The first time you access the Purchase Order Application you will need to Accept the Dillard's PO Terms & Conditions in order to access the Purchase Order Browse screen.



The Purchase Order Browse screen will display your companies PO's with an overview of information about each PO & the status of the PO:

eBiz. <b>Dill</b>	ards	S.con	n	X	Durchase	Order Browse	
Start Here 💌		Vend	or Portal Menu 💌		T uronuoo		
VENDOR SELECT 4827790 Su	bmit				Invoice Inquir	¥	
						16 items found, disp	laying all items.1
P.O. NUMBER	DEPT	MIC	SHIP TO LOCATION	FIRST SHIP DATE	PENALTY DATE	LAST SHIP DATE	STATUS
0031464901	0325	045	0024	08/20/2012	09/03/2012	09/03/2012	CANCELLED
0033295203	0325	045	0024	08/22/2012	09/07/2012	09/07/2012	CANCELLED
0033814001	0325	045	0023	09/08/2012	09/14/2012	09/14/2012	CANCELLED
0033814002	0325	045	0029	09/08/2012	09/14/2012	09/14/2012	CANCELLED
0035623701	0325	045	0021	10/22/2012	10/31/2012	10/31/2012	OPENED
0035623702	0325	045	0022	10/22/2012	10/31/2012	10/31/2012	OPENED
0035791601	0325	045	0023	09/26/2012	10/05/2012	10/05/2012	OPENED

0035791602	0325	045	0029	09/26/2012	10/05/2012	10/05/2012	OPENED
0035899001	0325	045	0021	09/26/2012	10/08/2012	10/08/2012	OPENED
0035899002	0325	045	0023	09/26/2012	10/08/2012	10/08/2012	OPENED
0035899003	0325	045	0024	09/26/2012	10/08/2012	10/08/2012	OPENED
0036134001	0325	045	0024	10/22/2012	11/05/2012	11/05/2012	OPENED
0036134002	0325	045	0027	10/22/2012	11/05/2012	11/05/2012	OPENED
0037432901	0325	045	0021	10/22/2012	11/02/2012	11/02/2012	NEW
0037432902	0325	045	0023	10/22/2012	11/02/2012	11/02/2012	NEW
0037432903	0325	045	0024	10/22/2012	11/02/2012	11/02/2012	NEW

You can sort the screen by clicking on any of the column headings such as First Ship Date or Status. Below is the same screen that has been sorted by the Status column:

eBiz Dilla	ards	.co	m	A	Purchase	Order Browse	
Start Here 🔻		Vend	or Portal Menu 🔻				
VENDOR SELECT 4827790 Su	bmit				Invoice Inquin	/ 16 items found, disp	la, ng all items.1
P.O. NUMBER	DEPT	MIC	SHIP TO LOCATION	FIRST SHIP DATE	PENALTY DATE	LAST SHIP DATE	STATUS
0037432901	0325	045	0021	10/22/2012	11/02/2012	11/02/2012	NEW
0037432902	0325	045	0023	10/22/2012	11/02/2012	11/02/2012	NEW
0037432903	0325	045	0024	10/22/2012	11/02/2012	11/02/2012	NEW
0035623701	0325	045	0021	10/22/2012	10/31/2012	10/31/2012	OPENED
0035623702	0325	045	0022	10/22/2012	10/31/2012	10/31/2012	OPENED
0035791601	0325	045	0023	09/26/2012	10/05/2012	10/05/2012	OPENED
0035791602	0325	045	0029	09/26/2012	10/05/2012	10/05/2012	OPENED
0035899001	0325	045	0021	09/26/2012	10/08/2012	10/08/2012	OPENED
0035899002	0325	045	0023	09/26/2012	10/08/2012	10/08/2012	OPENED
0035899003	0325	045	0024	09/26/2012	10/08/2012	10/08/2012	OPENED
0036134001	0325	045	0024	10/22/2012	11/05/2012	11/05/2012	OPENED
0036134002	0325	045	0027	10/22/2012	11/05/2012	11/05/2012	OPENED
0031464901	0325	045	0024	08/20/2012	09/03/2012	09/03/2012	CANCELLED
0033295203	0325	045	0024	08/22/2012	09/07/2012	09/07/2012	CANCELLED

### **Column Heading Definitions**

#### P.O. Number

10 digit number assigned by Dillard's for this Purchase Order.

#### DEPT

4 digit number assigned to the department that the product on this purchase order will be inventoried and sold under.

### MIC

Manufacturer's Identification Code, 3 digit number that identifies your company within the department number.

### Ship To Location

4 digit number assigned to the Dillard's DC location that the order will be shipping to.

#### **First Ship Date**

The first date that the shipment can be picked up by the carrier.

#### **Penalty Date**

The target date that the shipment needs to be picked up by. If the Penalty Date is equal to the Last Ship Date then this would also be considered the Last Ship Date, there is no Penalty involved. If the Penalty Date is not equal to the Last Ship Date you can ship after the Penalty Date but there will be a cost discount based upon when the goods are actually shipped. The discount will be greater the later the shipment is after the Penalty Date.

#### Last Ship Date

This is the last day the shipment can be picked up by the carrier.

#### Status

This is the current status of the PO and can be any of the following:

New	This is a new PO that you have not viewed before.
Opened	This is a PO that you have viewed and/or printed.
Changed	This is a PO that has had changes made to it since it was originally approved.
Invoiced	This is a PO that you have shipped against & submitted an invoice for.
Cancelled	This PO is in cancelled status & cannot be shipped against.

To Open a PO simply click on the PO Number that you would like to view and/or print:

eBiz.Dilla	ards	S.con	n		and appoint of	3834	
Start Here 🔻		Vendo	or Portal Menu 🔻		Purchase	Order Browse	
VENDOR SELECT 4827790	bmit				Invoice Inquin	¥	
						16 items found, disp	laying all items.1
P.O. NUMBER	DEPT	MIC	SHIP TO LOCATION	FIRST SHIP DATE	PENALIY DATE	LAST SHIP DATE	STATUS
0031464901	0325	0/5	0024	08/20/2012	09/03/2012	09/03/2012	CANCELLED
0033295203	0325	045	0024	08/22/2012	09/07/2012	09/07/2012	CANCELLED
0033814001	0725	045	0023	09/08/2012	09/14/2012	09/14/2012	CANCELLED
0033814002	0325	045	0029	09/08/2012	09/14/2012	09/14/2012	CANCELLED
0035623701	0325	045	0021	10/22/2012	10/31/2012	10/31/2012	OPENED
0035623702	0325	045	0022	10/22/2012	10/31/2012	10/31/2012	OPENED
0035791601	0325	045	0023	09/26/2012	10/05/2012	10/05/2012	OPENED
0035791602	0325	045	0029	09/26/2012	10/05/2012	10/05/2012	OPENED
0035899001	0325	045	0021	09/26/2012	10/08/2012	10/08/2012	OPENED
0035899002	0325	045	0023	09/26/2012	10/08/2012	10/08/2012	OPENED
0035899003	0325	045	0024	09/26/2012	10/08/2012	10/08/2012	OPENED
0036134001	0325	045	0024	10/22/2012	11/05/2012	11/05/2012	OPENED
0036134002	0325	045	0027	10/22/2012	11/05/2012	11/05/2012	OPENED
0037432901	0325	045	0021	10/22/2012	11/02/2012	11/02/2012	NEW
0037432902	0325	045	0023	10/22/2012	11/02/2012	11/02/2012	NEW
0037432903	0325	045	0024	10/22/2012	11/02/2012	11/02/2012	NEW

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#### Clicking on the PO Number will take you to the Purchase Order Detail screen:

eBiz.Dillard	S.com		5110	00091038	54							
Start Here 🔻	Vendor Portal Menu 👻			Purchase Ord	er Detail							
THIS PURCHASE ORDER IS SUBJE THE DILARDS PURCHASE ORDER THE DILARDS PURCHASE ORDER AND THE DILARDS PURCHASE ORDER AND THE DILARDS PURCHASE ORDER AS APPLICABLE EACH OF WHICH OR OTHERWISE WILL CONCLUBIN INSTRUCTIONS. IF VOJ DO NOT THAVE SECURE ACCESS T ACCEFTAKE OF A DILARDS PU OF THE TERMS, CONDITIONS AND	CT TO: TEMMS, CONDITIONS & INSTRUCT TERMS, CONDITIONS & INSTRUCT ROBER TERMS, CONDITIONS & INSTRUCT IS INCORPORATED HERNIN & REF ELV CONSTITUTE ACCEPTANCE BY VAR A COPY. HERNES OSTAIN A CO O EBIZ, ENAIL VENOR RELATIONS CALABE ORDER, INVETTIER IN WITH INSTRUCTIONS CONTAINED THERE	IONS -BRANDED (REV IONS -PRIVATE LABE UCTIONS -PRIVATE I IONS - NON MDSE (RE RENCE, AND NO OT SELLER OF THE DILL RENCE COM TO BOLLLARDS COM TO ING OR BY ELECTRO EIN.	1/09/12). L- DILLARD'S NOT IMPORTER ABEL - DILLARD'S IMPORTER V. 9/22/11). ARD'S PURCHASE ORDER TE S. COM USING YOUR SECURE S. COM USING YOUR SECURE REQUEST BELX ACCESS. NC MEANS, SHALL CONCLUSI	OF RECORD (REV.1/( OF RECORD (REV.1/ PURCHASE ORDER B RMS, CONDITIONS AN USERID AND PASSW VELY CONSTITUTE A	19/12) 9/12), ID IRD, IF YOU CCEPTANCE BY SI	RY						
P.O. Number	Start Ship Date	Penalty Date	Last Ship Date	Terms	F.O.B.	Rout	ing	Ord	er Type			
0035623701	10/22/2012	10/31/2012	10/31/2012	00 030 030		ROUTING	GUIDE	В	ULK			
VENDOR		SHIP TO			SPECIAL VENDO	RINSTRUCTIONS						
4827791 DE CHANCE 3015 SOUTH GRAND AVE. LOS ANGELES, CA 90007		DILLARD'S DC 002 SALISBURY DISTR 1315 PEACH ORCH SALISBURY, NC 20	1 IBUTION CENTER IARD ROAD 1146						×			
Dept Mic Style	Color	Size	Purchase Order	Print All		SKU	Cost	Unit Of Measure	Units			
0325 045 2257D	WINE	S	3/4 SLV SCP NK CHFN	1		4362563	25.50	1	28			
0325 045 22570	WINE	M	3/4 SLV SCP NK CHEF			4362565	25.50	1	28			
0325 045 2231D	PURPLE	S	LS CHFN BSKT FRNT			4362422	24.50	1	28			
0325 045 2231D	PURPLE	M	LS CHFN BSKT FRNT			4362423	24.50	1	28			
0325 045 2231D	PURPLE	Ĺ	LS CHFN BSKT FRN			4362424	24.50	1	28			
0325 045 2139D	SLATE BLUE	S	SLVLS ILL NK CHIEN			4362575	19.95	1	28			
0325 045 2139D	SLATE BLUE	M	SLVLS ILL NK CHI			4362577	19.95	1	28			
0325 045 2139D	SLATE BLUE	L	SLVLS ILL NK CH FN Purchase Orde	Print All		4362579	19.95	1	28			
Done				/							🗣 Local intra	ane
To print the	ordor click on	ono of	the Drint A	ll huttor								

To print the order click on one of the Print All buttons.

This will open two windows as shown on the next page;

The first window will be the Print window where you will select the printer you want to print to and how many copies you want to print, if the PO is By Store a separate page will print for each store on the PO:

eBiz.Dillards.com	DODDS 03832	AL CONTRACTOR OF CONT
Start Here \star Vendor Portal Menu 💌		
THIS PURCHASE ORDER IS SUBJECT TO: THE DILLARDS PURCHASE ORDER TERMS, CONDITIONS & INSTRU- AND THE DILLARDS PURCHASE ORDER TERMS, CONDITIONS & INSTRU- AND THE DILLARDS PURCHASE ORDER TERMS, CONDITIONS & INSTRU- ADD RECHARGE EACO AND ALL AND A	Print Printer Name: WCANZ328/PCANB567  Status: Ready Type: Xerox WorkCentre 5687 PS Print Range All Current view Current view Current page Pages 1 Subset: All pages in range Reverse pages Page Handling Copies: 1 Collate Page Scaling: None Choose Paper Source by PDF page size	Properties       Comments and Forms:       Document       Preview: Composite Gray       Freview: Composite Gray
Dept         Mic         Style         Color           0325         045         2257D         WINE           0325         045         2257D         WINE           0326         045         2257D         WINE           0326         045         2221D         PURPLE           0326         045         2221D         PURPLE           0326         045         2221D         PURPLE           0326         045         221D         PURPLE           0326         045         221D         PURPLE           0326         045         2139D         SLATE BLUE           0325         045         2139D         SLATE BLUE           0325         045         2139D         SLATE BLUE	Print to file Print color as black Printing Tips Advanced L SLVLS ILL NK CHIFN	Document 11 0 x 8 5 in Paper 8.5 x 11 0 in 1/1 (1) OK Cancel 28 28 28 28 28 28 28 28 28 28 28 28 28
Done	Purchase Order Print All	& Loca

Click the OK button to print the PO on standard 8.5 X 11 sheets of paper.

#### The second window that will open will be a display of the page(s) that will print:



If you would like to file a copy of the PO just click the File option at the top of your screen and select Save As from the drop down menu.

To return to the Purchase Order Browse screen click the Purchase Order button.

eBiz.Dillarc	S.com	1	51.00	Purchase Ord	ler Detail							
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THIS PURCHASE ORDER IS SUBJI THE DULARD'S PURCHASE ORDE THE DULARD'S PURCHASE ORDE AND THE DULARD'S PURCHASE OR AND THE DULARD'S PURCHASE ORD AS APPLICABLE, EACH OF WHICH OR OTHERWISE WILL CONCLUDY INSTRUCTIONS. IF YOU DO NOT I DO NOT HAVE SEQUE ACCESS T ACCEPTANCE OF A DULARD'S PU OF THE TERMS, CONDITIONS AND	CEILDO FORUMINENIA R TERMS, CONDITIONS & INSTRUCT ROBER TERMS, CONDITIONS & INSTRUCT ROBER TERMS, CONDITIONS & INSTRUCT IS INCORPORATED HEREIN BY REFI EU CONSTITUE ACCEPTINCE BU WAYE & COPY, FLEASE OBTAIN & CO TO EBIZ, EMIL, VENDOR RELATIONS RCHASE ORDER, WHETHER IN WRIT INSTRUCTIONS CONTAINED THERE	IONS -BRANDED (REV IONS -PRIVATE LABLE UCTIONS - NON MDSE (RE IONS - NON MDSE (RE RENCE, AND NO OTT SELLER OF THE DILL SELLER OF THE DILL MOLLARDS.COM TO ING OR BY ELECTROP IN.	109/12) - OLLARD'S NOT IMPORTER O ABEL - DULARD'S IMPORTER O V 922/11) HERS. ACCEPTANCE OF THIS PU HAD'S PURCHAGE OREN TERM. S. COM USING YOUR SECURE USING RECUEST FEIZ ACCESS. NIC MEANS, SHALL CONCLUSIVE	F RECORD (REV.1/I) F RECORD (REV.1/I) RCH45E ORDER B IS, CONDITIONS A) END AND FASSW ELV CONSTITUTE A	08/12) 19/12 V product delivery Ind. IF YOU ACCEPTANCE BY SELLER							
P.O. Number 0035623701	Start Ship Date F 10/22/2012 1	Penalty Date 10/31/2012	Last Ship Date 10/31/2012	Te ms 00 130 030	F.O.B.	ROUTING	GUIDE	Or	der Type BUILK			
0055025701	10/22/2012		10/31/2012	00,30,030		ROOTING	GOIDE		BOLK	_		
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4827791 DE CHANCE 3015 SOUTH GRAND AVE. LOS ANGELES, CA 90007		DILLARD'S DC 002 SALISBURY DISTR 1315 PEACH ORCH SALISBURY, NC 28	1 IBUTION CENTER ARD ROAD 146							*		
Deat Min Fair	falm	film	Purchase Order	Print All		61/21	Gut	Unit Of	Hele			
0325 045 2257D	WINE	5126	3/4 SLV SCD NK CHEN		4*	062562	25.50	Measure	29			
0325 045 2257D	WINE	M	3/4 SLV SCP NK CHEN		4. 4'	362564	25.50	1	20			
0325 045 2257D	WINE	1	3/4 SLV SCP NK CHEN		4.	362565	25.50	1	28			
0325 045 2231D	PURPLE	S	LS CHEN BSKT FRNT		4	362422	24.50	1	28			
0325 045 2231D	PURPLE	м	LS CHEN BSKT FRNT		43	362423	24.50	1	28			
0325 045 2231D	PURPLE	L	LS CHEN BSKT FRNT		43	362424	24.50	1	28			
0325 045 2139D	SLATE BLUE	S	SLVLS ILL NK CHIFN		4	362575	19.95	1	28			
0325 045 2139D	SLATE BLUE	M	SLVLS ILL NK CHIFN		4	362577	19.95	1	28			
0325 045 2139D	SLATE BLUE	Ĺ	SLVLS ILL NK CHIFN		43	362579	19.95	1	28			
			Purchase Order	Print All								
Done											🗣 Loca	l intrane

Note that when you return to the Purchase Order Browse screen the font color of the PO you just viewed will change:

eBiz.Dilla	ards	.co	m		5-00009-0	3834	
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	DEPT	MIC	SHIP TO LOCATION	FIRST SHIP DATE			
0021464001	0225	045		09/20/2012	00/02/2012	00/02/2012	CANCELLED
0031404501	0325	045	0024	00/20/2012	09/03/2012	09/07/2012	
0033814001	0325	045	0024	00/08/2012	09/14/2012	09/14/2012	CANCELLED
0033814007	0325	045	0020	09/08/2012	09/14/2012	09/14/2012	
0035623701	0325	045	0021	10/22/2012	10/31/2012	10/31/2012	OPENED
0035623707	0325	045	0022	10/22/2012	10/31/2012	10/31/2012	OPENED
0035791601	0325	045	0023	09/26/2012	10/05/2012	10/05/2012	OPENED
0035791602	0325	045	0029	09/26/2012	10/05/2012	10/05/2012	OPENED
0035899001	0325	045	0021	09/26/2012	10/08/2012	10/08/2012	OPENED
0035899002	0325	045	0023	09/26/2012	10/08/2012	10/08/2012	OPENED
0035899003	0325	045	0024	09/26/2012	10/08/2012	10/08/2012	OPENED
0036134001	0325	045	0024	10/22/2012	11/05/2012	11/05/2012	OPENED
0036134002	0325	045	0027	10/22/2012	11/05/2012	11/05/2012	OPENED
0037432901	0325	045	0021	10/22/2012	11/02/2012	11/02/2012	NEW
0037432902	0325	045	0023	10/22/2012	11/02/2012	11/02/2012	NEW
0037432903	0325	045	0024	10/22/2012	11/02/2012	11/02/2012	NEW
			Convright @ Dill	ard's Store Services Inc. All Rid	hts Reserved		

Also, if the Status of your PO was New or Changed before you viewed the PO, the Status will have updated to show Opened.

Once you have shipped against a PO you will need to submit an Invoice. To do this click on the Invoice button to the right of the Print All button:

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eBiz.Dillards	.com	2		Purchase Orde	zili iz				
Start Here	Vendor Portal Menu 🔻								
ТНІ РИКСНАЗЕ ОКОЕК IS SUBJECT ТНЕ ОЦLАКОЗ РИКСНАЗЕ ОКОЕК Т НЕ ОЦLАКОЗ КОИСНАЗЕ ОКОЕК ТНЕ ОЦLАКОЗ КИСНАЗЕ ОКОЕК В СИЛАНСКИ КОИСНАЗЕ ОКОЕК 145 ЛИСНАЗЕ. ЕАСН СР ИНИСНА В 146 ОНТАКИЗИВЕНИ СООКЦИЗИСИ 116 ТИАСТІОНА В ГИСИАТИСКИ ОКОЕК ОКОТИСНИКАТИСТИКА В ОКОЕКТИСКИ СОСТИКИТИСКИ ОКОЦИЗИСИ СОСТИКАТИСКИ ОКОЕКТИСКИ СОСТИКАТИСКИ ОКОЕКТИСКИ СТИТИТИСКИ ОКОЕКТИСКИ СТИТИТИСКИ ОКОЕКТИСКИ ПО ЛИМЪКИ РО. ЛИМЪКИ	TO: ERMS, CONDITIONS & INSTRUCT ER TERMS, CONDITIONS & INSTRUCT ER TERMS, CONDITIONS & INSTRUCT INSTRUCTIONS & INSTRUCT NOORPORATED HEREIN BY REFI CONSTITUTE ACCEPTANCE BY ACCOUNT INTERCEPTANCE BY ACCOUNT INTERCENT ACCE CODER, WHETHER IN WORT STRUCTIONS CONTAINED THERE Start Ship Date	IONS -BRANDED (REI IONS -BRIVATE LABE UCIONS -PRIVATE IONS - NON MOSE (RI ERENCE, AND NO GT SELLER OF THE DIL SELLER OF THE DIL OULLARDS COM T NO GR BY ELECTRO IN. *enalty Date	(10912). L- DILARDS NOT IMPORTER OF RE ABEL- DILARDS IMPORTER OF RE V SIZ211). HERS. ACGEFTANCE OF THIS PURC- AGOS PURCHASC ONDER TERMS. S COM USING YOUR SECURE USERI NECKLASSING SHALL CONCLUSIVELY Last Ship Date	ECORD (REV.1/05 ECORD (REV.1/05 HASE ORDER BY CONDITIONS AND D AND PASSWO CONSTITUTE AC	P12) PRODUCT DELIVERY PRODUCT DELIVERY PRODUCEPTANCE BY SELLER F.O.B. RO		Order	Type	
0031464901	08/20/2012	9/03/2012	09/03/2012	00 030 030	ROUTI	GUIDE	BU	LK	
VENDOR		SHIP TO			SPECIAL VENDOR INSTRUCTIONS				
4827791 DE CHANCE DE CHANCE AUTH GRAND AVE. LOS ANGELES, CA 90007		DILLARD'S DC 00 ARKANSAS DISTE 11701 OTTER CRE MABELVALE, AR	24 JIBUTION CTR EK SOUTH 722103					A 	
Dept Mic Style 0325 045 2216D 0326 045 2216D	Color H GREEN H CREEN	Size S	Purchase Order Print All Description CHF DETAIL NK HILO CHE DETAIL NK HILO	Invoice	sкu 3931413 2021444	Cost 19.25	Unit Of Measure 1	Units 6	
0325 045 2216D 0325 045 2216D	H GREEN	M	CHE DETAIL NK HILO		3931414 3931417	19.25	1	6	
0325 045 2186D	SALMON BLK	S	CHF ASYM RFFL 2FER		3931426	18.50	1	6	
0325 045 2186D	SALMON BLK	M	CHF ASYM RFFL 2FER		3931427	18.50	1	6	
0323 043 Z186D	SALMON BLK	L	UTH ASTM REFL ZEER		3931429	18.50	1	Ó	

#### This will open up the PO in the form of an invoice:

eBiz.Dillard	S.com	2		03834					
Start Here 🔻	Vendor Portal Menu 🔻		Pur	chase Order Detail					
P.O. Number 0031464901	Start Ship Date 08/20/2012	Penalty Date 09/03/2012	Last Ship Date 09/03/2012	Terms 00 030 030	F.O.B.	Routing ROUTING GUIDE		Order Type BULK	
* = mandatory									
Invoice Date 10/01/2012	Invoice Number	SCAC	B.O.L.	Cartons*	Ship Weight	l	Ship Date*	V	
		ſ	Purchase Order Detail	Save Submit					
Dept Mic Style	Color	Size	Description		SKU	Cost U	nits Invo	revious Open nice Units Ur	Invoice
0325 045 2216D	H GREEN	S	CHF DETAIL NK HILO		3931413	19.25	6	0	6
325 045 2216D	H GREEN	M	CHF DETAIL NK HILO		3931414	19.25	6	0	6
					2021/17	10.26		0	6
0325 045 2216D	H GREEN	L	CHF DETAIL NK HILO		3331417	15.25	6	0	
0325 045 2216D 0325 045 2186D	H GREEN SALMON BLK	S	CHF DETAIL NK HILO CHF ASYM RFFL 2FER		3931426	18.50	6	0	6
0325 045 2216D 0325 045 2186D 0325 045 2186D 0325 045 2186D	H GREEN SALMON BLK SALMON BLK	S	CHF DETAIL NK HILO CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER		3931417 3931426 3931427 2021420	18.50 18.50	6	0	6
0325 045 2216D 0325 045 2186D 0325 045 2186D 0325 045 2186D 0325 045 2186D 0325 045 2186D	H GREEN SALMON BLK SALMON BLK SALMON BLK BLACK	S M L	CHF DETAIL NK HILO CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER		3931426 3931427 3931429 3931429	18.50 18.50 18.50 18.50 21.25	6 6 6	0	6
0325 045 2216D 0325 045 2186D 0325 045 2186D 0325 045 2186D 0325 045 2186D 0325 045 2144D 0325 045 2144D	H GREEN SALMON BLK SALMON BLK SALMON BLK BLACK BLACK	S M L S	CHF DETAIL NK HILO CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM		3931426 3931426 3931427 3931429 3931405 3934407	18.50 18.50 18.50 21.25 21.25	6 6 6 4		6 6 4
0325 045 2216D 0325 045 2186D 0325 045 2186D 0325 045 2186D 0325 045 2186D 0325 045 2144D 0325 045 2144D 0325 045 2144D	H GREEN SALMON BLK SALMON BLK SALMON BLK BLACK BLACK BLACK	S M L S M	CHF DETAIL NK HILO CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM		3931426 3931427 3931427 3931429 3931405 3931407 3931408	18.50 18.50 18.50 21.25 21.25 21.25 21.25	6 6 4 4	0 0 0 0 0	6 6 4 4
0325         0.45         2216D           0325         0.45         2186D           0325         0.45         2186D           0325         0.45         2186D           0325         0.45         2144D           0325         0.45         2142D	H GREEN SALMON BLK SALMON BLK SALMON BLK BLACK BLACK BLACK EGGPLANT	S M L S M L S	CHF DE IAIL INK HILO CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF PANEL TYWST HII O		3931426 3931426 3931429 3931429 3931405 3931405 3931407 3931408 3931422	18.50 18.50 18.50 21.25 21.25 21.25 21.25 19.95	6 6 4 4 4 4		6 6 4 4 4
0325         045         2216D           0326         045         2186D           0325         045         2186D           0325         045         2180D           0325         045         2140D           0325         045         2144D           0325         045         2142D           0326         045         2182D	H GREEN SALMON BLK SALMON BLK SALMON BLK BLACK BLACK EGGPLANT EGGPLANT	S M L S M L S M	CHF DE IAIL INK HILD CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER CHF ASYM RFFL 2FER CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF PANEL TYWST HILD CHF PANEL TYWST HILD		3931426 3931427 3931429 3931405 3931405 3931407 3931408 3931422 3931424	18.50 18.50 18.50 21.25 21.25 21.25 21.25 19.95	6 6 4 4 4 4 4 4		6 6 4 4 4 4 4
325         045         2216D           3325         045         2186D           3325         045         2186D           3325         045         2186D           3325         045         2186D           3325         045         2146D           3325         045         2144D           3325         045         2144D           3325         045         2144D           3325         045         2144D           3325         045         2142D           3326         045         2182D           3325         045         2182D	H GREEN SALMON BLK SALMON BLK BLACK BLACK BLACK EGGPLANT EGGPLANT	S M L S M L S M L	CHF DE IAL NK HILO CHF ASYM RFFL ZFER CHF ASYM RFFL ZFER CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF PANEL TYWST HILO CHF PANEL TYWST HILO CHF PANEL TYWST HILO		3931426 3931427 3931429 3931405 3931405 3931407 3931408 3931422 3931422 3931425	18.50 18.50 18.50 21.25 21.25 21.25 21.25 19.95 19.95	6 6 4 4 4 4 4 4 4		6 6 4 4 4 4 4 4 4
0125         045         2216D           0325         045         2186D           0325         045         2186D           0326         045         2186D           0327         045         2180D           0326         045         2180D           0327         045         2140D           0325         045         2144D           0325         045         2144D           0325         045         2182D           0325         045         2182D           0326         045         2182D	H GREEN SALMON BLK SALMON BLK BLACK BLACK BLACK EGGPLANT EGGPLANT EGGPLANT	S M L S M L S L	CHE DE IALE NK HILO CHE ASYM RFFL ZFER CHE ASYM RFFL ZFER CHE SLVLS DRAP PEPLM CHE SLVLS DRAP PEPLM CHE SLVLS DRAP PEPLM CHE SLVLS DRAP PEPLM CHE PANEL TYWST HILO CHE PANEL TYWST HILO		3931476 3931426 3931427 3931429 3931405 3931407 3931407 3931408 3931422 3931424 3931425 Te	18.50 18.50 18.50 21.25 21.25 21.25 19.95 19.95 19.95 19.95 19.95	6 6 4 4 4 4 4 4 4		6 6 4 4 4 4 4 4 60
0225 045 2216D 0225 045 2186D 0226 045 2186D 0226 045 2186D 0226 045 2186D 0226 045 2144D 0225 045 2144D 0225 045 2144D 0225 045 2182D 0226 045 2182D 0226 045 2182D	H GREEN SALMON BLK SALMON BLK BLACK BLACK BLACK EGGPLANT EGGPLANT EGGPLANT	S M L S M L S	CHF DE IAL NK HILO CHF ASYM RFFL ZFER CHF ASYM RFFL ZFER CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF PANEL TYWST HILO CHF PANEL TYWST HILO CHF PANEL TYWST HILO		39314726 3931426 3931427 3931429 3931405 3931405 3931407 3931407 3931407 3931424 3931424 3931425 To	13.50 18.50 18.50 21.25 21.25 21.25 19.95 19.95 19.95 tal Units:	6 6 4 4 4 4 4 4	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 6 4 4 4 4 4 4 60 73.90
0225 045 2216D 0235 045 2186D 0235 045 2186D 0235 045 2186D 0232 045 2186D 0232 045 2144D 0232 045 2144D 0232 045 2144D 0232 045 2182D 0325 045 2182D 0325 045 2182D	H GREEN SALMON BLK SALMON BLK SALMON BLK BLACK BLACK EGGPLANT EGGPLANT EGGPLANT	L S M L S M L S M L	CHF DE IAL NK HILO CHF ASYM RFFL ZFER CHF ASYM RFFL ZFER CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF SLVLS DRAP PEPLM CHF PANEL TYWST HILO CHF PANEL TYWST HILO		3931426 3931427 3931429 3931405 3931405 3931405 3931408 3931422 3931424 3931425 To St	13.50 18.50 18.50 21.25 21.25 21.25 19.95 19.95 19.95 tal Units: ib Total: <u>Allowa</u>	6 6 4 4 4 4 4 4 4 4	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 6 4 4 4 4 4 60 73.90 0.00

You will need to enter the following information on the invoice screen in the appropriate field: **Invoice Number** – Your companies invoice number for this PO Shipment

**SCAC** – Standard Carrier Alpha Code for the carrier that delivered the shipment to Dillard's

**B.O.L.** – 17 Digit BOL for the shipment (Not required if SCAC = FDEG, use the lead carton tracking#) **Cartons** – Total number of cartons in the shipment

**Ship Weight** – Total weight of all of the cartons in the shipment

Ship Date – Actual date the shipment was picked up by the carrier

Note: Click on the arrow in the Ship Date field & a calendar will open up so you can select the Ship Date:

Biz.Dillar	dS.com		511,0000	03834			/
Start Here 🔻	Vendor Portal Menu 🔻		Pu	rchase Order Detail			
P.O. Number 0031464901	Start Ship Date 08/20/2012	Penalty Date 09/03/2012	Last Ship Date 09/03/2012	Terms 00 030 030	F.O.B.	Routing ROUTING GUIDE	Order Type BULK
= mandatory							
Invoice Date	Invoice Number*	SCAC	B.O.L.	Cartons*	Ship Weight	Ship Date	
0/01/2012			Purchase Order Detail	Save Submit		O         October           S         M         T         W           30         1         2         3	F © T F S 4 5 6
	<b>.</b>	0.	Duran taffar		0///	7 8 9 10 1	11 12 13 18 19 20 Open Invoice
or Mic Style		Size			2024 442	21 22 23 24 2	25 26 27 Units
5 045 2216D	H GREEN	M	CHE DETAIL NK HILO		3931413	28 29 30 31	1 2 3 6
5 045 2216D	H GREEN	i i	CHE DETAIL NK HILO		3931417	4 5 6 7	8 9 10 6
5 045 2186D	SALMON BLK	S	CHF ASYM RFFL 2FER		3931426		6
25 045 2186D	SALMON BLK	M	CHF ASYM RFFL 2FER		3931427	2011 2012	2013 6
5 045 2186D	SALMON BLK	L	CHF ASYM RFFL 2FER		3931429	2011 2012	2013 6
25 045 2144D	BLACK	S	CHF SLVLS DRAP PEPLM		3931405	21.25 4	0 4
5 045 2144D	BLACK	M	CHF SLVLS DRAP PEPLM		3931407	21.25 4	0 4
5 045 2144D	BLACK	L	CHF SLVLS DRAP PEPLM		3931408	21.25 4	0 4
5 045 2182D	EGGPLANT	S	CHE PANEL TYWST HILO		3931422	19.95 4	0 4
20 040 21820 05 045 24920	EGGPLANT	M	CHE PANEL TYWST HILO		3931424	19.90 4	0 4
J 04J 2102D	EGGPLANT	L	CHE FAMLE (TWST HILU		5351423 T	otal Units	60
							÷4472.00
					5	Allowance:	\$117.3.90
					А	mount Due: Recalculate	\$1173.90
			Purchase Order Detail	Save Submit			

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Once you have entered the invoice detail you can adjust the actual QTY shipped by line if necessary. If you adjust the QTY shipped the Total Units will also adjust:

Dept		Style	Color	Size	Description	SKU	Cost	Units In	Previous voice Units	pen Invoice Units	
0325	045	2216D	H GREEN	S	CHF DETAIL NK HILO	3931413	19.25	6	0	6	
0325	045	2216D	H GREEN	M	CHF DETAIL NK HILO	3931414	19.25	6	0	6	
0325	045	2216D	H GREEN	L	CHF DETAIL NK HILO	3931417	19.25	6	0	6	· · · ·
0325	045	2186D	SALMON BLK	S	CHF ASYM RFFL 2FER	3931426	18.50	6	0	6	<u>۱</u>
0325	045	2186D	SALMON BLK	M	CHF ASYM RFFL 2FER	3931427	18.50	6	0	6	
0325	045	2186D	SALMON BLK	L	CHF ASYM RFFL 2FER	3931429	18.50	6	0	6	
0325	045	2144D	BLACK	S	CHF SLVLS DRAP PEPLM	3931405	21.25	4	0	4	
0325	045	2144D	BLACK	M	CHF SLVLS DRAP PEPLM	3931407	21.25	4	0	4	
0325	045	2144D	BLACK	L	CHF SLVLS DRAP PEPLM	3931408	21.25	4	0	4	
0325	045	2182D	EGGPLANT	S	CHF PANEL TYWST HILO	3931422	19.95	4	0	4	
0325	045	2182D	EGGPLANT	M	CHF PANEL TYWST HILO	3931424	19.95	4	0	4	
0325	045	2182D	EGGPLANT	L	CHF PANEL TYWST HILO	3931425	19.95	4	0	4	
							Total Units:			60	
							Sub Total:			\$1173.90	
							Allowance: _ \$		\$	0.00	
							Amount Due: Rec	alculate		\$1173.90	
					Purchase Order Detail Save Submit			1			

Once you have adjusted the QTYs you can also enter an Allowance if necessary & click Recalculate. After you have entered the required information and made any adjustments to the QTY shipped or entered any allowances you will need to click Submit to send the invoice to Accounts Payable.

					Purchase Order Detail Save Submit					
Dept		Style			Description			Units	Previous Invoice Units	Open Invoice Units
0325	045	2216D	H GREEN	S	CHF DETAIL NK HILO	3931413	19.25	(	i 0	6
0325	045	2216D	H GREEN	M	CHF DETAIL NK HILO	3931414	19.25	(	i 0	6
0325	045	2216D	H GREEN	L	CHF DETAIL NK HILO	3931417	19.25	(	i 0	6
0325	045	2186D	SALMON BLK	S	CHF ASYM RFFL 2FER	3931426	18.50	(	i 0	6
0325	045	2186D	SALMON BLK	M	CHF ASYM RFFL 2FER	3931427	18.50	(	i 0	6
0325	045	2186D	SALMON BLK	L	CHF ASYM RFFL 2FER	3931429	18.50	(	i 0	6
0325	045	21 <u>44</u> D	ΒΙ ΔΟΚ	S	CHE SI VI S DRAP PEPI M	3931405	21 25	4	L 0	A

The invoice will flow into Accounts Payable one full day after you submit your invoice. Example; Invoices submitted on Monday would flow into Accounts Payable on Wednesday.

If you have any problems or questions using the Purchase Order Application please email <u>eBiz.Support@Dillards.com</u> for assistance or call (501) 376-5412.