

# Standard Operating Procedure: CPFR VC Vendor Info Manager

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The CPFR VC Vendor Info Manager is a Streamlit application in Snowflake for managing vendor contact information used by CPFR for emailed reports and by VC for violations or chargeback communications. This tool provides a user-friendly interface for non-SQL users to search, edit, and create vendor records.

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## Access

- **Location:** Snowflake Streamlit Apps (under Projects)
  - **Database:** EDLDB.SC\_SANDBOX
  - **Table:** VC\_CPFR\_VENDOR\_EMAIL
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## Core Workflows

### 1. Search for a Vendor

1. **Select Search Type:** Choose from Vendor Number, Vendor Name, Parent Vendor, or Vendor Contacts
  - **Vendor Number:** Requires exact match
  - **Vendor Name/Parent/Contacts:** Partial match (case-insensitive)
2. **Enter Search Value:** Type your search term in the text field
3. **Click Search:** Results display below showing matching vendors
4. **View Results:** Each result shows Vendor Number, Name, and FILE type
  - **Dual Entries:** Tier2 vendors show both Tier2 and 6Months entries (editing either syncs both)

### 2. Edit an Existing Vendor

1. **Search and Select:** Find the vendor using search, then click “Edit” on the desired entry
2. **Review Dual Entry Status:** If editing a Tier2 or 6Months entry, the app shows if dual entries exist and will sync changes
3. **Modify Fields:** Update any editable field (see Field Guidelines below)
4. **FILE Field Changes:**
  - Changing to/from Tier2 triggers a warning (creates/removes dual entries)
  - Tier1 changes require CPFR team authorization
5. **Save Changes:** Click “Save Changes” to review summary, then “Confirm Changes”
6. **Receipt Screen:** View confirmation of saved changes

### 3. Create a New Vendor

1. **Search by Vendor Number:** Enter a vendor number that doesn’t exist
  2. **No Results Found:** After search shows no results, click “Create New Entry”
  3. **Fill Required Fields:**
    - Vendor Number (pre-filled)
    - FILE (select Tier2, 6Months, or 3Months - Tier1 requires authorization)
    - Vendor Contacts (required, semicolon-separated emails)
  4. **Fill Optional Fields:** Complete other fields as needed
  5. **Submit:** Click “Create Vendor” to save
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## Field Guidelines

### Email Fields (Semicolon-Separated Format)

- **Format:** email1@example.com;email2@example.com;email3@example.com
- **Fields:** Vendor Contacts, CM\_Email, CM Manager\_Email, SP\_Email, SP Manager\_Email, OVERRIDE\_EMAIL
- **Required:** Vendor Contacts (for new entries)
- **Empty Values:** Leave blank to set to NULL

## Date Fields

- **Fields:** Soft Chargeback Effective Date, Hard Chargeback Effective Date
- **Usage:** Check the “Set [Field Name]” checkbox to enable date selection
- **NULL Values:** Uncheck the checkbox to set field to NULL

## FILE Field Rules

- **Tier1:** Requires CPFR team authorization (contact: nmiles1@chewy.com)
- **Tier2:** Automatically creates both Tier2 and 6Months entries with identical data
- **6Months/3Months:** Creates single entry
- **Changing Tiers:** Moving between tiers may merge or split entries (warning shown)

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## Important Notes

### Dual Entry Synchronization

- Tier2 vendors require both Tier2 and 6Months entries
- Editing either entry automatically synchronizes changes to both
- The app detects and warns about mismatches between dual entries

### Tier Change Warnings

- Changing from Tier2/6Months to another tier merges dual entries into a single entry
- Changing to Tier2 from another tier creates dual entries
- Always review the warning message before confirming tier changes

### Navigation

- **Back to Search:** Available on all screens to return to the search interface
- **Receipt Screen:** Shows after successful saves - displays what changed and current vendor info

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## Troubleshooting

### App Won't Load

- Clear browser cache or try incognito mode
- Verify network allows \*.snowflake.app and \*.snowflake.com
- Contact IT if issues persist

### Search Returns No Results

- Verify search type matches your input (exact for Vendor Number, partial for others)
- Check spelling and case (name searches are case-insensitive)
- If vendor doesn't exist, use “Create New Entry” button

### Changes Not Saving

- Verify all required fields are filled
- Check for validation errors (shown in red)
- Ensure you clicked both “Save Changes” and “Confirm Changes”

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## Support

For issues or questions, contact the CPFR team: **nmiles1@chewy.com**