

**Vendor Portal – User Manual Audit log Module**

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## AUDIT LOG

Audit Trail logging (back end process) - This feature traces the creations/modifications done on item introduction/modification via Vendor portal in this vendor activity table (**USRACTIVITY**). Proposed to implement this feature in all modules in future releases and also a UI for displaying the history.

This log should base on parameter ON/OFF process. Set the parameter 'PMVPMLNO = 100128' ON

The main functionalities associated with Audit log Item management module are

- Request Item from buyer user
- Add Item from vendor user
  - The following options are logged or audited in item management
    - Save
    - Submit
    - Approve
    - Review
    - Reject
    - Need More Information
    - Cost change
    - Deal change
- Deal and Cost modification

### 1. BUYER USER - LOG

Login as buyer user and request the item for vendor this process is auditing the user activity via vendor portal

#### 1.1 ITEM REQUEST - BUYER ITEM

||||| New Item Request

The screenshot shows the 'New Item Request' form. At the top right is a 'Save & Send' button. The form contains the following fields and values:

- Vendor \***: [0000076442] 13-SIMPLAINQTPTEST
- Buyer-Department \***: [1] ALL
- Request # \***: 100091 (with a '+ Get' button)
- Item type \***: Grocery
- Item Description \***: Requesting Item (with a green checkmark)
- Food Safety Information Required**: YES (with a dropdown arrow)
- Nutrition & Allergen Information Required**: YES (with a dropdown arrow)
- Comments**: (empty text area)
- Request Expires**: 12/28/2017

From activity table:

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	UAC...	U...	UACTCOMP	UACTSERVICE	UACTKEY...	UACTKEYVAL	UACTLOG	UACTINFO
1	83	3VP-Item Management	Request Item	ITMREQID	100091	Item Request for UPC[100091]	has been...	SessionId : 8F5A2B1D184DEA35154D99A5B70DE4F
2	80	3VP-Item Management	REJECTED	ITMINT	125	Item UPC[100087] General has been ch...		SessionId : 5C31382DEF37138554A12EB055BF0B

Above is the view of Item Request of buyer user.


- User can able to request the item by clicking add request and this save option is logged in user activity table.

## 1.2 EDIT ITEMS AND LOGGING DETAILS

The buyer user in item management and Food safety and Nutritional will log the below status of items,

- Approve
- Need More Information
- Reject

For Need more information log-


**Edit Item [UPC=100087]**

Edit selected item: **Description to test**

NEED MORE INFORMATION

Save

Submit

Reset

General

Ordering Params

Cost and Deal

Attributes

Nutritional/Allergen

Food Safety

Comments

The item "Description to test" has been changed to NEED MORE INFORMATION status successfully.

Vendor \*

[10927] 2 - SNO PAC FOODS, INC.

Buyer-department \*

[1] CARA - [1] ALL

Request #

UPC Type \*

UPC # \*

Item Description \*

100087

Request#

100087

Description to test

Item Type \*

Brand Name \*

Retailer Size \*

Retailer Size UOM \*

Grocery

Casino

12.0

Each

Purchase Unit/Weight \*

Weight Type

Country of Origin \*

By unit

piece/piece

China

Retailer Item #

Retailer Item Description \*

Sale Variant

Sale Unit Description \*

PIM Workflow \*

New

Click to select

For activity table:

1	78	3VP-Item Management	NEED MORE INFORMATION	ITMINT	125	Item UPC[100087] General has been ch...	SessionId : A1372176BA2E830DDA5603F2D20
2	75	4VP-Item Management	REVIEWED	ITMINT	125	Item UPC[100087] General has been ch...	SessionId : EA0FC8F3D54B1AF532D71883F5464
3	74	2VP-Item Management	SUBMITTED	ITMINT	125	Item UPC[100087] General has been ch...	SessionId : C0E48D7B2A803082DC0E5C3544

For Reject,

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Edit Item [UPC=100087]

Edit selected item

Description to test

REJECTED

General

Ordering Params

Cost and Deal

Attributes

Nutritional/Allergen

Food Safety

Comments

The item "Description to test " has been rejected successfully.

Vendor \*

[10927] 2 - SNO PAC FOODS, INC.

Buyer-department \*

[1] CARA - [1] AU

Request #

100087

UPC Type \*

Request#

UPC # \*

100087

Item Description \*

Description to test

Item Type \*

Grocery

Brand Name \*

Casino

Retailer Size \*

12.0

Retailer Size UOM \*

Each

Purchase Unit/Weight \*

By unit

Weight Type

piece/piece

Country of Origin \*

China

Retailer Item #

New

Retailer Item Description \*

Sale Variant

Sale Unit Description \*

PIM Workflow \*

Click to select

Merchandise Hierarchy \*

POS Description \*

From user activity table:

UAC...	U...	UACTCOMP	UACTSERVICE	UACTKEY...	UACT...	UACTLOG	UACTINFO
80	3	VP-Item Management	REJECTED	ITMINT	125	Item UPC[100087] General has been ch...	SessionId : 5C31382EDF37138554A12EBD55BF0B1F,;
78	3	VP-Item Management	NEED MORE I...	ITMINT	125	Item UPC[100087] General has been ch...	SessionId : A1372178BA28E30DD45603FD2089EE0E,;

For Approve Item –

English (US) ▾
⌕
↶
☰

**Edit Item [UPC=100070]**
Validation in progress

Edit selected item **TESTNONSHIPPERSV**

**General**
Ordering Params
Cost and Deal
Saleable
Retail Price
Attributes
Images/Documents

Nutritional/Allergen
Food Safety
Comments

The item "TESTNONSHIPPERSV" has been approving now, please wait. ✕

**Vendor \***

**Buyer-department \***

**Request #**

**UPC Type \***

**UPC # \***

**Item Description \***

**Item Type \***

**Brand Name \***

**Retailer Size \***

**Retailer Size UOM \***

**Purchase Unit/Weight \***

**Weight Type**

**Country of Origin \***

**Retailer Item #**

**Retailer Item Description \***

**Sale Variant**

**Sale Unit Description \***

**PIM Workflow \***

From activity table:

	UAC...	U...	UACTCOMP	UACTSERVICE	UACTKEY...	UACTKEYVAL	UACTLOG
1	86	2 VP-Item Management	Approved	ITEMEX...	100664	1	Item has been Approved by buyer
2	85	2 VP-Item Management	Approved	ITEMEX...	100658	1	Item has been Approved by buyer

## 2. VENDOR USER -LOG

### 2.1 ADD NEW ITEM

User can able to create the item by clicking the add button.

For Item save/submit the item,

The save option,

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New Item Proposal

Add new item to the system.

NOT SUBMITTED

Save

Submit

Reset

General

Ordering Params

Cost and Deal

Attributes

Nutritional/Allergen

Food Safety

Comments

The item "Description to test " has been saved successfully.

Vendor \*

[10927] 2 - SNO PAC FOODS, INC.

Buyer-department \*

[1] CARA - [1] ALL

Request #

100087

UPC Type \*

Request#

UPC # \*

100087

Item Description \*

Description to test

Item Type \*

Grocery

Brand Name \*

Casino

Retailer Size \*

12.0

Retailer Size UOM \*

Each

Purchase Unit/Weight \*

By unit

Weight Type

piece/piece

Country of Origin \*

China

Comments

User activity table:

Columns	Data	Constraints	Grants	Statistics	Triggers	Flashback	Dependencies	Details	Partitions	Indexes	SQL	
												Actions...
1	71	2 VP-Item Management	NOT SUBMITTED	ITMINT	125	Item UPC[100087]	General has been changed to NOT SUBMITTED	SessionId : 4FE8A4FE308E				

For submit,

New Item Proposal

Add new item to the system.

SUBMITTED

General

Ordering Params

Cost and Deal

Attributes

Nutritional/Allergen

Food Safety

Comments

The item "Description to test " has been submitted successfully.

Vendor

[10927] 2 - SNO PAC FOODS, INC.

Buyer-department

[1] CARA - [1] ALL

UPC #

100087

Case Pack

1/1

Item Description

Description to test

Order Effective Date \*

09/28/2017

Ordering Unit \*

Each

Min

1

Max

1

Multiple

1

Vendor Item # \*

1

Code Reference on PO \*

1

User activity table:

UAC...	U...	UACTCOMP	UACTSERVICE	UACTKEY...	UACT...	UACTLOG	UACTINFO
74	2 VP-Item Management	SUBMITTED	ITMINT	125	Item UPC[100087]	Genera...	SessionId : CA0CB2B7A8030D82DC60E5C45465EB26,

Add Items and food safety/Nutrition with their save/submit process vendor user is logging on user activity table

### 3. SOURCING USER -LOG

#### 3.1 EDIT ITEM FOR REVIEW

The sourcing user in item management should log the,

- Review
- Need More Information
- Reject

For Review option,

**Edit Item [UPC=100087]** REVIEWED

Edit selected item **Description to test**

General Ordering Params **Cost and Deal** Attributes Nutritional/Allergen Food Safety Comments

Description to test " has been saved successfully.

Vendor: [10927] 2 - SNO PAC FOODS, INC. Buyer-department: [1] CARA - [1] ALL

UPC #: 100087 Item Description: Description to test

**Global Cost** Cost & Deal by Site

Delivery Cost *	FOB Cost	Effective Date *	Cost Unit *	Status
12.0	12.0	10/04/2017	Innerpack	Active

For activity table:

UAC...	U...	UACTCOMP	UACTSERVICE	UACTKEY...	UACT...	UACTLOG	UACTINFO
75	4	VP-Item Management	REVIEWED	ITMINT	125	Item UPC[100087] Genera...	SessionId : E048FD354B1AF532FD1883FB3643142A,1

### 4. DEAL/COST MODIFICATION -LOG

The Cost/Deal parameter setup in param table – PMVPMLNO -100234 numeric value 1,2 for cost/deal change log

Cost change from-



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### Edit Item [UPC=100095]

Edit selected item **Testt**

NOT SUBMITTED

General

Ordering Params

**Cost and Deal**

Attributes

Images/Documents

Nutritional/Allergen

Food Safety

Comments

Testt" has been saved successfully.

Vendor

Buyer-department

[10087] 1 - TESTOUTI CORPORATION

[1] CARA - [1] ALL

UPC #

Item Description

100095

Testt

**Global Cost**

Cost & Deal by Site

Delivery Cost \*

FOB Cost

Effective Date \*

Cost Unit \*

Status

13.0

13.0

09/28/2017

Each

Active

Cost change to-

### Edit Item [UPC=100095]

Edit selected item **Testt**

NOT SUBMITTED

General

Ordering Params

**Cost and Deal**

Attributes

Images/Documents

Nutritional/Allergen

Food Safety

Comments

Testt" has been saved successfully.

Vendor

Buyer-department

[10087] 1 - TESTOUTI CORPORATION

[1] CARA - [1] ALL

UPC #

Item Description

100095

Testt

**Global Cost**

Cost & Deal by Site

Delivery Cost \*

FOB Cost

Effective Date \*

Cost Unit \*

Status

15.0

15.0

09/27/2017

Each

Active

From activity table:

UAC...	U...	UACTCOMP	UACTSERVICE	UACTKEY...	UACTKEYVAL	UACTLOG
1	94	2 VP-Item Management	NOT SUBMITTED	ITMINT	134	Item UPC[100095] General has been changed to NOT SUBMI
2	93	2 VP-Item Management	Not Submit	ITMINT	134	Item cost price changed from 13 to 15

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### Deal value change from –

[10087] 1 - TESTOUTI CORPORATION	[1] CARA - [1] ALL
UPC #	Item Description
100095	Testt

Global Cost	Cost & Deal by Site
-------------	---------------------

Cost

+ Add New x Delete							
#	<input checked="" type="checkbox"/>	Site *	Delivery Cost *	FOB Cost	Effective Date *	Cost Unit *	Status *

Deal

+ Add New x Delete								
#	<input type="checkbox"/>	Site *	Deal Type *	Deal UOM *	Deal Unit *	Value *	Start Date *	End Date *
1	<input type="checkbox"/>	3- 3 - PALM DESERT	2 - Quantit. pr. sc	Each	Percentage	12	09/28/2017	09/28/2017

### Deal value change to -

[10087] 1 - TESTOUTI CORPORATION	[1] CARA - [1] ALL
UPC #	Item Description
100095	Testt

Global Cost	Cost & Deal by Site
-------------	---------------------

Cost

+ Add New x Delete							
#	<input checked="" type="checkbox"/>	Site *	Delivery Cost *	FOB Cost	Effective Date *	Cost Unit *	Status *

Deal

+ Add New x Delete								
#	<input type="checkbox"/>	Site *	Deal Type *	Deal UOM *	Deal Unit *	Value *	Start Date *	End Date *
1	<input type="checkbox"/>	3- 3 - PALM DESERT	2 - Quantit. pr. sc	Each	Percentage	13	09/28/2017	09/28/2017

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From user activity table:

UAC...	U...	UACTCOMP	UACTSERVICE	UACTKEY...	UACTKEYVAL	UACTLOG
97	2	VP-Item Management	NOT SUBMITTED	ITMINT	134	Item UPC[100095] General has been changed to NOT SUBMI
96	2	VP-Item Management	Not Submitted	ITMINT	134	Item Deal value changed from 12 to 13