO Type:

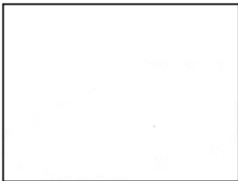Items highlighted are in inventory and have not sold in the last 30 , 60 , 90 or 180 d

Action Button Definitions

A	Save & Request Release	Saves changes to PO and sends a request to Buyer to release PO.
B	Blank All Values	Reset all quantities back to zero.
C	Reset All Values	Resets PO units back to the original quantities that appeared when the PO was last saved.
D	Create New PO	Creates a new PO copying the contents of the original order.
E	Add to Existing PO(s)	Adds additional styles/quantities to an existing PO.

SECTION 8: PO SEARCH & PO STATUS

Section Goal

Upon completion of this section you will understand how to search the system for PO's and the concept of PO status.

Section Outline

PO List/Search

    Features

    Sort Columns

    Export to Excel

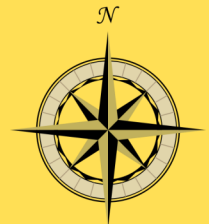   Drop Down & Field Definitions

Purchase Order Status

    How to Determine Status

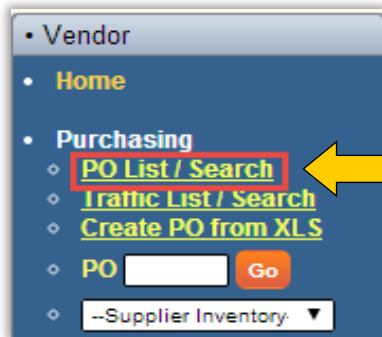   PO Status Types, Rules, & Definitions

Purchase Order Status: Lifecycle

    Status Flow Map

PO LIST/SEARCH

Use PO List/Search to find purchase orders or create a summary by month, quarter, or entire year.

PO List/Search is accessible from the Zapporo navigation bar.

PO List / Search Features

Export to Excel

Columns are Sortable

Supplier ▸	Site ▸	PO Id ▸	Description ▸	Start Ship ▸	Last Ship ▸	Status ▸	Qty ▸	RTS ▸	ASN Qty ▸	Recv Qty ▸	Cost ▸	Recv Cost ▸	Retail ▸	Recv Retail ▸	PO Type ▸	ETA ▸
	Zappos.com	EXNULAO	Womens strong sellers Fill	06/05/2014	06/12/2014	Released	473	Yes	469	469	$32,456.81	$32,180.50	$68,739.00	$68,154.00	Manual Re-order	N/A
	Zappos.com	EXNULAO	Womens Fill	06/10/2014	06/17/2014	Release Pending			0	0	$8,110.07	$0.00	$17,163.00	$0.00	Manual Re-order	N/A
	Zappos.com	EXNULAO	Mens Fill	05/23/2014	06/01/2014	Closed					.61	$16,007.89	$38,352.00	$33,673.00	Manual Re-order	N/A
	Zappos.com	EXNULAO		05/26/2014	06/16/2014	Released	300	Yes	270	0	$16,104.00	$0.00	$34,500.00	$0.00	Back-up Order	N/A
	Zappos.com	EXNULAO	Womens Fill	05/30/2014	06/06/2014	Released	365	Yes	356	355	$25,577.07	$24,889.04	$54,056.00	$52,599.00	Manual Re-order	N/A
	Zappos.com	EXNULAO		06/13/2014	06/20/2014	Release Pending	90	No	0	0	$5,496.30	$0.00	$11,700.00	$0.00	Initial Order	N/A
	Zappos.com	EXNULAO	footbed fill	06/01/2014	06/08/2014	Released	116	Yes	68	68	$2,857.08	$1,674.84	$6,380.00	$3,740.00	Manual Re-order	N/A

Totals: Qty 1,478   ASN Qty 1,359   Recv Qty 1,365   Cost $95,224.57   Recv Cost $89,462.11   Retail $202,027.00   Recv Retail $189,691.00

Drop Down & Field Definitions

A	PO Ids	[ ]	**Navigate directly to a specific PO number.**
B	Supplier	— All — ▾	**Choose from any associated suppliers.**
C	Brand	— All — ▾	**View PO's for any associated brand.**
D	Receipt Month	2011 ▾ June ▾	**Filter by Month and Year.**
E	Current Status	Initiated / Voided / Release Pending / Released Select All ☐	**Multi-Select or 'Select All' view all PO's.** *Note: Default status results include all options except 'Voided'.*
F	Date Range From	Start Ship ▾ [ ] To [ ] Clear	**Search by 'Start Ship', 'Last Ship', or manually enter a date range.**

PURCHASE ORDER STATUS

The Purchase Order Status indicates where a PO is at within the order lifecycle. PO statuses are triggered by user interaction, EDI transactions, and other system rules.

How to Determine PO Status

A	Purchase order 'Status' displays in the 'Workflow, Planning, Shipment & Terms' section of a PO.
B	Purchase order 'Status' displays as a column on PO/List Search results.

PO Status Types, Rules, & Definitions

Initiated	PO has been created but not yet released to the Buyer.
Voided	Voided after the PO was initiated. Rule: Cannot be voided after it is 'released'.
Release Pending	PO is awaiting release which is approved by the Buyer.
Released	PO has been approved and submitted via EDI as a legally binding document.
Confirmed	Vendor has confirmed receipt of PO (EDI 855).
Cancelled	The order has been cancelled by the Buyer. Rule: It cannot be reinstated.
Closed	PO's automatically close 14 days after the last ship date. A PO may be closed
Concluded	PO's are concluded after 60 days from the last ship date.

PURCHASE ORDER STATUS: LIFECYCLE

This chart depicts the various status changes for purchase orders and the possible status progressions.

Initiated
By Vendor or Replenishment System

Voided
Voided by the Vendor Or Buyer if Replen PO

Release Pending
Occurs when Vendor Requests Release

Voided
Voided by the Buyer

Released
The Buyer has approved the Purchase Order

Confirmed
EDI 855 Certified Suppliers

Closed
The Buyer may choose to Close the PO

Concluded
Auto concludes 60 days after last shipment

Cancelled
Cancelled by the Buyer (Goods not received)

Legend:
: Shipped/Received Path (Most Common)
: Voided/Canceled Path

Contact: Always feel free to ask the Buyer about any questions regarding PO statuses.

Note: Learn more about 'EDI' on page 41.

SECTION 7: ANALYZE PO HISTORY

Section Goal

On completion of this section you will know how to analyze the purchase order history tab in order to track shipments, invoices, and PO change events.

Section Outline

PO History Tab

    Header Field Definitions

    PO Communication: Column Definitions

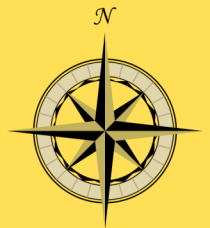**PO History Tab: Shipment Tracking**

    Important Columns: Definitions

PO History Tab: Invoice & PO Events

    Invoice History: Column Definitions

    PO Lifecycle Events: Column Definitions

    Change Request History

PO HISTORY TAB

Curious about the status of a Purchase Order? Want an ETA on product delivery? Need to check invoices? Do all that and more on the PO History Tab.

Header: Field Definitions

A	**PO Number**	Purchase order number assigned by the system.
	Description	Appears on 'PO List/Search', helpful for quick reference of PO contents.
	Start Ship Date	The first date in which the supplier can ship products against a purchase order.
	Last Ship Date	The last date in which the supplier can ship products against a purchase order.
	Supplier	The supplier associated to the purchase order.

PO Communication: Column Definitions

B	**Message**	Summarizes the specific system transmission.
	Transmission	Method of transmission; EDI, email, etc.
	Interchange ID	Electronic Data Interchange (EDI) identification #. Links to transmission data.
	Status	Transmission status; transmitted, failed, Etc.
	Originator	System/User identifier.
	Date	Entry date & time stamp.

Note: Learn more about 'EDI' on page 41.

PO HISTORY TAB: SHIPMENT TRACKING

Use the Dispatch & Shipment History section to check the status of shipment.

Dispatch, Motor Carrier Status & Shipment History

▾ Dispatch (Shipment Info)

Dispatch ID	Routing Submit Date	Shipment Ready Date	Pickup Date	ETA Date	Delivered Date	FC Dest	Cases	Units on this Routing	Total units on PO	Total units already routed	Avail left to route
0000	06/05/2014 08:34 AM	06/09/2014 12:00 AM	06/09/2014 12:00 PM	06/14/2014 08:00 PM	06/14/2014 08:00 PM	SDF8	16	185	203	0	18

▾ Motor Carrier Status Updates

Status	Date	Carrier	Location	Description
IN TRANSIT	06/09/2014 12:00 PM	YRC	Curtis Bay, MD, US	Pickup Appointment Scheduled
PICKED UP	06/09/2014 12:00 PM	YRC	Curtis Bay, MD, US	Departed Pick-up location
ETA	06/14/2014 08:00 PM	YRC	JEFFERSONVILLE, IN, US	Delivery Appointment Scheduled
DELIVERED	06/14/2014 08:00 PM	YRC	JEFFERSONVILLE, IN, US	Confirm Delivered

▾ Shipment History (ASN)

ASN ID	Carrier Tracking Number	ASN Qty	Ship Date
1327233		185	06/09/2014 12:00 AM

Important Columns: Definitions

A	Routing Submit Date: 06/05/2014 08:34 AM / Shipment Ready Date: 06/09/2014 12:00 AM / Pickup Date: 06/09/2014 12:00 PM	**Routing can be submitted 14 days prior to the start ship date. Shipment Ready Date can occur between the start ship date and the last ship date. Routing requires submission at least 24 hours prior to the ready date.**
B	ETA Date: 06/14/2014 08:00 PM	**Estimated Time of Arrival Date is the scheduled arrival date from the originating pickup location to the fulfillment center destination.**
C	Delivered Date: 06/14/2014 08:00 PM	**The date in which the routed product was delivered to the fulfillment center.**
D	Units on this Routing: 185 / Total units on PO: 203 / Total units already routed: 0 / Avail left to route: 18	**See routed units, total ordered units, and remaining units. Zappos Logistics requires shipments be as complete as possible in a single routing.**
E	ASN Qty: 185 / Ship Date: 06/09/2014 12:00 AM	**Advanced Shipment Notice (EDI Feed 856) contains a complete product manifest of goods being shipped.**

PO HISTORY TAB: INVOICE & PO EVENTS

Need to review an invoice? Want to verify when a PO status changed? Curious about the Change Request History? Learn how here.

Invoice History

▾ Invoices (EDI Only)   **A**

Invoice Number	Method	Invoice Date		Items	Amount Due	Terms
14501	EDI	04/24	12:00 AM	60		

Column Definitions

A	**Invoice Number**	Internal Invoice Number.
	Method	Delivery Method; EDI (only shows EDI invoices here).
	Invoice date	Date & Time stamp of EDI invoice.
	Items	Units on invoice.
	Amounts Due	Total amount due on invoice.
	Terms	Dating terms as defined by Vendor Allowance Agreement.

PO Lifecycle Events

▾ PO Lifecycle Events   **B**

Event	Event Date		Source	User Name	Est Cost	Est PO Qty
Initiated	07/08	08:06 AM				
Release Pending	07/08	08:07 AM	Other			108
Released	07/10	12:04 AM	Other			108
Released	01/29	11:01 AM	Other			156
Closed	03/28	02:02 AM	Other	Winston "The Wolf" Wolf		156

Column Definitions

B	**Event**	PO Status Event; Initiated, Release Pending, Released, Closed, Etc.
	Event Date	Date & time stamp of when the PO status event occurred.
	User Name	User which initiated or caused a PO status event to occur.
	Est Cost	Estimated PO cost at the time of PO status event.
	Est PO Qty.	Estimated PO quantity at the time of PO status event.

Change Request History

▾ Change Request History   **C**

ID	Source	User Name	Date		Est Cost	Est PO Qty
45106	Vendor		11/05	11:01 AM		156

C	The 'Change Request History' section captures any change variation in estimated cost & estimated PO quantity made by the Vendor and/or Buyer. Each change request will appear in the history log with the user name who requested the change. The history also includes the date & time in which changes occur.

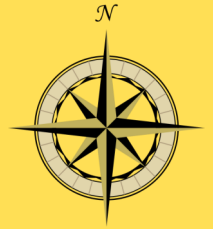# SECTION 8: ANALYZE SALES

Section Goal

Upon completion of this section you will know how to run a sales report and see inventory from multiple suppliers.

Section Outline

Brand Sales Report

Category Planning

BRAND SALES REPORT

Use the Zapporo Brand Sales Report to analyze retail sales metrics for a specific date range.

1 Click 'Brand Sales Report' from the left navigation bar.
Select the desired 'Department' (Brand Name) & click 'Go'.

1.2 Select a brand name from the 'Department' drop down box.

1.3 Click 'Go'.

1.1 Click 'Brand Sales Report'.

2 Select 'Start Date' & 'End Date'.
Select the desired 'Supplier' & 'Department' & click 'Go'.

2.1 Choose a 'Start Date' & 'End Date'.

2.2 Choose a supplier name.

2.3 Choose a 'Department' (not required).

2.4 Click 'Go'.

3 Review report output.

Supplier Totals

Supplier	Sales	Units

Sales Breakdown by Style: Jul 21, 2014 - Jul 21, 2014

Total Units Sold	Total Sales	Average Sales	Total Return Units	Total Returns	Average Returns	Total On Hand	Total On Hand Cost	Total Net Margin

Style Number	Sales	Units	On Hand	Return Value	Return Units	Return % By Price	Net Margin	Product Name	Color	Supplier Name

CATEGORY PLANNING

See multiple styles across different suppliers to compare product performance using this tool.

1 Click 'Category Planning' from the left navigation bar. Type or copy/paste SKU, style, or style ID numbers into one of the three filter by fields highlighted below. Remember SKU & style ID are Zappos assigned.

Note: Must have access to multiple suppliers to see mixed styles.

Primary Role: Vendor

- Vendor
- **Home**
- **Purchasing**
  - PO List / Search
  - Traffic List / Search
  - Create PO from XLS
  - PO [ ] Go
  - Category Planning
  - --Supplier Inventory-
  - Go ☐ New Tab
- **Reports**
  - Brand Sales Report
- **Supplier EDI**
  - --EDI Certification--
  - Go

Report For:
Mode:
Sort By:
Filter By:

Supplier:
View Inventory ▼
Best Selling (30 Day Net) ▼

1.1 Click 'Category Planning'.

Product Name: [ ]
SKU Numbers: [Enter Numbers Here] [Add]
[ ] [Clear]
☐ Partial Match

Style Numbers: [Enter Numbers Here] [Add]
4710-B / 7806-7 [Clear]

1.2 Click 'Add' once number(s) are entered.

[Enter Numbers Here] [Add]
[ ] [Clear]

Availability: Zappos.com / 6pm.com / Amazon.com / Canada.zappos.com
Style State: Visible / Processing / Out of Stock / Inactive
Style Status: None / Replaced / Out of Stock / Inventory Reserve

Season: --- None --- ▼
Sell Out After: [ ] [Clear]
Sell Out Before: [ ] [Clear]

Season/Year: Bas / Dis / FSB / FTr — 2016 / 2015 / 2014 / 2013
Prices: --- All --- ▼
Gender: --- All --- ▼

1.3

Go ▼ styles per page

Items highlighted are in inventory and

Click 'GO' once all number(s) have been added.

2 Review performance and inventory metrics from multiple suppliers.

- Filter Styles

- Vendor
- **Home**
- **Purchasing**
  - PO List / Search
  - Traffic List / Search
  - Create PO from XLS
  - PO [ ] Go
  - Category Planning
  - --Supplier Inventory-
  - Go ☐ New Tab
- **Reports**
  - Brand Sales Report
- **Supplier EDI**
  - --EDI Certification-- ▼
  - Go

Go To Page: [ ] [Jump]   Styles 1 thru 2 of 2   << < [1] > >>

- Style:

Style Info
SKU Number:
Product:
Style Number:
Style ID:
Color:

Gender:
Style State:
First Scan Date:
Season:
Year:
Sell Out Date:
MSRP:
Wholesale:
Average Cost:

Sales & Inv Info

Supplier 1: Footwear

Sales By Size
Available On Site

Site	Full Price	Sale Price
Zappos.com		

Last 30 Days:
Net Orders:
Sell Through:
Returned:
Returned %:
Lifetime:
Gross Orders:
Net Orders:
Returned:
Returned %:
Received:

All Open POs:

PO	Status	Open Qty (46)	First Ship Date
EXNULAO	Released	46	07/16/2014

- Additional Information
Style Status: Core Style ▼
Style Comments: [ ]
Last updated on: 09/05/2013 by

Sizing & Stock

width	size								Inventory Totals		
	35 (US Women's 4)	36 (US Women's 5)	37 (US Women's 6)	38 (US Women's 7)	39 (US Women's 8)	40 (US Women's 9)	41 (US Women's 10)	42 (US Women's 11)	Owned Inventory	Cost Value	Retail Value
M											
									Totals:		

- Style:

Style Info
SKU Number:
Product:
Style Number:
Style ID:
Color:

Gender:
Style State:
First Scan Date:
Season:
Year:
Sell Out Date:
MSRP:
Wholesale:
Average Cost:

Sales & Inv Info

Supplier 2: Clothing

Sales By Size
Available On Site

Site	Full Price	Sale Price
Zappos.com		

Last 30 Days:
Net Orders:
Sell Through:
Returned:
Returned %:
Lifetime:
Gross Orders:
Net Orders:
Returned:
Returned %:
Received:

All Open POs:

PO	Status	Open Qty (0)	First Ship Date
No Open POs			

- Additional Information
Style Status: Core Style ▼
Style Comments: [ ]
Last updated on: 08/14/2013 by

Sizing & Stock

width	size										Inventory Totals		
	35 (US Women's 4)	36 (US Women's 5)	37 (US Women's 6)	38 (US Women's 7)	39 (US Women's 8)	40 (US Women's 9)	41 (US Women's 10)	42 (US Women's 11)	43 (US Women's 12)	44 (US Women's 13)	Owned Inventory	Cost Value	Retail Value
M													
											Totals:		

Inventory Qty: Est Cost: Est Retail: SKUs: Styles:

SECTION 9: PO MANAGEMENT, EDI, & SUPPORT CONTACTS

Section Goal

On completion of this section you will better understand how to submit a 'change request', Zapporo EDI feeds, how Buyers are notified about specific work tasks in the purchase process via the Work List, and who to contact for common support topics.

Section Outline

Change Request

Work List

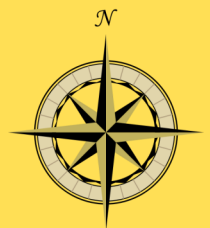　　Work Flow Diagram

　　Work List Example

EDI Dashboard

　　Supplier Selection

　　Review EDI Certifications

　　EDI Feeds

Support Contacts

CHANGE REQUEST

Vendors may submit PO changes through Zapporo. When a change is requested a notification is sent to the Buyer to approve or reject. Changes include: Style addition & removal, price adjustment, quantity adjustment, and start/last ship date. Does not include changes to style data such as: style name, gender, color, size, or UPC (contact Buyer directly).

> *Note: Change requests cannot be submitted for PO's in 'closed' status.*

1 **Make necessary changes to the PO.**
Examples illustrated below.

Click to change start ship and/or last ship date.

Click to delete selected products, styles, or UPCs.

Select products, enter discount amount, select % or $, chose 'apply to' option and click 'Go'.

Click inside box to change quantity by line.

Click inside box to change cost by line.

2 **Click 'Save & Request Release' to submit changes to the Buyer.**

Click to save & release changes.

WORK LIST

The work list is a Buyer notification dashboard. The system is designed to alert Buyers to various PO processes that may need assistance along the way; PO approval (initial), change requests, shipping & receiving tasks, invoice reconciliation, etc.

Work Flow Diagram

Work List Triggers
⇒ Vendor Request Release
⇒ Invoice Discrepancy
⇒ Change Request (Manual/EDI)
⇒ Not Ready To Ship (Ship Dates)
⇒ Auto Replenishment
⇒ Manual PO Close

Note: The screen below is how the Buyer views and completes work list tasks. Vendors will not see this particular screen (included as informational content only).

Buyer Work List Dashboard Example

• Search Results   Found 20 Tasks.   High priority tasks are Highlighted

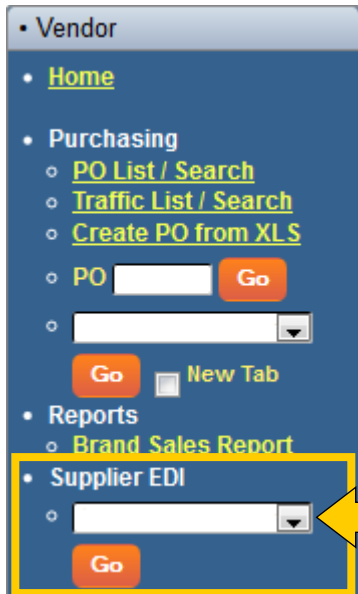| Task ▾	Details ▸	Priority ▾	PO Id ▸	PO Creator ▸	PO Status ▸
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Anna	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Adam	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Rebecca	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Rebecca	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Jenna	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Rebecca	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Dave	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Jenna	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Jenna	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Jenna	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Jenna	Release Pending
MA Request Release	Request Release for purchase order.	Medium	EXNULAO	Mandy	Release Pending
MA Request Release	Request Release for purchase order.	Medium	EXNULAO	Mandy	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Madeline	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Dave	Release Pending
Not Ready to Ship	Today is later than 14 days after Last Ship Date.	Medium	EXNULAO	PEHZ E	Released
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Hilary	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Hilary	Release Pending
Vendor Request Release	Request Release for purchase order.	Medium	EXNULAO	Hilary	Release Pending
Auto-Rpl Request Release	Request Release for purchase order.	Medium	EXNULAO	Everclear Autoreplen	Release Pending

Note: Buyers review the work list daily to make sure tasks are being evaluated.

EDI DASHBOARD

Electronic Data Interchange (EDI) is a communication system that provides standards for exchanging data electronically. By adhering to the same standard; two different parties can electronically exchange documents. These documents include purchase orders, invoices, shipping notices, and many others. Check 'Supplier EDI' to see the certified status of EDI feeds.

1 Choose a Supplier from the drop down menu and click 'Go'.

2 View Supplier EDI information on the dashboard.

Supplier EDI Dashboard

▼ Certification

Id ▾	Current Status ▸
810	810 Certified
850	850 Certified
855	855 Certified
856	856 Certified
60	860 Certified
997	997 Certified

Contact: zappos-edi@amazon.com for any questions.

EDI Feed Definitions

850	**Purchase Order (PO)**	Order details, shipping timeframes, ship-to addresses. Line item details: UPCs, quantities, price, color/size/description.
855	**PO Acknowledgement**	Confirms the receipt of a purchase order down to line item. Also communicates if the PO was accepted, rejected, or accepted with changes by the Vendor.
860	**PO Change**	A change to an existing purchase order. Also used to confirm acceptance of changes to purchase orders made by Vendors.
856	**Advanced Ship Notice (ASN)**	Manifest of PO contents; UPC & quantity. ASN information should match the invoice.
810	**Invoice**	Bill of goods; style, color, price, UPC, and quantity.
997	**Functional Acknowledgement**	A technical response for EDI transactions. Serves as a receipt to acknowledge that an EDI transaction, or a group of transactions, was received, rejected, or contains errors.
GS1-128	**Shipping Label**	Info from label comes from 856 ASN. Contains ship to location, PO# and barcode, product type, SSCC-18 barcode.

SUPPORT CONTACTS

Here is a list of common support topics and the associated support teams' email contact.

Support Topics	Contact Information
Vendor Guide, Package/Labeling, Tool Access	zappos-vendorsupport@amazon.com
Routing, 3rd Party Carriers, Routing Portal	zappos-traffic@amazon.com
EDI Messaging, EDI Setup/Testing	zappos-EDI@amazon.com
Invoice Issues & AP Portal Access	zappos-apretail@amazon.com
Purchase Orders	**Please contact your Buyer**