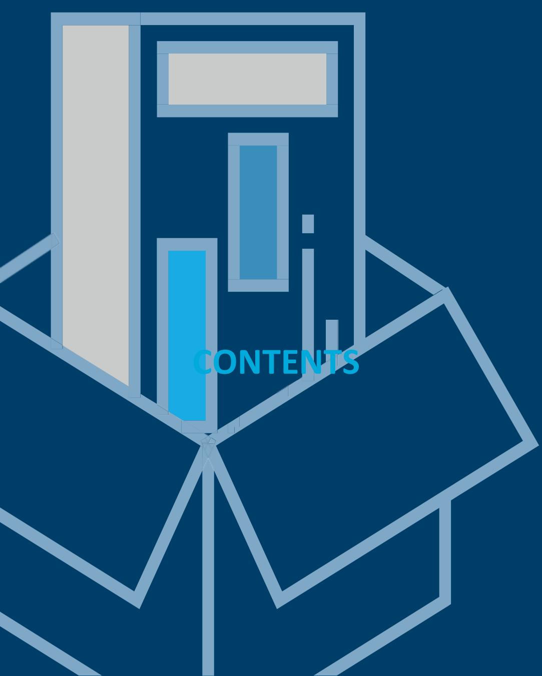
TOOL USER GUIDE

STOCK MANAGER



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OVERVIEW

This helpful tool forms part of our Planning Tool module allowing you to control and manage your stock on hand balances across your suppliers.

FEATURES INCLUDE:

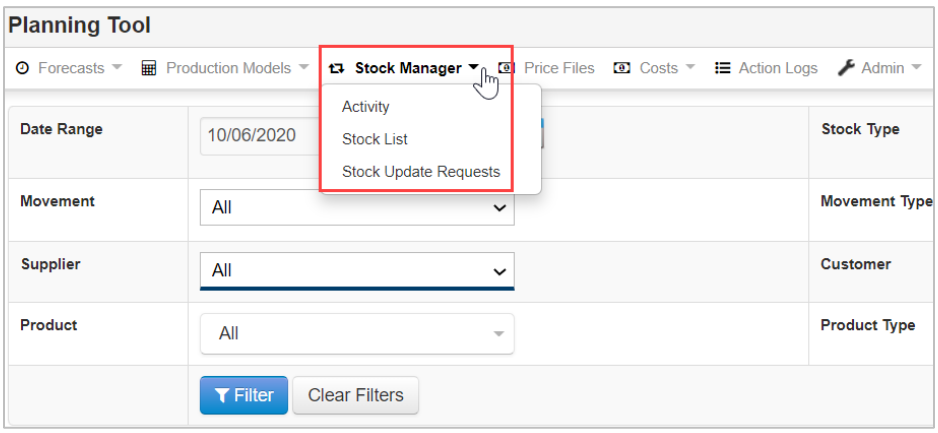
- Easily find suppliers and view stock on hand balances in a summarized table
- Review stock activity across all suppliers, with the ability to filter by specific products
- Allow specific supplier users to access the Stock Manager tool for weekly stock updates and requests
- Enable manual adjustment or overwriting of stock on hand balances
- Easily accept or decline outstanding supplier stock update requests
- Lock specific products or locations from the Stock Manager tool
- Integrate stock on hand balances with external financial systems
- Automatically capture stock movements using Foods Connected tools for real-time visibility of stock holdings

1. ACCESSING THE STOCK MANAGER

1.1. STOCK ACTIVITY

Step 1: Sign in and go to Trading & Planning > Planning Tool > Stock Manager

Step 2: Using the Stock Manager dropdown menu select **Activity.** The Stock Activity screen will display the different stock movements.



1.2. STOCK LIST

Step 1: Go to Trading & Planning > Planning Tool > Stock Manager

Step 2: Using the Stock Manager drop down list select Stock List. The Stock List screen will display the stock levels.

1.3. UPDATE REQUESTS

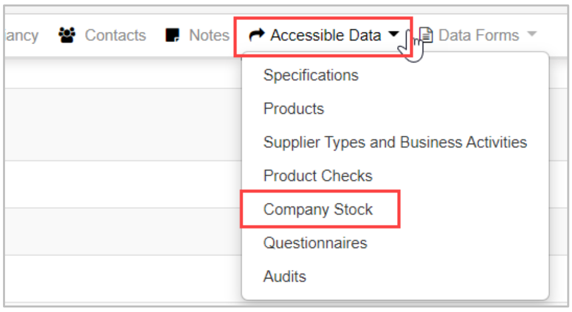
Step 1: Go to Trading & Planning > Planning Tool > Stock Manager

Step 2: Using the Stock Manager dropdown menu select Stock Update Requests. The Stock Update Requests screen will display the status of any supplier stock adjustment requests.

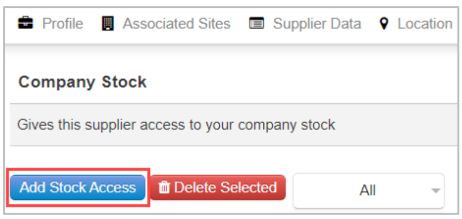
1.4. HOW TO GRANT SUPPLIER ACCESS TO VIEW STOCK MANAGER

Step 1: Go to Supplier Approval > Customer Tool > Supplier Manager

Step 2: Scroll down to locate the Company Name your supplier contact is based at > proceed to select the View button against your Company Name.
Step 3: Using the Accessible Data drop down list select Company Stock



Step 4: Select the Add Stock Access button to grant your supplier user with stock access.



Step 5: Once the ***Grant Stock Access*** box opens, using the drop-down lists proceed to select the following details:

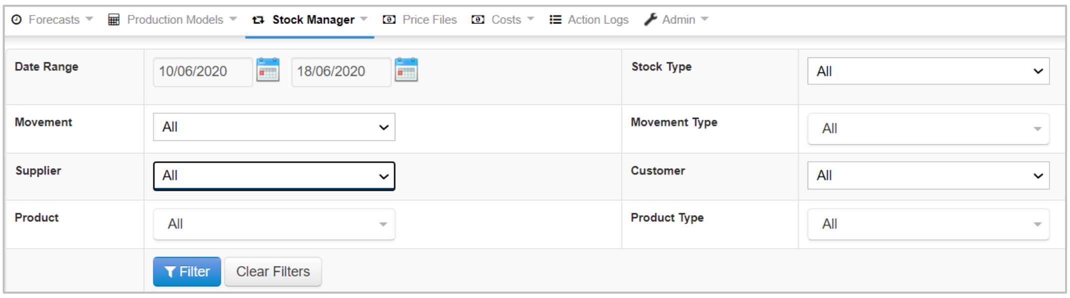
Notify User – Select the user name you wish to notify of this access change.
Site(s) – Select the site you would like to expose to the user.
Notify Users / Grant View Access – Select the user name(s) you wish to grant the stock access to.

Step 6: Proceed to select the ***Grant View Access*** button.
Step 7: Once the change has been processed the new supplier users should display in the ***Company Stock*** screen and when your supplier next logs into the system, they will be able to view Stock Manager.

1.5. HOW TO NAVIGATE YOUR STOCK MANAGER VIEW

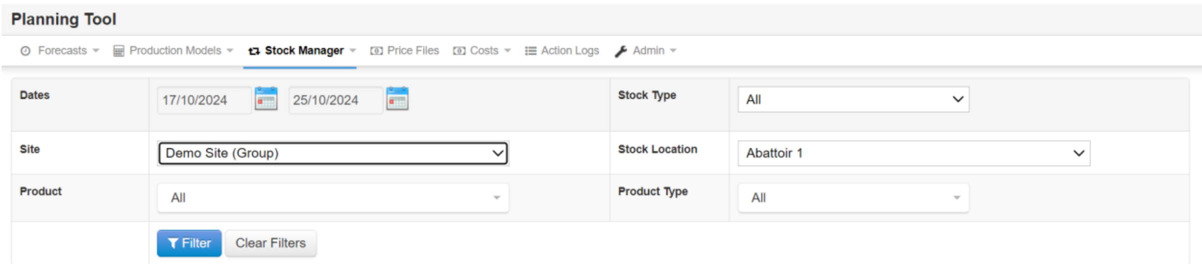
Step 1: Go to ***Trading & Planning > Planning Tool > Stock Manager > Activity***
Step 2: The ***Activity*** screen displays the following filter options enabling the user to:

Activity:
Date Range – Restrict the stock movement display view to a specific date range of data, by selecting the start date and end date of the date range.
Movement – Restrict the view to a specific movement type e.g. In, Out, New Count
Supplier – Restrict the view to a specific supplier name.
Product – Restrict the view to a specific product.
Stock Type - Restrict the view to a specific stock type e.g. Manual, Production Model, Sales Order, Purchasing Order, Stock Transfer Order.
Movement Type - Restrict the view to a specific movement type e.g. Weekly Stock Update, Donations, Damaged cartons etc.
Customer - Restrict the view to a specific customer name.
Product Type - Restrict the view to a specific product type e.g. Beef, Lamb, Pork, Retail Pack, Veal.



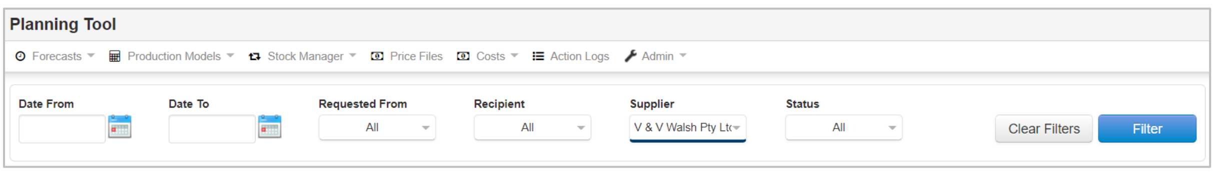
Step 1: Go to ***Trading & Planning > Planning Tool > Stock Manager > Stock List***
Step 2: The ***Stock List*** screen displays the following filter options enabling the user to:

<u>Stock List:</u>
Dates – Restrict the stock levels display to view a specific date range of data, by selecting the start date and end date of the date range.
Site – Restrict the view to a specific site name.
Product – Restrict the view to a specific product.
Stock Type - Restrict the view to a specific stock type e.g. Manual, Production Model, Sales Order, Purchasing Order, Stock Transfer Order.
Stock Location - Restrict the view to a specific delivery site.
Product Type - Restrict the view to a specific product type e.g. Beef, Lamb, Pork, Retail Pack, Veal.



Step 1: Go to Trading & Planning > Planning Tool > Stock Manager > Stock Update Requests
Step 2: The Stock Update Requests screen displays the following filter options enabling the user to:

<u>Stock Update Requests:</u>
Date From – Restrict the display to only view stock update requests from a specified date
Date To – Restrict the display to only view stock update requests until a specified date
Requested From – Restrict the display by selecting a specific supplier user name, to only view the stock update requests from a particular supplier user.
Recipient – Restrict the display by selecting a specific recipient user name, to only view the stock update requests allocated to a specific user name.
Supplier – Restrict the display by selecting a specific supplier, to only view the stock update requests from the selected supplier.
Status – Restrict the display by selecting a status e.g. Requires Review, Requires Your Action, Awaiting Response, Accepted, Declined.



1.6. LINKING STOCK MANAGER TO PRODUCTION MODELS AND ORDERS

All Production Model and Order transactions automatically link up to the Stock Manager and have a direct impact on data displayed in Stock Manager. See below how each transaction type impacts the Stock Manager:

Transaction Type:	Impact on Stock Manager:
Purchase Order	Increases stock at the 'sent to' site
Production Model	Increases stock at the 'sent to' site
Stock Transfer Order	Decreases stock at the 'sent to' site
Sales Order	Admin

2. SETUP & ADMIN

2.1. HOW TO ENABLE/DISABLE THE 'OPERATIONAL READY FLAG' VALIDATION RULES

A product becomes 'Operational Ready' automatically once the relevant Workflow Manager process has been completed and reached an approved status in the system. It confirms that all master data setup requirements for the product have been completed in SAP.

Enabling the 'Operational Ready Flag' validation settings will ensure that:

Users cannot complete manual stock updates for products which are not Operational Ready.

Users cannot use the ***Adjust Stock*** button for products which are not Operational Ready.

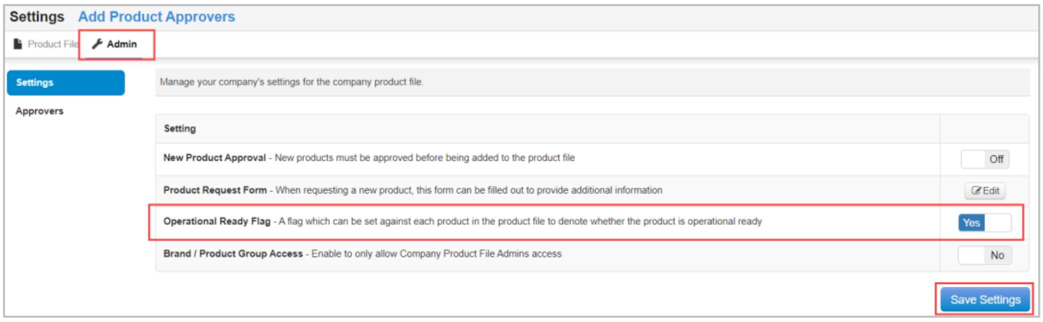
Users cannot approve supplier stock update requests which contain products which are not Operational Ready.

To Enable:

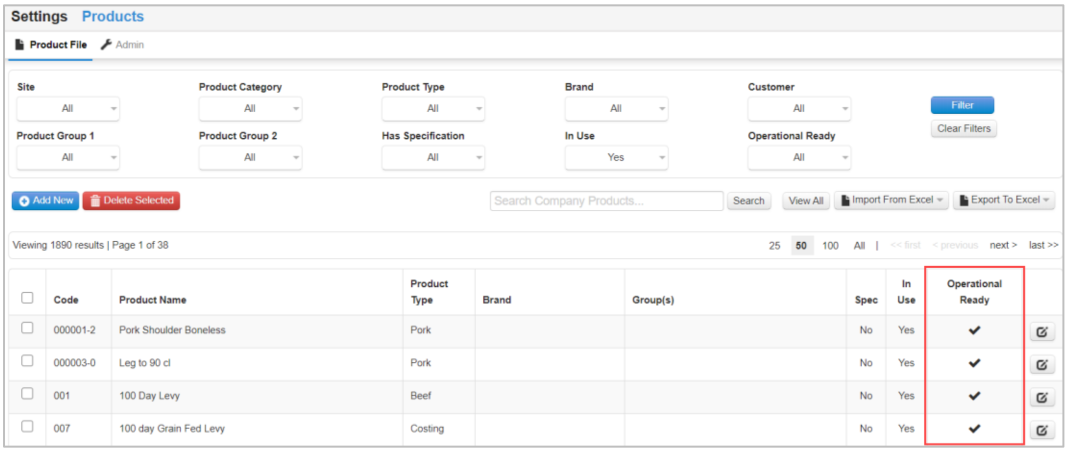
Step 1: Ensure you have 'Admin' access to the ***Company Product File.*** This will need to be setup by Foods Connected.

Step 2: Select the ***Settings*** toggle > then select the ***Company Product File***.

Step 3: Select the ***Admin*** tab > switch the 'Operational Ready Flag' setting option to ***Yes*** > select the ***Save Settings*** button.



Step 4: Select the ***Product File*** tab.
Step 5: The system should now display the new ***Operational Ready*** status column against each article.



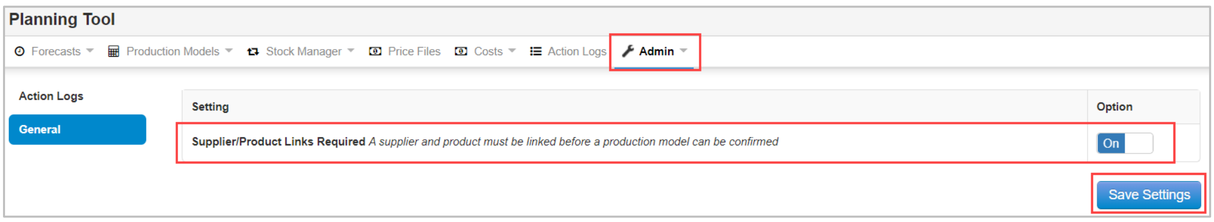
<u>To Disable:</u>
In Step 3: Select the ***Admin*** tab > switch the 'Operational Ready Flag' setting option to ***No*** > select the ***Save Settings*** button.

3. HOW TO ENABLE/DISABLE THE ‘SUPPLIER/PRODUCT LINKS REQUIRED’ VALIDATION RULES

Where products contain a supplier/product link with the reasons ‘Use In Production Manager/Use In Order Manager’ this confirms that the product has been set up to be orderable and ranged in SAP. The supplier/product link information can be viewed under: ***Supplier Approval > Supplier Manager >*** once you have selected your supplier name > select the ***Accessible Data*** drop down list > the select ***Products***.

Enabling the ‘Supplier/Product Links Required’ v)

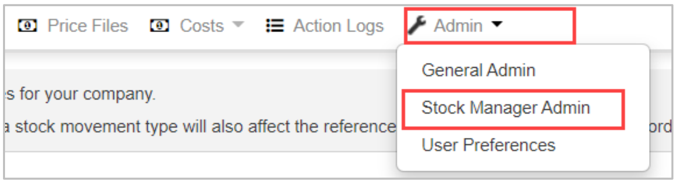
Step 1: Ensure you have ‘Admin’ access to the ***Stock Manager.***
Step 2: Select ***Trading & Planning*** > ***Planning Tool*** > ***Stock Manager*** > ***Admin*** > ***General***
Admin > ***General***
Step 3: Next, switch the ‘Supplier/Products Links Required’ setting option to ***On*** > select the ***Save Settings*** button.



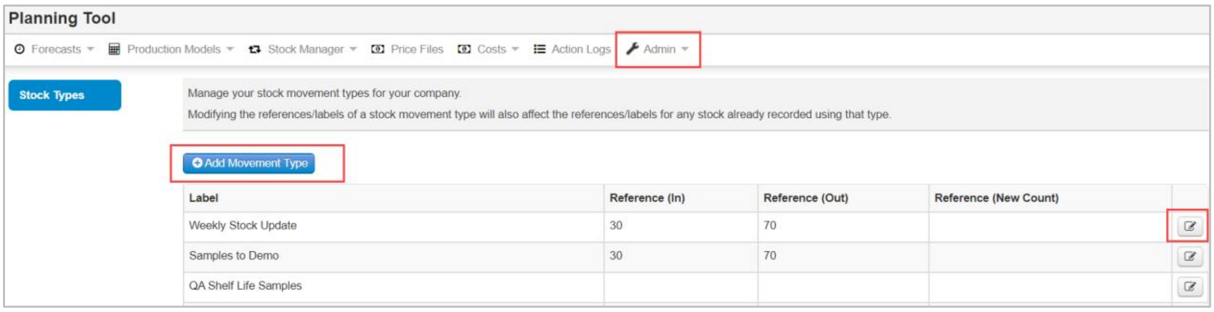
<u>**To Disable:**</u>
In Step 3: Select the ***General*** tab > ‘Supplier/Products Links Required’ setting option to ***On*** > select the ***Save Settings*** button.

3.1. ADMIN SETTINGS

Step 1: To access the Stock Manager Admin Settings, go to Trading & Planning > Planning Tool > Stock Manager > Admin > Stock Manager Admin > Stock Types



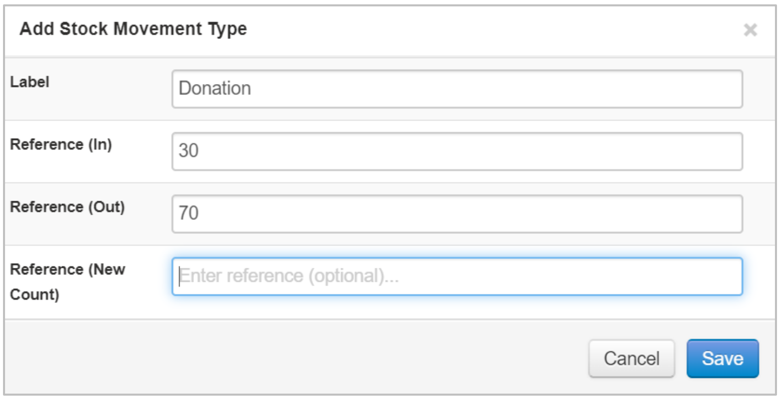
Step 2: The Stock Manager Admin > Stock Types screen will enable you to edit/add the movement type label.
Step 3: To edit an existing movement type label, select the Edit icon against the label.



Step 4: To add a new movement type label, select the ***+Add Movement Type*** button.
Step 5: Once the ***Add Stock Movement Type*** box opens, proceed to populate the following fields:

Label – populate a description
Reference (In) – populate the SAP ref number (where applicable)
Reference (Out) – populate the SAP ref number (where applicable)
Reference (New Count) – populate the SAP ref number (where applicable)

Step 6: Once completed, select the ***Save*** button and your new movement type label should appear in the ***Admin > Stock Types*** screen.



4. STOCK MANAGER USAGE

4.1. HOW TO COMPLETE A MANUAL STOCK UPDATE (+ADD OPENING STOCK)

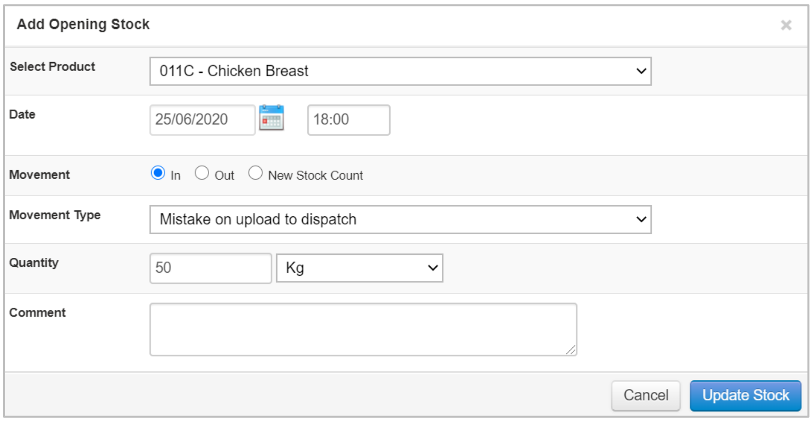
Step 1: Proceed to Stock Manager > Stock List > select the +Add Opening Stock button.

Step 2: Once the Add Opening Stock box opens, proceed to populate the following fields:

Select Product – using the drop down list select a product description
Date – populate the date and time the stock is being updated
Movement – select 'In' (for a stock increase), 'Out' (for stock decrease) or 'New Stock Count' (for a stock on hand override)
Movement Type – sing the drop down list select a movement type description

Quantity – populate a quantity with the relevant unit of measure using the drop down list.

Comment – provides the user the option to populate any comments related to the stock update.



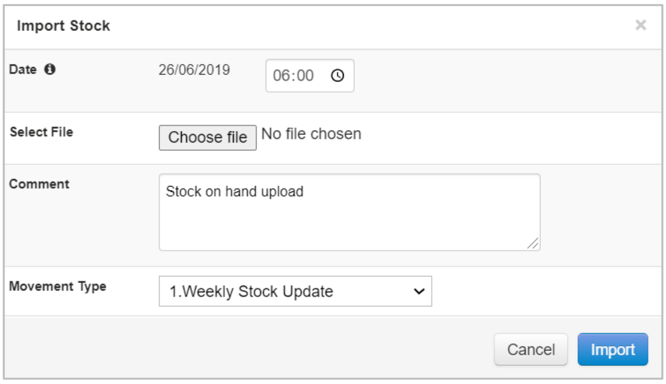
4.2. HOW TO COMPLETE A SUPPLIER STOCK UPDATE REQUEST

Step 1: Proceed to ***Stock Manager > Stock List >*** select the ***Export*** button.

Step 2: Update the ***Current Stock*** column of the Excel template and save.

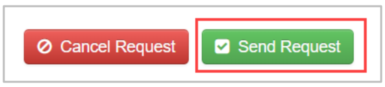
Step 3: Next, select the ***Import*** button.

Step 4: The following ***'Import Stock'*** box will open > populate the relevant time for the update > then select ***'Choose File'*** > select your updated stock on hand Excel file > the ***Comment*** box can be used to populate any comments regarding the update > a movement type reason can be selected from the ***Movement Type*** drop down list > once completed, select the ***Import*** button.



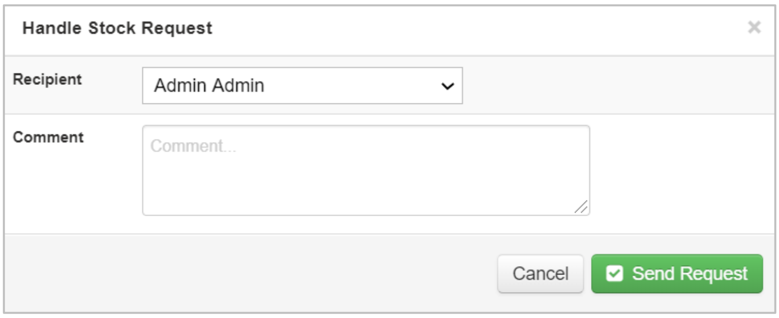
Step 5: Note: Once the request has been made, the supplier must review the Imported Quantities screen before sending. During the review process the supplier will be notified of any trailing products that they have not requested quantities for. There is functionality to re-export to excel and update the quantities on any product, a full history of actions on the request are stored.

Step 6: Once the stock update request has been reviewed scroll down to the bottom and select the ***Send Request*** button.



Step 7: Once the ***Hand Stock Request*** box opens > proceed to select a username from the ***Recipient*** drop down list > use the ***Comment*** box to add any additional notes > select ***Send Request.***

Step 8: The system should automatically proceed to the ***Stock Manager > Stock Update Requests*** screen where the stock update request should display as ***Status: Awaiting Response.***



4.3. HOW TO ACCEPT/DECLINE SUPPLIER STOCK UPDATE REQUESTS

Step 1: Proceed to Stock Manager > Stock Update Requests > this will show the status of the stock requests > select 'Click to view products' to view an individual request.

Step 2: Review the request and scroll to the bottom to select the Decline Request or Accept Request button.

<u>Accepted:</u> Where the stock update request is accepted, the stock count will be altered dependant on the stock update request quantities.

<u>Declined:</u> Where the stock update is declined, the request will then be sent back to the supplier, who can either review the request and re-submit, or cancel the request.

4.4. HOW TO MANUALLY MAKE A PRODUCT 'OPERATIONAL READY=YES'

Step 1: Ensure you have 'Admin' access to the ***Company Product File.*** This will need to be setup by Foods Connected.

Step 2: Select the ***Settings*** toggle > then select the ***Company Product File***.

Step 3: Select the ***Admin*** tab > switch the 'Operational Ready Flag' setting option to ***Yes*** > select the ***Save Settings*** button.

Step 4: Proceed back to the ***Product File*** tab where you should now see an Operational Ready column containing tick symbols for the products classified as being Operational Ready.

Step 5: Select the ***Edit*** icon against your product.

Spec	In Use	Operational Ready	
No	Yes	✔	

Step 6: Scroll down to the ***Operational Ready*** switch > select ***No***.

Step 7: Select the ***Save & Exit*** button. The ***Product File*** tab should now display a dash symbol against the product indicating that it is not Operational Ready.

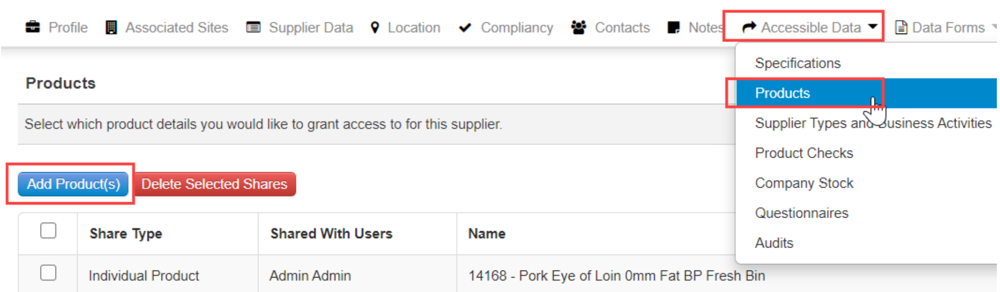
4.5. HOW TO MANUALLY MAKE A PRODUCT MEET THE SUPPLIER/PRODUCT LINK REQUIREMENTS

Step 1: Proceed to Supplier Approval > Supplier Manager or Customer Manager (depending on your where your supplier/customer is held in the system).

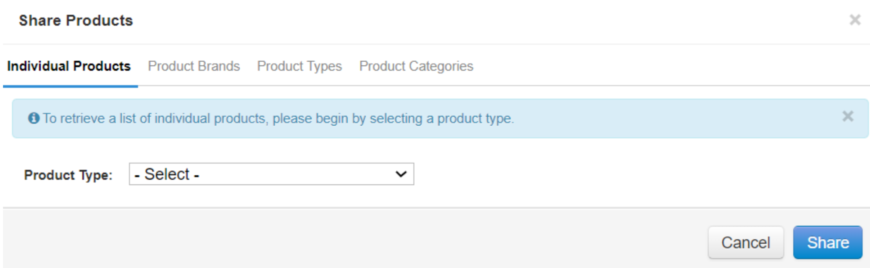
Step 2: Search and select View against your supplier name.

Step 3: Select the Accessible Data drop down menu > and select Products.

Step 4: Select the Add Product(s) button



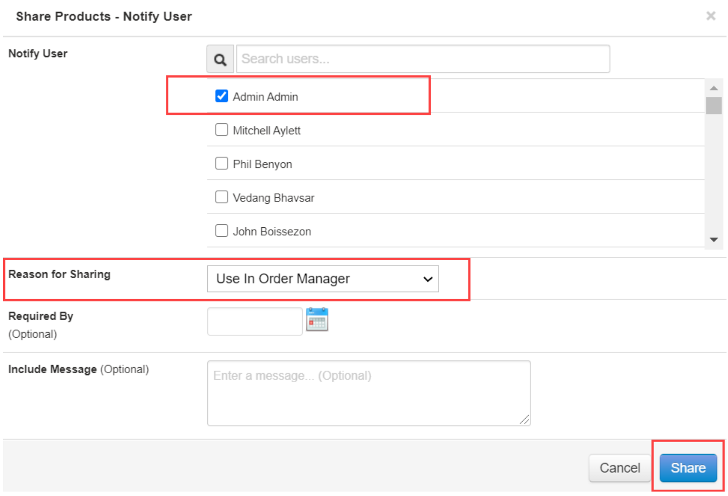
Step 5: Select a Product Type to retrieve a list of the individual products.



Step 6: Select an individual product > select the Share button.

Step 7: Proceed to select username from the Notify User list and ensure the Reason for Sharing has defaulted to Use In Order Manager.

Step 8: Select the Share button.



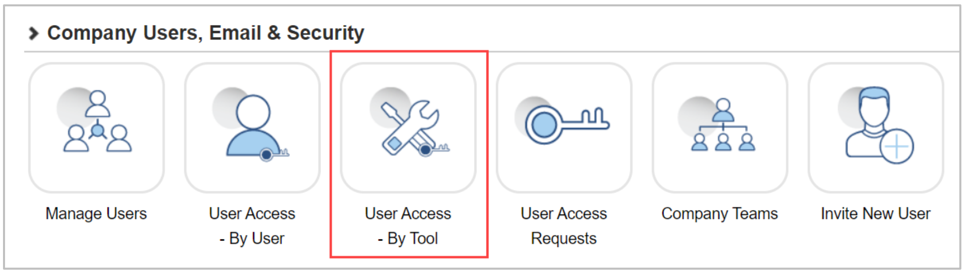
Step 9: Once the share request has been processed, the product will list as follows:

5. USER ACCESS

5.1. HOW TO GRANT A NEW USER ACCESS

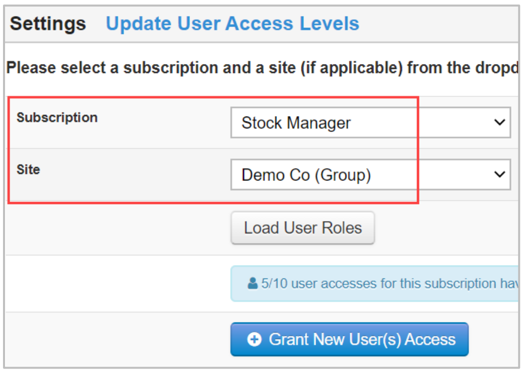
Step 1: Ensure you have 'Admin' access.

Step 2: Select the ***Settings*** toggle > then select ***User Access – By Tool***.



Step 3: Using the ***Subscription*** drop down list > select ***Stock Manager >*** then using the next drop down list select the relevant ***Site >*** select ***Load User Roles.***

Step 4: Select the ***Grant New User(s) Access*** button.



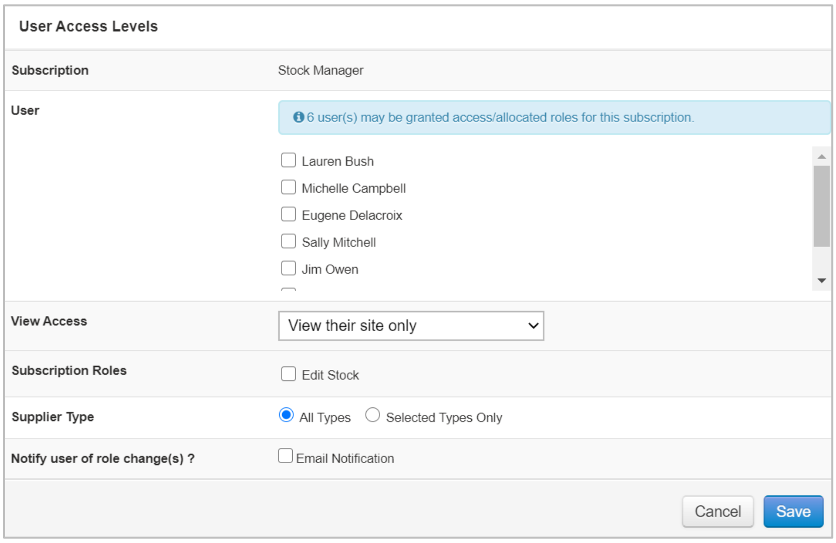
Once the ***User Access Levels*** box opens, proceed to populate the following fields:

User – select the username(s) you wish to grant access to.
View Access – using the drop down list select if your user(s) should be able to ***View their site only***, ***View all sites*** or ***View specific sites***.

Subscription Roles – select the box where users should be provided access to edit stock levels.

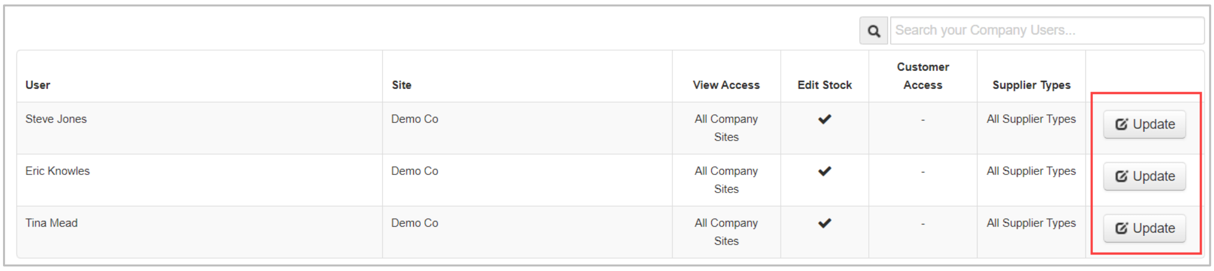
Supplier Type – where the ***Selected Types Only*** is selected, a list of supplier types will appear enabling you to set the user up with access to only certain supplier types e.g. abattoirs, distribution centres, cold stores, packaging suppliers.

Notify user of role change(s) – tick the ***Email Notification*** box if the user should be informed via email of these changes.



5.2. HOW TO AMEND/ REMOVE A USER'S ACCESS

Step 1: Within the ***User Access – By Tool*** screen, proceed to select the ***Update*** button beside the users name.



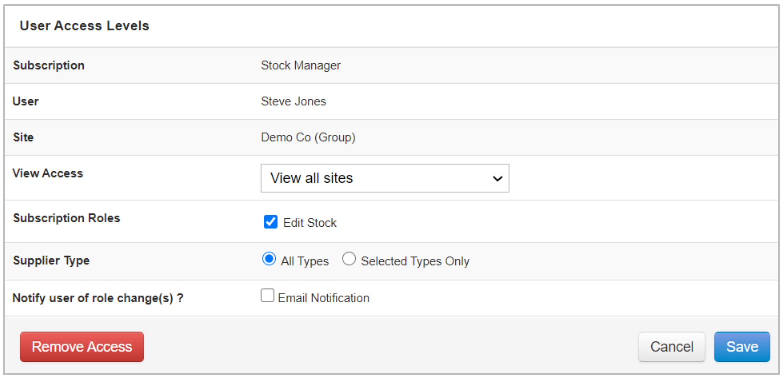
User	Site	View Access	Edit Stock	Customer Access	Supplier Types	
Steve Jones	Demo Co	All Company Sites	✔	-	All Supplier Types	Update
Eric Knowles	Demo Co	All Company Sites	✔	-	All Supplier Types	Update
Tina Mead	Demo Co	All Company Sites	✔	-	All Supplier Types	Update

Step 2: Once the ***User Access Levels*** box has opened it will allow you to amend the following fields for the existing user:

View Access – using the drop down list select if your user(s) should be able to ***View their site only***, ***View all sites*** or ***View specific sites***.

Subscription Roles – select the ***Edit Stock*** box if your user(s) should be able to edit stock.
Supplier Type – where the ***Selected Types Only*** is selected, a list of supplier types will appear enabling you to set the user up with access to only certain supplier types e.g. abattoirs, distribution centres, cold stores, packaging suppliers.
Notify user of role change(s) – tick the ***Email Notification*** box if the user should be informed via email of these changes.

Once updated select the ***Save*** button to process the changes.



6. REMOVAL

Step 1: Within the ***User Access – By Tool*** screen, proceed to select the ***Update*** button beside the users name.

Step 2: Once the ***User Access Levels*** box has opened > select the **Remove Access** button. See screen shot above.