Dillard's Product Sourcing

Quote Documentation

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Updated

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Overview

The Quote process was developed to capture cost information and negotiations on Styles to generate Purchase Orders. A 'Request for Quote' is initiated by Dillard's, prompted by the Task Manager, and can only be satisfied by the Manufacturer. Negotiations are further facilitated using the Messaging system.

The following is a brief explanation of the Quote procedures:

- **Dillard's Brand Manager/Product Coordinator Requests a Quote**
  - Manufacturer number and active Factory must be set-up in Dillard's system
  - A Spec Package and Completed BOM must be present for Full Process Styles

- **Manufacturer prompted of a request for quote via the 'Submit Quote' task**
  - Style link on the task list accesses the Quote screen.
  - Link to the Style Detail available on Quote to view Packaging, Month/Color Units, BOM, and Spec Package.
  - Agent has inquiry view (if applicable).

- **Manufacturer enters Quote information and 'Submits' to Dillard's for consideration**
  - Shipping tab requires Export Carton dimensions, weight, & units for freight calculation (direct import manufacturers only)
  - Colors tab allows colors to quoted separately or in groups
  - Pricing tab requires FOB or ELC cost (additional information may be required by BM/Coordinator)

- **Dillard's prompted via 'Incoming Quote' task to Approve or Reject the Quote**
  - Rejected Quote requires BM/Coordinator to enter comments that are sent via a 'Rework Quote' message

- **Manufacturer prompted of a 'Rejected' quote via 'Submit Quote' task & Messaging (if applicable)**
  - 'Rework Quote' message accessible in Inbox
  - Manufacturer can edit quote information and Submit again in 'Reworked' status

- **Manufacturer prompted of an 'Approved' quote via 'Approved Quote' task**
  - Quote will remain on 'Approved Quote' task until a Purchase Order is generated

- **System automatically notifies Manufacturer of changes occurring during Quote process**
  - Month, Color, Size, Units, or BOM (if applicable) changes sent via Messaging and may Reject the quote
  - Factory Change details sent via 'Factory/FOB Change'
  - HTS changes put quote in 'Part/HTS Changed' status and available for updates on 'Submit Quote' task

1) Mouse over **DPS Menu**, down to **Task**, & click **Task Manager**

2) Click **Submit Quote** task link (if link is not viewable, Dillard's has not requested any quotes)

3) Locate **Style** on task list & click link (if not listed, Dillard's has not requested the quote for that Style yet).

4) Click **Shipping** tab (Dillard's Importer of Record) & enter **Export Carton** information & click SAVE
   a. Access Export Carton (**Exp Ctns**) units designated by Dillard's on the Style Detail – **Size/Prepack** tab
   b. If Price is *by-Size*, use ADD SIZE to select Size(s) for a carton & ADD CARTON to add cartons (if needed).

5) *(Optional)* Click **Colors** tab
   a. Enter Color Group descriptions in spaces provided.
   b. Click Radio button(s) next to colors to assign to groups & click SAVE

6) Click **Pricing** tab
   a. Enter in Raw Material (**Fabric**- required for Apparel sweater Styles & **Trim**)
      i. Click ADD next to **Composition** field to add another line to break up content of fabric
      ii. Click ADD NEW LINE(S) (or select # from dropdown and click) to add more fabric lines
   b. Enter in additional cost fields; **Packaging, Production Costs,** & **Comments** (if needed)
   c. Enter **FOB** or **ELC** cost (only fields required by system) and click SAVE.

7) Use SAVE/COPY TO --> or COPY FROM if needed to copy information from a previous quote, color group, or size.

8) Click SUBMIT QUOTE (Dillard's receives an '*Incoming Quote*' task prompting them to Approve or Reject the quote)

9) If Quote is **'Rejected'** by Coordinator, you will receive a '**Rework Quote**' message in your Messaging - **Inbox**

10) Repeat **Steps 1-7** above to locate the **'Rejected'** quote, edit (if applicable), and Submit the Quote again.

11) An **Approved Quote** task will be received when quote is approved (satisfied when EDI order is generated).

12) See **page 20** for details on how to attach a **Mfg Spec Package** (if required for Style).

1) Mouse over **DPS Menu**, down to **Task**, & click **Task Manager**

2) Click **Submit Quote** task link (if link is not viewable, Dillard's has not requested any quotes)

3) Locate **Style** on task list & click link (if not listed, Dillard's has not requested the quote for that Style yet).

4) Click **Shipping** tab (Dillard's Importer of Record) & enter **Export Carton** information & click SAVE
   a. Access Export Carton (**Exp Ctns**) units designated by Dillard's on the Style Detail – **Size/Prepack** tab
   b. If Price is *by-Size*, use the ADD SIZE button to selected size(s) to assign to a carton & ADD CARTON to add additional cartons (if needed).

5) *(Optional)* Click **Colors** tab
   a. Enter Color Group descriptions in spaces provided.
   b. Click Radio button(s) next to colors to assign to groups & click SAVE

6) Click **Pricing** tab
   a. Click Choose File to select image file (will display after saving all information)
   b. Enter in **Description** (if needed) & cost details; **Min Qty**, **Product Cost**, **Testing Cost**, & **Misc Cost**
   c. Enter **FOB** or **ELC** cost (only fields required by system)
   d. Click SAVE.

7) Use SAVE/COPY TO --> or COPY FROM if needed to copy information from a previous quote, color group, or size.

8) Click SUBMIT QUOTE (Dillard's receives an '*Incoming Quote*' task prompting them to Approve or Reject the quote)

9) If Quote is **'Rejected'** by Coordinator, you will receive a '**Rework Quote**' message in your Messaging - **Inbox**

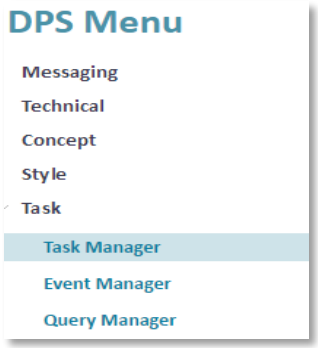
10) Repeat **Steps 1-7** above to locate the **'Rejected'** quote, edit (if applicable), and Submit the Quote again.

11) An **Approved Quote** task will be received when quote is approved (satisfied when EDI order is generated).

12) See **page 20** for details on how to attach a **Mfg Spec Package** (if required for Style).

When Dillard's requests a Quote, a Submit Quote task is generated and can be accessed following the below steps:

Step 1: Access the Task Manager by mousing over the **DPS Menu**, down to **Task**, and selecting **Task Manager**



Step 2: Select the task to access the task list:

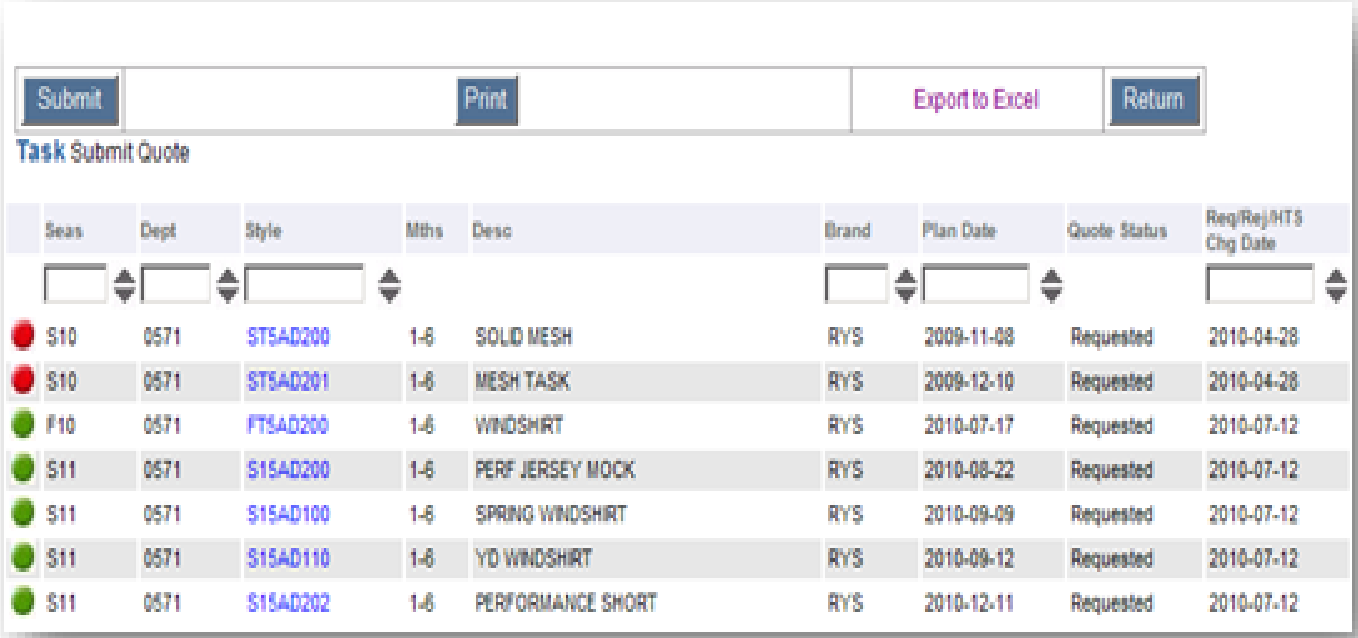
- **Option 1:** Select **Submit Quote** to see all records
- **Option 2:** Select number under green light (example- **5**) to see Styles requested in the last 7 days.
- **Option 3:** Select number under red light (example- **2**) to see Styles requested more than 8 days ago.

NOTE:

- The **Submit Quote** task will only appear on the Task Manager if there are requests for Quote by Dillard's on Styles set-up with the Manufacturer #('s) within your security.
- Task Manager screen counts update at the top of every odd hour.
- Task List detail (see next page) is updated dynamically.
- The **Send GFE Sample** task will also generate when a quote has been requested (if applicable).

The quote screen can be accessed to satisfy the request for quote from the Task List:

Step 3: Click **Style** link provided to access the Quote screen (Example- **S15AD200**)



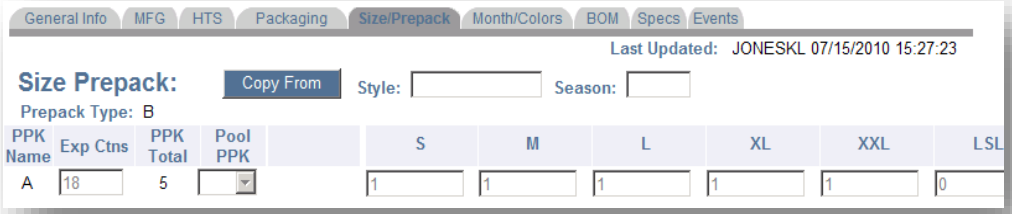
Seas	Dept	Style	Mths	Desc	Brand	Plan Date	Quote Status	Req/Rej/HTS Chg Date
S10	0571	ST5AD200	1-6	SOLID MESH	RYS	2009-11-08	Requested	2010-04-28
S10	0571	ST5AD201	1-6	MESH TASK	RYS	2009-12-10	Requested	2010-04-28
F10	0571	FT5AD200	1-6	WINDSHIRT	RYS	2010-07-17	Requested	2010-07-12
S11	0571	S15AD200	1-6	PERF JERSEY MOCK	RYS	2010-08-22	Requested	2010-07-12
S11	0571	S15AD100	1-6	SPRING WINDSHIRT	RYS	2010-09-09	Requested	2010-07-12
S11	0571	S15AD110	1-6	YD WINDSHIRT	RYS	2010-09-12	Requested	2010-07-12
S11	0571	S15AD202	1-6	PERFORMANCE SHORT	RYS	2010-12-11	Requested	2010-07-12

- **Additional details on the Submit Quote task list include:**
  - The projected **Plan Date** for Dillard's to receive the Quote from the Manufacturer.
  - The **Quote Status - *Requested***, ***Rejected***, or ***HTS Changed*** (Direct Import Styles only).
  - **Req/Rej/HTS Chg Date**- date the Quote was Requested, Rejected, or HTS number was changed
  - **Mths -** indicates the Month Range the quote request covers.
  - Additional columns include **Seas** (Season), **Dept** (Department), **Desc** (Description), **Brand**, **Mfr** (Manufacturer), **Factory**, **Agent**, & **Coor** (Coordinator)

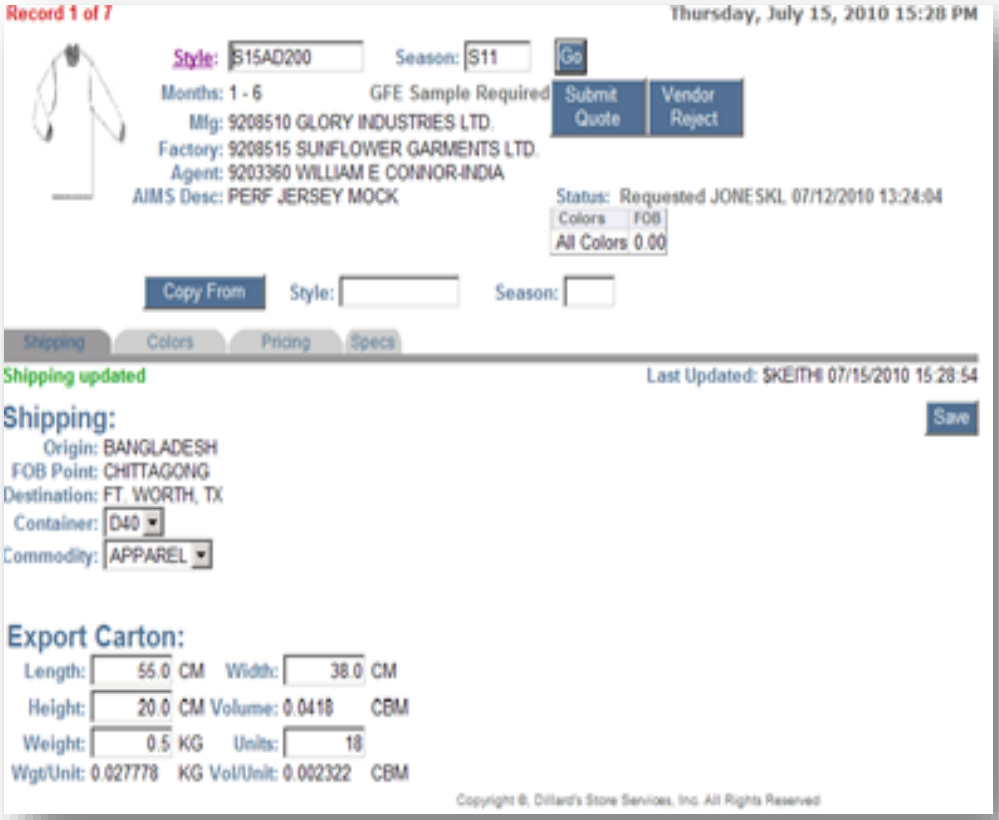
- **Task list functions include:**
  - Entering a value into the boxes provided and hit Enter or click SUBMIT to filter the list (% is a wildcard: Example of Style filter- S15%- displays styles that begins with S15; %AD%- displays styles that contain AD)
  - Click the icon to rank the list by values in that column *ascending*, click it again to rank *descending*
  - Navigated pages using [**Next**] or [**Previous**] or numbers provided (i.e.- **1, 2, 3,** etc.)
  - Click PRINT to for a PDF version of list.
  - Click Export to Excel to create a spreadsheet of data using MSExcel

Shipping Tab (Direct Imports Only)

- ***Cost by-Style or by-Color***



Step 4 (optional): Click **Style:** link to access the **Style Detail**. View **Export Carton** units designated by the BM/Coordinator on the **Size/Prepack** tab. If the Export Carton quantity needs to be adjusted, send a message to the BM/Coordinator.



Step 5 (optional): Click RETURN to go back to Quote **Shipping** tab.

> **NOTE: GFE Required / Not Required** or **Approval Sample Required / Not Required** message designation is listed at the top of the Quote screen for reference.

Step 6: Verify or use dropdowns to change the **Container** (if applicable)

Step 7: Verify **Commodity** is correct

Step 8: Enter **Export Carton** information in the boxes provided; **Length, Width, Height, Weight,** & **Units**.

> **NOTE:** Information entered is used to calculate freight costs in the ELC calculated for Dillard's.

Step 9: Click SAVE to update tab. Verify **Shipping Updated** message is received before proceeding to the next tab. **Red** errors must be reconciled before the quote can be submitted.

See potential error messages and how to resolve in the **Troubleshooting Errors** section of this document.

- ***Cost by-Size***

Steps 4 through 7 are the same as Cost-by-Style or by-Color detailed above

Step 8A: Enter **Export Carton 1** information **(Length, Width, Height)** in the boxes provided.

Step 8B: Click ADD SIZE button and select **Size**(s) using check boxes provided (Check All · Clear All functions available) and click RETURN.

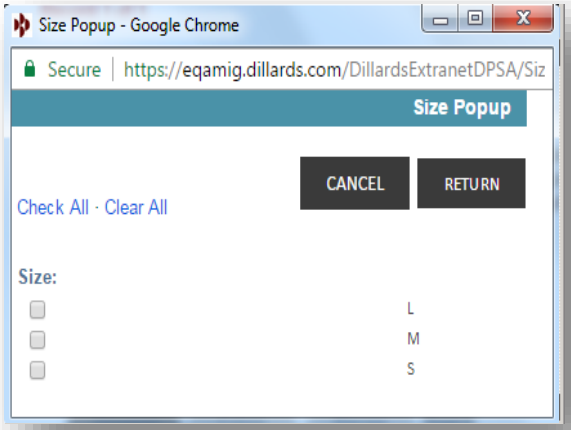
Step 8C: Enter remaining **Export Carton** information **(Weight & Units)** in the boxes provided for each **Size** and click SAVE button to update.

> **NOTE:** Information entered is used to calculate freight costs in the ELC calculated for Dillard's.

Step 9A: Verify **Shipping Updated** message is received. **Red** errors must be reconciled.

Step 9B (if needed): Click ADD CARTON button & repeat **Steps 8A – 8C** to set-up additional **Export Carton(s)** (**2**, **3**, etc.) for remaining **Size(s)**.

Step 9C: Verify **Shipping Updated** message is received (with no additional sizes listed; i.e.- **Size(s) XXL not assigned to an export carton.**) before proceeding to the next tab. **Red** errors must be reconciled.



See potential error messages and how to resolve in the ***Troubleshooting Errors*** *section of this document.*

Colors Tab (Optional)

The Colors tab will default to one column with the heading 'All Colors'. If all colors are priced the same, no action is required on this tab.

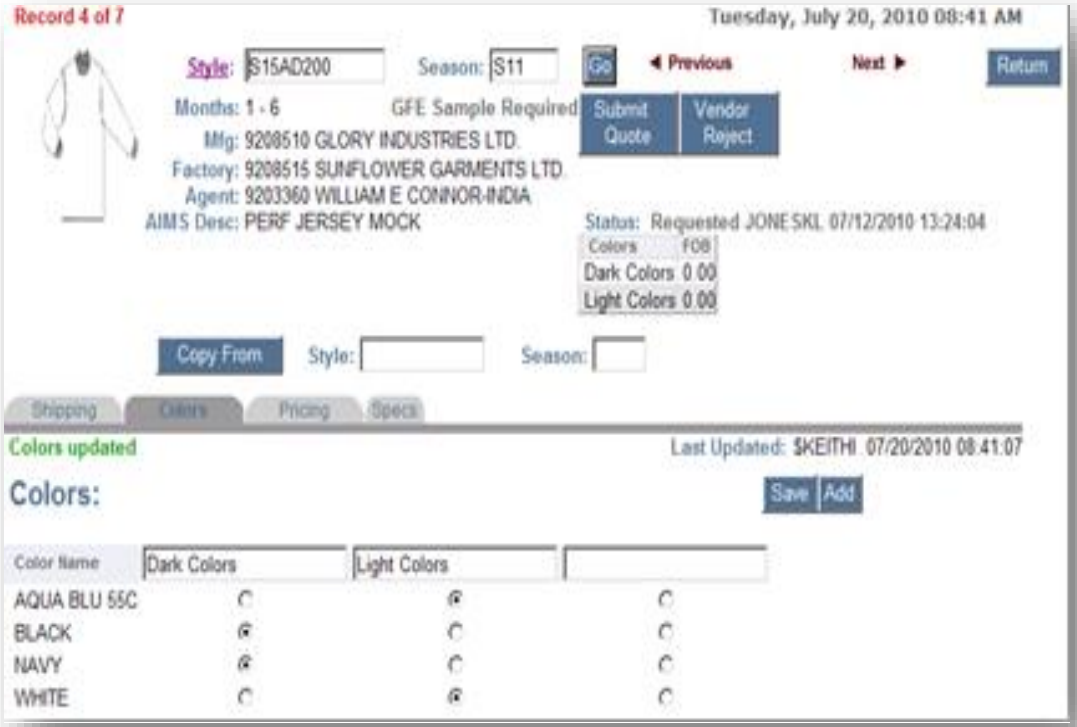
Step 10: Enter **Color Name** descriptions in the boxes provided and click the radio button underneath the column corresponding to the desired color(s).

Step 11: Click SAVE button to update tab.

Step 12 (optional): If more than three color grouping are needed, once all three columns have been utilized, click the ADD button to generate another column(s).

Step 13 (optional): Repeat **Steps 10-11**

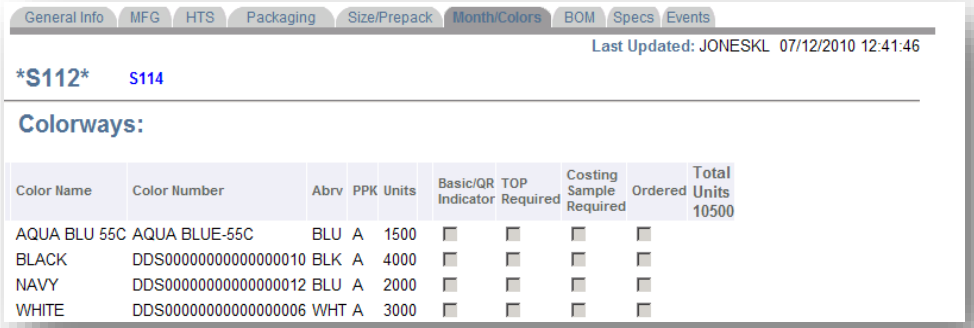
> **NOTE:** The **Colors** designated will display in the header summary below the **Status:**



Step 14 (optional): Click **Style:** link to access the **Style Detail**. Delivery months, **Color Number**, & estimated **Units** can be viewed on the **Month/Colors** tab. For multiple month, click the link for the month to access detail (example- **S114**). Month viewed is enlarged and marked by ***'s (example- ***S112***).

Step 15: Click RETURN to go back to the Quote Screen.

> **NOTE:** Month codes (example- S112) include the season (S-Spring & F-Fall), the 2 digit year, and a one digit code signifying the month. (Spring: 1-Jan, 2- Feb, 3- Mar, 4- April, 5- May, 6- Jun; Fall: 1- Jul, 2- Aug, 3- Sept, 4- Oct, 5- Nov, 6- Dec).



Go to **page 14** to view instructions for entering in **Pricing** data for a **Non-Apparel Style.**

- ***Raw Materials***

Step 16A: Select the **Fabric Type** using the dropdown ▾.

NOTE: ***'Sweater Knit'*** must be chosen for at least one Fabric if the product is a Sweater.

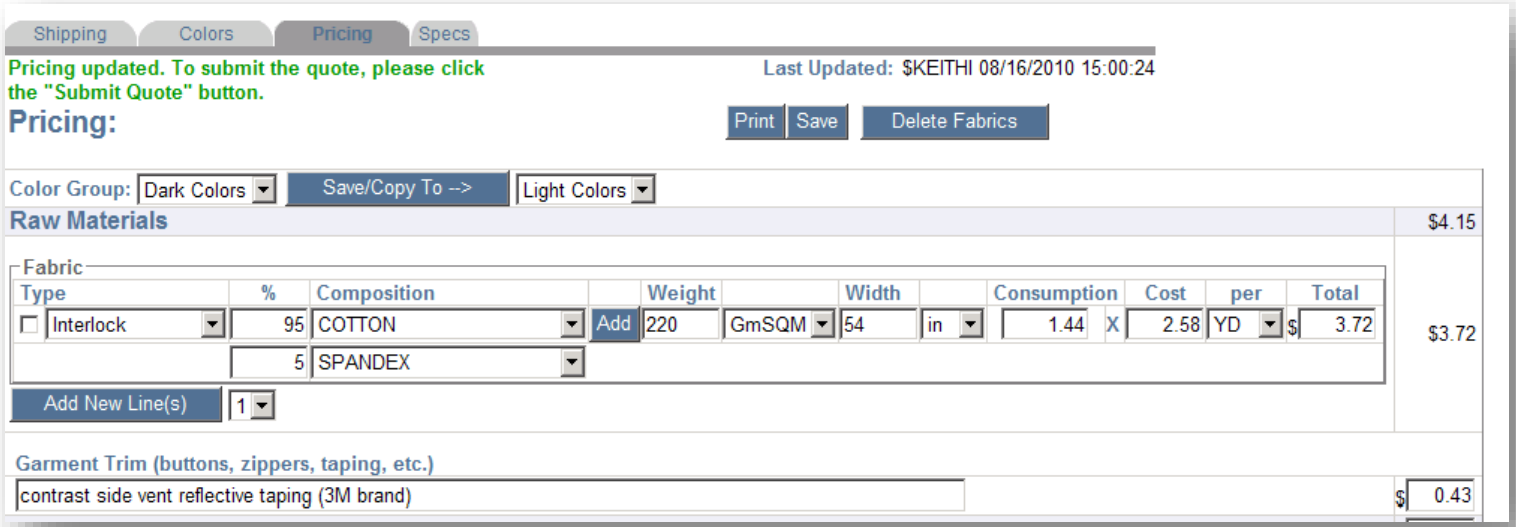
Step 16B: Enter **%** content in boxes provided ☐ and select **Composition** from the dropdown ▾. For multi-composition fabrics, click ADD button to add another line(s).

Step 16C: Enter **Weight** and **Width** in boxes provided ☐, using the dropdowns ▾ to select the unit of measure.

Step 16D: Enter **Consumption**, **Cost**, and **Total** in boxes provided ☐, using the dropdowns ▾ to select the unit of measure.

NOTE: System will confirm that **Consumption x Cost = Total calculation** is correct.

Step 17: Enter in **Garment Trim** description (100 character maximum) and cost in boxes provided ☐.



• *Packaging & Production Costs*

Step 18A: Enter in **Packaging** cost in box provided ☐.

Step 18B: Enter in **Finishing**, **Cut/Make/Pak**, and **Misc**ellaneous descriptions (100 character maximum) and costs in boxes provided ☐.

Packaging (hangtags, labels, polybag, shipping carton, etc.)	$ 0.35
Production Costs	$3.03
Finishing (washing, embroidery, screen print, etc.)	
	$
Cut/Make/Pak	
	$ 2.35
Misc (overhead, profit, insurance, testing, inspection, etc.)	
	$ 0.68

• *FOB or ELC (LDP) Cost*

Step 19 (Direct Import): Enter in **FOB** cost in box provided ☐.

FOB	$ 7.53
Freight	$0.17
Duty (HTS: 6211430078 - 16.00%)	$1.20

NOTE: Review **Freight** cost calculated and update **Shipping** tab if it looks wrong. Review **HTS** & **Duty** listed and notify **Customs** Compliance via Messaging if not accurate for the Style being quoted.

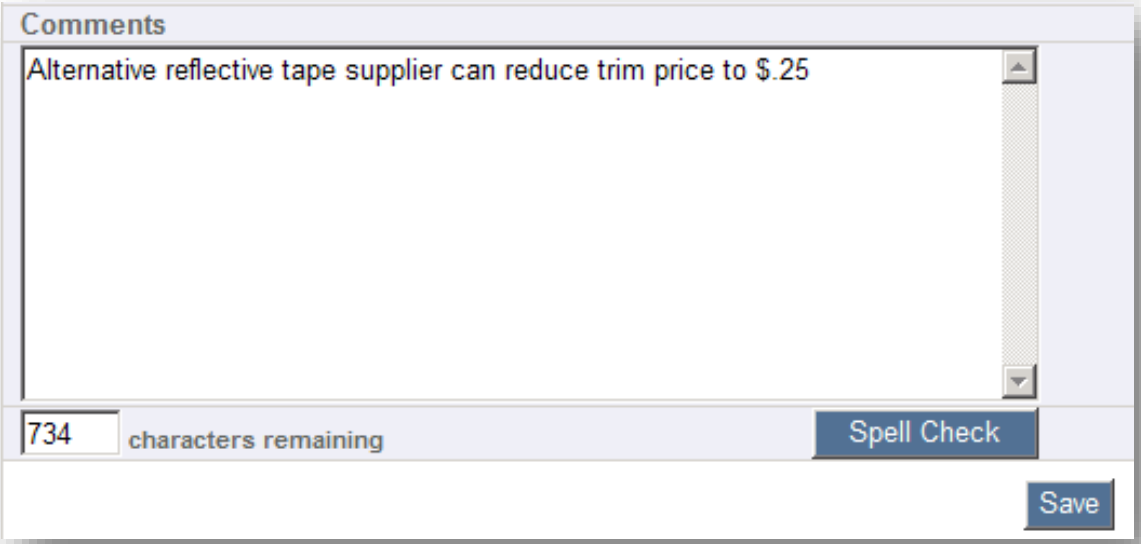
Step 19 (Domestic): Enter in **ELC** (LDP) cost in box provided ☐.

ELC	$ 7.53

NOTE: **FOB** or **ELC** are the only system required fields (except 'Sweater Knit' fabric for sweater product). Additional field requirements are determined by your PD Coordinator or PD Management.

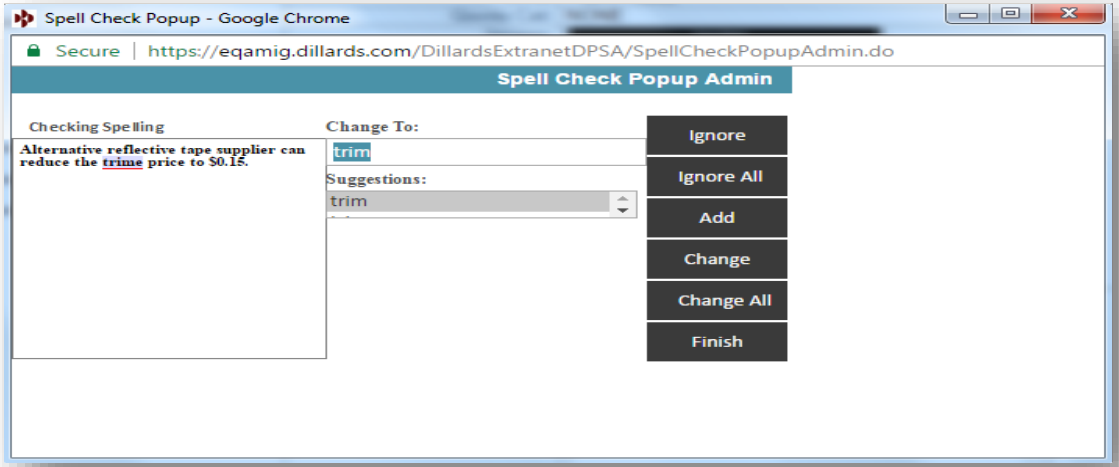
- ***Comments (optional)***

Step 20: Enter in **Comments** in box provided . There is an 800 character maximum and a **characters remaining** counter 734 is provided for reference.



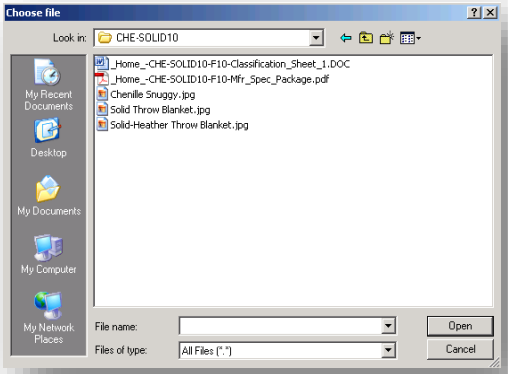
Step 21 (optional): Click Spell Check button to activate an English spell check against the comments entered. Functions allow you to change spelling, select from suggestions, or ignore.

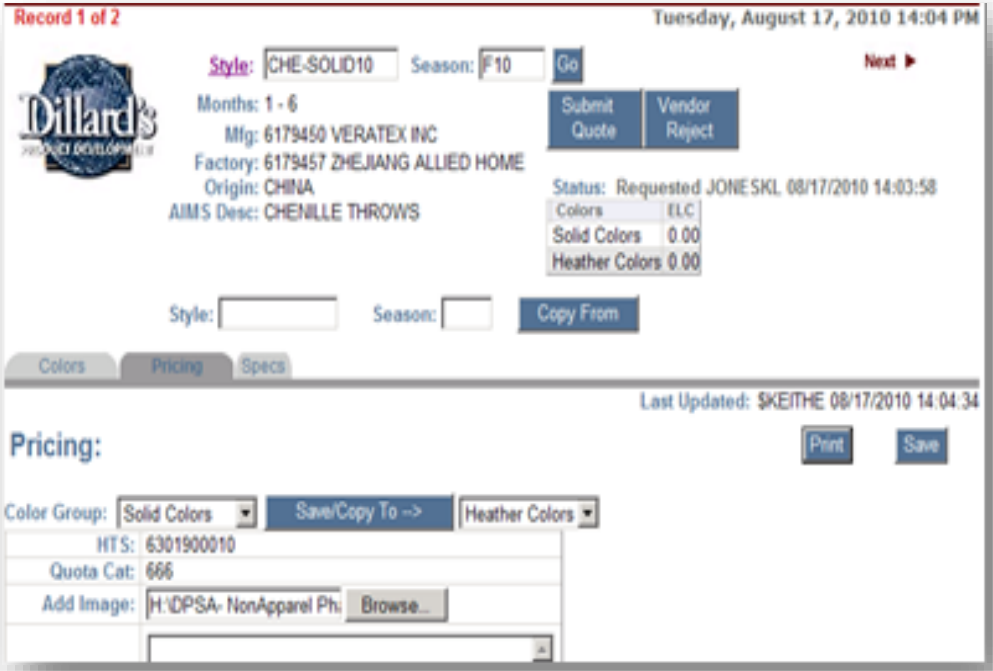
NOTE: Click Finish when prompted at the completion of the Spell Check.



• *Uploading Image*

Step 16: Click Choose File key to access Windows Explorer pop-up.

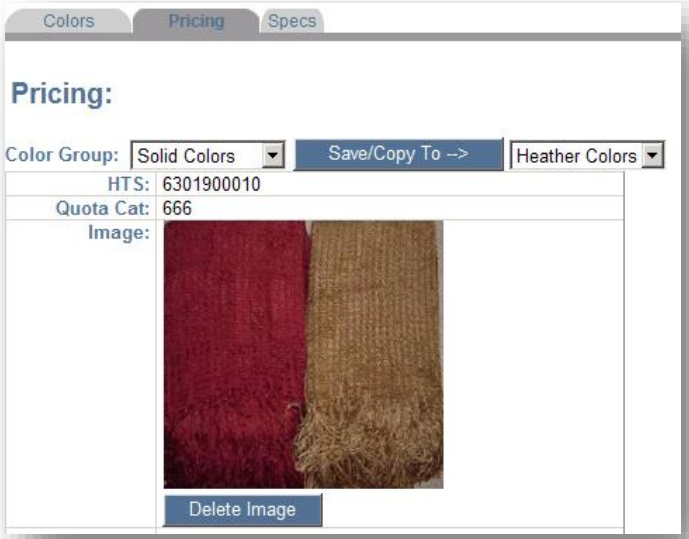




Step 17: Select desired file by double left mouse clicking the file name or select it and click Open.

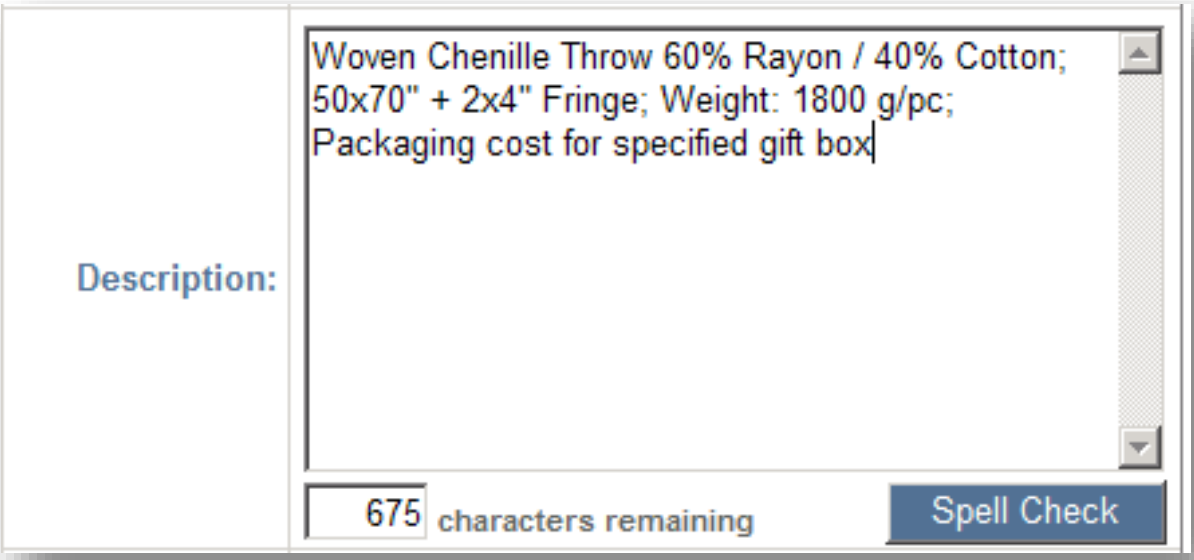
NOTE: The file name will be returned to the **Add Image** box H:\DPSA- NonApparel Ph, but the image will not be rendered on the screen until all the Pricing is saved.

If the wrong image is selected and/or a changes needs to be made after Saving, click the DELETE IMAGE button to remove the image and follow **step 16-17** again to upload a new image.



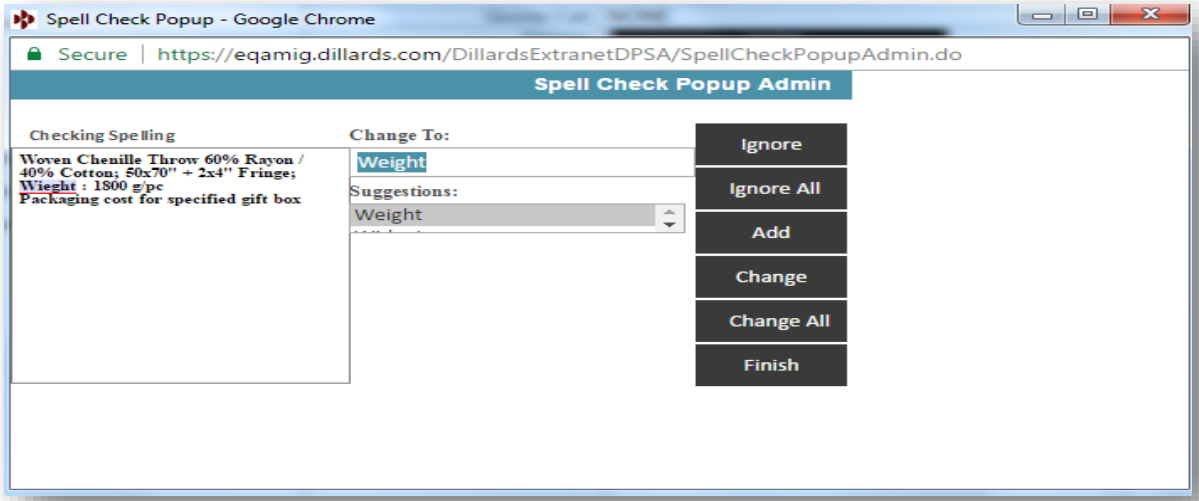
- ***Description***

Step 18: Enter **Description** in box provided . There is an 800 character maximum and a **characters remaining** counter 675 provided for reference.



Step 19 (optional): Click Spell Check button to activate an English spell check against the comments entered. Functions allow you to change spelling, select from suggestions, or ignore.

NOTE: Click Finish when prompted at the completion of the Spell Check.



• *Additional Cost Fields*

Step 20A: Enter **Min Qty** (minimum quantity) in box provided ☐. (8 character maximum)

Step 20B: Enter **Product Cost** in box provided ☐.

Step 20C: Enter **Packaging Cost** in box provided ☐.

Step 20D: Enter **Testing Cost** in box provided ☐.

Step 20E: Enter **Misc Cost** (miscellaneous) in box provided ☐.

Min Qty:	1000
Product Cost:	6.71
Packaging Cost:	0.28
Testing Cost:	0.19
Misc Cost:	0.35

• *FOB or ELC (LDP) Cost*

Step 21 (Direct Import): Enter in **FOB** cost in box provided ☐.

FOB	$ 7.53
Freight	$0.17
Duty (HTS: 6211430078 - 16.00%)	$1.20

NOTE: Review **Freight** cost calculated and update **Shipping** tab if it looks wrong. Review **HTS** & **Duty** listed and notify **Customs** Compliance via Messaging if not accurate for the Style being quoted.

Step 21 (Domestic): Enter in **ELC** (LDP) cost in box provided ☐.

ELC	$ 7.53

NOTE: **FOB** or **ELC** are the only system required fields. Additional field requirements are determined by your PD Coordinator or PD Management.

Step 22: Click SAVE button on the **Pricing** tab (available at top and bottom of tab) to update.

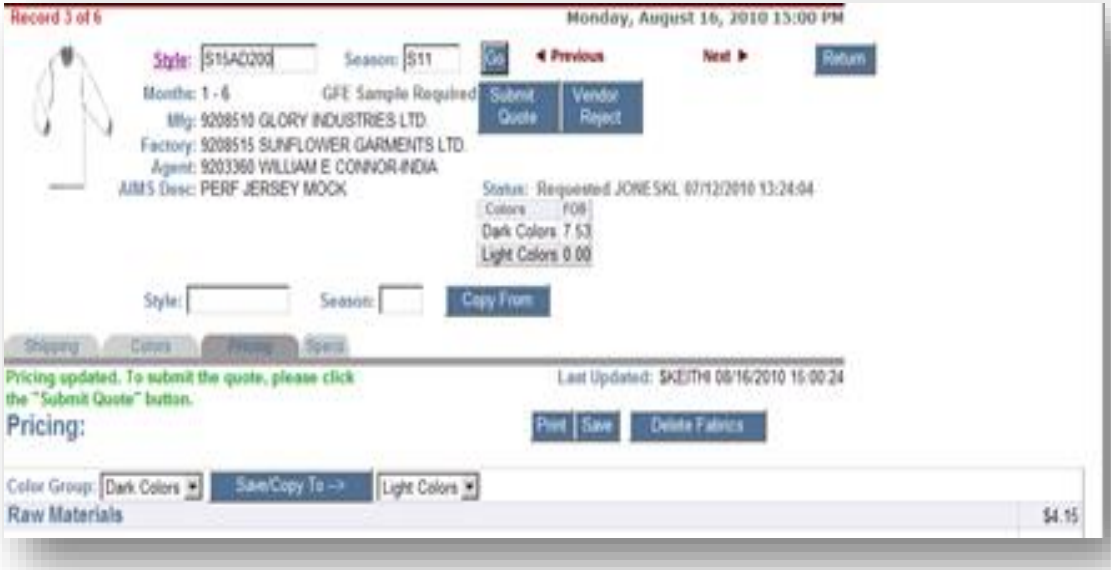
> **NOTE:** Verify **Pricing Updated** message before proceeding to the next tab. Any **Red** errors must be reconciled before quote can be submitted.

Step 23 (if applicable): If more than 5 Sizes exist on a Price-by-Size Style click the plus ⊞ to expand the cost summary box

⊞	Colors	Size	FOB

Status: Part/Hts Changed CMC

⊟	Colors	Size	FOB
	All Colors	3/CANNISTR	16.48
	All Colors	CVDVEGTBL	8.60
	All Colors	DINNER	2.90
	All Colors	FTDBOWL	2.03
	All Colors	FTDSRVBOWL	6.15
	All Colors	GRAVY	2.93
	All Colors	MUG	2.00



Step 24: After all required information has been entered on the **Shipping** tab (if applicable) and **Pricing** tab, click the SUBMIT QUOTE button.

> **NOTE:** Once submitted, all Quote tabs are locked for update. Dillard's is notified will receive an *'Incoming Quote'* notification via their Task Manager. The quote **Status** will be updated to **Submitted**.

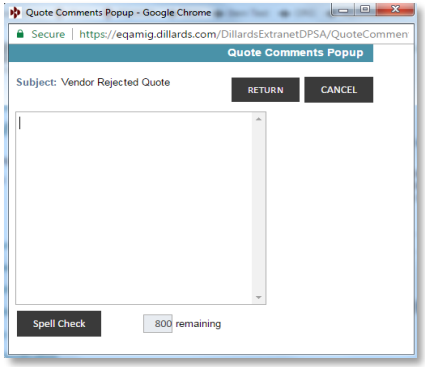
Step 25: Click Next ▶ or ◀ Previous to scroll through task list to enter additional quotes or click RETURN button to go back to the **Submit Quote** task list.

Step 26 (optional): Click the PRINT button to access a PDF version of the quote screens.

If for some reason the Style cannot be produced or quoted, follow the below steps to reject and notify the PD Coordinator:

Step 1: Click the VENDOR REJECT button.

Step 2: Enter **Vendor Reject Quote** comments in the pop-up window provided.

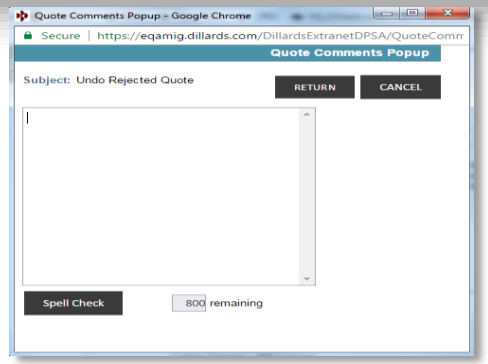


Step 3: Click RETURN button.

> **NOTE:** Notification will be sent via a Message in the **Inbox** and a task via the **Task Manager** for the PD Coordinator.

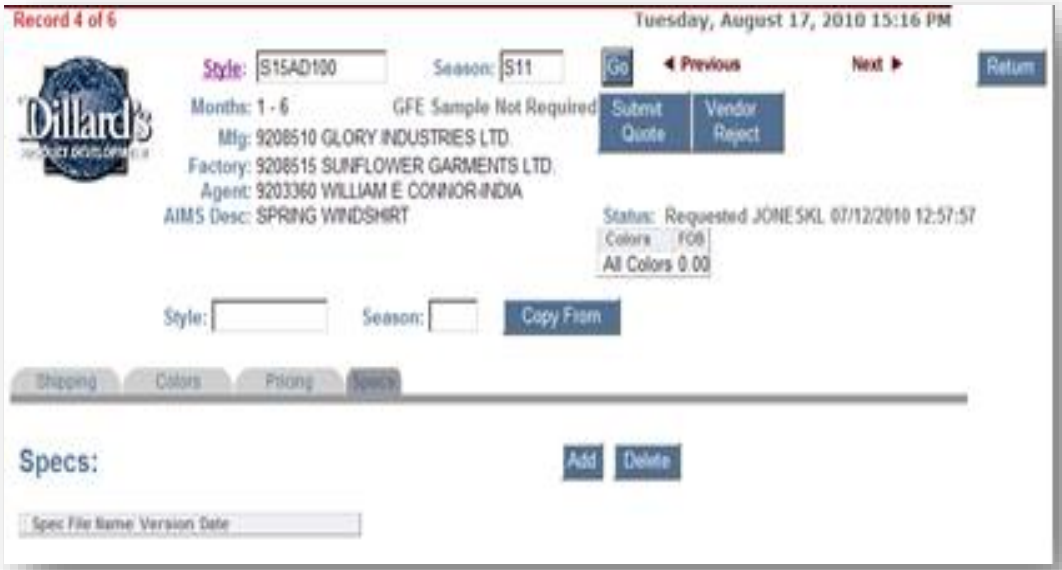
Step 4 (optional): click the UNDO REJECT button to restore Quote to previous status.

Step 5 (optional): Enter **Undo Vendor Reject** comments in the pop-up window provided.



Step 6 (optional): Click RETURN button.

Follow the below steps to attach a Mfr Spec Package, Classification Sheet, Mfr BOM, or Mfr Grading file for a *Manufacturer Process* Style:



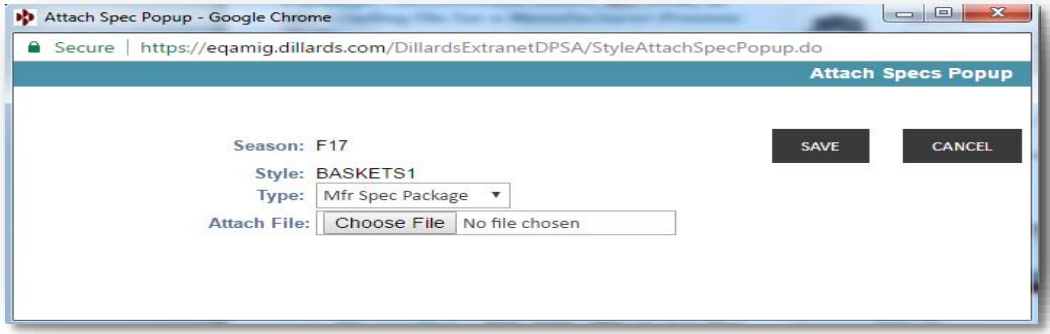
Step 1: Click the **Specs** tab.

> **NOTE:** the same **Specs** tab is also available on the **Style Detail** screen.

Step 2: Click the ADD button to access the **Attach Specs Popup**.

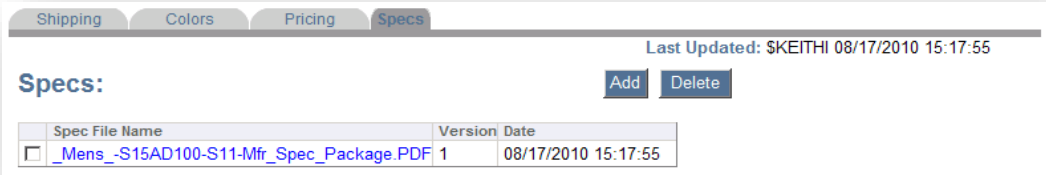
Step 3: Use the dropdown arrow to select desire **Type:**

- **Mfr Spec Package –** must be a PDF file ***(required to generate a PO)***
- **Classification Sheet –** PDF, DOC, JPG, or XLS files only
- **Mfr Bill of Material –** PDF, DOC, JPG, or XLS files only
- **Mfr Grading –** PDF, DOC, JPG, or XLS files only



Step 4: Click Choose File key to access Windows Explorer pop-up to select desired file.

Step 5: Click SAVE to return back to the Specs tab. System will assign the **Spec File Name** which is also a link to the view the PDF document.

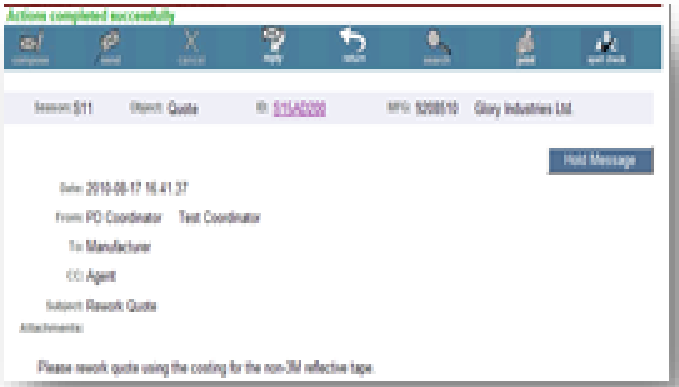


Notification of a Rejected Quote will be received via Messaging and a Submit Quote task on the Task Manager.

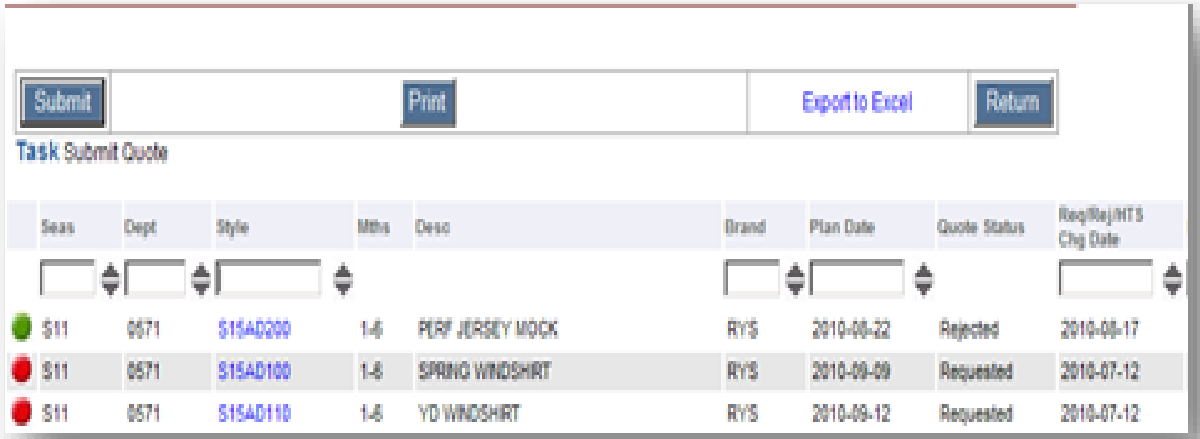
Follow the below steps to access and rework a quote that has been Rejected by Dillard's:

Step 1: Access the **Rework Quote** message to view comments from the PD Coordinator via the **DPS Messaging - Inbox**.

NOTE: The system requires the PD Coordinator to enter comments when *Rejecting* a Quote.



Step 2: Access the **Submit Quote** task list via the **Task Manager**. The Style on the list will be show with a **Quote Status** of '*Rejected*'.

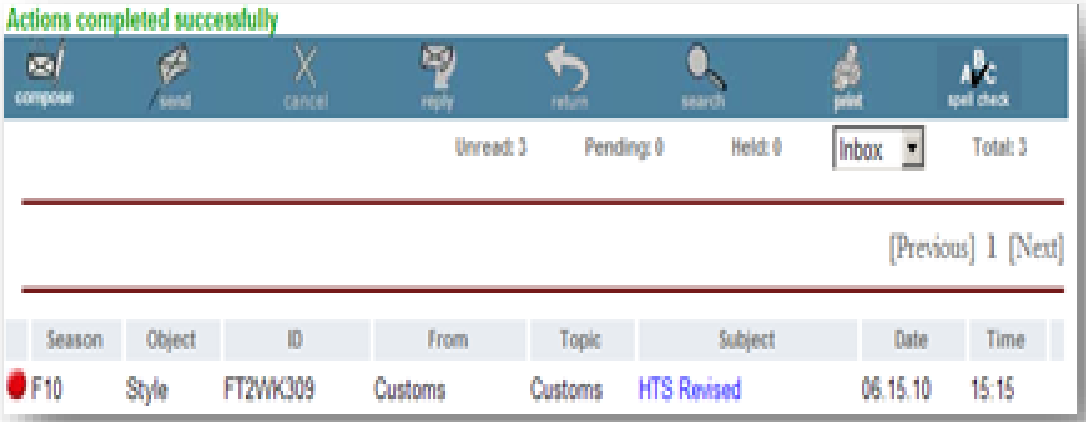


Step 3: Repeat the applicable steps detailed on **Pages 8-18** to update and Submit the Quote. Quote **Status** will change to **Reworked.**

Part/HTS Changed (Direct Imports Only)

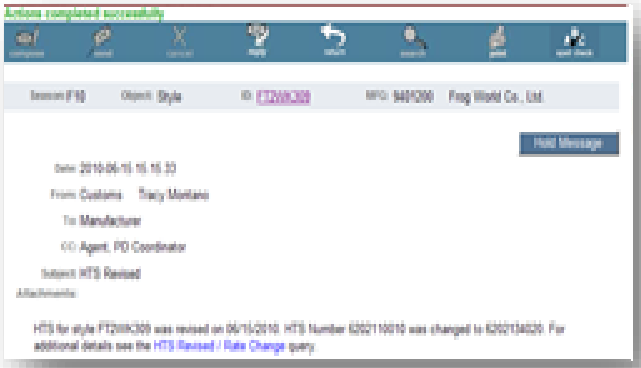
Notification of the HTS classification being changed after the Quote has been requested will be sent via Messaging and a Submit Quote task on the Task Manager.

Follow the below steps to access and rework a quote that has been Rejected by Dillard's:

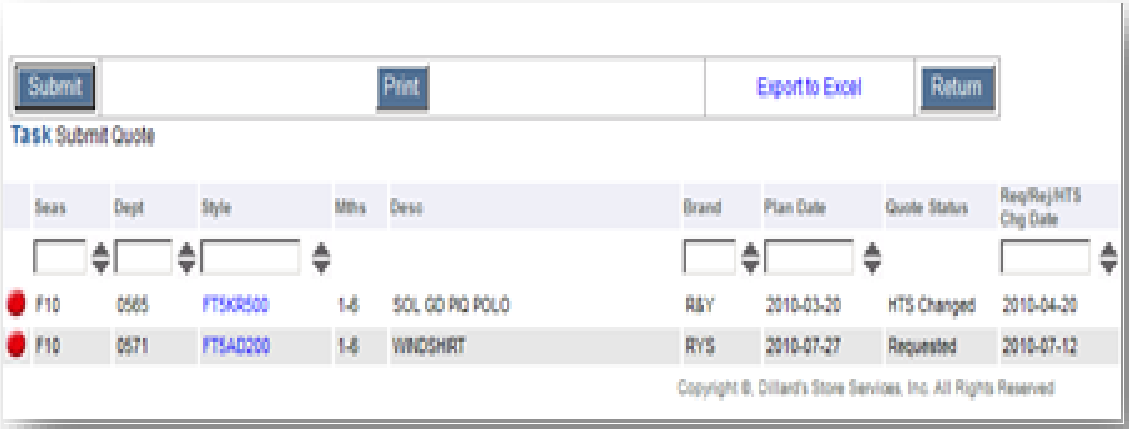


Step 1: Access the **HTS Revised** message to view details of the classification change via the **DPS Messaging - Inbox**.

NOTE: The system automatically generates a message when an HTS is changed during the quote process.



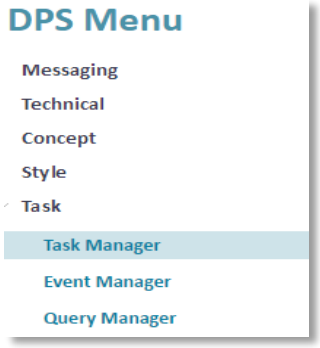
Step 2: Access the **Submit Quote** task list via the **Task Manager**. The Style on the list will be show with a **Quote Status** of '*HTS Changed*'.



Step 3: Repeat the applicable steps detailed on **Pages 8-18** to update and Submit the Quote. Quote **Status** will change to **Reworked.**

Follow the below steps to view details of an Approved Quotes:

Step 1: Mouse over the **DPS Menu**, down to **Task**, and select **Task Manager**



Step 2: Select the **Approved Quote-Mfg/Agents** to view the task list.

NOTE: Task list is summarized by **Seas** / **Style** / **Color Group** / **Months**. Styles will remain on the **Approved Quote** task until an order is generated for the Style/Month Range.

Step 3: Click the **Style** link (example- **FT1KV285**) to access the Quote screens.

FABRICS		
Send Construction Hand-feel	1	8
Send Handloom	0	1
Send LAB Dip	2	0
Send Pattern/Strike-off	0	1
Send Production Fabric	3	6
QUOTES		
Approved Quotes-Mfg/Agents	0	7
Submit Quote	0	5
SAMPLES		
GFE Results Not Published	1	0
Send Costing Sample	0	4
Send TOP Sample	0	1

STYLES		
Mfg Spec Package Needed	0	5
Send Embroidery/Applique	3	28
Send Garment Dye	2	3
Send Hand Smocking	2	3
Send Handwork	2	4
Send Sandblast/Distressed	2	4
Send Screen Print	2	4
Send Washed Fabric Panel	2	5
SURVEYS		
Not Completed Surveys	5	0
TRIMS		
Send Trim	0	3

Task counts are updated on odd hours (9am, 11am, 1pm, etc.) U.S. Central time. Task details are up-to-the-minute.

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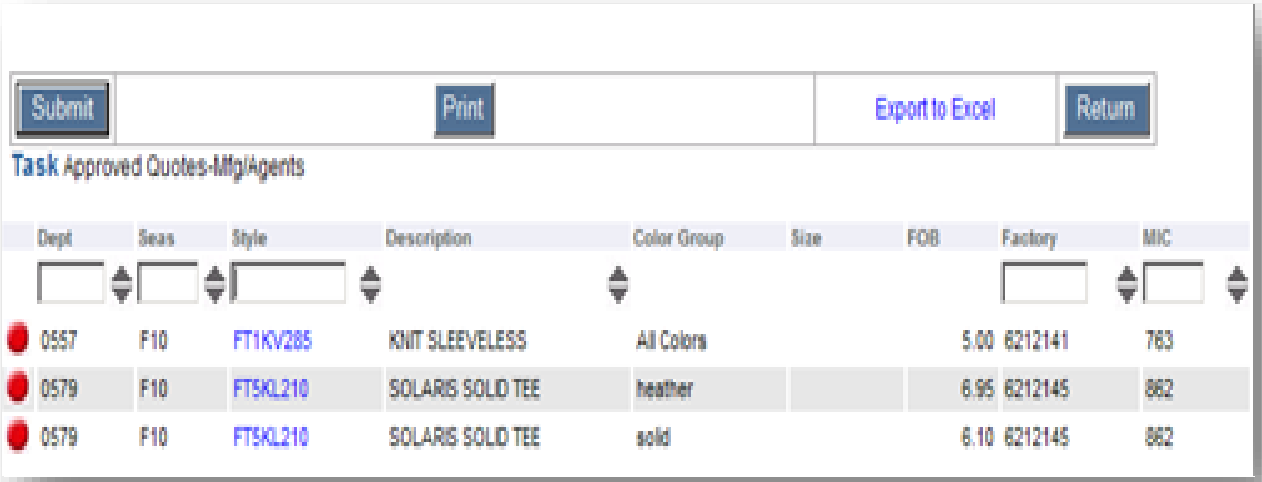


Submit | Print | Export to Excel | Return

Task Approved Quotes-Mfg/Agents

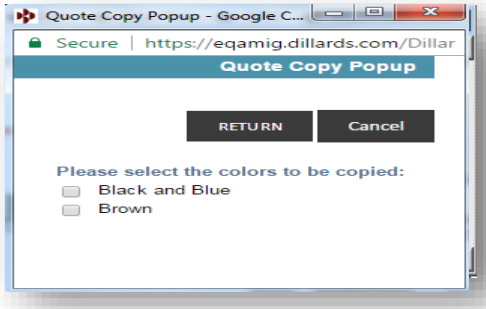
Dept	Seas	Style	Description	Color Group	Size	FOB	Factory	MIC
0557	F10	FT1KV285	KNIT SLEEVELESS	All Colors		5.00	6212141	763
0579	F10	FT5KL210	SOLARIS SOLID TEE	heather		6.95	6212145	862
0579	F10	FT5KL210	SOLARIS SOLID TEE	solid		6.10	6212145	862

Follow the below steps to copy quote details from an existing Quote:

Step 1: Enter the **Style** and **Season** into the boxes provided and click COPY FROM button.

Step 2 (if applicable): If multiple Month Ranges exist on the Copy From Style, select which range to copy using the dropdown that will appear Month Range: 2 - 2, and click COPY FROM button again.

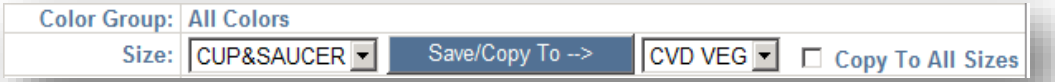
Step 3 (if applicable):
If multiple Color Groups exist on the Copy From Style, check the box(es) next to the color(s) to copy on the pop-up that appears and click the RETURN button.



Follow the below steps to copy quote details from an existing Color Group or Size:

Step 1: Use the dropdown to select the **Color Group** or **Size** to copy information to ***from*** (on the left)

Step 2: Use the dropdown to select the **Color Group** or **Size** to copy information ***to*** (on the right)

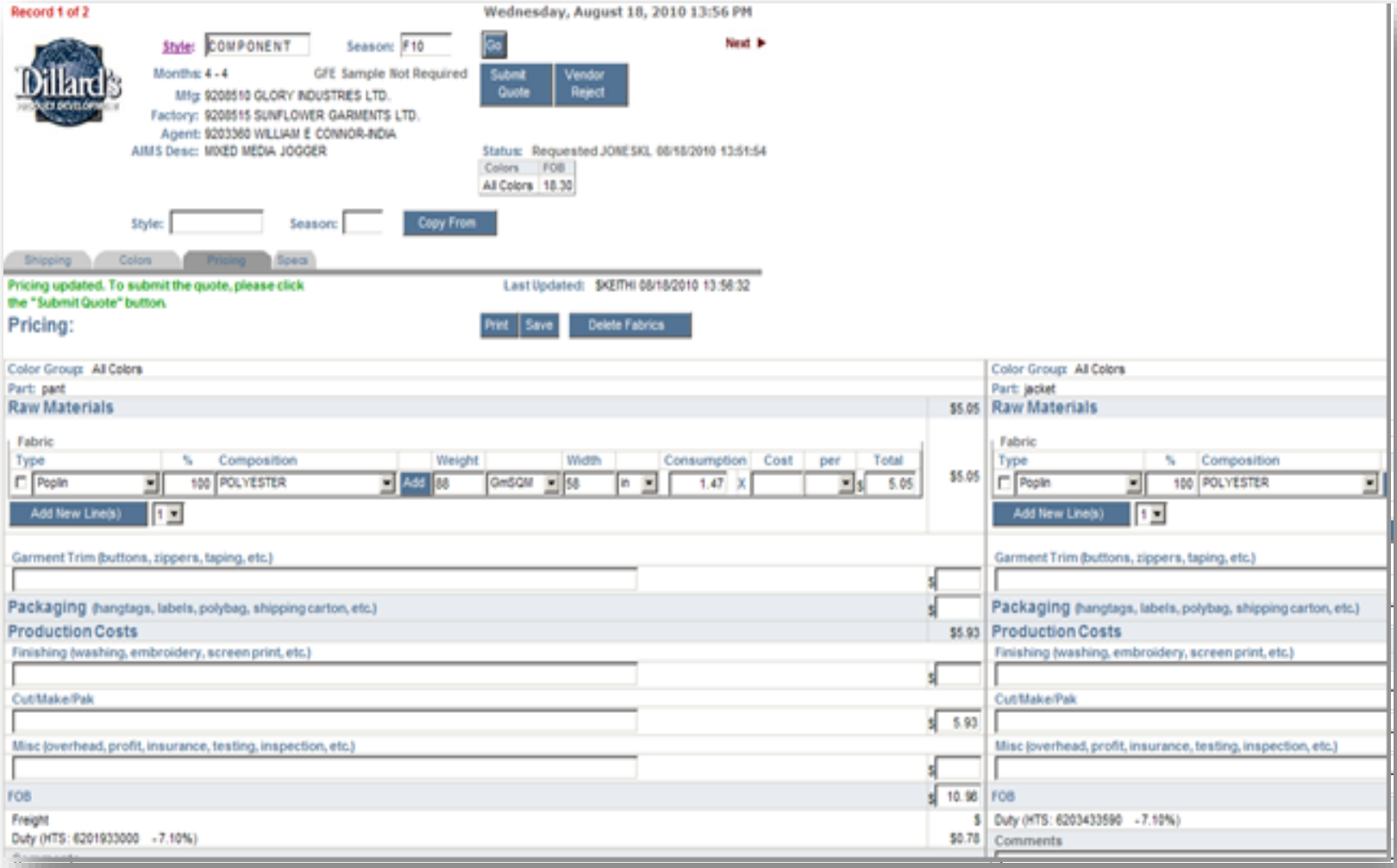


Step 3: click SAVE/COPY TO --> button to copy information.

NOTE: check box corresponding to **Copy to All Color Groups** or **Copy to All Sizes** to copy cost from one Color or Size to all others.

If a Style contains multiple HTS's (Direct Imports) or has multiple parts quoted separately under one Style, you will see multiple columns displayed on the Pricing tab.

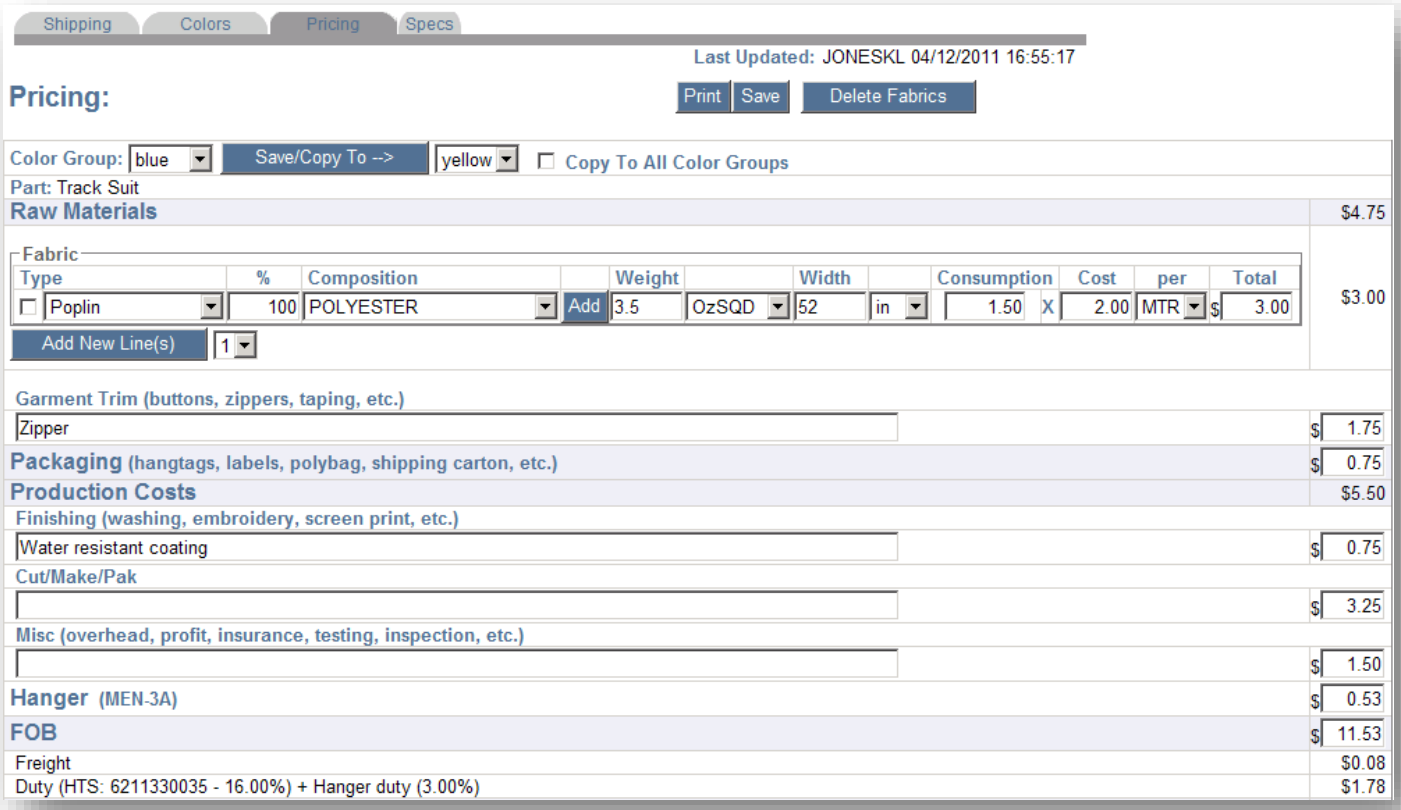
- The **Part** description is designated on the second row of each column
- Complete the costing information for each **Part** column and click SAVE button.
- Total **FOB** will be displayed in the summary box on the Quote Header.
- Remainder of detail on the other Quote tabs and process to Submit is the same as detailed on **pages 8-18**



Styles with Hanger Quoted Separately

If a Style requires a Hanger and it is set-up with a corresponding HTS # for the use in calculating the Duty separately (Direct Imports only), you will see an additional line for the Hanger (including the code) above the FOB cost.

- The **Hanger** line will only appear if the PD Coordinator sets up a designated hanger on the Style Detail – **Packaging** tab and the corresponding HTS# on the Style Detail – **HTS** tab
- The **Hanger** cost is included as a part of the **FOB**
- **Duty** will be calculated with the following formula:
  - ((FOB-Hanger)*Garment Duty %) +(Hanger*Hanger Duty %) = Total Duty Rate



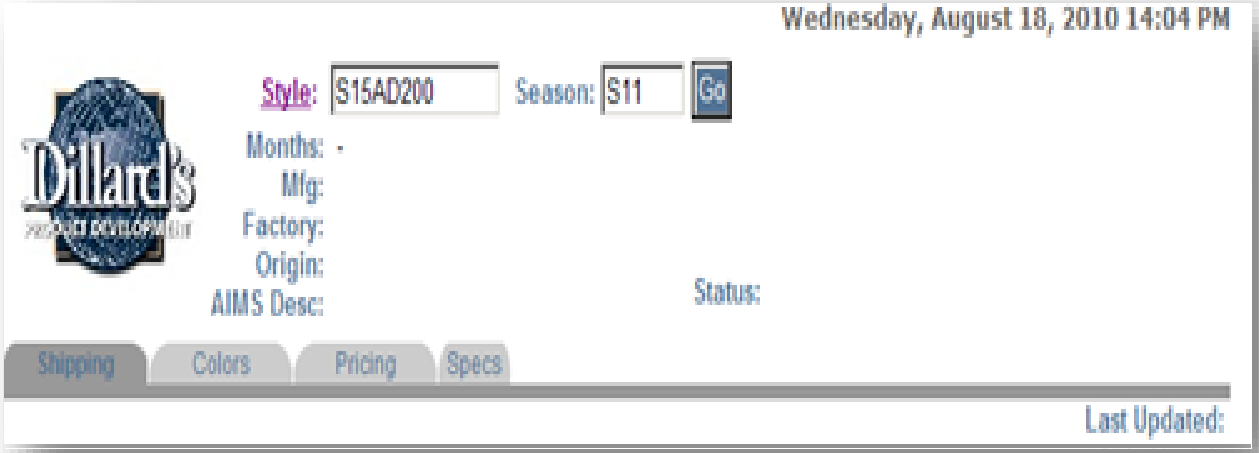
NOTE: Remainder of detail for entering the Quote and process to Submit is detailed on **pages 8-18**

Follow the below steps to access the quote screen directly from the DPS Menu:

Step 1: Mouse over the **DPS Menu**, down to **Quote**, and select **Quote**.

Step 2: Enter the **Style** & **Season** and click the GO button or hit the Enter key on your keyboard.

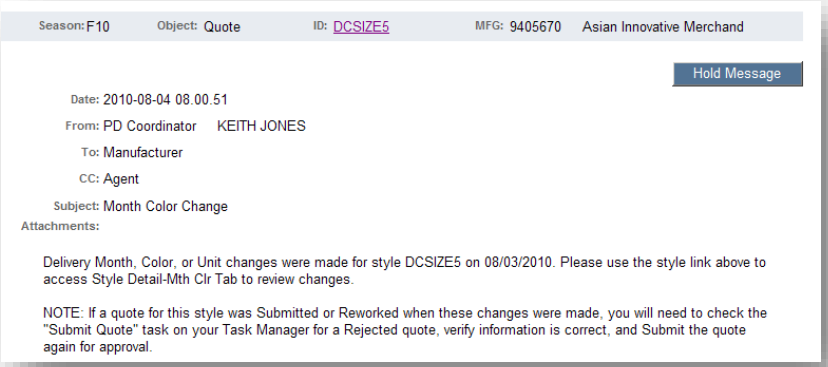
NOTE: All functions are the same as those detailed on **Pages 8-18** above.

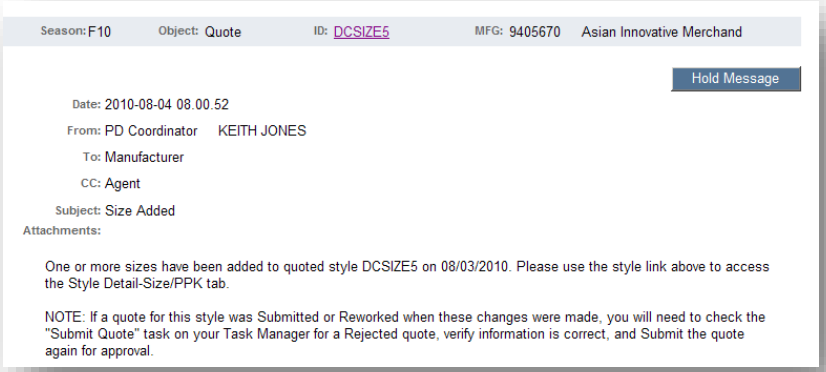


Notification messages are sent when changes are made to a Style that may affect the status of a Quote.

- ***Rework Quote***
- ***HTS Revised***

Details covered on **Page 21-22**.





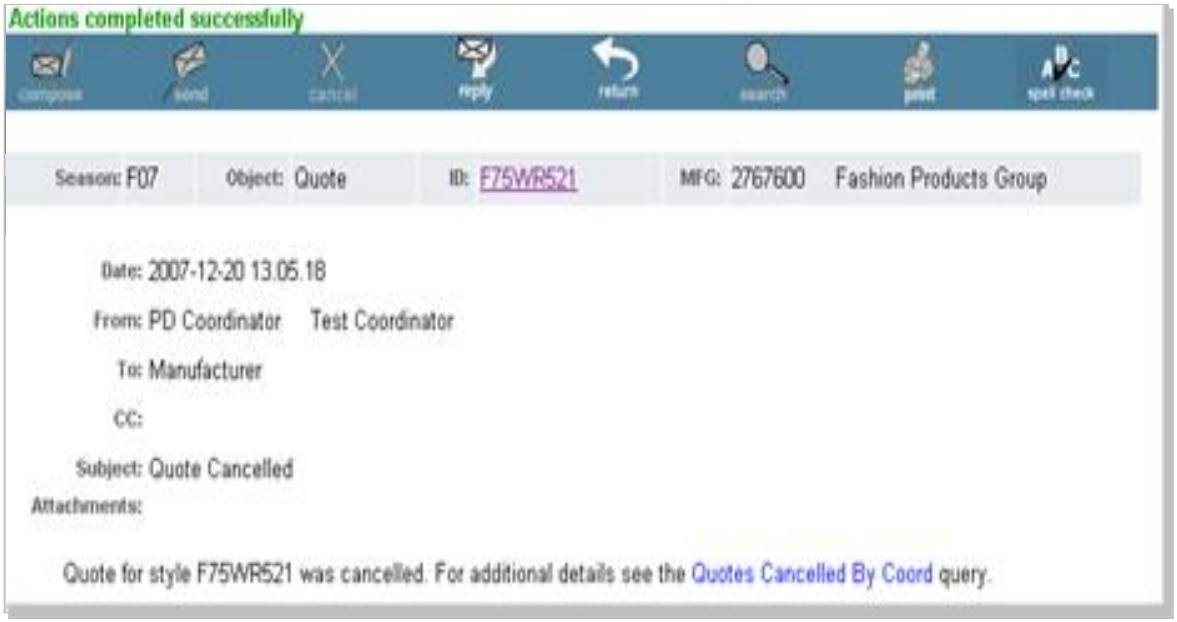
- ***Month/Color Change***
  - Sent when changes are made to Colors, Units, or Delivery Months after a quote has been requested.
  - View updates on **Style Detail - Month/Color** tab.

- ***Size Added***
  - Sent when changes are made to Sizes after a quote has been requested.
  - View updates on **Style Detail – Size/Prepack** tab.

  - If the Quote was in **Submitted** or **Reworked** status, the quote will be **Rejected** (see **Page 21** above).
  - The Manufacturer should review changes, make any necessary adjustments, and **Submit** quote again.

- ***Factory/FOB Change***
  - Sent when a change is made to the Factory originally designated when the quote was requested.
  - The Manufacturer should review changes, make any necessary adjustments, and Submit quote again.

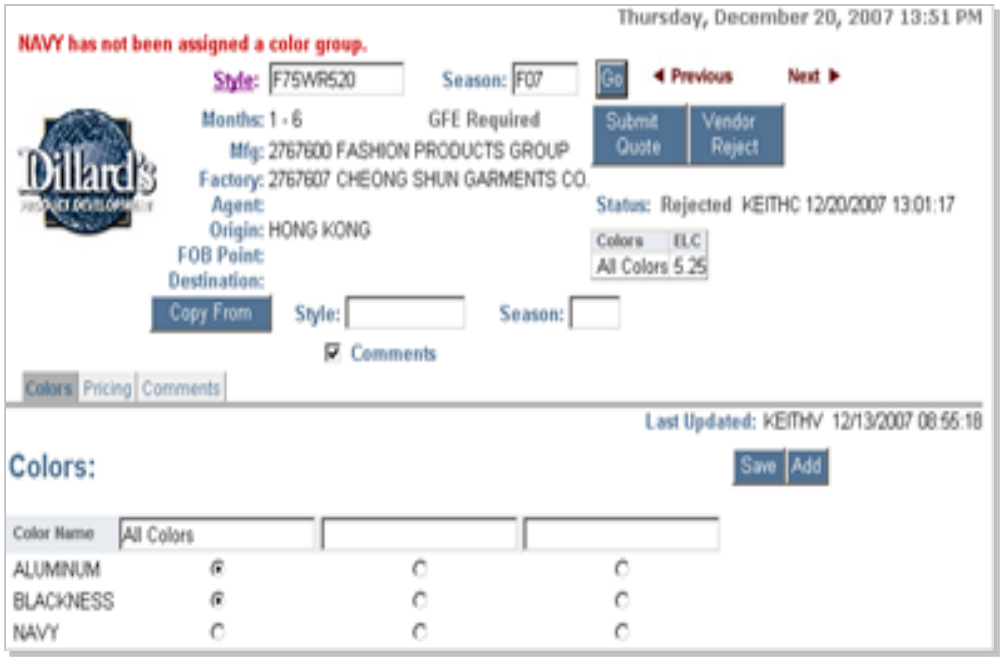
- ***Quote Cancelled***
  - Sent when a quote is cancelled.
  - Link to the **Quotes Cancelled by Coord** query is provided.
  - Use button to inquire back via messaging to the PD Coordinator.



Below are potential Error messages received on the Quote screen and how to reconcile them.

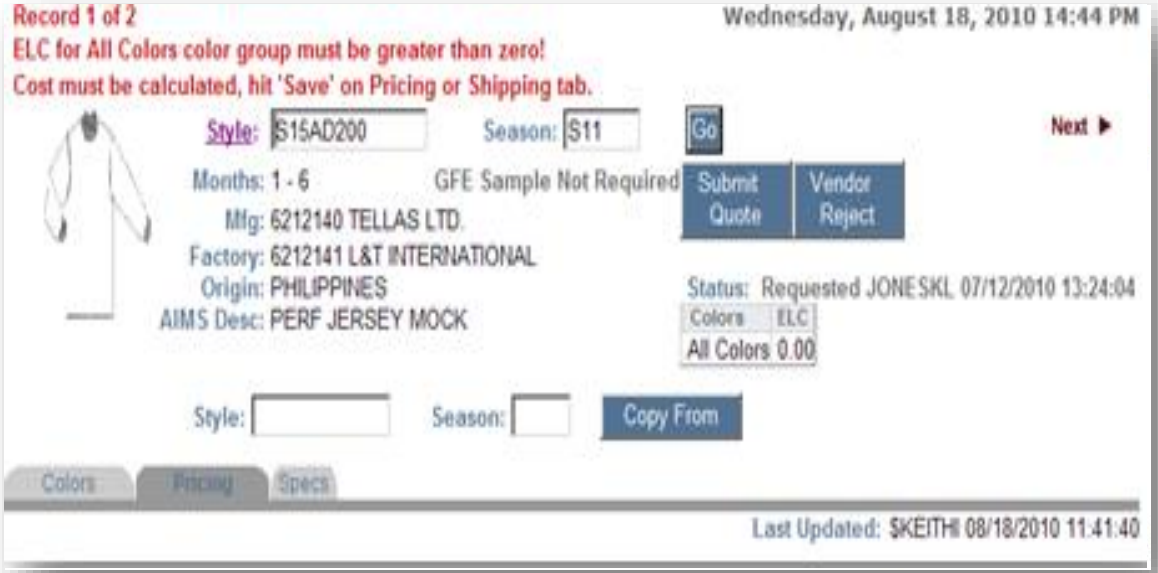
"Xxxxxx has not been assigned to a color group."

- Generated when trying to Submit a quote and a color(s) has not been assigned to a Color Group on the Colors tab
- May indicate a color was added after the quote was requested (Month Color Change message would have been sent).
- Resolve by clicking on the Colors tab and assigning all colors to a group.



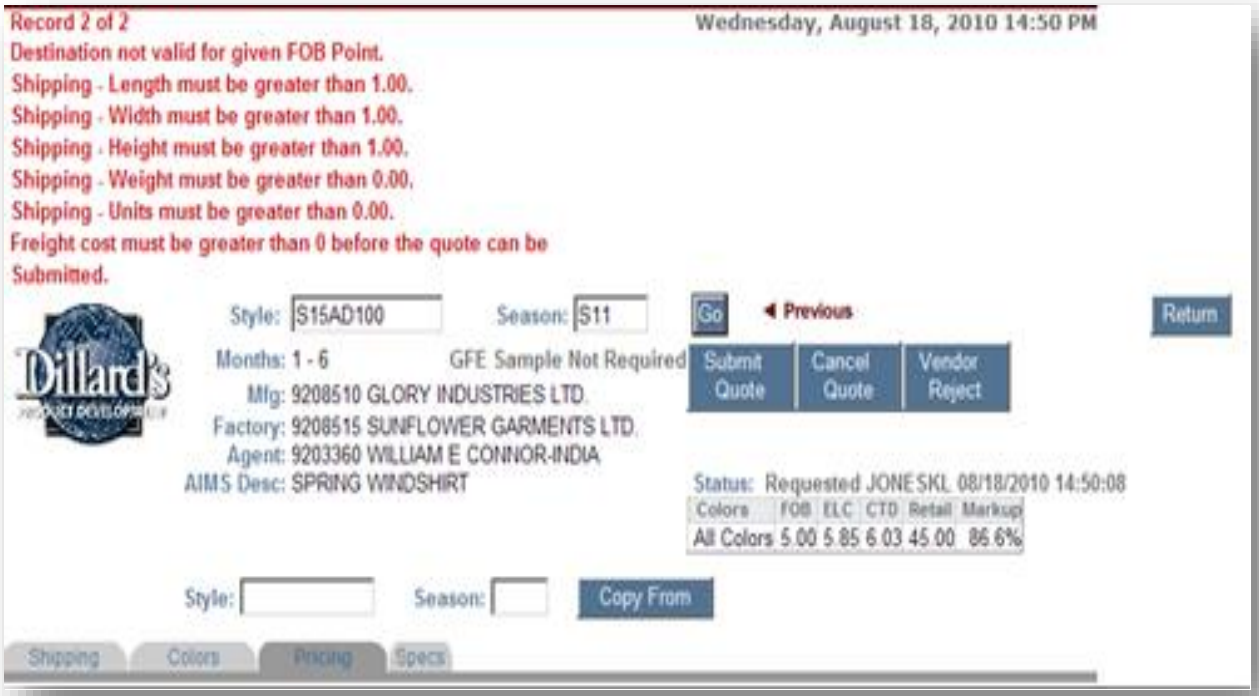
"ELC (or FOB) Price for the All Colors (or other color group) must be greater than zero."

- Generated when trying to Submit a quote with no FOB or ELC cost entered.
- Resolve by entering the **FOB** (Direct Import Styles) or **ELC** (Domestic Styles) on the **Pricing** tab.



"Freight cost must be greater then 0 before quote can be Submitted."

- Direct Import Styles Only
- Generated when trying to Submit a quote with no freight calculated.
- Resolve by entering **Export Carton** details on the **Shipping** tab



"Destination not valid for given FOB Point. Freight not calculated, no rate found! Cannot save until errors resolved."

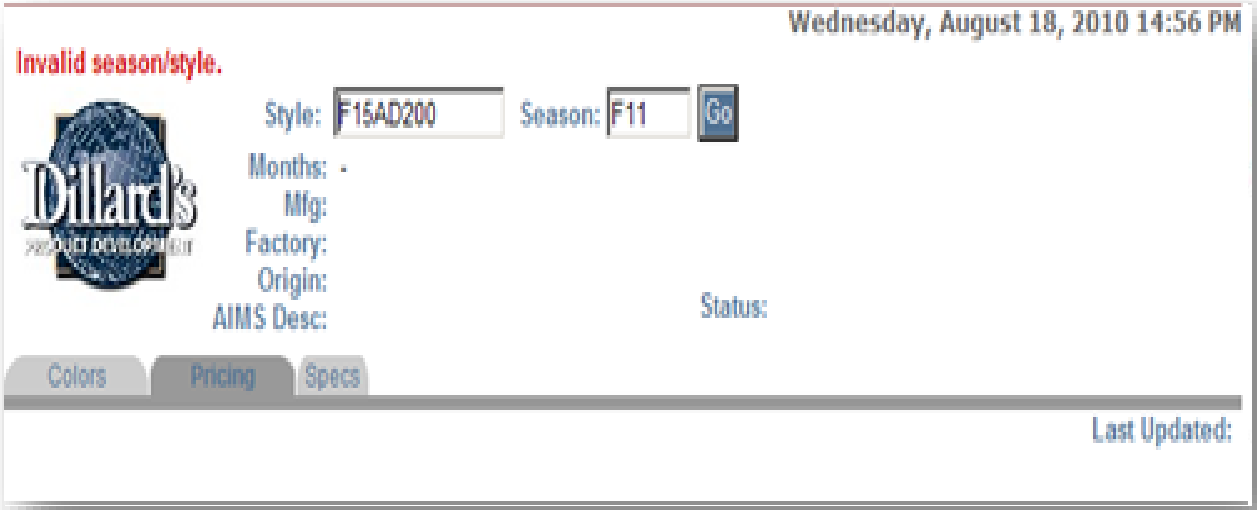
- Generated when trying to Submit a quote for an FOB Point and/or Destination that is not valid in DPS.
- Resolve by e-mailing **DPS.Questions@dillards.com** with Style / Seas and error message.
- Logistic department will set-up correct information in DPS and Systems analyst will advise when quote can be Submitted.

"Invalid season/style."

- Style number or Style/Seas combination entered is not set-up in DPS.

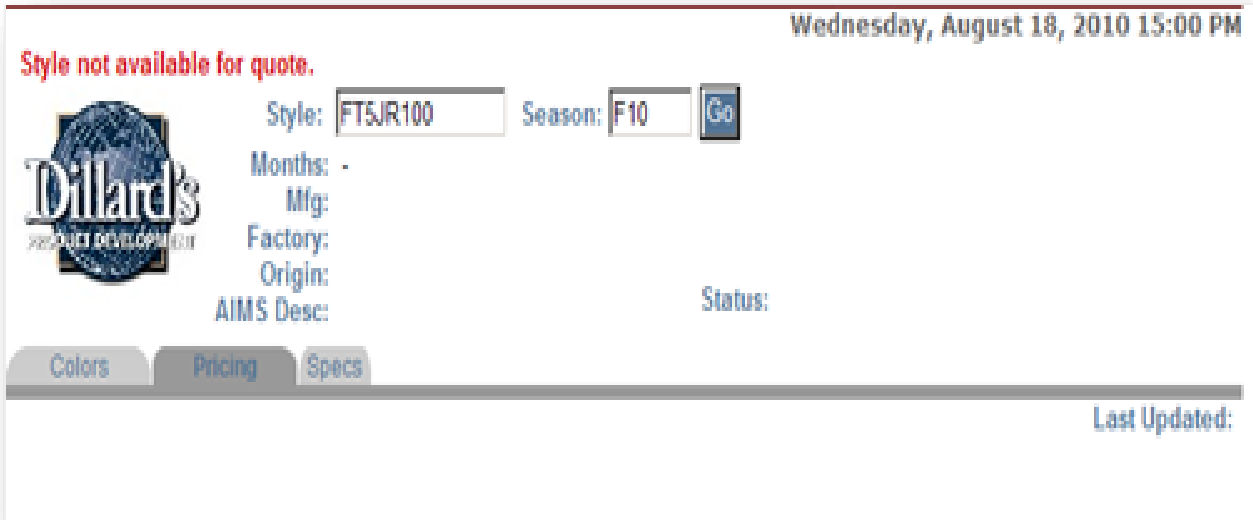
  or

- Style has not been set-up for Manufacturer.
- Resolve by correcting typo or contact the PD Coordinator via **Messaging**.



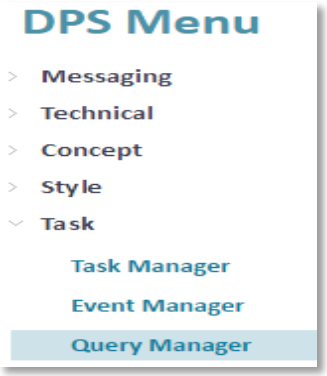
"Style not available for quote."

- Style has not been requested for quote for the Manufacturer.
- Resolve by contacting the PD Coordinator via **Messaging**.



Follow the below steps to view details of queries that summarize Styles within the Quote process:

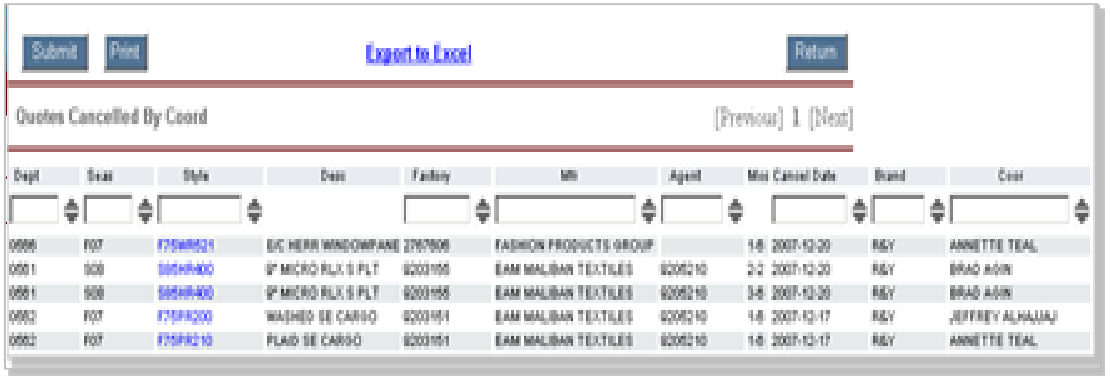
Step 1: Mouse over the **DPS Menu**, down to **Task**, and select **Query Manager**



Step 2: Click desired query

- **Submitted-Reworked Quotes**
  - Shows quoted Styles that have been Submitted or Reworked by the Manufacturer and are awaiting action by the PD Coordinator.

- **Quotes Cancelled by Coord**
  - Shows quotes that have been Cancelled by the PD Coordinator.



NOTE: Basic functions for the Query List are the same as those detailed on **Page 8** for the Task List.