



Walgreens Boots Alliance

Bamboo Rose Training Manual

Accepting PO

Printing PO

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

Version: 1

Date: 25 Aug 2016

Document Control

Change History:

Issue No	Date	Modified by	Change
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.

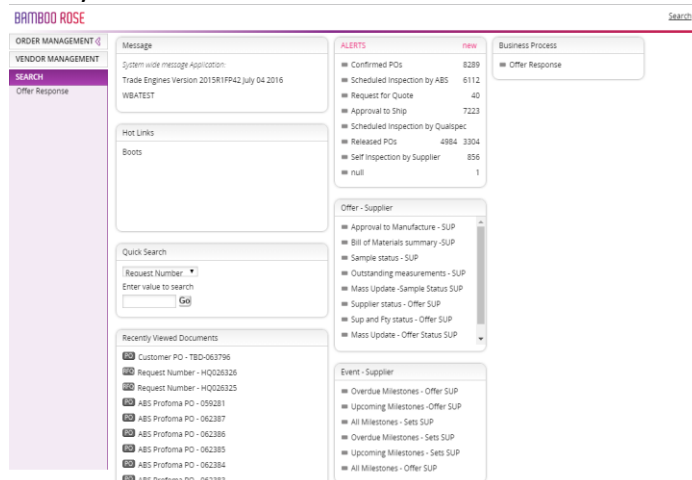
When the PO is released by WBA office, you could have received the email alert. Then you could login into the system to view the PO details.

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



The login page features the Walgreens Boots Alliance logo and the text "WBA Test Environment for UAT / SIT". Below this, it states "This application works well with Internet Explorer 9 and above." To the right, there is a "Log in" section with fields for "User ID" (containing "JIANGSU") and "Password" (containing "*****"). A "Forgot your password?" link and a "Submit" button are also present.

Then you will arrive the dash board like below.



The dashboard is titled "BAMBOO ROSE" and includes a search bar. It is divided into several sections:

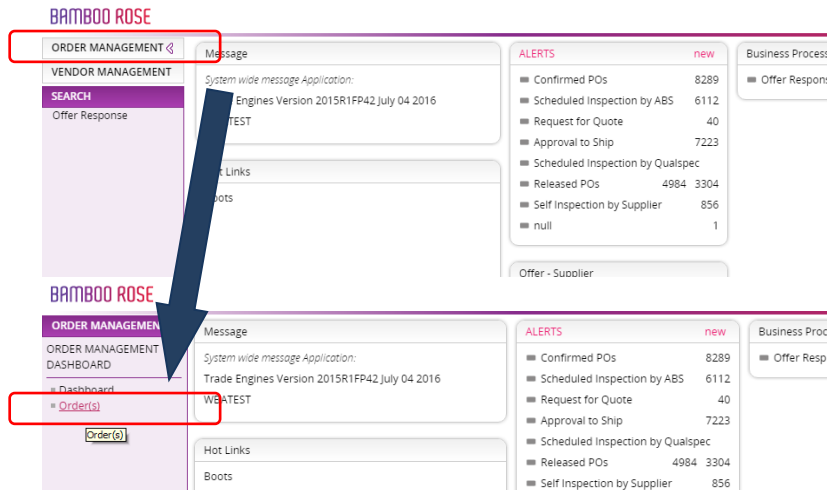
- ORDER MANAGEMENT**: Includes a "Message" section with a system-wide message about Trade Engines Version 2015R1FP42 dated July 04 2016, and a "Hot Links" section with a link to "Boots".
- SEARCH**: A section for finding documents, including a "Quick Search" box with a "Request Number" dropdown and a "Go" button, and a "Recently Viewed Documents" list with items like "Customer PO - TBD-063796" and "Request Number - HQ025326".
- ALERTS**: A section showing various alerts with counts, such as "Confirmed POs" (8289), "Scheduled Inspection by ABS" (6112), and "Released POs" (4984 / 3304).
- Business Process**: A section with a "Business Process" dropdown menu showing options like "Offer Response" and "Offer Status".
- Offer - Supplier**: A section with a list of offers, including "Approval to Manufacture - SUP", "Bill of Materials summary - SUP", and "Sample status - SUP".
- Event - Supplier**: A section with a list of events, including "Overdue Milestones - Offer SUP", "Upcoming Milestones - Offer SUP", and "All Milestones - Sets SUP".



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]



BAMBOO ROSE

ORDER MANAGEMENT < Message

VENDOR MANAGEMENT

SEARCH Offer Response

System wide message Application: Engines Version 2015R1FP42 July 04 2016

TEST

Hot Links

Boots

BAMBOO ROSE

ORDER MANAGEMENT < Message

ORDER MANAGEMENT DASHBOARD

Dashboard

Order(s)

Order(s)

System wide message Application: Trade Engines Version 2015R1FP42 July 04 2016

WBA TEST

Hot Links

Boots

ALERTS new

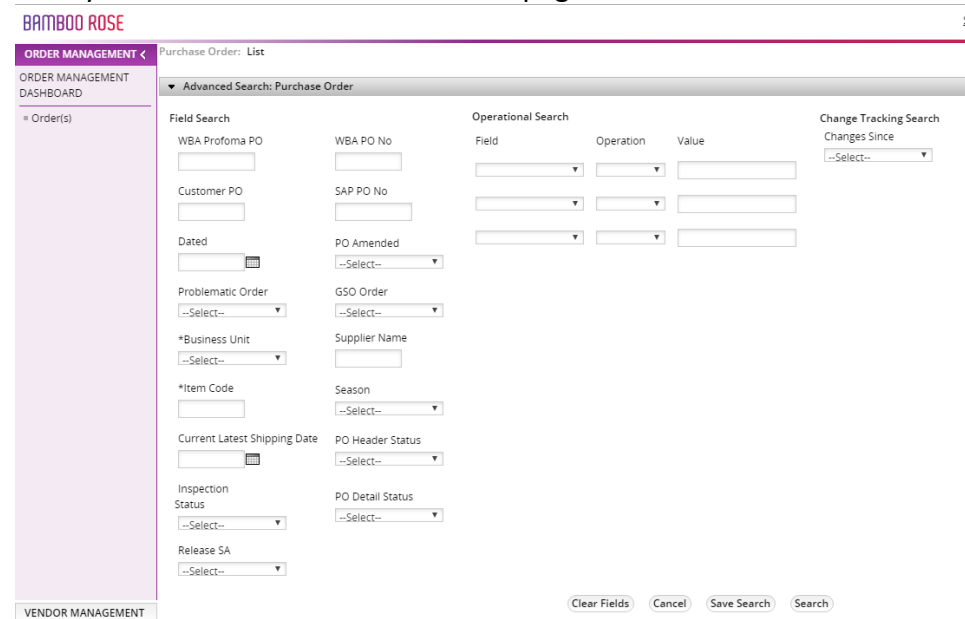
Confirmed POs	8289
Scheduled Inspection by ABS	6112
Request for Quote	40
Approval to Ship	7223
Scheduled Inspection by Qualspec	
Released POs	4984 3304
Self Inspection by Supplier	856
null	1

Offer - Supplier

Business Process

Offer Response

Then you will arrive at the main search page.



BAMBOO ROSE

ORDER MANAGEMENT < Purchase Order: List

ORDER MANAGEMENT DASHBOARD

Order(s)

Advanced Search: Purchase Order

Field Search		Operational Search			Change Tracking Search
Field	Value	Field	Operation	Value	Changes Since
WBA Profoma PO					--Select--
Customer PO					
Dated					
Problematic Order	--Select--				
*Business Unit	--Select--				
*Item Code					
Current Latest Shipping Date					
Inspection Status	--Select--				
Release SA	--Select--				
WBA PO No					
SAP PO No					
PO Amended	--Select--				
GSO Order	--Select--				
Supplier Name					
Season	--Select--				
PO Header Status	--Select--				
PO Detail Status	--Select--				

Clear Fields Cancel Save Search Search

VENDOR MANAGEMENT

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

BAMBOO ROSE

ORDER MANAGEMENT < Purchase Order: List

ORDER MANAGEMENT DASHBOARD

Order(s)

Advanced Search: Purchase Order

Field Search

WBA Profoma PO:

Customer PO:

Dated:

Problematic Order:

*Business Unit:

*Item Code:

Current Latest Shipping Date:

Inspection Status:

Release SA:

Operational Search

Field:

Operation:

Value:

Change Tracking Search Changes Since:

Clear Fields Cancel Save Search **Search**

Way 2 - by PO status

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

BAMBOO ROSE

ORDER MANAGEMENT < Message

VENDOR MANAGEMENT

SEARCH

Offer Response

System wide message Application:

Trade Engines Version 2015R1FP42 July 04 2016

WBATEST

Hot Links

Boots

ALERTS

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

Offer - Supplier

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

BAMBOO ROSE

ALERTS - Released POs

Show Read Show New

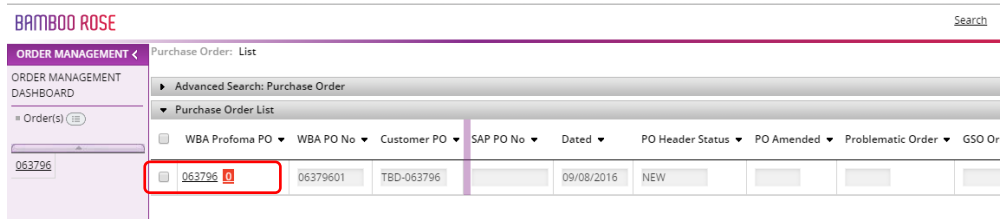
Subject	Time
JIANGSU PO: 06382001 - Item Code: 1748629 - Description: ABCDE - Range Name: FIRST AID - ETD: 10/10/2017 has been released	2016-08-10 16:44:23
JIANGSU PO: 06379601 - Item Code: 1748629 - Description: ABCDEF - Range Name: FIRST AID - ETD: 10/10/2016 has been released	2016-08-10 09:20:34
JIANGSU PO: 06379601 - Item Code: 1748629 - Description: ABCDE - Range Name: FIRST AID - ETD: 10/10/2016 has been released	2016-08-10 09:17:10
JIANGSU PO: 06379601 - Item Code: 1748629 - Description: ABCDE - Range Name: FIRST AID - ETD: 10/10/2016 has been released	2016-08-09 17:57:43
JIANGSU PO: 06376801 - Item Code: 1748629 - Description: ABCDE - Range Name: FIRST AID - ETD: 10/10/2016 has been released	2016-08-08 15:02:57
JIANGSU PO: 06376802 - Item Code: 1748637 - Description: ABCDE - Range Name: FIRST AID - ETD: 10/10/2016 has been released	2016-08-08 15:02:57
JIANGSU PO: 06252508 - Item Code: 317954 - Description: WALG ANKLE SUPP WRAP OS - Range Name: WALGREENS - ETD: 02/05/2016 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

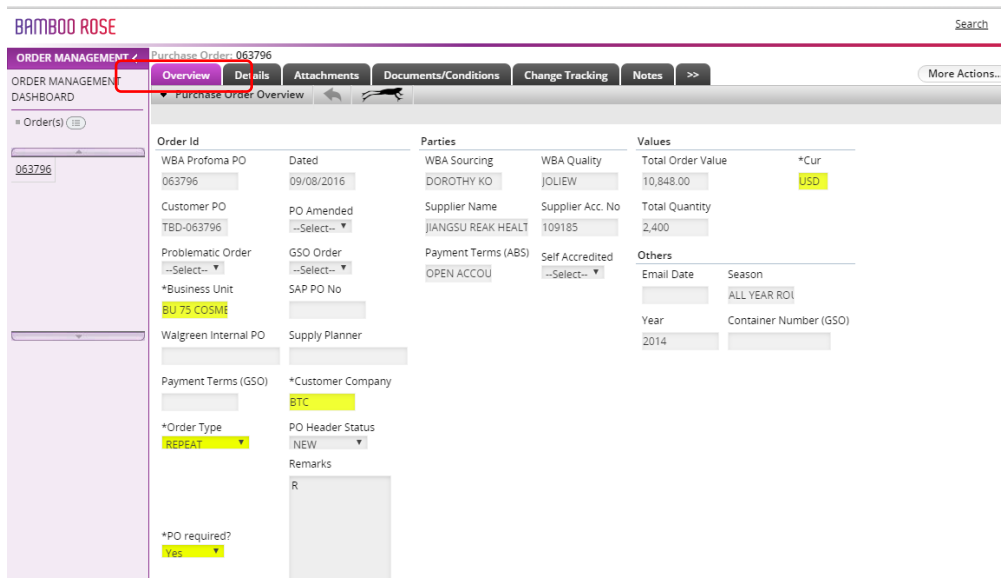
Order(s) (1)

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 checked="" type="checkbox"/>	063796	06379601	TBD-063796	09/08/2016	NEW			



BAMBOO ROSE Search

ORDER MANAGEMENT < Purchase Order: 063796

ORDER MANAGEMENT DASHBOARD

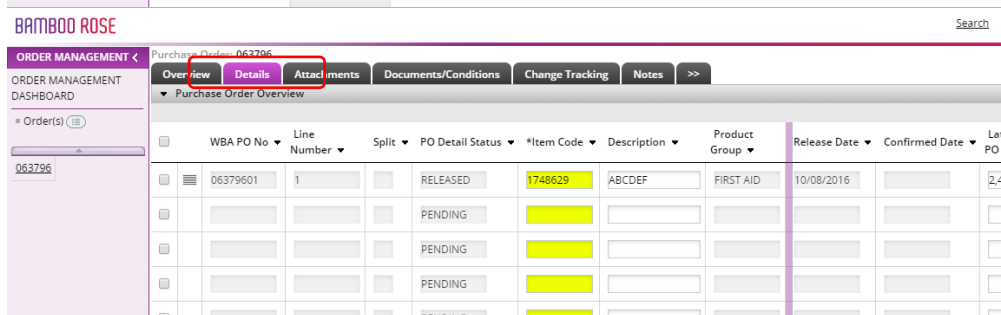
Order(s) (1)

063796

Purchase Order Overview

Overview Details Attachments Documents/Conditions Change Tracking Notes >>

Order Id	Parties	Values
WBA Profoma PO	WBA Sourcing	Total Order Value
063796	DOROTHY KO	10,848.00
Customer PO	Supplier Name	Total Quantity
TBD-063796	JIANGSU REAK HEAL	2,400
Problematic Order	Payment Terms (ABS)	Others
--Select--	Self Accredited	Email Date
*Business Unit	OPEN ACCOU	Season
BU 75 COSME		ALL YEAR ROI
Walgreen Internal PO	Supply Planner	Year
		2014
Payment Terms (GSO)	*Customer Company	Container Number (GSO)
	BTC	
*Order Type	PO Header Status	
REPEAT	NEW	
	Remarks	
	R	
*PO required?		
Yes		



BAMBOO ROSE Search

ORDER MANAGEMENT < Purchase Order: 063796

ORDER MANAGEMENT DASHBOARD

Order(s) (1)

063796

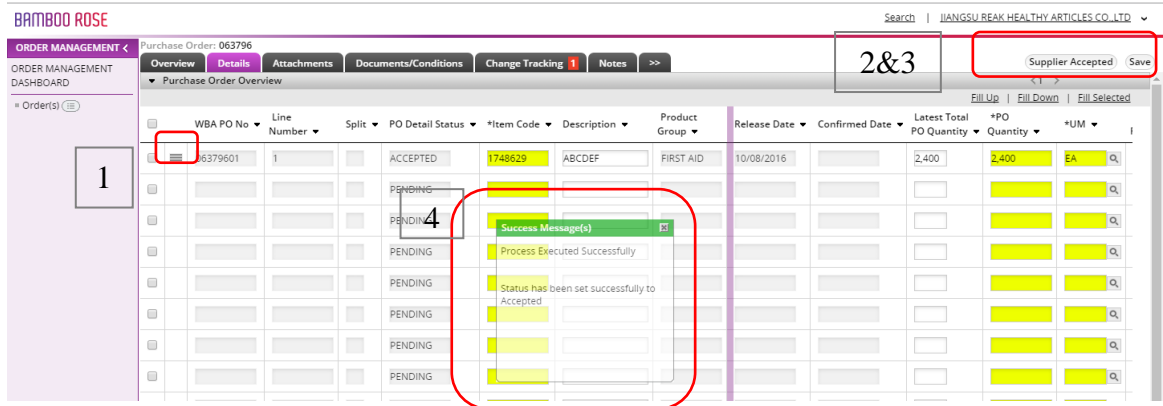
Purchase Order Overview

Overview Details Attachments Documents/Conditions Change Tracking Notes >>

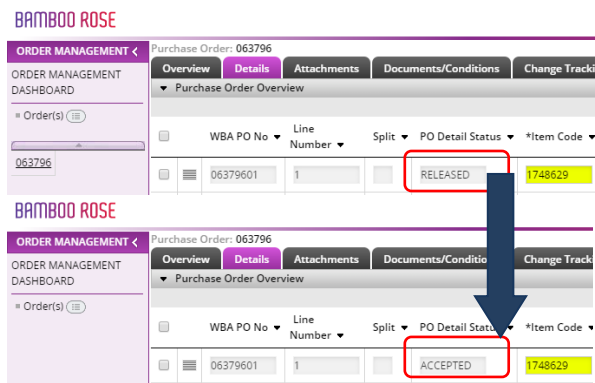
WBA PO No	Line Number	Split	PO Detail Status	*Item Code	Description	Product Group	Release Date	Confirmed Date	La PO
06379601	1		RELEASED	1748629	ABCDEF	FIRST AID	10/08/2016		24
			PENDING						
			PENDING						
			PENDING						
			PENDING						
			PENDING						
			PENDING						

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

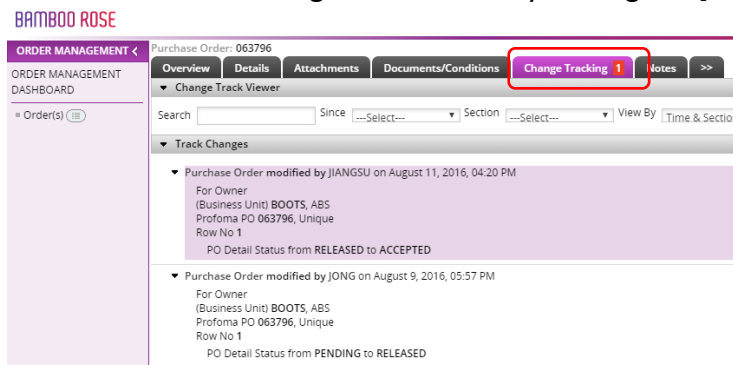
Accepting the PO by clicking the [box] (1) in the front of WBA PO No [06379601], then [Supplier Accepted](2) then [Save] (3)
Then you could see the success message box (4) from the system.



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.



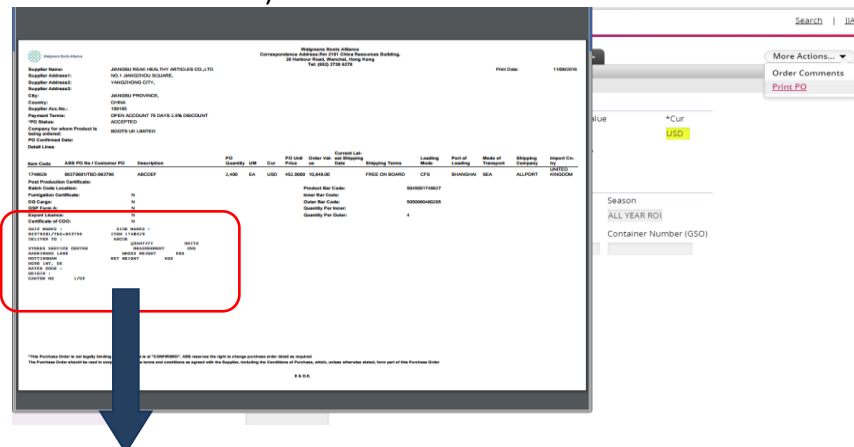
In this page, you could find the related actions have been taken from this PO.
The process of accepting PO has been completed.

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. On the left, there's a sidebar with navigation links. The main area displays a table of items. A red box highlights a specific item in the table. A blue arrow points down from this item to the shipping mark section below.

Item Code	Item Description	QTY	UOM	Cur	Unit Price	Order Total	Shipping Terms	Lead Time	Port of Origin	Mode of Transport	Shipping Method	Origin City
06379601	ABCDEF	1	EA	USD	452.0000	452.0000	FREE ON BOARD	075	SHANGHAI	SEA	ALFPORT	CHINA

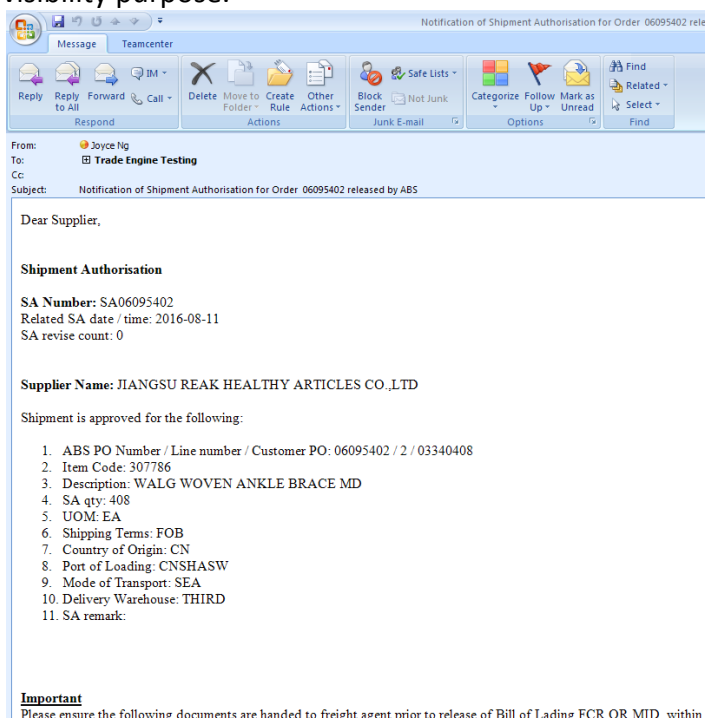
SHIP MARKS :	SIDE MARKS :	
06379601/TBD-063796	ITEM 1748629	
DELIVER TO :	ABCDE	
	QUANTITY	UNITS
STORES SERVICE CENTRE	MEASUREMENT	CMS
HARRIMANS LANE	GROSS WEIGHT	KGS
NOTTINGHAM	NET WEIGHT	KGS
NG90 1WT, UK		
BATCH CODE :		
ORIGIN :		
CARTON NO	1/UP	

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

ORDER MANAGEMENT DASHBOARD

Advanced Search: Purchase Order

Purchase Order List

Order(s)	WBA Proforma 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	99	JIANGSU	JIANGSU REAI	307786	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 | JIANGSU REAK HEALTHY ARTICLES CO., LTD

Purchase Order: 060954

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

Supplier Accepted Save

Fill Up | Fill Down | Fill Selected

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 Date
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		