

Supply Chain Vendor Portal

POD Data Retrieval User Guide V1.0

VERSION HISTORY

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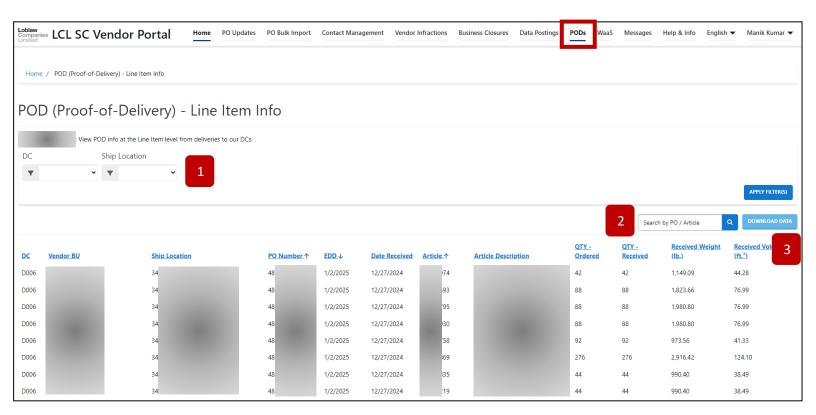
OVERVIEW

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.



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).