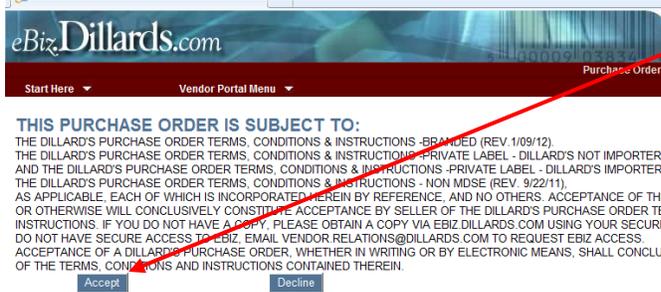


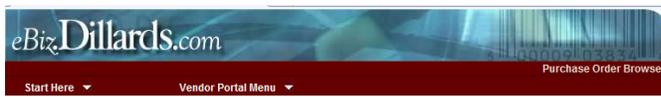
# Dillard's Vendor Portal

## Purchase Order Application

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:



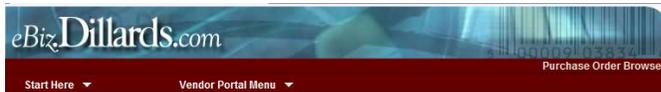
VENDOR SELECT  
4827790  [Invoice Inquiry](#)

16 items found, displaying 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:



VENDOR SELECT  
4827790  [Invoice Inquiry](#)

16 items found, displaying 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

# Dillard's Vendor Portal

## Purchase Order Application

### 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:

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

# Dillard's Vendor Portal Purchase Order Application

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

**eBiz Dillard's.com**  
Start Here | Vendor Portal Menu | Purchase Order Browse

VENDOR SELECT  
4827790  [Invoice Inquiry](#)

16 items found, displaying 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

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

**eBiz Dillard's.com**  
Start Here | Vendor Portal Menu | Purchase Order Detail

**THIS PURCHASE ORDER IS SUBJECT TO:**  
 THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS - BRANDED (REV. 1/09/12)  
 THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS - PRIVATE LABEL - DILLARD'S NOT IMPORTER OF RECORD (REV. 1/09/12)  
 AND THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS - PRIVATE LABEL - DILLARD'S IMPORTER OF RECORD (REV. 1/09/12)  
 THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS - NON MDSE (REV. 9/22/11).  
 AS APPLICABLE, EACH OF WHICH IS INCORPORATED HEREIN BY REFERENCE, AND NO OTHERS. ACCEPTANCE OF THIS PURCHASE ORDER BY PRODUCT DELIVERY OR OTHERWISE WILL CONCLUSIVELY CONSTITUTE ACCEPTANCE BY SELLER OF THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS AND INSTRUCTIONS. IF YOU DO NOT HAVE A COPY, PLEASE OBTAIN A COPY VIA EBIZ.DILLARDS.COM USING YOUR SECURE USERID AND PASSWORD. IF YOU DO NOT HAVE SECURE ACCESS TO EBIZ, EMAIL VENDOR.RELATIONS@DILLARDS.COM TO REQUEST EBIZ ACCESS.  
 ACCEPTANCE OF A DILLARD'S PURCHASE ORDER, WHETHER IN WRITING OR BY ELECTRONIC MEANS, SHALL CONCLUSIVELY CONSTITUTE ACCEPTANCE BY SELLER OF THE TERMS, CONDITIONS AND INSTRUCTIONS CONTAINED THEREIN.

P.O. Number	Start Ship Date	Penalty Date	Last Ship Date	Terms	F.O.B.	Routing	Order Type
0035623701	10/22/2012	10/31/2012	10/31/2012	00 030 030		ROUTING GUIDE	BULK

VENDOR	SHIP TO	SPECIAL VENDOR INSTRUCTIONS
4827791 DC CHANCE 3016 SOUTH GRAND AVE. LOS ANGELES, CA 90007	DILLARD'S DC 0021 SALISBURY DISTRIBUTION CENTER 1316 PEACH ORCHARD ROAD SALISBURY, NC 28146	

Dept	Mic	Style	Color	Size	Description	SKU	Cost	Unit Of Measure	Units
0325	045	2257D	WINE	S	3/4 SLV SCP NK CHFN	4362563	25.50	1	28
0325	045	2257D	WINE	M	3/4 SLV SCP NK CHFN	4362564	25.50	1	28
0325	045	2257D	WINE	L	3/4 SLV SCP NK CHFN	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	L	LS CHFN BSKT FRNT	4362424	24.50	1	28
0325	045	2139D	SLATE BLUE	S	SLVLS ILL NK CHFN	4362575	19.95	1	28
0325	045	2139D	SLATE BLUE	M	SLVLS ILL NK CHFN	4362577	19.95	1	28
0325	045	2139D	SLATE BLUE	L	SLVLS ILL NK CHFN	4362579	19.95	1	28

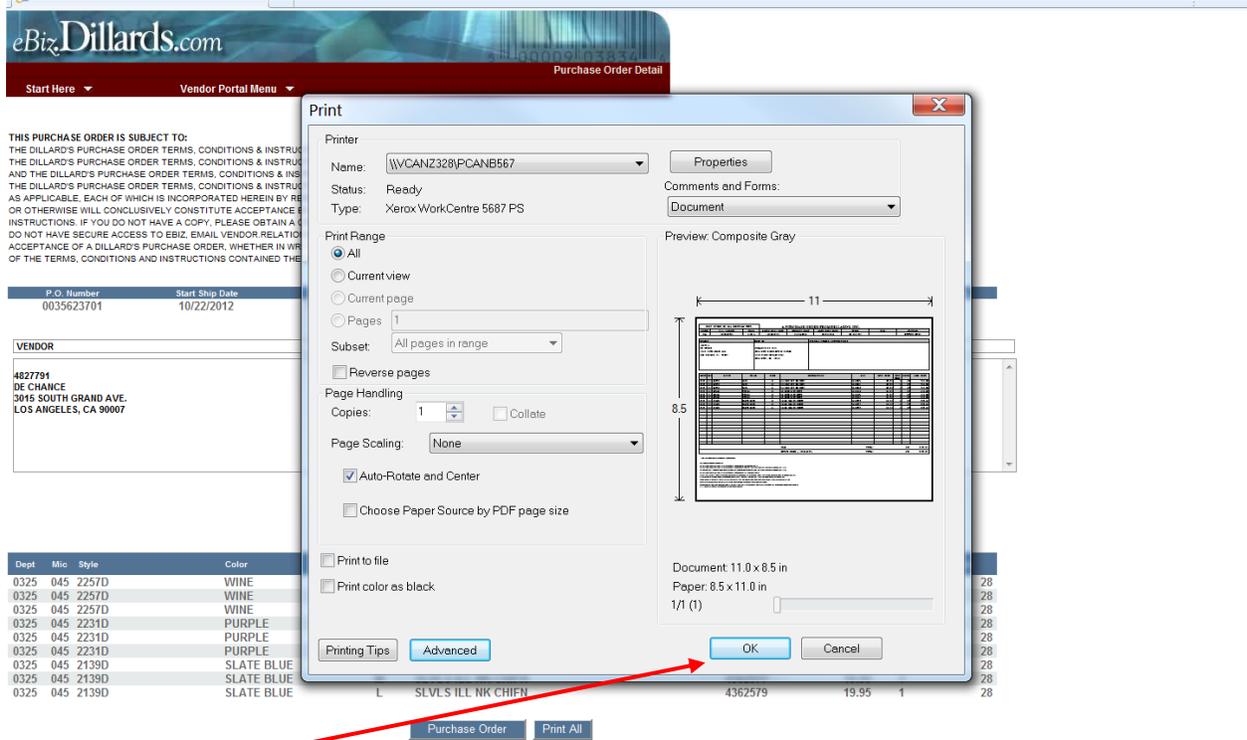
Done Local intranet

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

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

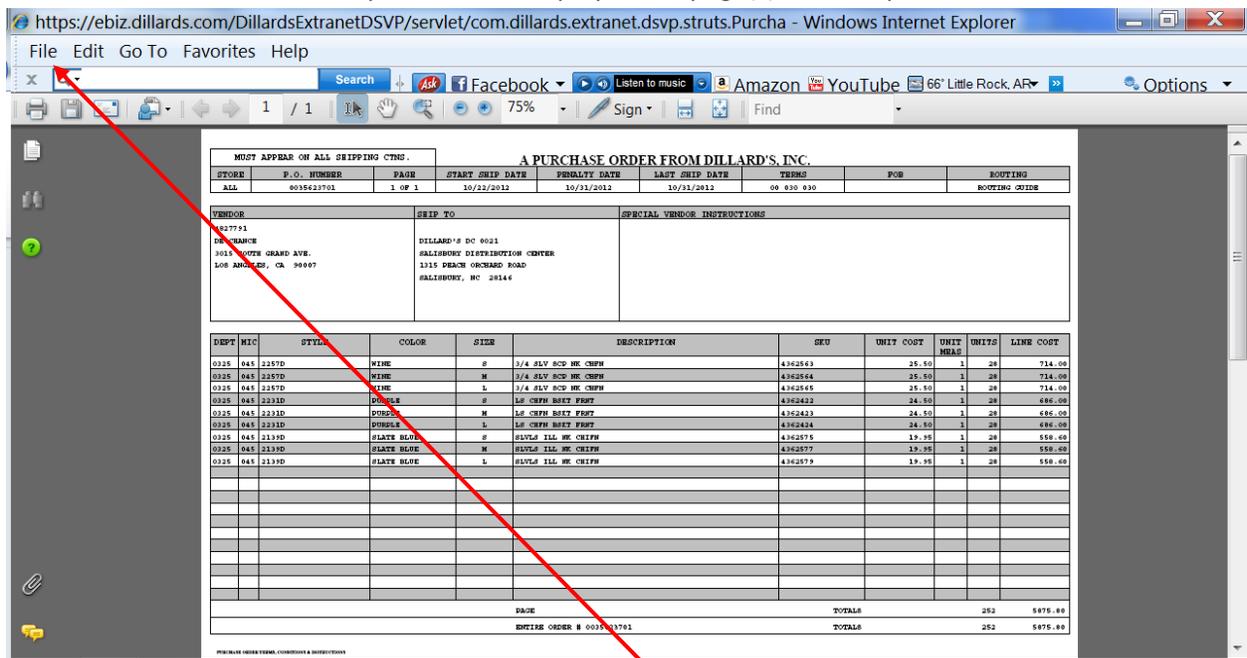
# Dillard's Vendor Portal Purchase Order Application

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:



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.

# Dillard's Vendor Portal

## Purchase Order Application

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

**eBiz Dillard's.com** Purchase Order Detail

Start Here Vendor Portal Menu

**THIS PURCHASE ORDER IS SUBJECT TO:**  
 THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS -BRANDED (REV.1/09/12)  
 THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS -PRIVATE LABEL - DILLARD'S NOT IMPORTER OF RECORD (REV.1/09/12)  
 AND THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS -PRIVATE LABEL - DILLARD'S IMPORTER OF RECORD (REV.1/09/12)  
 THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS - NON MOSE (REV. 9/22/11).  
 AS APPLICABLE, EACH OF WHICH IS INCORPORATED HEREIN BY REFERENCE. AND NO OTHERS. ACCEPTANCE OF THIS PURCHASE ORDER BY PRODUCT DELIVERY  
 OR OTHERWISE WILL CONCLUSIVELY CONSTITUTE ACCEPTANCE BY SELLER OF THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS AND  
 INSTRUCTIONS. IF YOU DO NOT HAVE A COPY, PLEASE OBTAIN A COPY VIA EBIZ.DILLARDS.COM USING YOUR SECURE USERID AND PASSWORD. IF YOU  
 DO NOT HAVE SECURE ACCESS TO EBIZ, EMAIL VENDOR.RELATIONS@DILLARDS.COM TO REQUEST EBIZ ACCESS.  
 ACCEPTANCE OF A DILLARD'S PURCHASE ORDER, WHETHER IN WRITING OR BY ELECTRONIC MEANS, SHALL CONCLUSIVELY CONSTITUTE ACCEPTANCE BY SELLER  
 OF THE TERMS, CONDITIONS AND INSTRUCTIONS CONTAINED THEREIN.

P.O. Number	Start Ship Date	Penalty Date	Last Ship Date	Units	F.O.B.	Routing	Order Type
0035623701	10/22/2012	10/31/2012	10/31/2012	00 30 030		ROUTING GUIDE	BULK

**VENDOR**

4827791  
DE CHANCE  
3015 SOUTH GRAND AVE.  
LOS ANGELES, CA 90007

**SHIP TO**

DILLARD'S DC 0021  
SALISBURY DISTRIBUTION CENTER  
1315 PEACH ORCHARD ROAD  
SALISBURY, NC 28146

**SPECIAL VENDOR INSTRUCTIONS**

Purchase Order Print All

Dept	Mic	Style	Color	Size	Description	SKU	Cost	Unit Of Measure	Units
0325	045	2257D	WINE	S	3/4 SLV SCP NK CHFN	4362563	25.50	1	28
0325	045	2257D	WINE	M	3/4 SLV SCP NK CHFN	4362564	25.50	1	28
0325	045	2257D	WINE	L	3/4 SLV SCP NK CHFN	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	L	LS CHFN BSKT FRNT	4362424	24.50	1	28
0325	045	2139D	SLATE BLUE	S	SLVLS ILL NK CHFN	4362575	19.95	1	28
0325	045	2139D	SLATE BLUE	M	SLVLS ILL NK CHFN	4362577	19.95	1	28
0325	045	2139D	SLATE BLUE	L	SLVLS ILL NK CHFN	4362579	19.95	1	28

Purchase Order Print All

Done Local intranet

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

**eBiz Dillard's.com** Purchase Order

Start Here Vendor Portal Menu

VENDOR SELECT: 4827790  [Invoice Inquiry](#)

16 items found, displaying 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

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

# Dillard's Vendor Portal

## Purchase Order Application

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:

**eBiz Dillard's.com** Purchase Order Detail

Start Here Vendor Portal Menu

**THIS PURCHASE ORDER IS SUBJECT TO:**  
 THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS -BRANDED (REV.1/09/12).  
 THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS -PRIVATE LABEL - DILLARD'S NOT IMPORTER OF RECORD (REV.1/09/12).  
 AND THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS -PRIVATE LABEL - DILLARD'S IMPORTER OF RECORD (REV.1/09/12).  
 THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS & INSTRUCTIONS - NON MDSE (REV. 9/22/11).  
 AS APPLICABLE, EACH OF WHICH IS INCORPORATED HEREIN BY REFERENCE, AND NO OTHERS. ACCEPTANCE OF THIS PURCHASE ORDER BY PRODUCT DELIVERY  
 OR OTHERWISE WILL CONCLUSIVELY CONSTITUTE ACCEPTANCE BY SELLER OF THE DILLARD'S PURCHASE ORDER TERMS, CONDITIONS AND  
 INSTRUCTIONS. IF YOU DO NOT HAVE A COPY, PLEASE OBTAIN A COPY VIA EBIZ.DILLARDS.COM USING YOUR SECURE USERID AND PASSWORD. IF YOU  
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 ACCEPTANCE OF A DILLARD'S PURCHASE ORDER, WHETHER IN WRITING OR BY ELECTRONIC MEANS, SHALL CONCLUSIVELY CONSTITUTE ACCEPTANCE BY SELLER  
 OF THE TERMS, CONDITIONS AND INSTRUCTIONS CONTAINED THEREIN.

P.O. Number	Start Ship Date	Penalty Date	Last Ship Date	Terms	F.O.B.	Routing	Order Type
0031464901	08/20/2012	09/03/2012	09/03/2012	00 030 030		ROUTING GUIDE	BULK

**VENDOR**

4827791  
DE CHANCE  
3015 SOUTH GRAND AVE.  
LOS ANGELES, CA 90007

**SHIP TO**

DILLARD'S DC 0024  
ARKANSAS DISTRIBUTION CTR  
11701 OTTER CREEK SOUTH  
MABELVALE, AR 72103

**SPECIAL VENDOR INSTRUCTIONS**

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

**eBiz Dillard's.com** Purchase Order Detail

Start Here Vendor Portal Menu

P.O. Number	Start Ship Date	Penalty Date	Last Ship Date	Terms	F.O.B.	Routing	Order Type
0031464901	08/20/2012	09/03/2012	09/03/2012	00 030 030		ROUTING GUIDE	BULK

\* = mandatory

Invoice Date	Invoice Number	SCAC	B.O.L.	Cartons	Ship Weight	Ship Date
10/01/2012						

Dept	Misc	Style	Color	Size	Description	SKU	Cost	Units	Previous Invoice Units	Open 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
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:  \$1173.90

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

# Dillard's Vendor Portal

## Purchase Order Application

**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:

**Purchase Order Detail**

P.O. Number	Start Ship Date	Penalty Date	Last Ship Date	Terms	F.O.B.	Routing	Order Type
0031464901	08/20/2012	09/03/2012	09/03/2012	00 030 030		ROUTING GUIDE	BULK

\* = mandatory

Invoice Date	Invoice Number	SCAC	B.O.L.	Cartons	Ship Weight	Ship Date	Open Invoice Units
10/01/2012							

Dept	Mic	Style	Color	Size	Description	SKU	Cost	Units	Previous Invoice Units	Open 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 RFLL 2FER	3931426	18.50	6	0	6
0325	045	2186D	SALMON BLK	M	CHF ASYM RFLL 2FER	3931427	18.50	6	0	6
0325	045	2186D	SALMON BLK	L	CHF ASYM RFLL 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: \$1173.90

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	Mic	Style	Color	Size	Description	SKU	Cost	Units	Previous Invoice Units	Open 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 RFLL 2FER	3931426	18.50	6	0	6
0325	045	2186D	SALMON BLK	M	CHF ASYM RFLL 2FER	3931427	18.50	6	0	6
0325	045	2186D	SALMON BLK	L	CHF ASYM RFLL 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: \$1173.90

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.

Dept	Mic	Style	Color	Size	Description	SKU	Cost	Units	Previous Invoice Units	Open 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 RFLL 2FER	3931426	18.50	6	0	6
0325	045	2186D	SALMON BLK	M	CHF ASYM RFLL 2FER	3931427	18.50	6	0	6
0325	045	2186D	SALMON BLK	L	CHF ASYM RFLL 2FER	3931429	18.50	6	0	6
0325	045	2144D	BLACK	S	CHF SLVLS DRAP PEPLM	3931405	21.25	4	0	4

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 [eBiz.Support@Dillards.com](mailto:eBiz.Support@Dillards.com) for assistance or call (501) 376-5412.