



Walgreens Boots Alliance

Bamboo Rose Training Manual

Accepting PO

Printing PO

**Getting Shipping mark information,
Shipment Authorization (SA) release**

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Document Control

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1	25 Aug 2016	Nancy Leung	Initial Draft

Authorisations:

Role	Name	Signature	Date



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Introduction

These sections help vendor to understand the system operation of accepting the PO, changing the PO status from [released] to [accepted].

Also vendors could know how to print PO, get the shipping mark (apply to Boots UK all year round order only), and check the SA status of the PO.



1. Accepting the PO

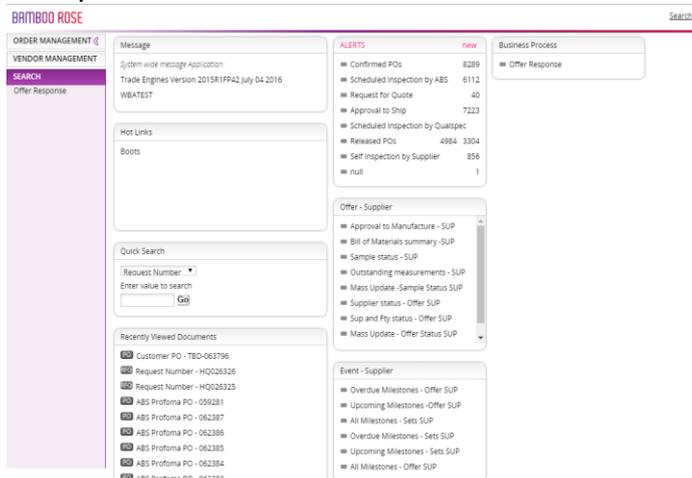
When PO is released from WBA office to vendor, vendor has to review the PO in details. Within 3 working days (if you have concern on the timeline, kindly check with your supply chain officer), vendor has to confirm the PO via system. In this section, the process of accepting PO will be demonstrated.

When the PO is released by WBA office, you could have received the email alert. Then you could login into the system to view the PO details.

<https://wba.bamboorose.com/prod/login.do>



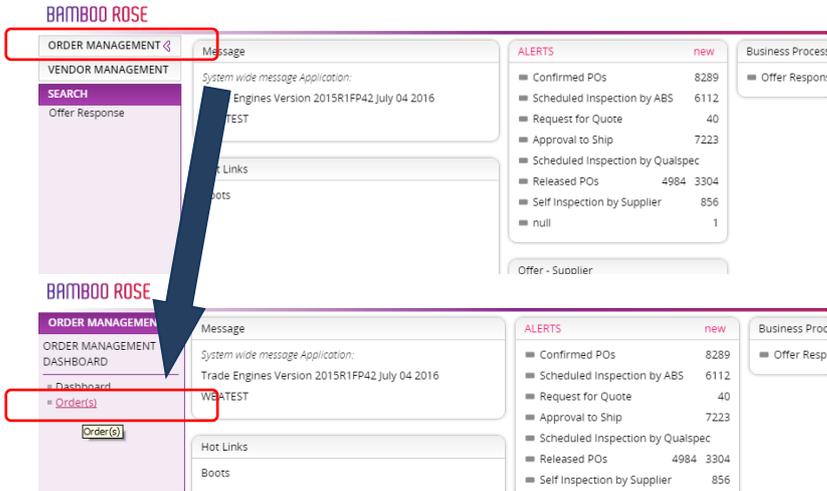
Then you will arrive the dash board like below.



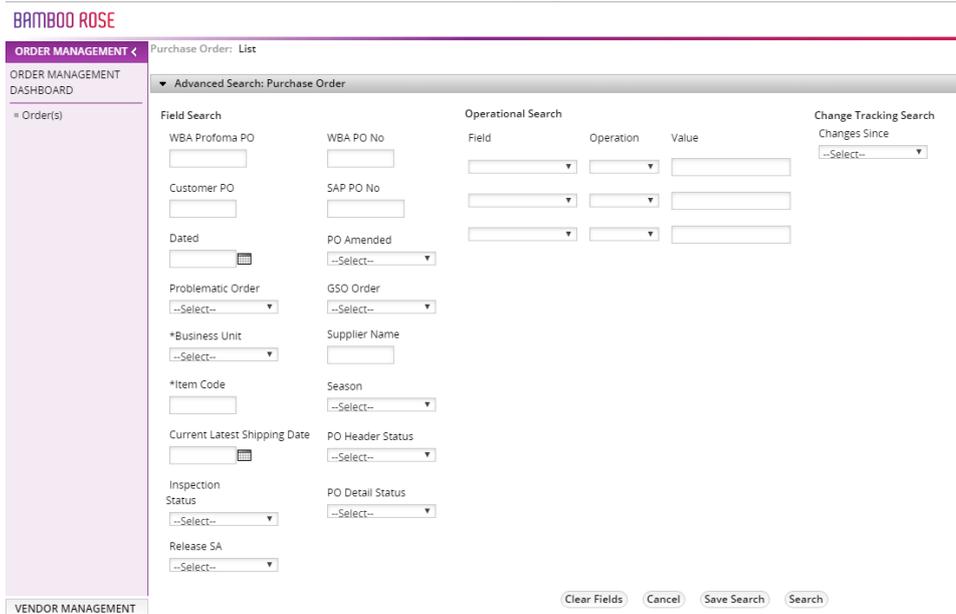


There are TWO ways to find the order that you would like to view.

Way 1 – by main manual from the left.
Click the [order management] then [order]



Then you will arrive at the main search page.





Then you key in the WBA PO#, then click [Search] or press [Enter] from your keyboard.

Way 2 - by PO status

In the dash board, you could click the [Released POs] under the Alert column

Alert Type	Count	Response Count
Confirmed POs	8289	
Scheduled Inspection by ABS	6112	
Request for Quote	40	
Approval to Ship	7223	
Scheduled Inspection by Qualspec		
Released POs	4984	3304
Self Inspection by supplier	856	
null	1	

Then there will be a list of PO needs your confirmation.

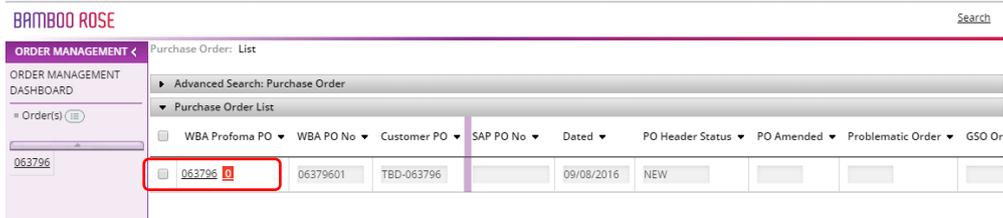
Subject	Time
IIANGSU PO: 06382001 - Item Code: 1748629 - Description: ABCDE - Range Name: FIRST AID - ETD: 10/10/2017 has been released	2016-08-10 16:44:23
IIANGSU PO: 06379601 - Item Code: 1748629 - Description: ABCDEF - Range Name: FIRST AID - ETD: 10/10/2016 has been released	2016-08-10 09:20:34
IIANGSU PO: 06379601 - Item Code: 1748629 - Description: ABCDE - Range Name: FIRST AID - ETD: 10/10/2016 has been released	2016-08-10 09:17:10
IIANGSU PO: 06379601 - Item Code: 1748629 - Description: ABCDE - Range Name: FIRST AID - ETD: 10/10/2016 has been released	2016-08-09 17:57:43
IIANGSU PO: 06376801 - Item Code: 1748629 - Description: ABCDE - Range Name: FIRST AID - ETD: 10/10/2016 has been released	2016-08-08 15:02:57
IIANGSU PO: 06376802 - Item Code: 1748637 - Description: ABCDE - Range Name: FIRST AID - ETD: 10/10/2016 has been released	2016-08-08 15:02:57
IIANGSU PO: 06252508 - Item Code: 317954 - Description: WALG ANKLE SUPP WRAP OS - Range Name: WALGREENS - ETD: 02/06/2016 has been released	2016-02-19 09:56:16



After you have located your PO (either by Way 1 or 2), you will be in the following page.

Then you click the number of WBA Performa PO e.g.[063796] below. Then it will lead you to order overview.

Go to Details.



BAMBOO ROSE Search

ORDER MANAGEMENT < Purchase Order: List

ORDER MANAGEMENT DASHBOARD

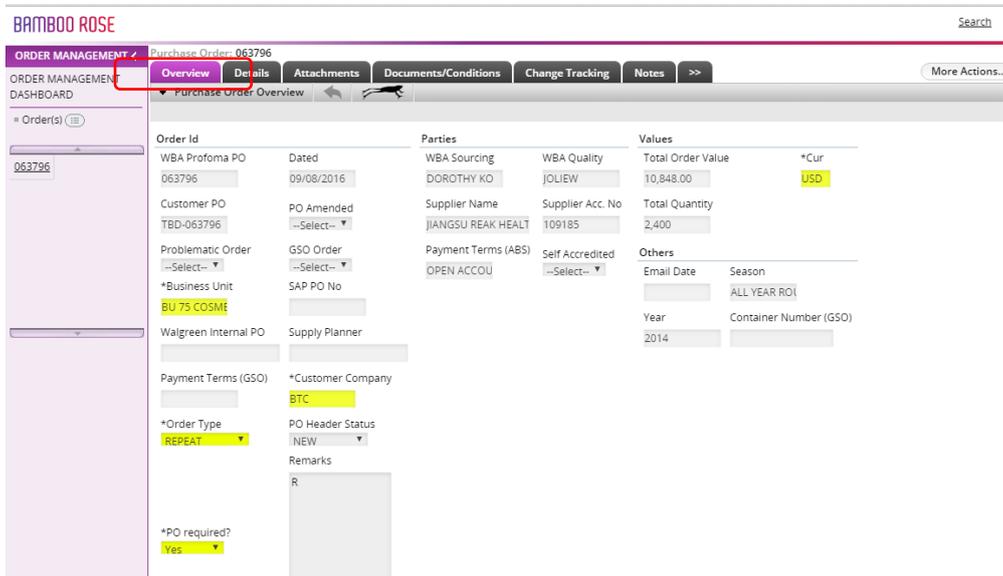
Order(s) (0)

063796

Advanced Search: Purchase Order

Purchase Order List

WBA Profoma PO	WBA PO No	Customer PO	SAP PO No	Dated	PO Header Status	PO Amended	Problematic Order	GSO Or
<input type="checkbox"/>	063796	06379601	TBD-063796	09/08/2016	NEW			



BAMBOO ROSE Search

ORDER MANAGEMENT < Purchase Order: 063796

ORDER MANAGEMENT DASHBOARD

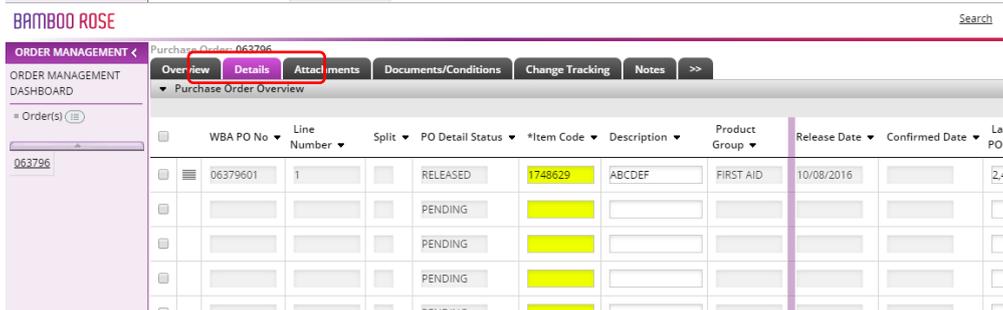
Order(s) (0)

063796

Purchase Order Overview

Overview Details Attachments Documents/Conditions Change Tracking Notes >>

Order Id	Parties	Values
WBA Profoma PO 063796	WBA Sourcing DOROTHY KO	Total Order Value 10,848.00
Dated 09/08/2016	WBA Quality JOLIEW	*Cur USD
Customer PO TBD-063796	Supplier Name JIANGSU REAK HEALT	Supplier Acc. No 109185
PO Amended --Select--	Supplier Acc. No 109185	Total Quantity 2,400
Problematic Order --Select--	Payment Terms (ABS) OPEN ACCOUC	Self Accredited --Select--
GSO Order --Select--		Others
*Business Unit BU 75 COSM	SAP PO No	Email Date
Walgreen Internal PO	Supply Planner	Season ALL YEAR ROI
Payment Terms (GSO)	*Customer Company BTC	Year 2014
*Order Type REPEAT	PO Header Status NEW	Container Number (GSO)
Remarks R		
*PO required? Yes		



BAMBOO ROSE Search

ORDER MANAGEMENT < Purchase Order: 063796

ORDER MANAGEMENT DASHBOARD

Order(s) (0)

063796

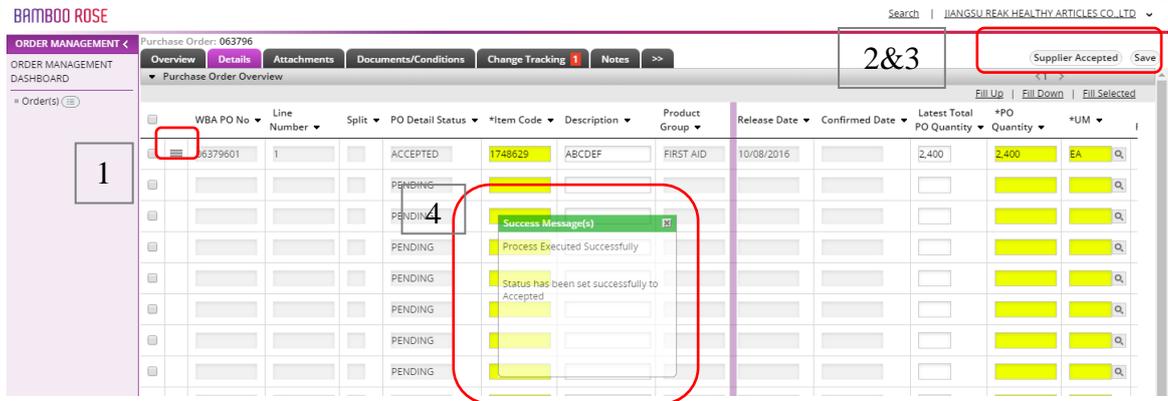
Purchase Order Overview

Overview Details Attachments Documents/Conditions Change Tracking Notes >>

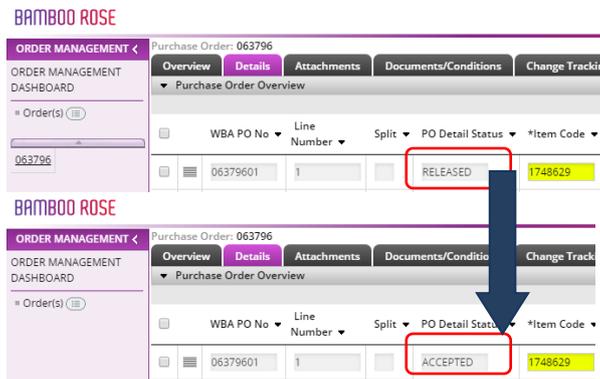
WBA PO No	Line Number	Split	PO Detail Status	*Item Code	Description	Product Group	Release Date	Confirmed Date	La PO
06379601	1		RELEASED	1748629	ABCDEF	FIRST AID	10/08/2016		2,4
			PENDING						
			PENDING						
			PENDING						
			PENDING						

Vendor has to review order details, including but not limited to item, qty and leadtime.

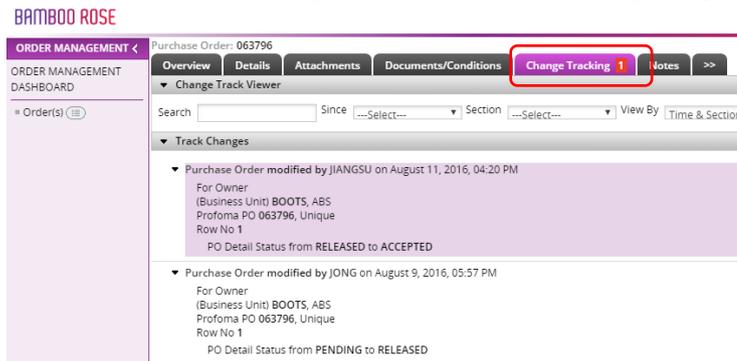
Accepting the PO by clicking the [box] (1) in the front of WBA PO No [06379601], then [Supplier Accepted](2) then [Save] (3)
Then you could see the success message box (4) from the system.



Then you could see the PO status has changed from RELEASED to ACCEPTED



You could find the change information by visiting the [Change Tracking] page.



In this page, you could find the related actions have been taken from this PO.
The process of accepting PO has been completed.



3. Information of the shipping mark - (apply to Boots UK all year round order ONLY)

This section is for Boots all year round order only.

If your order is from WBA US or Boots Christmas, you can contact our supply chain officer if you have inquiry on the shipping mark and you could skip this section.

You would need to access to the printable version of the PO. (Pls refer to the Section 2 – Print out the PO)

The screenshot shows a PO system interface with a search bar at the top right. Below the search bar are buttons for 'More Actions...', 'Order Comments', and 'Print PO'. The main area displays PO details for 'Walgreens Boots Alliance' and 'JANUSI WILKIE HEAD FOR ARTICLES CO., LTD'. A table below shows PO line items. A red box highlights a specific line item, and a blue arrow points from it to the shipping mark information below.

SHIP MARKS :	SIDE MARKS :	
06379601/TBD-063796	ITEM 1748629	
DELIVER TO :	ABCDE	
STORES SERVICE CENTRE	QUANTITY	UNITS
HARRIMANS LANE	MEASUREMENT	CMS
NOTTINGHAM	GROSS WEIGHT	KGS
NG90 1WT, UK	NET WEIGHT	KGS
BATCH CODE :		
ORIGIN :		
CARTON NO	1/UP	

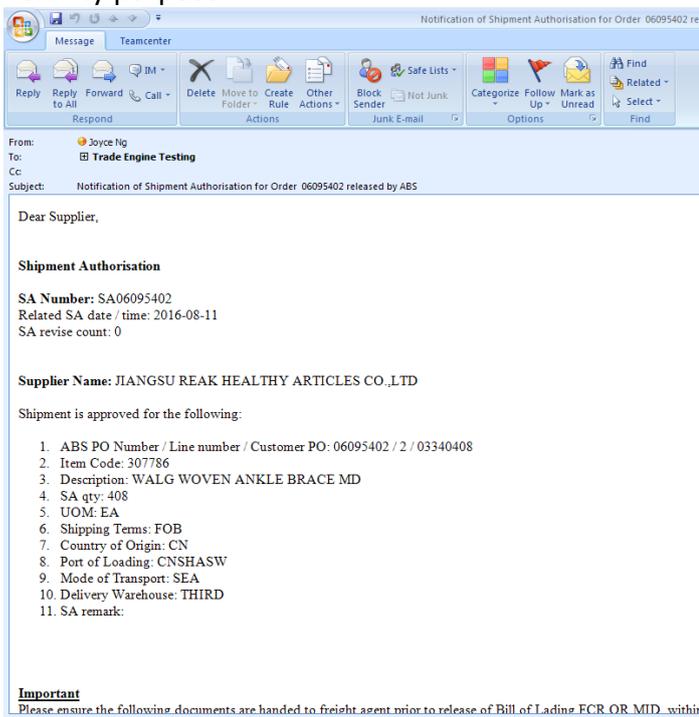


4. Shipment Authorization (SA) release

When the QA process is completed, SA release will be granted in the system. Vendor should work with our appointed freight forwarder to further the logistic arrangement.

When SA is released, vendor will receive email alert. Kindly note that there could be time gap between the status update and email alert. It is always a good practice to get into the system and get the most updated situation.

There is NO system process for vendor on SA release. This section is mainly for your visibility purpose.



Search the PO in the system with Way 1 and Way 2.

Once you have located the PO (before accessing to PO Overview), you could find the inspection status [Complete] and release SA [Y]. It means that the PO has been SA released.

BAMBOO ROSE Search | JIANGSU REAK HEALTHY ARTICLES CO., LTD

ORDER MANAGEMENT < Purchase Order: List Saved Searches Create Ord

ORDER MANAGEMENT DASHBOARD

Advanced Search: Purchase Order

Purchase Order List

Order(s)	WBA Profoma PO	WBA PO No	Customer PO	Business Unit	Party ID	Supplier Name	Item Code	Season	Current Latest Shipping Date	Inspection Status	Release SA
060954	060954	06095403	03340408	99	JIANGSU	JIANGSU REAI	308024	AYR	24/03/2016		
060954	060954	06095409	03340408	99	JIANGSU	JIANGSU REAI	920159	AYR	24/03/2016	SCHEDULED	
060954	060954	06095401	03340408	99	JIANGSU	JIANGSU REAI	307758	AYR	24/03/2016		
060954	060954	06095402	03340408	99	JIANGSU	JIANGSU REAI	307786	AYR	24/03/2016	COMPLETE	Y
060954	060954	06095406	03340408	00	JIANGSU	JIANGSU REAI	317068	AYR	24/03/2016		



Then you could access to the detail page of the PO. The item status is “Inspected” and the SA qty is availability

BAMBOO ROSE Search | IANGSU REAK HEALTHY ARTICLES CO., LTD

Purchase Order: 060954 Supplier Accepted Save

ORDER MANAGEMENT < **Overview** Details Attachments Documents/Conditions Change Tracking 2 Notes >>

ORDER MANAGEMENT DASHBOARD < 1 >

▼ Purchase Order Overview Fill Up | Fill Down | Fill Selected

Order(s)	WBA PO No	Line Number	Split	PO Detail Status	*Item Code	Description	Product Group	SA Release Date	SA Number	SA Count	SA Quantity	Actual Shipping Dat
060954	06095401	1		CONFIRMED	307758	WALG ABDOMEN S	SUPPORT			0.00		
060954	06095402	2		INSPECTED	307786	WALG WOVEN ANK	SUPPORT	11/08/2016	SA06095402	1.00	408.00	
060954	06095403	3		CONFIRMED	308024	WALG WRIST SPRT	SUPPORT			0.00		
060954	06095404	4		INSPECTED	308031	WALG ANKLE SUPR	SUPPORT			0.00		