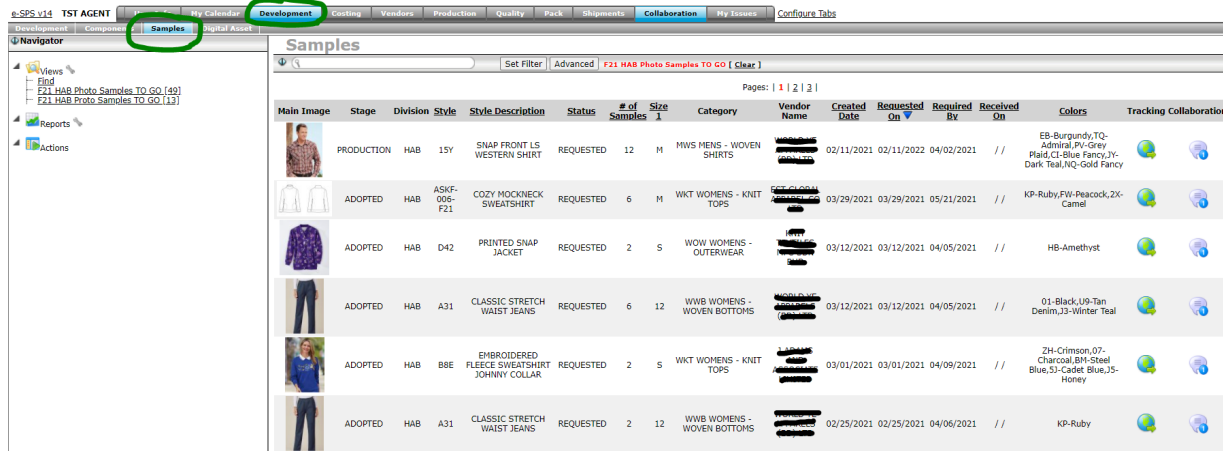


4.5 SAMPLES

This is to be used for tracking the status of samples that have been requested.

Agent/Vendor will populate the send date, carrier, tracking number and status on samples that are being sent to the US.

From Development click on the samples tab
 Different views can be created within the samples tab

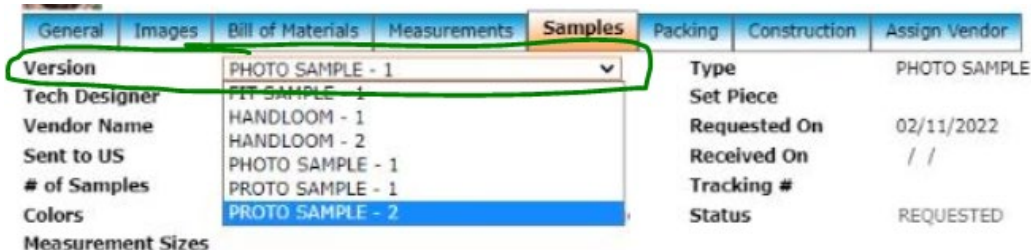


The default view has the following columns:

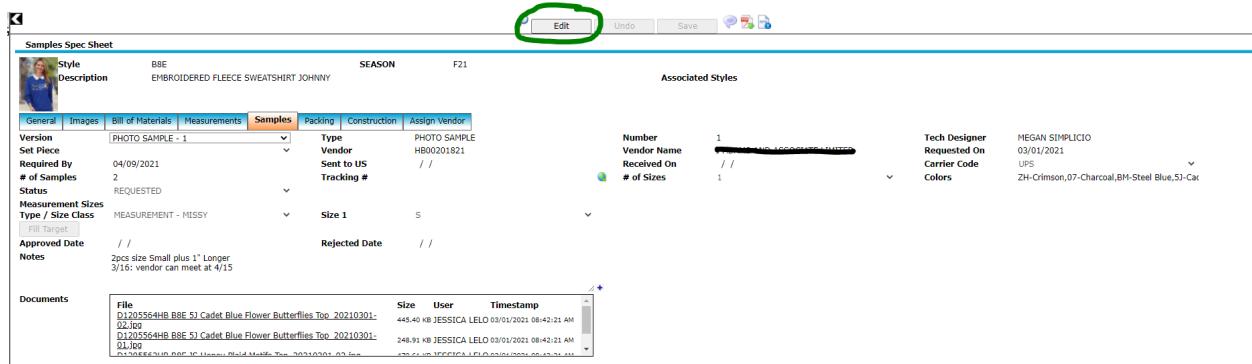
Column	Short Description	Column	Short Description
Main Image	this is clickable	Vendor Name	Vendor sample assigned to
Stage	Current tracking stage of the style (onshore)	Created Date	date sample header created
Division	Brand	Requested On	date sample req'd on
Style		Required By	date req'd at the US office
Style Description		Received On	date rec'd at the US office
Status	Current status of the sample request	Colors	Colors requested
# of Samples	Total number of samples requested		

Search for a style and then click on the image
 This brings you into the sample

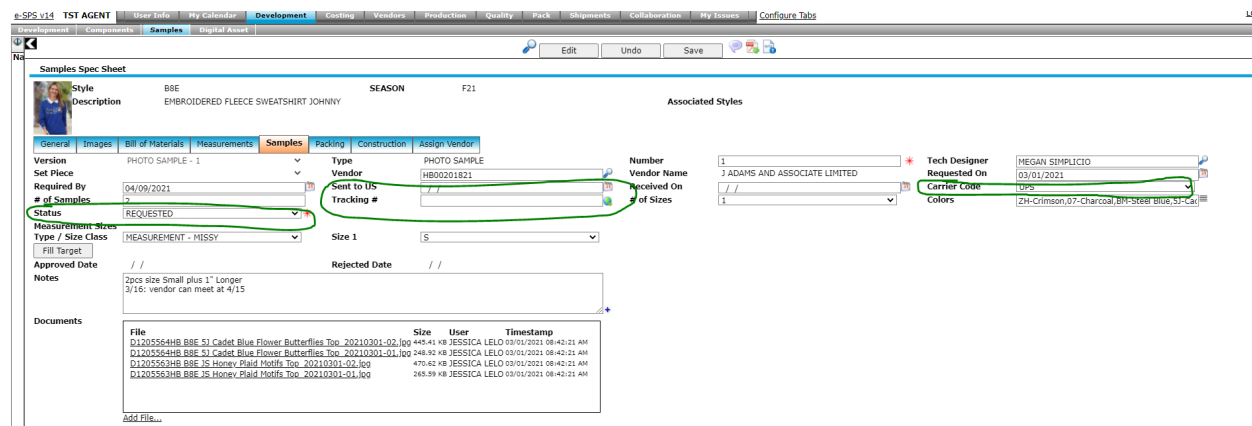
Ensure that you are on the sample that needs an update by utilizing the drop down on Version



Click on Edit

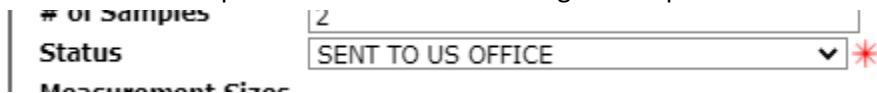


Fields are now editable



Fields to be populated are:

1. Sent to US – date of the package mail date
2. Carrier Code – this is a drop down and defaults to UPS. Please select another carrier if not UPS
3. Tracking # - Tracking number of the package
4. Status – Change the status from Requested to 'Sent to US' - using the drop down




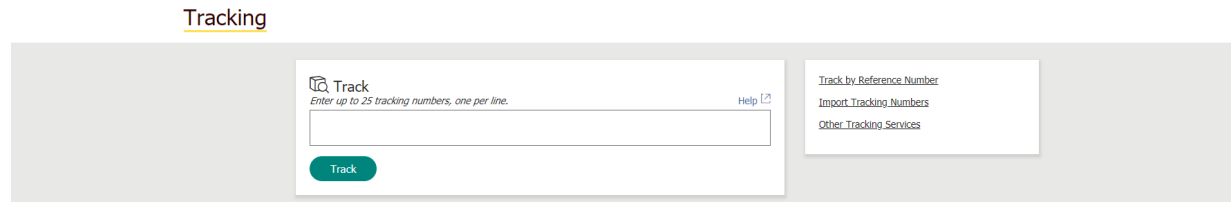
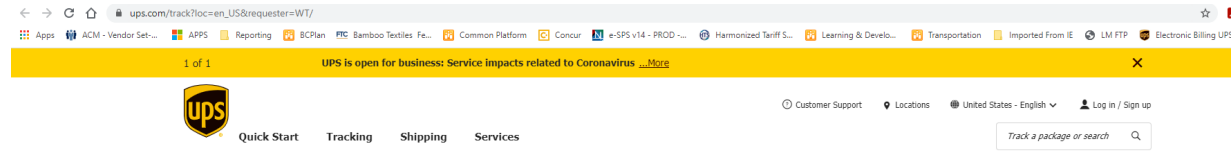
5. Notes should be reviewed and also can be added if needed

****please note that only the fields noted above should be populated.**

We also request that all colors requested for the sample are shipped at one time so we can complete this task instead of reopening another placeholder for the balance of the colors.

Once a tracking number is populated, from the dashboard the icon once clicked will open-up the carrier's webpage and provide the details of the package.


Item #	Style	Style Description	Status	# of Samples	Size 1	Category	Vendor Name	Created Date	Requested On	Required By	Received On	Colors	Tracking Code
	881	FEATHER FLEECE HENLEY	REQUESTED	5	S	WKT WOMENS - KNIT TOPS	EST GLOBAL APPAREL CO LTD	02/17/21	02/17/21	04/05/21	//	CC-Mint,HR-Lavender,HQ-Coral Rose,X5-Grey/Pink,MD Sunflower	



You can create different views on the sample tab by utilizing the filter criteria.

Shared View from THERESA MUCKEY


Name: PHOTO SAMPLE BTG


Created On = 

of Samples =


of Sizes =


Received On = 

Required By = 

Status = Not In 

Attachments =

Created Date = 

Modified Date = 


Modified By =


Filter Criteria

Set Piece =

Vendor =

Tech Designer =

Type = PHOTO SAMPLE 

Requested On = 

Colors =

Notes Like

Style Id =


Color =

Carrier Code =

Tracking # =

Additional Email =

Style =

SEASON = F21 

Version =

Vendor Name =

Main Image =

CATEGORY =

UB CATEGORY =

COMPANY =

DESIGNER =

PRODUCT CODE =

CONTENT (1) =

CONTENT (2) =

When a change is made to a sample a notification box will appear after you hit save.

If the users are already noted in the box, click ok and an email will be sent. If there are different or additional users to notify, click on the 'users to notify' button

Changes: Samples Measurement Header PHOTO SAMPLE/1:
Status Changed From "REQUESTED" To "DO NOT PROCEED"

Notes:

Users To Notify: PATTI MCMEANS
RICH LORD

OK Users To Notify

All Users

- STELLAXU
- STEPHANIE CLARK
- SUNIL SAXENA
- SUSANNE TIETJEN
- SUZANNE FUNDERBURKE
- TAMMY CHASE
- TATYANA IANETTA
- TINA KNIGHT
- TRACEY BARRY
- TRACY SMOCK
- TRANG EDWARDS
- TST AGENT
- TST VENDOR
- VISHAL SHARMA
- WILLIE WILLIAMS
- XUJIXIANG
- YAOYUMEI
- YOYO GU
- ZACK BYERS
- Theresa Muckey**

Users To Notify

- PATTI MCMEANS
- RICH LORD

Save and Go Back Cancel

An email will be sent to the notifiers

Change Notification for Style: B24875 SEASON: S21 Description: Knit Emb Arch Hem Tunic



Theresa Muckey - <Theresa.Muckey@bluestem.com>
To: McMeans, Patti; Lord, Rich; Muckey, Theresa

Attachments

Theresa Muckey has modified the style information
Change:
Samples Measurement Header PHOTO SAMPLE/1:
Status Changed From "REQUESTED" To "DO NOT PROCEED"

User Comment: