



Vendor Portal Training Guide
External User – SMF, MMVA (The Bay & Home Outfitters only),
AP Inquiry & Manage Users

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The vendor portal is a 'One-Stop-Shop' for vendors to interact with HBC for several key processes. This exciting new development will allow for much better clarity into the HBC - Vendor relationship as well as speed up many of the functions we participate in today.

<https://vendorpartners.hbc.com>



Vendor Portal Training Guide

External User – SMF, MMVA (The Bay & Home Outfitters only), AP Inquiry & Manage Users

Supplier Maintenance Form (SMF)

Your buyer will initiate the vendor setup and designate a vendor administrator.

The administrator is responsible for completing the setup up form (SMF) and for creating/modifying user access to HBC Vendor Portal.

Example of notification that includes TEMPORARY login credentials is below. The email will be sent from VP Admin address so check to ensure that it is not in the spam or junk mail box. If notice is not received, contact the buyer to check the email address for accuracy.

From: VP Admin
Sent: Tuesday, April 04, 2017 10:14 AM
To: Sampath, Jayanthi
Subject: Hbc Vendor Portal - Vendor Temporary User Setup

Hello JAYANTHI SAMPATH,

You have been temporarily added to the Hbc Vendor Portal to access the SMF (Supplier Maintenance Form). Please refer to the instructions given below to login to the Vendor Portal System and complete the SMF form.

This e-mail message contains important information on how to use your Vendor Portal account. Please save or print a copy so you can refer to it later. This email should be treated as confidential and should not be shared with anyone other than the user it was intended for.

Your User Name is :V0000720
Your Password is :092v7a053%

LINK / URL for LOGIN

You can Log into Vendor Portal by clicking on the following link:
<https://vendorpartners.hbc.com>

If the above link does not work, Copy / Type the same URL in your browser and click Enter

IF YOU FORGET YOUR PASSWORD

You can reset your password at the above URL (Vendor Portal launch screen). If you want to reset your password, click the link labeled Forget Password? on the above URL and follow the On-Screen instructions. The reset password will be sent to your registered Email Address.

Thank you
Hbc Vendor Portal Support Group
<https://vendorpartners.hbc.com>

NOTE:
Please do not reply to this message, which was sent from an unmonitored e-mail address. Mail sent to this address cannot be answered.

Website: <https://vendorpartners.hbc.com>

Optimized for browsers: IE 9.0 - 11.0, Mozilla 17+,
Chrome 25+ and Safari 5.1+



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➤ Enter **User Name** and **Password**

HBC

Français

www.hbc.com | [Contact Us](#)

Hudson's Bay Company (HBC) Vendor Portal Site (PROD)

Announcements

05/07/2015 [Saks Canada Vendor Onboarding Videos – All Videos](#)

07/29/2014 [HBC RFID IMPLEMENTATION GUIDE](#)

07/29/2014 [GUIDE D'IMPLANTATION RFID](#)

[View All](#)

The Hbc Family

Saks Fifth Avenue OFF 5TH HUDSON'S BAY Home Outfitters

Registered Users Login

User Name

Password

[Forgot Password?](#)

Manuals and Forms

Domestic

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>> [VENDOR TRAINING GUIDE FOR SAKS](#)

>> [Revised Hbc Hanger Policy June](#)

[View All](#)

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Optimized for Internet Explorer 6.0+

System will go directly to the pending Supplier Maintenance Form

Status *must* read **Pending Vendor Clearance** for review and edits

Mandatory fields are marked with a **red asterisk** for easy completion

HBC Vendor Portal (TEST)

Welcome SAMPATH, JAYANTHI (Vendor Admin) | [Contact Us](#) | [Profile Settings](#) | [Logout](#)

Home Manage Vendor e-deal MMVA e-deal VA Manage Content Manuals & Forms AP Inquiry L&T Partners Saks Partner Site Admin

Add / Edit SMF

Reminder: Please send signed Consignment Agreement Form to vendor.control@hbc.com

Status : Pending Vendor Clearance

Document ID : 83790

Vendor Category : Canadian/US Vendor Type : Regular * Operating Company Saks Fifth Avenue



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Vendor Details

* Supplier Legal Entity Name: XYZ COMPANY * Buyer: 123 DUNS #: * Parent Supplier Name: Consignment Type: * Principal DMM: 45
* Alternate Site Name: XYZ COMPANY SBT Model: ☐

Department #	Brand Name	Mfg Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

* Payment Currency: US dollar * Brand Type (WF Reference):
 Captive
 Label
 Licensee
 National
 Private
* Payment Method: CHEQUE/CHECK HST #: GST #:
* Payment Terms: 3% 25 DAYS NET 70 * Language: English GST #:

Product Name: * Order / Return Lead Time: 10
Order Min Quantity: Order Min Value \$:

➤ Enter **GST #**: Saks Canada, The Bay & Home Outfitters vendors require a valid GST (Goods and Service Tax) number. Contact Canada Revenue Agency to register or do not know the number.



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* Pay To Mandatory		
Contact Name :	City :	Phone :
Title :	State :	Fax :
Address :	Zip :	Email Address :
	Country :	Factor :
Invoice		Check Remittance
<input checked="" type="radio"/> 810 Invoice		<input checked="" type="radio"/> 820 Check Remittance
<input type="radio"/> ERS Vendor agrees to be paid based on receipts. Paper invoices not allowed.		<input type="radio"/> Vendor agrees to log into vendor portal to pull check remittance details.
* Order From Mandatory		
Contact Name : COMPANY,XYZ	City : NEW YORK	Phone : 1234567890
Title :	State : NY	Fax :
Address : 250 VESEY	Zip : 10281	Email Address : name@xyz.com
	Country : US	
* Ship From Mandatory <input checked="" type="checkbox"/> Same as Pay To		
Contact Name : COMPANY,XYZ	City : NEW YORK	Phone : 1234567890
Title :	State : NY	Fax :
Address : 250 VESEY	Zip : 10281	Email Address : name@hbc.com
	Country : US	
* Return To Mandatory <input checked="" type="checkbox"/> Same as Pay To		
Contact Name : COMPANY,XYZ	City : NEW YORK	Phone : 1234567890
Title :	State : NY	Fax :
Address : 250 VESEY	Zip : 10281	Email Address : name@hbc.com
	Country : US	
* Principal Contact Mandatory <input checked="" type="checkbox"/> Same as Pay To		
Contact Name : COMPANY,XYZ	City : NEW YORK	Phone : 1234567890
Title :	State : NY	Fax :
Address : 250 VESEY	Zip : 10281	Email Address : name@hbc.com
	Country : US	

- Review **Invoice** and **Check Remittance** selections
- Enter address information (**Pay to, Order From, Ship From and Return To**) by clicking red box



If applicable, click **Same as Pay To** and the system will automatically complete each address section for you

- Enter **Principal Contact**



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➤ Complete EDI details

EDI Contact (Technical)		EDI Capability		* All EDI fields are mandatory.	
* Contact Name	<input type="text"/>	<input type="checkbox"/> 812 Adjustment	<input type="checkbox"/> 824 Application Advice	<input type="checkbox"/> 856 Advance Ship Notice	<input type="checkbox"/> 180 Return Merchandise
* Title	<input type="text"/>	<input type="checkbox"/> 850 PO	<input type="checkbox"/> 852 POS Sales Data	<input type="checkbox"/> 855 Reverse PO	<input type="checkbox"/> 997 Functional Acknowledgement
* Phone	<input type="text"/>	<input type="checkbox"/> 860 PO Change	<input type="checkbox"/> 864 Message Text		
* Email Address	<input type="text"/>	* EDI Provider Type	<input type="text"/>	EDI will be based on <input type="radio"/> UPC / EAN <input type="radio"/> Lead 4	
* Fax #	<input type="text"/>	EDI Provider	<input type="text"/>		
		EDI Production Date	<input type="text"/>		
		Support VICS Standards versions	<input type="text"/>		

EDI Contact (Provider)		EDI Network Details	
Contact Name	<input type="text"/>	Interchange ISA Receiver ID	<input type="text"/>
Title	<input type="text"/>	Qualifier	<input type="text"/>
Phone	<input type="text"/>	Functional Group GS ID	<input type="text"/>
Email Address	<input type="text"/>	Account (IBM)	<input type="text"/>
Fax #	<input type="text"/>	Network ID / User ID (IBM)	<input type="text"/>
		Network Name	<input type="text"/>

Production Attributes		Test Attributes	
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>



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➤ Complete **Other Section**

Other Section	
GXS Catalogue	<input type="radio"/> Yes <input type="radio"/> No, Vendor to provide UPC list to Buying Office
Catalog #	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/> 9. <input type="text"/> 10. <input type="text"/>
* RFID/EPC Capable	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Will be soon <small>Mandatory</small>
RFID Date	<input type="text"/>
RFID Tag Type	<input type="radio"/> Integrated <input type="radio"/> Non-Integrated/Companion
RFID/EPC Company	<input type="text"/>
Inlay Model	<input type="text"/>
* VICS Standards - Hanger Compliance	<input type="radio"/> Vendor will comply to Standards <input type="radio"/> Vendor will not comply to Standards <input type="radio"/> Not Applicable <small>Mandatory</small>
* Pre-Ticketing	<input type="radio"/> Yes, will UPC ticket to HBC Standard <input type="radio"/> Yes, will ticket using Saks Fifth Avenue's Internal UPCs (Lead 4) <input type="radio"/> For OFF 5TH Only: Yes, will have UPCs but not to OFF 5TH's Standard (requires GMM approval) <input type="radio"/> No (requires GMM approval) <small>Mandatory</small>
* Ticket Transmissions (UPC/EAN or Lead 4)	<input type="radio"/> Avery Dennison <input type="radio"/> FineLine <input type="radio"/> No Transmission needed <input type="radio"/> Other <input type="text"/> <small>Mandatory</small>
Social Compliance contact details	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Phone	<input type="text"/>

➤ Complete **Vendor Requirements**

- **Domestic** vendor - #1 and #2 are required
- **Overseas** vendor - answer #2 only

Vendor Requirements	
1. If some or all of the products are imported, are you or a related entity the importer of record? If yes, you must provide the following details :	
a. Name of Customs Broker	<input type="text" value="ABC"/>
b. Fish & Wildlife Certificate (if applicable)	
<input checked="" type="checkbox"/> Yes	
2. Will you comply with the vendor standards contained in the Vendor Standards Manuals in effect at the time the order is placed? These standards are available on the vendor portal dashboard under "Manuals and Forms" and include, but not limited to :	
a. PO Terms and Conditions	
b. Business Practice Standards	
c. Packing and Shipping	
d. Routing and Transportation	
e. Drop Ship Standards	
<input checked="" type="checkbox"/> Yes	



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➤ Click **Submit** button

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Home **Manage Vendor** e-deal MMVA e-deal VA Manage Content Manuals & Forms AP Inquiry L&T Partners Saks Partner Site Admin

Add / Edit SMF
Reminder: Please send signed Consignment Agreement Form to vendor.control@hbc.com

Status : Pending Vendor Clearance Document ID : 8379

Vendor Category : Canadian/US Vendor Type : Regular * Operating Company Saks Fifth Avenue

If all mandatory fields have been completed, you will receive DATA SAVED SUCCESSFULLY message. If not, the missing information will be marked in red with the word MANDATORY.

The status will change for the next team in the setup approval workflow.

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Add / Edit SMF
Reminder: Please send signed Consignment Agreement Form to vendor.control@hbc.com

Status : Pending Ops Planning Clearance Document ID : 83790

Vendor Category : Canadian/US Vendor Type : Regular * Operating Company Saks Fifth Avenue

Data Saved Successfully



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Home **Manage Vendor** e-deal MMVA e-deal VA Manage Content Manuals & Forms AP Inquiry L&T Partners Saks Partner ▼ Site Admin ▼

Add / Edit SMF
Reminder: Please send signed Consignment Agreement Form to vendor.control@hbc.com

Status : Pending Ops Planning Clearance

Vendor Category : Canadian/US Vendor Type : Regular * Operating Company Saks Fifth Avenue ▼

Document ID : 83790

Data Saved Successfully

For inquiries, contact vendor.control@hbc.com. Please reference your **Document ID** number.

Permanent login credentials will be sent after HBC Vendor Control team has generated a supplier and site number.

You will receive a notification as soon as the setup is complete that includes your site (vendor) number.



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AP Inquiry

Vendors can find out the status of invoices (paid/unpaid) using 'AP Inquiry' module.

Click **AP Inquiry** on the main menu. The following screenshot will be displayed.

Search

Search

Supplier # Vendor Name PO #

*Site # Invoice Date To: Vendor Invoice #

*Type Amount To: Cheque / Check #

*Operating Company Payment Date To:

Clear Search

Up to 24 months of historical data is available

Enter the required search criteria - **Site #**, **Type** (Paid, Trial Balance or Unprocessed Invoices) & **Operating Company** then click *Search*. The invoice, PO and payment information will be displayed on the same screen under the AP Transactions section. You can search by invoice number, PO number or check remittance.

AP Transaction Header						
Show 100		per Page	<<	<	page 1 of 59	>
View Credit/Debit Notes						
Invoice #	Invoice Amount (\$)	Invoice Date	Department #	Manufacturer #	Invoice Description	C
DM-50709D.0-280417-165574-20	-42,816.02	04/28/2017			VENDOR REBATES	3 ^
580158	9,069.38	03/21/2017	994	116	PO=59354180596 ASN=2207869454	3
580327	11,073.66	03/22/2017	994	118	PO=59354210596 ASN=2207875752	3
580820	2,185.42	03/28/2017	955	126	PO=59415700596 ASN=2207925709	3
580964	402.74	03/29/2017	903	96	PO=59415660596 ASN=2207925839	3
580957	44,872.13	03/29/2017	955	73	PO=59415670596 ASN=2207925860	3
580944	1,887.10	03/29/2017	994	116	PO=59415710596 ASN=2207925938	3
580942	2,158.30	03/29/2017	955	107	PO=59415680596 ASN=2207925907	3
580940	2,922.18	03/29/2017	994	158	PO=59415760596 ASN=2207926072	3 v



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Remittance Detail

To view specific check details, enter **Site #**, **Type (Paid)**, **Operating Company** & **Check #**

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Home | Manage Vendor | e-deal MMVA | e-deal VA | Manage Content | Manuals & Forms | **AP Inquiry** | L&T Partners | Saks Partner | Site Admin

AP Inquiry

Search

Supplier # Vendor Name PO #
*Site # 123456 Invoice Date To Vendor Invoice #
*Type Paid Amount To Cheque / Check # 9999999
*Operating Company The Bay / Home Payment Date To Clear Search
*Mandatory Up to 24 months of historical data is available

AP Inquiry

Search

Supplier # Vendor Name PO #
*Site # 123456 Invoice Date To Vendor Invoice #
*Type Paid Amount To Cheque / Check # 9999999
*Operating Company The Bay / Home Payment Date To Clear Search
*Mandatory Up to 24 months of historical data is available

AP Transaction Header Show 100 per Page << < page 1 of 59 > >> [View Credit/Debit Notes](#)

Invoice #	Invoice Amount (\$)	Invoice Date	Department #	Manufacturer #	Invoice Description	Cheque #
DM-50709D.0-280417-165674-20	-42,818.02	04/28/2017			VENDOR REBATES	3891
580158	9,089.38	03/21/2017	994	116	PO=59354180596 ASN=2207869454	3891
580327	11,073.66	03/22/2017	994	118	PO=59354210596 ASN=2207875752	3891
580820	2,185.42	03/28/2017	955	126	PO=59415700596 ASN=2207925709	3891
580964	402.74	03/29/2017	903	96	PO=59415680596 ASN=2207925839	3891
580967	44,872.13	03/29/2017	955	73	PO=59415670596 ASN=2207925980	3891
580944	1,887.10	03/29/2017	994	116	PO=59415710596 ASN=2207925938	3891
580942	2,158.30	03/29/2017	955	107	PO=59415680596 ASN=2207925907	3891
580940	2,922.18	03/29/2017	994	158	PO=59415780596 ASN=2207926072	3891

You have the option to **Print** or export to Excel by clicking on the **red excel** icon.



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Invoice Detail

Click the invoice # in the search result. It will display the following details popup screen.

AP Transaction Header						
Show 100		per Page	<<	<	page 1 of 59	>
View Credit/Debit Notes						
Invoice #	Invoice Amount (\$)	Invoice Date	Department #	Manufacturer #	Invoice Description	
DM-50709D 9-289417-165574-20	-42,816.02	04/28/2017			VENDOR REBATES	3
580158	9,069.38	03/21/2017	994	116	PO=59354180596 ASN=2207869454	3
580347	11,073.66	03/22/2017	994	116	PO=59354210596 ASN=2207875752	3
580820	2,185.42	03/28/2017	955	126	PO=59415700596 ASN=2207925709	3
580964	402.74	03/29/2017	903	96	PO=59415660596 ASN=2207925839	3
580957	44,872.13	03/29/2017	955	73	PO=59415670596 ASN=2207925860	3
580944	1,887.10	03/29/2017	994	116	PO=59415710596 ASN=2207925938	3
580942	2,158.30	03/29/2017	955	107	PO=59415680596 ASN=2207925907	3
580940	2,922.18	03/29/2017	994	158	PO=59415760596 ASN=2207926072	3

Vendor Portal - AP Inquiry - AP Transaction Detail - 580158								
	Department	Manufacturer	Store	PO #	Style	Rec'd qty	Inv qty	PO cost
	994	116		59354180596				
	994	116		59354180596				
	994	116		59354180596				
	994	116		59354180596				
	994	116		59354180596				



Site #	Vendor Name	Invoice #								
572455		583158								
Department	Manufacturer	PO #	Invoice Header Description	Invoice Line Description	Transaction Code (Inv Type)	Amount	Source (Batch #)	Inv Currency	Account	Voucher
994	116	59354180596	PO=59354180596 ASN=2207869454	PO=59354180596UPC=25695942732Lsc=0596ASN=2207869454	401	4032	549226	CAD	20.0000 0000 279 21.50994 000000	EDH1020170322550340580158
994	116	59354180596	PO=59354180596 ASN=2207869454	PO=59354180596UPC=25695942740Lsc=0596ASN=2207869454	401	750	549226	CAD	20.0000 0000 279 21.50994 000000	EDH1020170322550340580158
994	116	59354180596	PO=59354180596 ASN=2207869454	PO=59354180596UPC=25695942756Lsc=0596ASN=2207869454	401	2464	549226	CAD	20.0000 0000 279 21.50994 000000	EDH1020170322550340580158
994	116	59354180596	PO=59354180596 ASN=2207869454	PO=59354180596UPC=25695942763Lsc=0596ASN=2207869454	401	780	549226	CAD	20.0000 0000 279 21.50994 000000	EDH1020170322550340580158
994	116	59354180596	PO=59354180596 ASN=2207869454	Bay - GST Effective Jan 1 2008	401	1043.38	549226	CAD	20.0000 0000 272 80.50000 000000	EDH1020170322550340580158



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PO Detail

Click on the **View** hyperlink under the PO List column in the search result. It will display the following PO details popup screen.

AP Transaction Header							
Show 100		per Page	<<	<	page 1 of 59	>	>>
View Credit/Debit Notes							
Invoice #	Invoice Receipt Date	Goods Received Date	PO List	Due Date	Discount Date	Terms	Discount Amount
DM-50709D.0-280417-165574-20	04/28/2017	04/28/2017	View	04/28/2017		Immediate	
580158	03/28/2017	03/27/2017	View	06/05/2017	05/20/2017	3% 20 FF NET 70	27
580327	03/28/2017	03/27/2017	View	06/05/2017	05/20/2017	3% 20 FF NET 70	33
580820	03/30/2017	03/29/2017	View	06/07/2017	05/20/2017	3% 20 FF NET 70	6
580964	03/31/2017	03/30/2017	View	06/08/2017	05/20/2017	3% 20 FF NET 70	1
580957	03/31/2017	03/30/2017	View	06/08/2017	05/20/2017	3% 20 FF NET 70	1,34
580944	03/31/2017	03/30/2017	View	06/08/2017	05/20/2017	3% 20 FF NET 70	5
580942	03/31/2017	03/30/2017	View	06/08/2017	05/20/2017	3% 20 FF NET 70	6
580940	03/31/2017	03/30/2017	View	06/08/2017	05/20/2017	3% 20 FF NET 70	8

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Vendor Portal - AP Inquiry - PO Details - DM-50709D.0-280417-165574-20

PO Details

Invoice #: DM-50709D.0-280417-165574-20	Discount Date:
Site #: 035684	Payment Terms: Immediate
Invoice Date: 04/28/2017	Discount Amount: \$0.00
Invoice Amount: \$-42,816.02	Net Amount: \$-42,816.02
Invoice Receipt Date: 04/28/2017	Cheque / Check #: 3891683
Goods Receipt Date: 04/28/2017	Payment Date: 05/20/2017
Description: VENDOR REBATES	Payment Amount: \$733,546.67
Due Date: 04/28/2017	Reconciliation Status: RECONCILED

PO #	PO Amount(\$)
	-42,816.02

Close

For inquiries, contact saks.ap.helpdesk@hbc.com or hbc.ap.helpdesk@hbc.com.



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Site Admin/Manage User

To Add up to 10 additional users to HBC vendor portal

- Go to the 'Site Admin' tab
- Click on the grey square (add new) on the upper left hand side of the screen
- Key all details of the person you are adding
- Select the 'role' for your new user
- Save and Notify Users

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Home | Manage Vendor | e-deal MMVA | e-deal VA | Manage Content | Manuals & Forms | AP Inquiry | L&T Partners | Sales Partner | **Site Admin**

Manage User

Add/Edit Details

Company User Name Primary Role: External User

* First Name * Last Name * Email Address

* Start Date End Date * Inactive Limit day(s)

* Mandatory

Additional Available Roles

- Vendor AP Inquiry
- Vendor MMVA
- Vendor SMF
- Vendor Signing Off
- Vendor VA

Selected Role



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External User – SMF, MMVA (The Bay & Home Outfitters only), AP Inquiry & Manage Users

User Activity List

External Users	SMF	MMVA	VA	Manage Content	Manuals & Forms	AP Inquiry Invoice	Site Admin	Other Activity Id
Primary Role								
Vendor Admin	Read Update							Add/Edit External users for their company
External User	Read			Read				
Additional Role								
Vendor SMF	Read Update							
Vendor MMVA		Read Update						
Vendor VA			Read Update					
Vendor AP Inquiry				Read	Read	Read	Read	
Vendor Signing Officer	Read Update	Read Update	Read Update	Read	Read	Read	Read	

Roles are managed by the vendor administrator and should be kept accurate.

NOTE

Users that are no longer with the vendor that still have access pose a security risk to your data and confidential information. Proper maintenance assists YOU in keeping your information secure

HBC Finance Team is unable to add access for additional external users and must be done by vendor administrator.



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The screenshot shows the HBC Vendor Portal Site (PROD) interface. At the top right, there is a language selector for "Français" and links for "www.hbc.com" and "Contact Us". The main header identifies the site as "Hudson's Bay Company (HBC) Vendor Portal Site (PROD)".

On the left, the "Announcements" section lists three items:

- 05/07/2015: [Saks Canada Vendor Onboarding Videos – All Videos](#)
- 07/29/2014: [HBC RFID IMPLEMENTATION GUIDE](#)
- 07/29/2014: [GUIDE D'IMPLANTATION RFID](#)

A "View All" link with a right arrow is located at the bottom right of the announcements section.

On the right, the "Registered Users Login" section contains:

- A "User Name" input field.
- A "Password" input field.
- A "Forgot Password?" link, which is highlighted with a red rectangle.
- A "Login" button.

Below the login section is the "Manuals and Forms" section, which includes links for "Domestic" and "Download". A "View All" link with a right arrow is at the bottom right of this section.

At the bottom, the "The Hbc Family" section displays logos for Saks Fifth Avenue, OFF 5TH, HUDSON'S BAY, Home Outfitters, and a handwritten signature.

The screenshot shows a user registration form with the following fields and buttons:

- "Enter User Name *" with an adjacent input field.
- "Registered Email Address *" with an adjacent input field.
- "Submit" and "Cancel" buttons.

For inquiries, please contact APVendorPortal@saksinc.com.