

Loblaw Companies Limited

Supply Chain Vendor Portal

POD Data Retrieval

User Guide V1.0

VERSION HISTORY

Version	Updated On	Updated By	Comments	Requested By
V1.0	2025-01-02	Manik Kumar		

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OVERVIEW

This document gives instructions on how to view and download your POD (Proof-of-Delivery) Line Item data from the Supply Chain Vendor Portal (SC Vendor Portal).

This guide is applicable to all Vendors that ship their product with Loblaw Transport on Loblaw’s Customer Pickup Program. This guide is NOT applicable to Vendors who only ship prepaid POs (Vendor Delivered POs) to Loblaw.

Viewing your POD Data

Navigate to the PODs page from the menu after signing in. If you do not see this tab, please ensure that you have the “Data Postings” Access Role set for your profile. Your Super User contact at your company can adjust your access for you from the Contact Management page in this Portal. If your company does not have a Super User set in this Portal, please contact the Supply Chain Expediter team at expediter@loblaw.ca.

View POD info at the Line Item level from deliveries to our DCs.

DC: [Dropdown] Ship Location: [Dropdown] **1**

Search by PO / Article [Input] **2** [Search] [DOWNLOAD DATA]

DC	Vendor BU	Ship Location	PO Number ↑	EDD ↓	Date Received	Article ↑	Article Description	QTY - Ordered	QTY - Received	Received Weight (lb.)	Received Volume (ft.³)
D006		34	48	1/2/2025	12/27/2024	74		42	42	1,149.09	44.28
D006		34	48	1/2/2025	12/27/2024	93		88	88	1,823.66	76.99
D006		34	48	1/2/2025	12/27/2024	95		88	88	1,980.80	76.99
D006		34	48	1/2/2025	12/27/2024	30		88	88	1,980.80	76.99
D006		34	48	1/2/2025	12/27/2024	58		92	92	973.56	41.33
D006		34	48	1/2/2025	12/27/2024	69		276	276	2,916.42	124.10
D006		34	48	1/2/2025	12/27/2024	35		44	44	990.40	38.49
D006		34	48	1/2/2025	12/27/2024	19		44	44	990.40	38.49

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Vendor-specific data has been masked in the above screenshot.

1. **Filters:** Filter by DC or Ship Location here, and then click on the “Apply Filters” button on the right. More filter options will be added over time.
2. **Search:** Search by PO Number, Article Number, Article Description as needed.
3. **Download Data:** Click this button to download the displayed data in CSV format. If you have applied any filters or search criteria, the filtered / search results will be downloaded.

Column Names and their meaning:

- **DC:** The LCL / SDM DC that received this PO.
- **Vendor BU:** The Vendor BU that is on this PO.
- **Ship Location:** The Vendor Ship Location that this PO was picked up from.
- **PO Number:** Self-explanatory.
- **EDD:** The Expected Delivery Date in SAP that is on this PO and line item.
- **Date Received:** The actual date this PO and line item was received at the DC.
- **Article:** The Article Number on this line item.
- **Article Description:** Self-explanatory.
- **QTY - Ordered:** The quantity ordered of this line item on the PO, in cases.
- **QTY - Received:** The quantity actually received of this line item on the PO, in cases.
- **Received Weight (lb.):** The total weight received for this line item, in pounds (lb.).
- **Received Volume (ft.³):** The total volume received of this line item on the PO, in cubic feet (ft.³).