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DATA RETENTION

Module	Reports	Data Retention		Frequency of Purging
		Retention Period	Basis of Retention	
Merchandising	Purchase Order (PO) > PO Allocation Breakdown > PO Prepack	3 months	Expected Receipt Date	daily
	Store Consignor Purchase Order (SCPO) > Details Per Branch	3 months	Transaction Date	monthly
Receiving & Warehouse	Receiving Confirmation Report (RCR)	3 months	Delivery Date	daily
Operations	Demo Time Record (DTR)	2 months	Date of Attendance	monthly
	SC Demo Incident Report (SCDIR)	1 month	Post Date	daily
Finance	Periodic Sales Report (PSR)	3 months	Transaction Date	monthly
	Periodic Sales Report by Category (PSRC)	3 months	Transaction Date	monthly
	Monthly Liquidation Report - Dept Store (MLRDS) > Monthly Liquidation Report Adjustment	3 months	Transaction Date	monthly
	Monthly Liquidation Report - Retail Affiliate (MLRRA) > Monthly Liquidation Report Adjustment	3 months	Transaction Date	monthly
	Remittance Advice (RA)	3 months	Processing Date	daily
	BDO Credit Acknowledgement Report (BDOCA)	3 months	Crediting Date	daily
	Debit Memo/Credit Memo (DMCM) > Applied Debit Memo/Credit Memo	3 months	Processing Date	daily
	> Undeducted Debit Memo	n/a	n/a	n/a
	Return to Vendor (RTV) > Deducted RTV	3 months	Processing Date	daily
	> Advance RTV	2 months	Shipped Date	daily
> Undeducted RTV	n/a	n/a	n/a	

MESSAGING NOTIFICATION

	COMPANY	DEPARTMENT
DSP	SM DEPARTMENT STORE	ACCESSORIES
		BAGS
		CHARACTER SHOP
		LITTLE WHITE BOX
		LOBBY
		LUGGAGE
		SHOES
		SMART BUY
		SNACK EXCHANGE
		WEARS
GSP	SM MART INC (Location: DC-Guam/SM Head Office)	ACCESSORIES
		BAGS
		DECOR AND ACCESSORIES
		LOBBY
		SHOES
		SNACK EXCHANGE
		WATSONS OUTRIGHT
WEARS		
HWP	HOMEWORLD SHOPPING CORP.	DECORATION & ACCESSORIES
		FURNITURE & FIXTURES
		KITCHENWARE
		LINENS AND ACCESSORIES
		OUR HOME
		STORAGE AND ORGANIZER
TABLEWARE		
KSP	KULTURA STORE, INC	PHILIPPINE CRAFT
NCP	NURSERY CARE CORPORATION	INFANTS' ACCS & FURN
SAP	STAR APPLIANCE CENTER, INC	APPLIANCE
SCP	SPORTS CENTRAL (MANILA), INC	SPORTS CENTRAL
SLP	SIGNATURE LINES, INC	SIGNATURE LINES
SMP	SURPLUS MARKETING CORPORATION / UPTREND FASHION DESIGN, CORP	SURPLUS SHOP
SSP	SUPPLIES STATION INC.	SUPPLIES STATION
TWP	INTERNATIONAL TOY WORLD, INC	TOYS
		PET EXPRESS
WAP	ACE HARDWARE PHILS INC	HARDWARE-WORKSHOP
WSP	WATSONS PERSONAL CARE STORE	WATSONS

STORE CONSIGNOR ADVISORY

COUNTERING AND COLLECTION CALENDAR

YEAR 2021

JANUARY							FEBRUARY							MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

APRIL							MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

JULY							AUGUST							SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		

OCTOBER							NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

Legend:

- Countering Dates
- Collection Dates
- Regular Holiday
- Special Non-working Day

COUNTERING LOCATION		
Particulars	Store Consignor (SC)	
	1st Level <small>(Shoes, Bags & Luggage / Wears / Accessories / Snack Exchange / Textile / Alteration)</small>	2nd Level* <small>(Ace / Baby Co / Gadgets / Kultura / Our Home / SM Home / Supplies / Signature Lines / Sports Central / Star Appliance / Toys / Watsons)</small>
Metro Manila Branches including Taytay	Branch Accounting Department The SM Store Time: 9:00am - 5:00pm	SM Corporate Offices, Bldg. D J.W. Diokno Boulevard Mall of Asia Complex, CBP-1A, Pasay City Time: 9:00am - 5:00pm
Provincial Branches including Bacoor	SM Corporate Offices, Bldg. D J.W. Diokno Boulevard Mall of Asia Complex, CBP-1A, Pasay City Time: 9:00am - 5:00pm	SM Corporate Offices, Bldg. D J.W. Diokno Boulevard Mall of Asia Complex, CBP-1A, Pasay City Time: 9:00am - 5:00pm

*2nd Level SCs can still counter on any other working days if they are unable to meet the prescribed countering dates, but collection date shall be adjusted accordingly.

COUNTERING SCHEDULE FOR STORE OPENING:

Store Opening Date	Countering
1st to 3rd week of the month	The month immediately succeeding the branch's opening
4th to 5th (if any) week of the month	The 2nd month after the branch's opening

countering dates shall follow the prescribed schedule above

REPORTS VIEWING SCHEDULE:

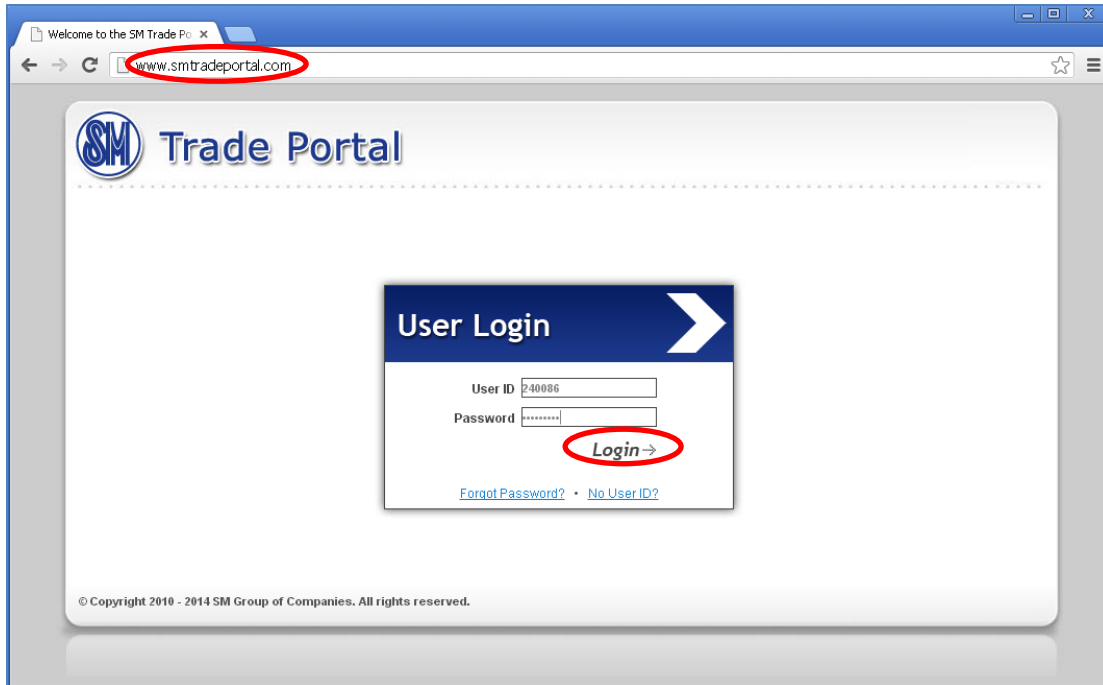
Type of Report	Report	Start Day of Viewing
Sales	Weekly Periodic Sales Report (WPSR)	Every Thursday
	Monthly Periodic Sales Report (MPSR)	
Liquidation	Store Consignor Purchase Order (SCPO)	Saturday prior to Countering Dates
	Monthly Liquidation Report (MLR)	
Collection	Remittance Advice (RA)	Collection Date
	Debit Memo (DM) / Credit Memo (CM)	

USER GUIDE

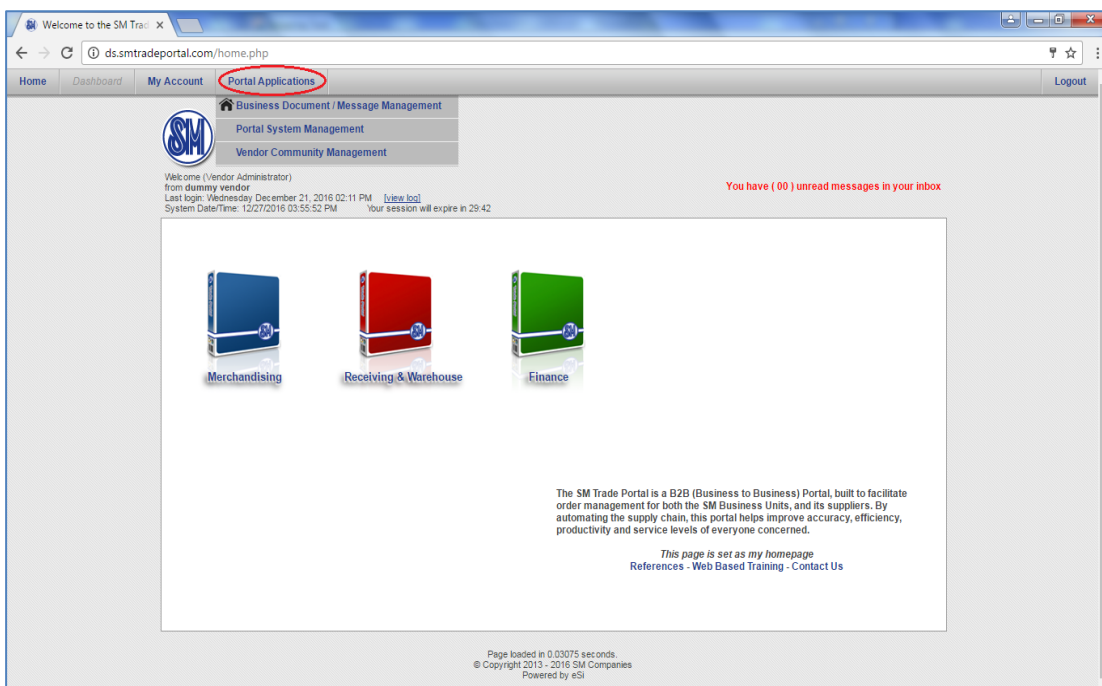
USER ADMINISTRATION (UA)

A. Creation of Vendor User ID by Vendor Administrator

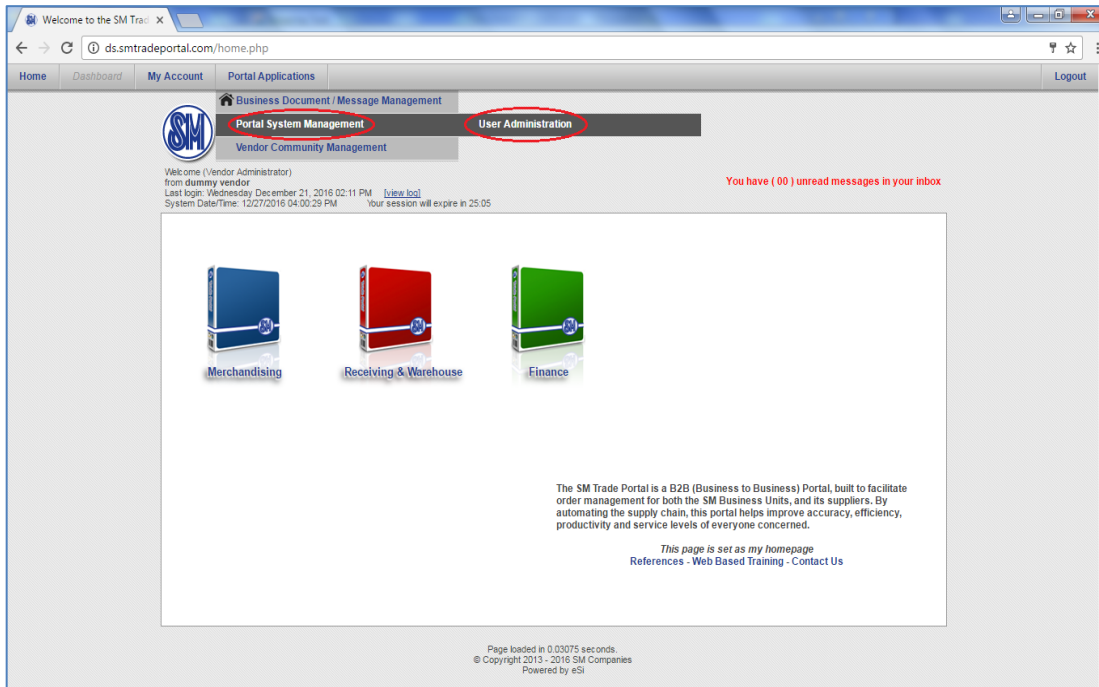
1. Log-on to www.smtradeportal.com and type your User ID and password. Then, click “Login” button.



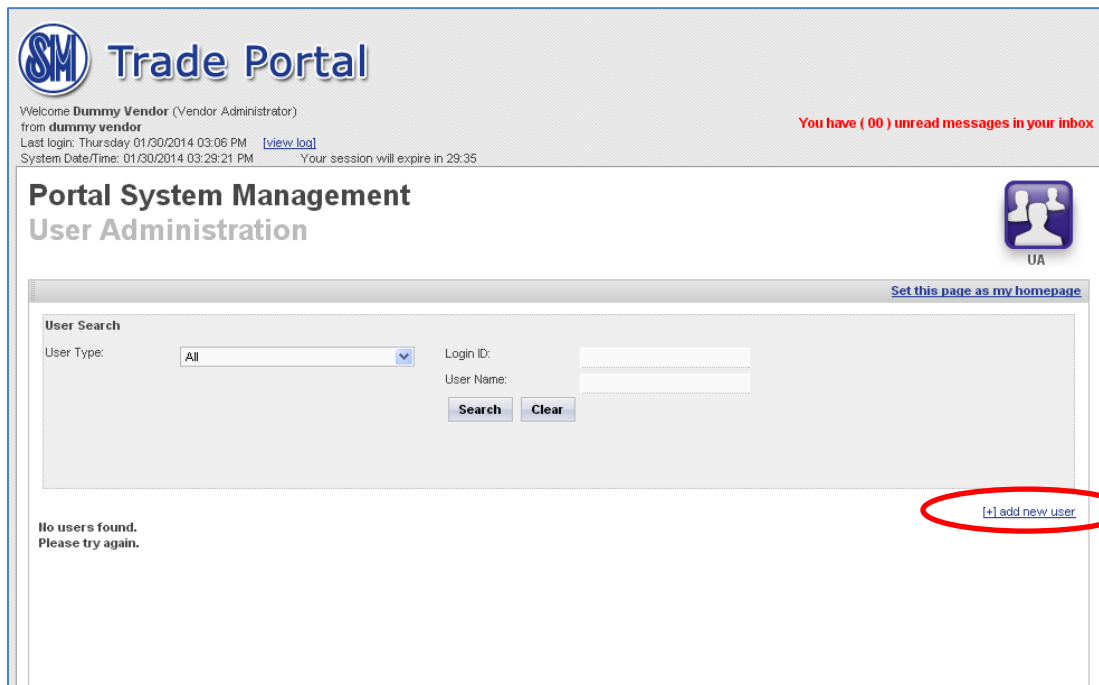
2. Click “Portal Applications” menu.



3. Click "Portal System Management" submenu, then click "User Administration" module.



4. Upon clicking "User Administration (UA)" module, UA Main Page will appear. Click "[+] add new user" link to create vendor user.



5. Upon clicking “[+] add new user” link, a pop-up window will appear. Fill in the following fields:

- First Name
- Middle Name
- Last Name
- Mobile Number
- Email
- Password
- Confirm Password

Note: Vendor User login ID will be automatically generated.

Welcome **Dummy Vendor** (Vendor Administrator)
from **dummy vendor** You have (00) unread messages in your inbox
Last login: Thursday 01/30/2014 03:27 PM [\[view log\]](#)
System Date/Time: 01/30/2014 04:13:23 PM Your session will expire in 29:39

Portal System Management

Add New User

Login ID: 240086-1 Mobile Number:

First Name: Email:

Middle Name:

Last Name:

User Type:

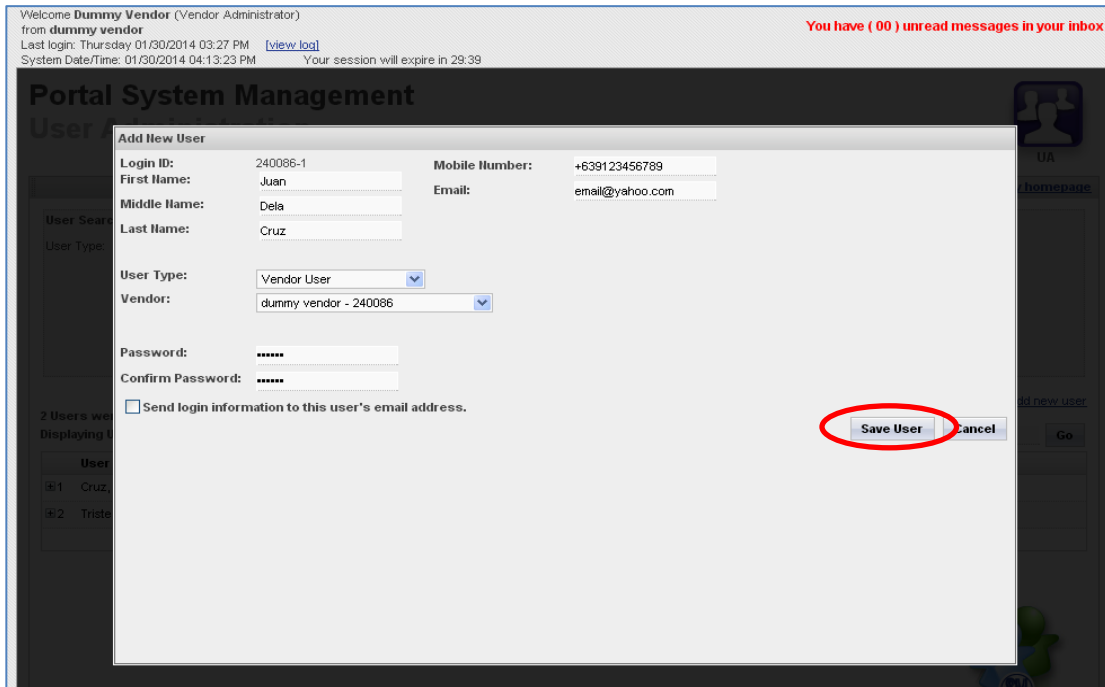
Vendor:

Password:

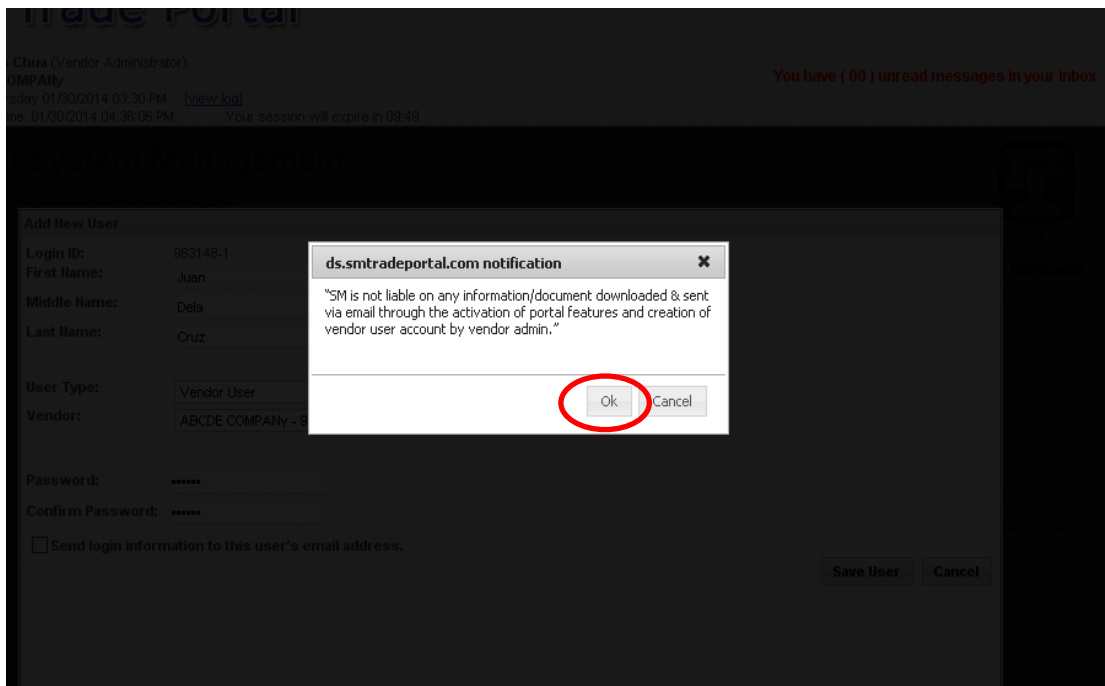
Confirm Password:

Send login information to this user's email address.

6. After encoding all required details, click "Save User" button to save.



7. A pop-up message will appear. After reading the disclaimer, click "OK" button.



8. Upon clicking "OK" button, UA Main Page will appear. Click "+" button beside the username to display the user details.

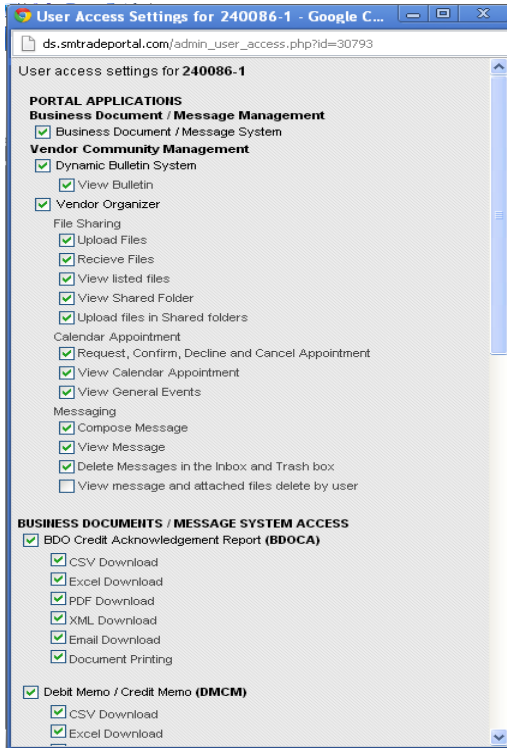
The screenshot shows the 'Trade Portal' interface. At the top, it says 'Welcome Dummy Vendor (Vendor Administrator) from dummy vendor'. Below this, there's a 'Portal System Management User Administration' header. A search bar is visible with 'User Type' set to 'All'. Below the search bar, a table lists one user: 'Cruz, Juan D.' with Login ID '240086-1' and User Type 'Vendor User'. A red circle highlights a small icon to the left of the user name. Below the table, there are buttons for 'Access Settings', 'Change Password', 'Update User', and 'De-activate User'.

B. Manage Access Setting

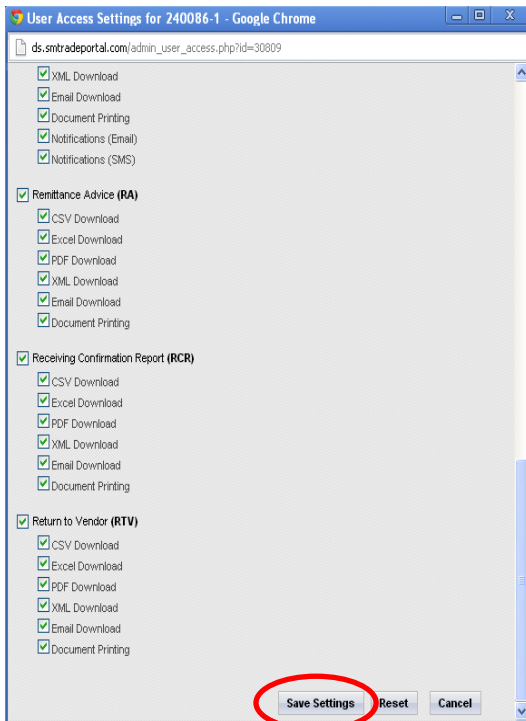
1. To edit the access setting of vendor user, click "Access Setting" button.

This screenshot is similar to the previous one, but the 'Access Settings' button is highlighted with a red circle. The user details for 'Cruz, Juan D.' are visible, including first name, middle name, last name, mobile number, user type, vendor name/code, and email.

2. Upon clicking the “Access Setting button, a pop-up window will appear.

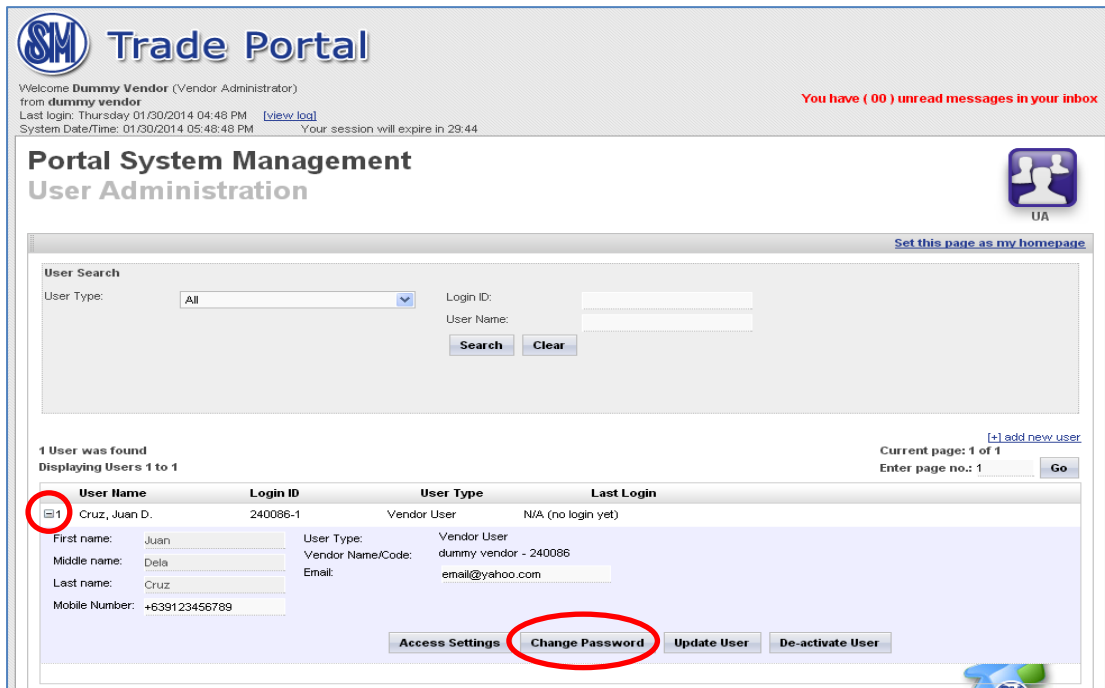


3. To edit, click the box. If , access will be enabled; if , access will be disabled. Then, click “Save Settings” button to save changes made.

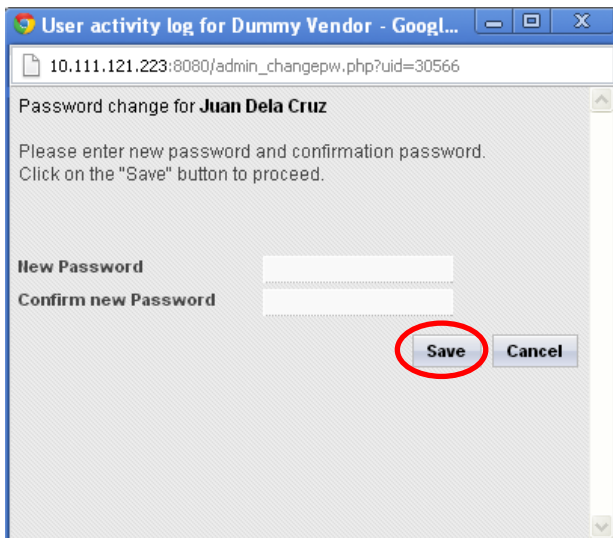


C. Reset of Password

1. Click “+” button beside the username to change the password. Then, click “Change Password” button.



2. Upon clicking the “Change Password” button, a pop-up window will appear. Fill in the following fields. Then, click “Save” button to save.
 - New Password
 - Confirm new Password



D. Update of Mobile No. and Email Address

Click “+” button beside the username to update mobile no. and email address. Once done with the update, click “Update User” to save the changes made.

The screenshot shows the SM Trade Portal User Administration interface. At the top, it says "Welcome Dummy Vendor (Vendor Administrator) from dummy vendor". Below this, there are login details and a notification: "You have (00) unread messages in your inbox". The main heading is "Portal System Management User Administration". There is a "User Search" section with a dropdown menu set to "All", and input fields for "Login ID:" and "User Name:". Below the search section, it says "1 User was found" and "Displaying Users 1 to 1". A table lists the user details:

User Name	Login ID	User Type	Last Login
+1 Cruz, Juan D.	240086-1	Vendor User	N/A (no login yet)

Below the table, there are fields for "First name: Juan", "Middle name: Dela", "Last name: Cruz", and "Mobile Number: +639123456789". To the right, there are fields for "User Type: Vendor User", "Vendor Name/Code: dummy vendor - 240086", and "Email: email@yahoo.com". At the bottom, there are four buttons: "Access Settings", "Change Password", "Update User", and "De-activate User". The "+" button next to the user name and the "Update User" button are circled in red.

E. Deactivation of Vendor User Access

Click “+” button beside the username and click “De-activate User” to deactivate vendor user. Once deactivated, vendor user can no longer access the SM Trade Portal.

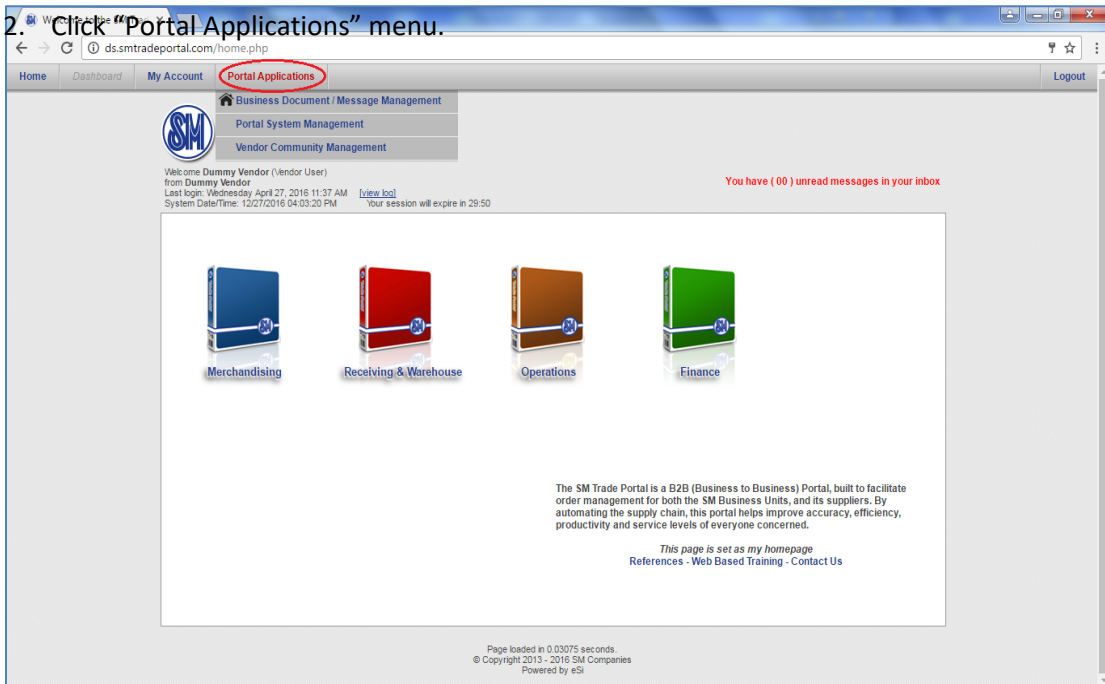
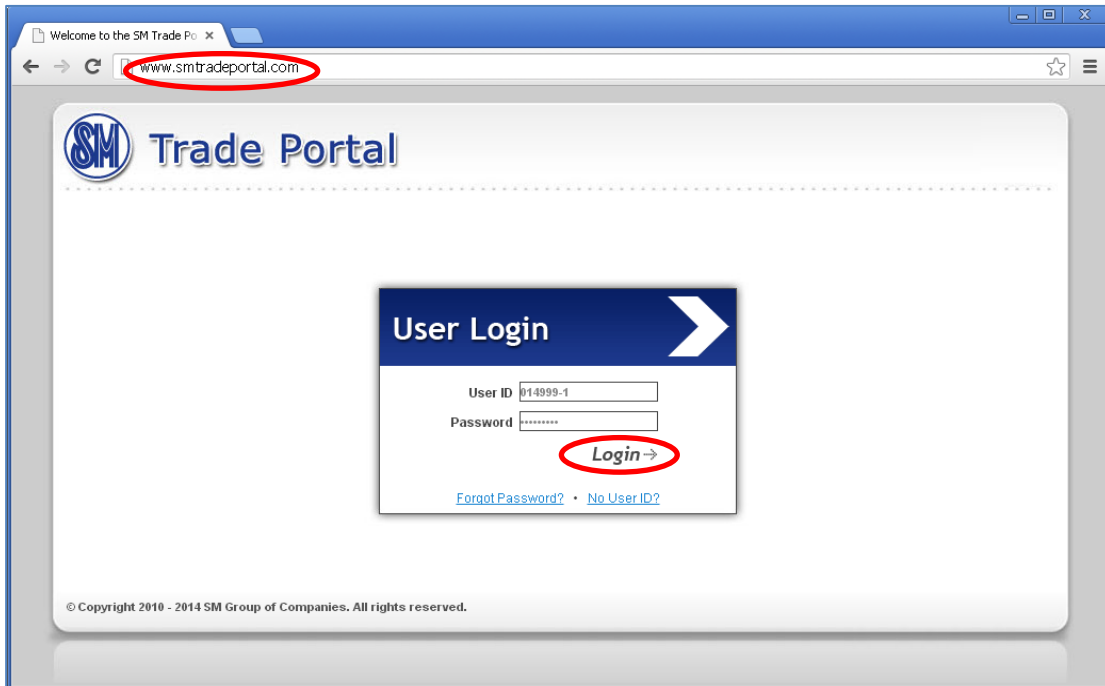
This screenshot is identical to the one above, showing the SM Trade Portal User Administration interface. The table lists the user details for Juan D. Cruz. In this view, the "De-activate User" button at the bottom is circled in red, along with the "+" button next to the user name in the table.

USER GUIDE

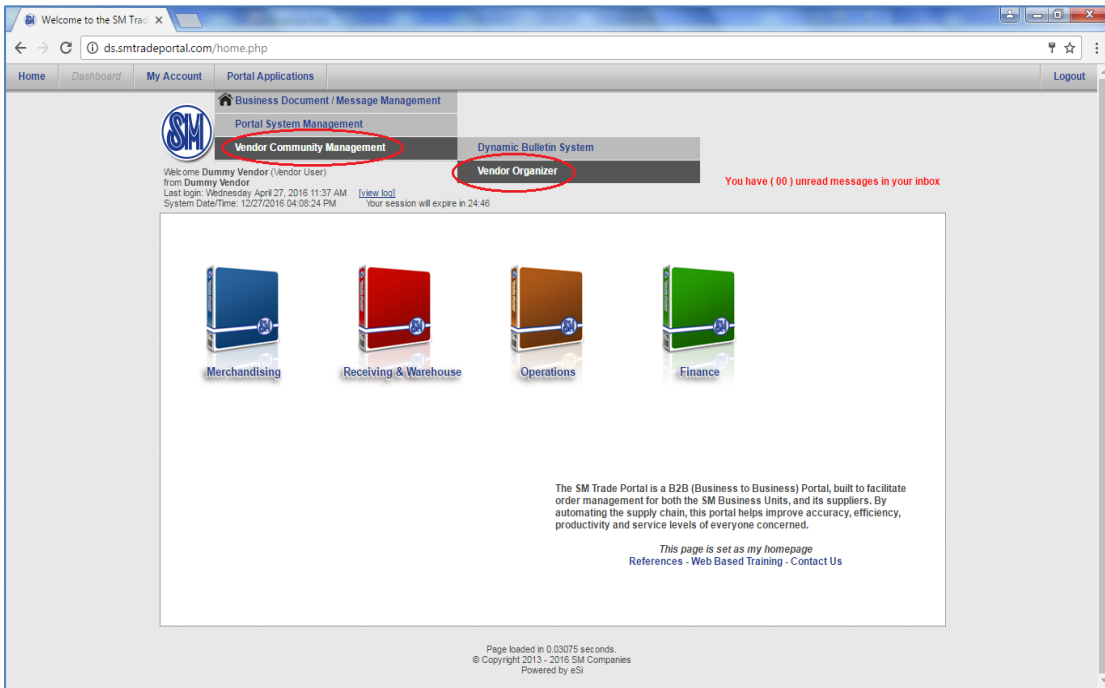
VENDOR ORGANIZER – FILE SHARING

A. Uploading of Files in Shared Folders by Vendor User

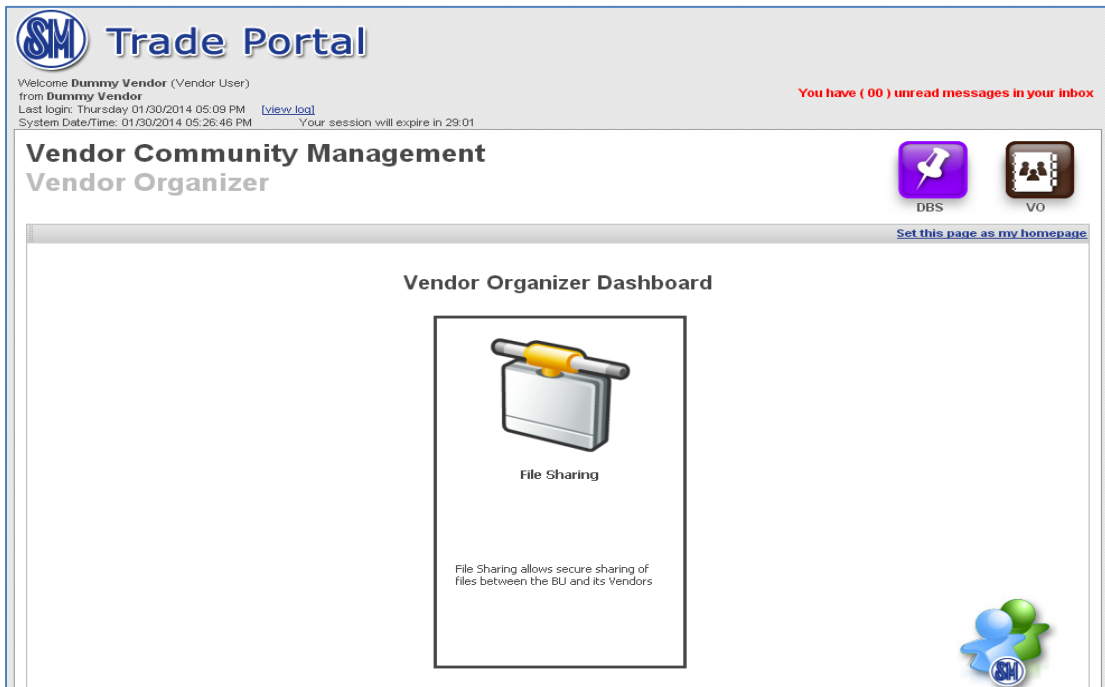
1. Log-on to www.smtradeportal.com and type your user ID and password. Then, click “Login” button.



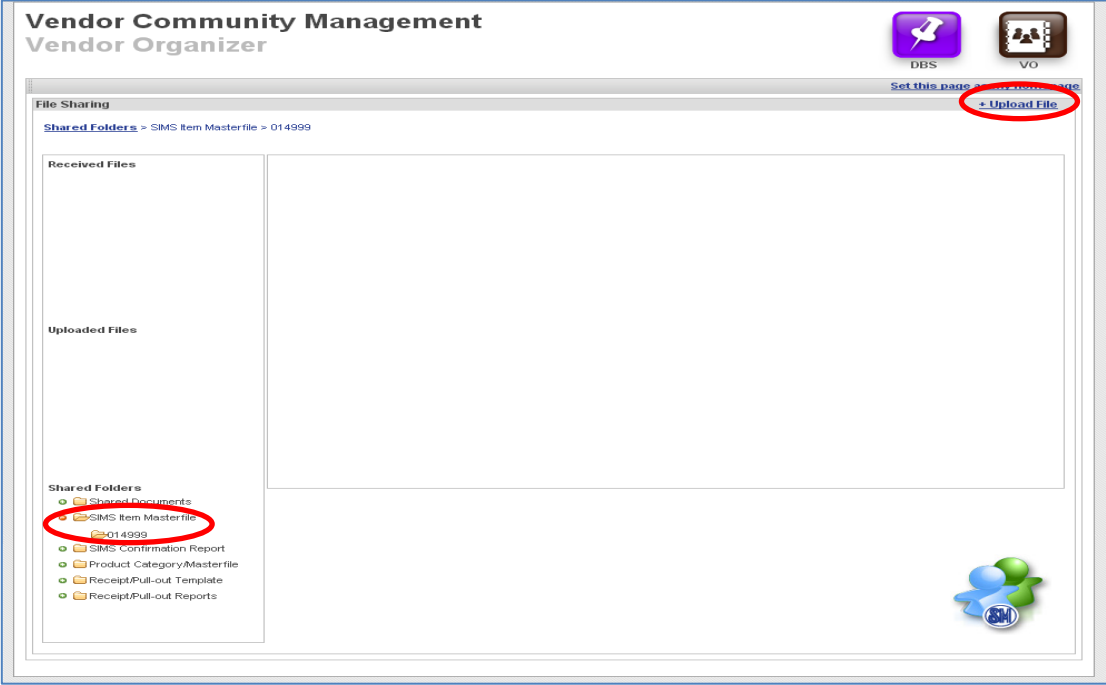
3. Click "Vendor Community Management" submenu, then click "Vendor Organizer" module.



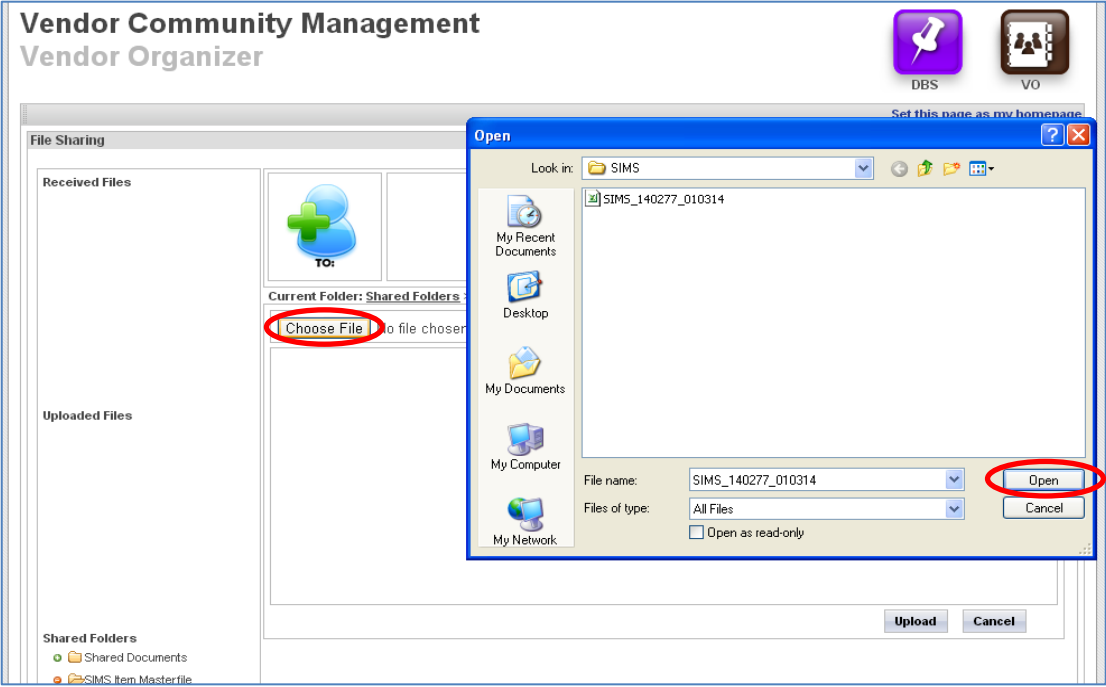
4. Upon clicking "Vendor Organizer (VO)" module, VO Application Page will appear. Click "File Sharing" icon in the Vendor Organizer Dashboard.



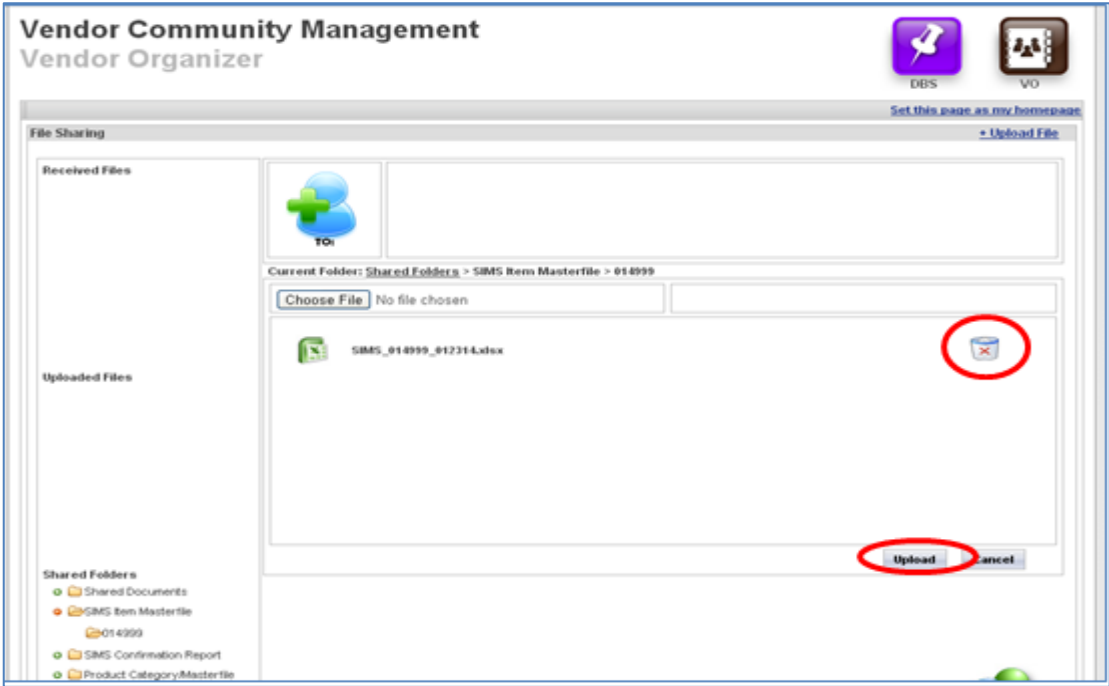
5. To upload files, select a folder (e.g. SIMS Item Masterfile) and then click vendor code subfolder. Click “+ Upload File” link.



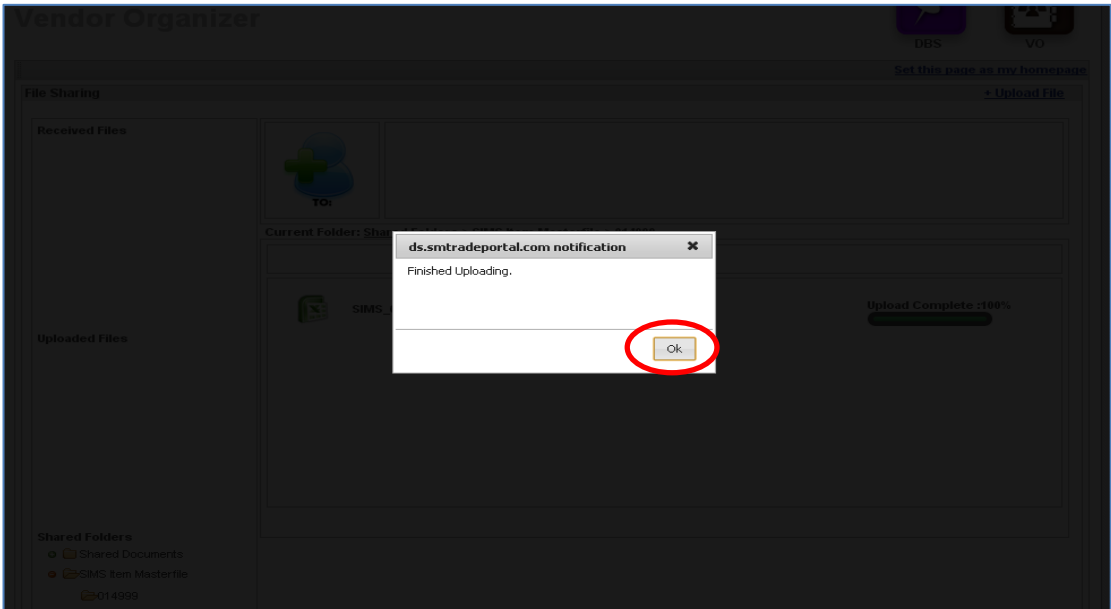
6. Click “Choose File” button. Select the file you want to upload. Then, click “Open”.
Note: Maximum of 5mb per file.
For multiple files, compress file(s) to zip format before uploading.



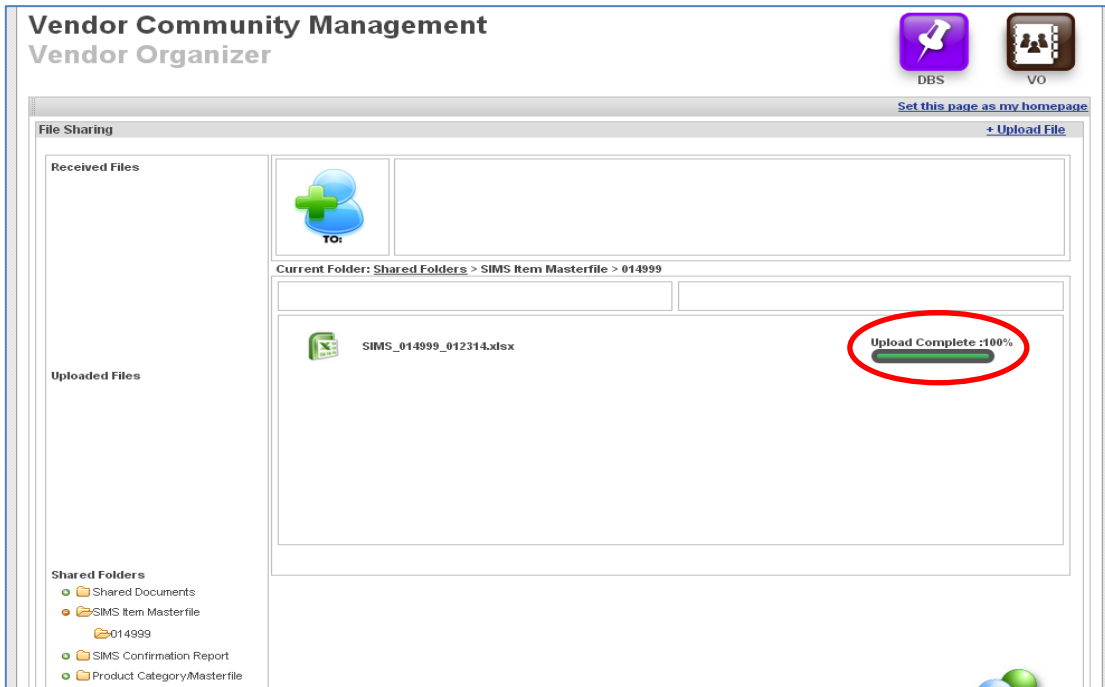
7. Click "Upload" button to upload file or "x" icon to delete the file.



8. Once done with the uploading, a pop-up message will appear, then click "OK" button.

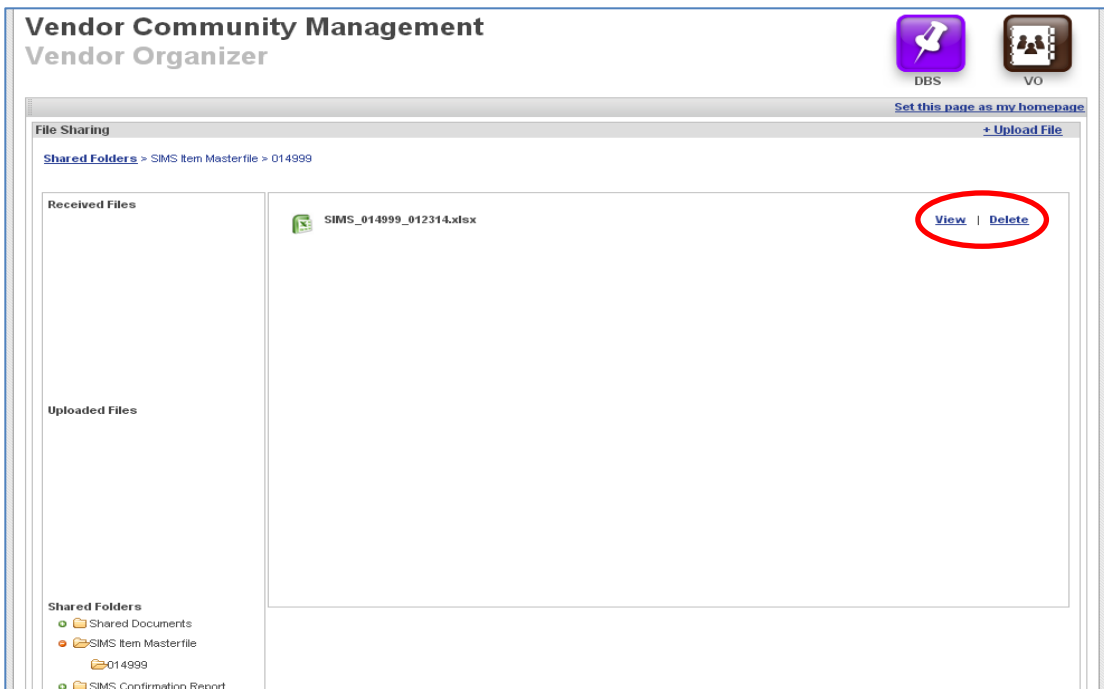


Note: Uploading of file is successful if it appears 100% complete.



9. To view/delete the uploaded file, select the folder and vendor code subfolder.

- To view the file, click “View” link.
- To delete the file, click “Delete” link.



B. Downloading of Files from Shared Folders

To download the files, select the folder (e.g. SIMS Confirmation Report) and vendor code subfolder.

- To view the file, click “View” link.
- To download the file, click “Download” link.
- To delete the file, click “Delete” link.

The screenshot displays the 'Vendor Community Management Vendor Organizer' interface. At the top, there are navigation icons for 'DBS' and 'VO'. The main content area is titled 'File Sharing' and shows a breadcrumb path: 'Shared Folders > SIMS Confirmation Report > 014999'. A file named '014999_Confirmation_Report_01302014151152.pdf' is listed under the 'Received Files' section. To the right of the file name, the links 'View', 'Download', and 'Delete' are displayed and circled in red. The 'Uploaded Files' section is currently empty. On the left side, there is a 'Shared Folders' list containing 'Shared Documents', 'SIMS Item Masterfile', 'SIMS Confirmation Report', and '014999'.