

Stein Mart®

User Guide

Avery Dennison Ticket Ordering
System for Stein Mart



July 2009

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Getting Started with Avery Dennison Ticket Ordering System

Use the Avery Dennison Ticket Ordering system to place callout (price ticket) orders or manual orders through the Internet and track the status of each order.

Starting an Avery Dennison Web Services Session

To start an Avery Dennison Web Services session:

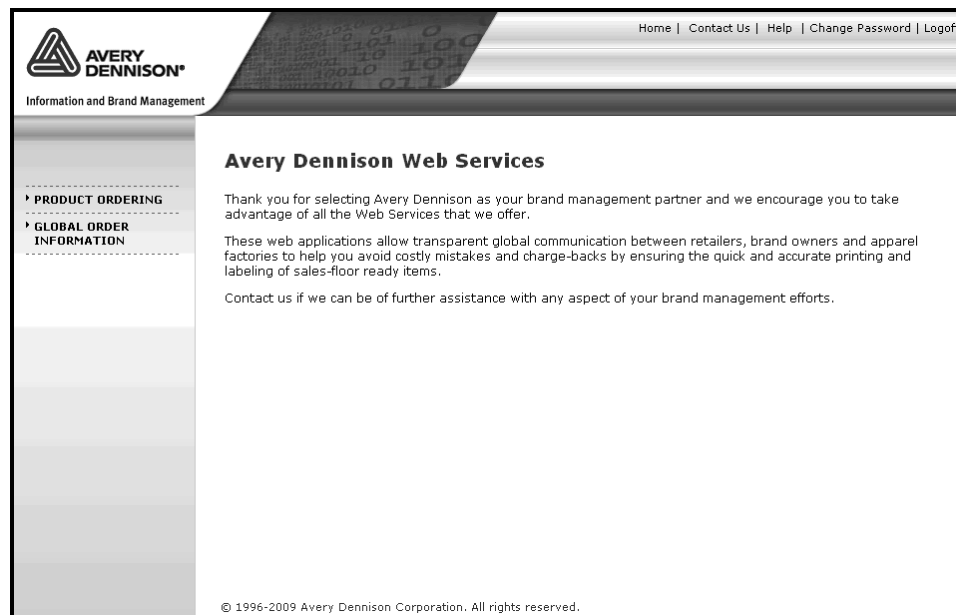
- 1 From your Internet Explorer browser, enter this URL:

<https://www.webservices.averydennison.com>

The login page appears.

- 2 Enter your username and password.

The Avery Dennison Web Services home page appears.



- 3 Do one or more of the following:
 - To start a ticketing session, click **Product Ordering** folder on the left hand side of the page.

- To check the status of an order, click **Global Order Information** folder on the left hand side of the page.
- To change your password, click **Change Password** on top right hand corner of the page.
- To exit the application, click **Logoff** on top right hand corner of the page.

Types of Orders

There are two different types of orders that can be placed, callout orders and manual orders. A callout order is an individual Stein Mart purchase order that is loaded and available for ticket ordering. A manual order is an order for which you manually select the ticket type(s) for which you would like to place a ticket order. Manual orders are not available for Stein Mart items at this time.

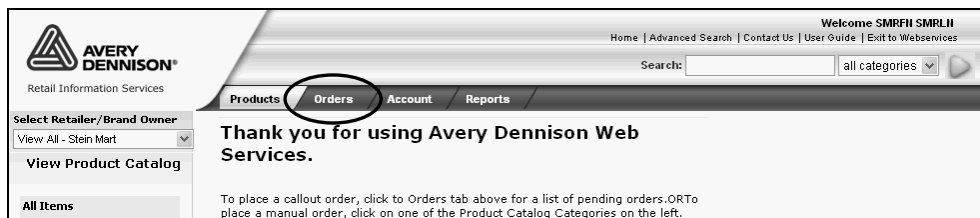
Working with Callout Orders

Throughout this document an individual Stein Mart purchase order will be referred to as a callout order. Callout orders will be available immediately after you receive notification that a new purchase order has been created. Suppliers will only be able to view their specific orders. Buyers will be able to view all callout orders. Suppliers and buyers will have access to all items set up under Stein Mart.

Calling-Out an Order

To call-out a purchase order:

- 1 Click the **Orders** tab at the top of the page.



The Pending Orders page displays. All of your respective orders will be available on the Pending Orders page.

AVERY DENNISON
Retail Information Services

Welcome Steing Mart Vendor User
Home | Advanced Search | Contact Us | User Guide | Exit to Webservices

Search: all categories

Products Orders Account

Select Retailer/Brand Owner
Stein Mart

Pending Orders
Order Tracker
Shipped / Closed Orders

Order In Progress:
49503
Part Number Quantity
MT 130

Pending Orders

Click here to Create a [New Manual Order](#)

Search
Please enter your search criteria and click on search button (use % for wild card search)

Web Order No.
Order Name
PO Number
Vendor Name
Order Type

Results 1-15 of 28

Web Order No.	Order Name	PO Number	Vendor Name	Order Type	Callout Status	Action
-	99512555005	99512555005	Stein Mart Vendor	Callout	Available for Callout	
-	99502435001	99502435001	Stein Mart Vendor	Callout	Available for Callout	

- 2 Select the PO Number and the Order Details page will display.
 - a. Note that all items by default are selected for Callout.
 - b. Deselect those items that are not to be ordered at this time.
Note: You may return to the order and Callout those items at a later date.

AVERY DENNISON
Retail Information Services

Welcome Steing Mart Vendor User
Home | Advanced Search | Contact Us | User Guide | Exit to Webservices

Search: all categories

Products Orders Account

Select Retailer/Brand Owner
Stein Mart

Pending Orders
Order Tracker
Shipped / Closed Orders

Order In Progress:
There are no items in your order.

Pending Orders > Callout Order Details

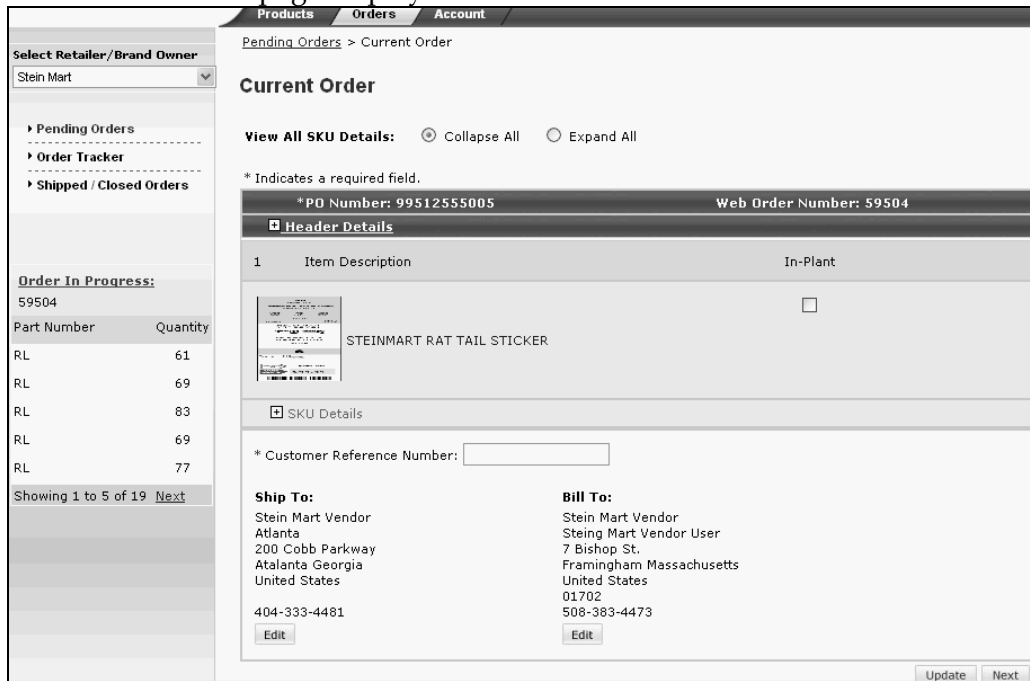
Callout Order Details

[View Contract Revisions](#)
PO Number: 99512555005
Ex Factory Start Date: 05/04/2009 End Date: 06/04/2009

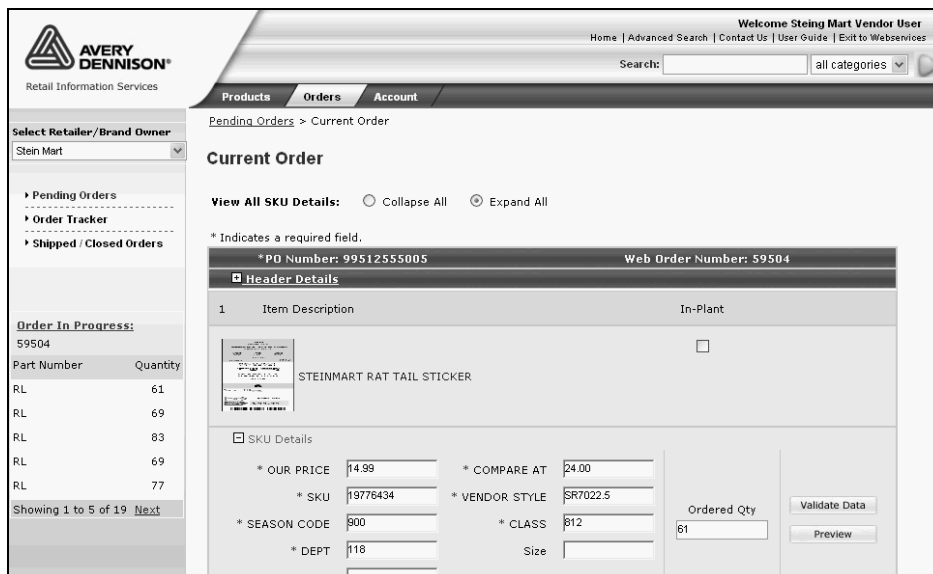
View All SKU Details: Collapse All Expand All

ITEM/DESCRIPTION	QTY	Callout Status	Order Link	<input checked="" type="checkbox"/> select to 'CallOut'
STEINMART RAT TAIL STICKER	43	Available for Callout	-	<input checked="" type="checkbox"/>
SKU Details				
STEINMART RAT TAIL STICKER	245	Available for Callout	-	<input checked="" type="checkbox"/>
SKU Details				
STEINMART RAT TAIL STICKER	171	Available for Callout	-	<input checked="" type="checkbox"/>
SKU Details				
STEINMART RAT TAIL STICKER	71	Available for Callout	-	<input checked="" type="checkbox"/>

- 3 Click **Callout** at the bottom of the page. The Current Order page displays.

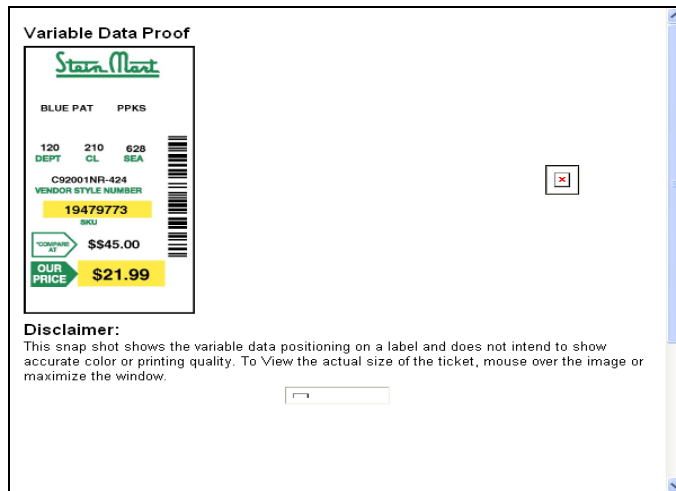


- By default all items on the purchase order will be selected for call-out. If there are specific items you don't want to call-out, deselect them.



- Display the SKU details for an item. To view the SKU details for a specific item click the **SKU** link associated with the line item.
- Optionally, change the default order quantity for each line item.

- To preview the image for a variable data item, click **Preview**.



- Do one or more of the following:
 - Enter a reference number in the Customer Reference Number field.
 - Verify the ship-to address information. If you would like to select another existing ship to address click the **edit** link. To create or modify a ship-to address, see “Maintaining Ship To Addresses”.
 - Verify the bill-to address information. If you would like to select another existing bill-to address click the **edit** link. To create a new bill-to address contact Avery Dennison’s Customer Support team.
- Click **Next** for **Fulfillment Center selection**
 - Fulfillment Center Selection page appears.
 - Select the appropriate Fulfillment Center for your location

Fulfillment Center Selection		
PO Number: 99502435001 Web Order Number: 59519		
1	Item Description In-Plant Fulfillment Center	
	STEINMART MINI PRICE TICKET w/upc	<input type="checkbox"/> UNITED STATES (Greensboro,NC) ▼
COLLECTION NAME	OUR PRICE 24.99	Ordered Qty 130
COMPARE AT 49.50	SKU 20260121	Production Qty 148
VENDOR STYLE 32R1154-496	SEASON CODE 701	View Details
CLASS 710	DEPT 120	
Size 17.5L	COLOR WHT STRI	

5 Click **Next**.

- Shipping Method page appears proceed.
- You must select a “Shipping Service Level”.

- If you would like to use a third party for the shipment:
 - Check the box titled “If you want third party billing, please provide the details”.
 - If your shipper is not listed please select “Other”.
 - If you selected “Other” then enter the carriers name in “Other Carrier”.
 - Enter your account number in the Account field.

Pending Orders > Current Order > Shipping Method

Shipping Method

PO Number: 99512555005 **Web Order Number:** 59504

Ship To
Stein Mart Vendor
Atlanta
200 Cobb Parkway
Atlanta Georgia
United States
404-333-4481

* Indicates a required field.

Fulfillment Center	Shipping Service Level	Shipping Instructions	Third Party Shipping
UNITED STATES (Greensboro,NC)	* Air		<input checked="" type="checkbox"/> If you want third party billing, please provide the details Carrier: Others Account: CHINA JET DCS DHL FEDEX Others SF EXPRESS UPS

Other Carrier: Quick Shippers

Previous Order Update Next

6 Click Next and the Order Summary Page will appear.

AVERY DENNISON
Retail Information Services

Welcome Stein Mart Vendor User
Home | Advanced Search | Contact Us | User Guide | Exit to Webservices

Search: [] all categories

Products Orders Account

Pending Orders > Current Order > Shipping Method > Order Summary

Order Summary

PO Number: 99512555005 **Web Order Number:** 59504

Ship to: Stein Mart Vendor
Atlanta
200 Cobb Parkway
Atlanta Georgia
United States
404-333-4481

Billing Address: Stein Mart Vendor
Stein Mart Vendor User
7 Bishop St.
Frammingham Massachusetts
United States
01702
508-383-4473

Item/Description	Qty	Fulfillment Center	Shipping Method	Shipping Instructions	Carrier	Account Number
STEINMART RAT TAIL STICKER	73 View Details	UNITED STATES (Greensboro,NC)	Air	-	Others	098765
STEINMART RAT TAIL STICKER	81 View Details	UNITED STATES (Greensboro,NC)	Air	-	Others	098765
STEINMART RAT TAIL STICKER	97 View Details	UNITED STATES (Greensboro,NC)	Air	-	Others	098765
STEINMART RAT TAIL STICKER	81 View Details	UNITED STATES (Greensboro,NC)	Air	-	Others	098765

Order In Progress: 59504
Part Number Quantity
RL 73
RL 81
RL 97
RL 81
RL 90
Showing 1 to 5 of 19 [Next](#)

Note: The production quantity is calculated by the system based on minimum order quantities and multiple (box) quantities. To see the factors considered to calculate the production quantity click the View Details link. The following window will display:



7 Click **Next**.

8 Do one of the following:

- If you would like to change the order, click **Change Order**.
- If the order is complete and you are ready to place the order, click **Order Now**. An order confirmation page appears.

[Pending Orders](#) > [Current Order](#) > [Shipping Method](#) > [Order Summary](#) > [Order Confirmation](#)

Order Confirmation

Your order has been received and its being processed. Thank you for shopping at our store.
PO Number: 99512555005 **Web Order Number:** 59504 **Customer Reference Number:** 54326
 Please retain the above information as a reference to your order.

Ship to: Stein Mart Vendor
 Atlanta
 200 Cobb Parkway
 Atalanta Georgia
 United States
 404-333-4481

Billing Address: Stein Mart Vendor
 Steing Mart Vendor User
 7 Bishop St.
 Framingham Massachusetts
 United States
 01702
 508-383-4473

Item/Description	Qty	Fulfillment Center	Shipping Method	Shipping Instructions	Carrier	Account Number
STEINMART RAT TAIL STICKER	73	UNITED STATES (Greensboro,NC)	Air	-	Others	098765
STEINMART RAT TAIL STICKER	81	UNITED STATES (Greensboro,NC)	Air	-	Others	098765
STEINMART RAT TAIL STICKER	97	UNITED STATES (Greensboro,NC)	Air	-	Others	098765
STEINMART RAT TAIL STICKER	81	UNITED STATES (Greensboro,NC)	Air	-	Others	098765
STEINMART RAT TAIL STICKER	90	UNITED STATES (Greensboro,NC)	Air	-	Others	098765
STEINMART RAT TAIL STICKER	44	UNITED STATES (Greensboro,NC)	Air	-	Others	098765
STEINMART RAT TAIL STICKER	70	UNITED STATES (Greensboro,NC)	Air	-	Others	098765

9 Optionally, print the order confirmation page for future reference using the Browser print button.

An order confirmation will be sent via email.

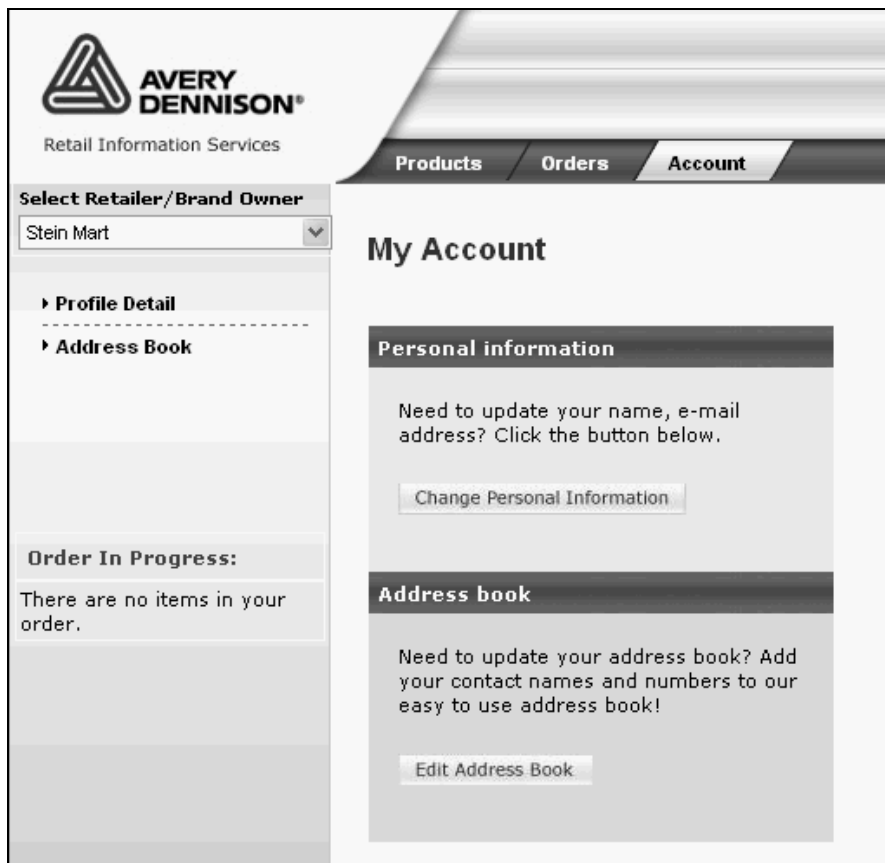
10 Click **Return to Home**.

Maintaining Ship To Addresses

To create or modify a ship to address:

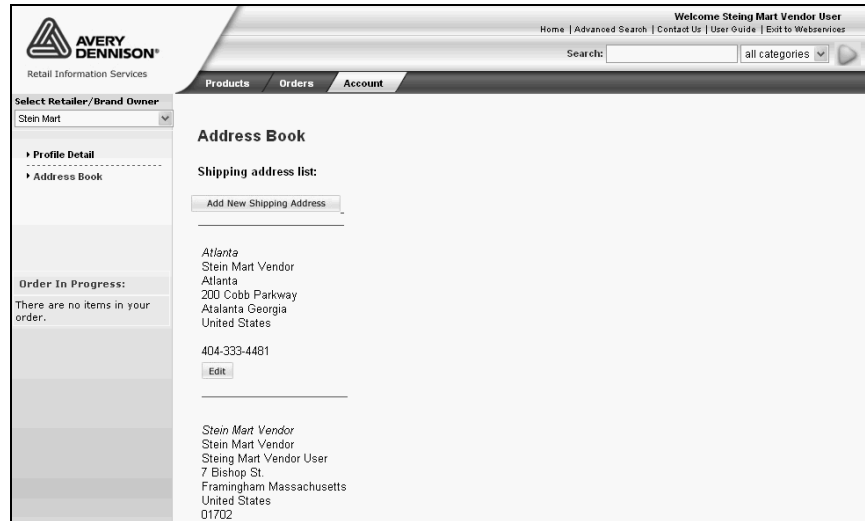
- 1 Click the **Account** tab at the top of the page.

The My Account page appears:



2 Click **Edit Address Book**.

The Address Book page displays:



3 Do one of the following:

- To edit a ship to address, click **edit**.
- To create a new ship to address, click **Add New Shipping Address**.

4 Complete the fields on the form and click **Submit**.

Tracking Orders

To locate an order:

- 1 Click the **Orders** tab at the top of the page.
- 2 Click the **Order Tracker** link on the right hand side of the page.

The Order Tracker page appears. The Order Tracker page lists all orders that have been submitted by your organization. By default, the orders are sorted by order number. To change the sort order, click the column header name you would like to sort by.

The screenshot shows the Avery Dennison Order Tracker interface. On the left, there is a navigation menu with options like 'Pending Orders', 'Order Tracker', and 'Shipped / Closed Orders'. The main area contains a search form with the following fields: Web Order No., PO Number, Order Status (dropdown), Order Type (dropdown), and Order Date (calendar). Below the search form are 'Search' and 'Show All' buttons. The results section shows 'Results 1-15 of 204' and a table with the following data:

Web Order No.	Order Date	PO Number	Order Type	Copy Order	Shipment Details
59504	07/17/2009	99512555005	Callout	Copy Order	Shipment Details
59090	07/16/2009	99512828001	Callout	Copy Order	Shipment Details
57770	07/15/2009	99512293001	Callout	Copy Order	Shipment Details

3 Enter search criterion to locate an order.

4 Click **Search**.

The orders that meet your search criteria will be displayed.

5 To view the details of an order, click the **web order number** link in the Web Order No. column.

6 To view shipment information for an order, click the **Shipment Details** link in the Shipment Details column.

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