

## Portal Log In

Access the website at <http://portal.northerntool.com>

If you do not have an account and password, you will need to request an account by clicking on: **Setup New Account**.

After you've registered for the vendor portal, you'll be emailed a User ID and password.

### To Log in:

1. Enter your **Account Name** into the **Account Name** field.
2. Tab to the **Password** field and enter the **password** that was emailed to you.
3. Press **[Enter]** or click **Sign In**.

\*\* A **Help** icon is available on the upper right of most screens.

If you forget your password, you can request it to be emailed to you by clicking on **Forgot Password**.

\*Unused Passwords expire 180 days after the last login. Follow the system prompts to attain a new password.

\*Five consecutive login attempts with an invalid password will disable the User ID. Contact the NTE Merchandising Dept to reset the User ID.

Please Sign In to Your Account

[Login](#)

[Vendor Information](#) [Item Information](#) [Purchase Orders](#) [Vendor Portal EDI](#) [Accounts Payable](#) [Forecast/POS](#) [Score Cards](#) [Reporting](#) [Account Information](#)  
[Documents](#)

[report issue](#) [Help](#)

Vendor number	<input type="text" value="2091"/>
Account Name Requesting	<input type="text" value="SUPERVENDOR"/> <small>Normally your email address</small>
Your name	<input type="text" value="Jim Terfehr"/>
Your phone number	<input type="text" value="952 894-9510"/>
Your e-mail address	<input type="text" value="jterfehr@northerntool.com"/>
Type of account requesting	<input checked="" type="radio"/> Primary <input type="radio"/> Additional User

[Login Page](#)



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## Account Request

When you request an account, Merchandising will review the request and may contact you to determine who should have Primary Access. The Primary will have the authority to the control secured access levels granted to additional users.

**Vendor Number:** Can be found on any Vendor Scorecard or Purchase Order.

**Account Name Requesting:** The sign in name for this vendor account. (If you represent more than one vendor, you will need to repeat this process for each vendor number that you represent. You will need a unique account name for each request entered.)

**Your Name:** Enter in first name, last name format.

**Your Phone Number:** Enter your main contact number.

**Your e-mail address:** Format as [username@isp.whatever](#)

**Type of account requesting:** Click the appropriate radio button for setup of a primary account or to create an additional User.

Click **Request Account** to submit entered information for approval. After you've registered for the vendor portal, you'll be emailed your account name and password.

Click **Login Page** to navigate to the sign on page, or click **logout** in the upper right hand corner of the screen.

Forgot your password?

Please enter your Account Name and we will email you your password.

[Login Page](#)



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## Forgot Password

If you forget your password:

Enter your account name.

Click **Submit** to send the request.

Your user name and password will be emailed to the address entered.

Click **Login Page** to navigate to the sign on page.

**NORTHERN TOOL + EQUIPMENT**  
Where Warriors Prepare For Battle

**VENDOR PORTAL**

2039: Super Vendor (Main Page) Jim Terfehr (jim.terfehr@northerntool.com) Logout

Vendor Information Item Information Purchase Orders Vendor Portal EDI Accounts Payable Forecast/POS Score Cards Reporting Account Information

**Documents**

- C-TPAT Security Survey
- Category Managers
- Merchandise Org Chart
- Vendor Agreement
- EDI FAQ
- Routing Guide
- International Routing Guide
- 10+2 Data Elements Info
- Vendor AP Contacts
- FileCenter Instructions
- Master Pack Example
- How to Optimize Your Products for NTE
- Art and Copy Requirements
- Add Northern to your Where to Buy Site
- Packaging Standards Guide NI
- Vendor Scorecard
- Drop Ship Scorecard

**Log Out**

**report issue** Help

**Portal Navigation**

To access all of the features previously found in the left hand navigation bar, float your cursor over the column headers at the top of the page and then select the desired feature from the dropdown listing by highlighting and clicking on it.

## Portal Home Page

Upon logging in you will be directed to the portal home screen.

The column headers have dropdown category selections. Available selections vary by user, depending on your authority level as setup by the primary user and Northern Tool + Equipment.

The primary user can approve or request additional access for other users within your company.

You can click on the **report issue** option in the portal header to send comments, concerns or suggestions regarding the functionality of the portal.

We are sorry that you have encountered an issue with the new portal structure.

Please let us know what screen you were on at the time and what issue you ran into. We will work on these issues as quickly as we can to get you back up and running again.

Thank you,  
Vendor Portal Support Team

Key in the nature of your issue here. Click on the Report Issue button to submit the issue to the Vendor Portal Support Team.

Report Issue

When you press the **Report Issue** button this window will automatically close.

## Provide Feedback

Comments and feedback regarding the functionality of the portal entered into the report an issue box are screen specific and will identify which screen the feedback is related to.

Click **report issue** to direct this information back to NTE's portal administration group.

**NORTHERN TOOL + EQUIPMENT**  
Where Warriors Prepare For Battle

**VENDOR PORTAL**

Vendor Information Maintenance Jim Terfehr (jim.terfehr@northerntool.com) Logout

Vendor Information Item Information Purchase Orders Vendor Portal EDI Accounts Payable Forecast/POS Score Cards Reporting Account Information

Vendor Maintenance Vendor Inquiry [report issue](#) [Help](#)

**Northern Contact Information**

**AP Contact**  
AP DEPARTMENT  
952-894-9510  
[apdept@northerntool.com](mailto:apdept@northerntool.com)

**Drop Ship Coordinator**  
SUZANNE HARRIS  
952-808-6698  
[Suzanne.Harris@NorthernTool.com](mailto:Suzanne.Harris@NorthernTool.com)

**Primary Merchant**  
DAVE LEVESSEUR  
952-895-6814  
[dave.levesseur@northerntool.com](mailto:dave.levesseur@northerntool.com)

**Retail Merchandiser**  
DAN SHELFFO  
952-895-6822  
[Daniel.Shelffo@NorthernTool.com](mailto:Daniel.Shelffo@NorthernTool.com)

**Catalog Merchandiser**  
KATE ORENSTEEN  
952-895-6853  
[kate.orensteen@northerntool.com](mailto:kate.orensteen@northerntool.com)

Vendor Funds Accountant

**Vendor Information**

**Vendor Corporate Mailing Address**  
SUPER VENDOR  
2800 SOUTHCROSS DRIVE WEST  
BURNSVILLE, MN 55306  
952-894-9510 Business  
**REQUEST UPDATE**

**Vendor Remit To Address**  
SUPER VENDOR  
2800 Southcross Drive  
Burnsville, MN 55306  
952-984-9510 Business  
**REQUEST UPDATE**

**Vendor Contact Information**

.....

**Transportation Contact** **EDIT**  
James Terfehr

## Vendor Maintenance

Users with security access, may request updates to their **Corporate Mailing** or **Remit To Address** by clicking on the appropriate **REQUEST UPDATE** box. You may also edit, add or delete your vendor contact personnel information by clicking **EDIT**.

**NTE Contacts** are listed on the left side and **Vendor Contact information** is listed along the right.

Your **Vendor Agreement** and **Marketing Agreement(s)** are on the left hand side of the page when you scroll down.

A blank vendor agreement is accessible via the help documents at the bottom of the navigation bar.

<a href="#">Vendor Information</a>	<a href="#">Item Information</a>	<a href="#">Purchase Orders</a>	<a href="#">Vendor Portal EDI</a>	<a href="#">Accounts Payable</a>	<a href="#">Forecast/POS</a>	<a href="#">Score Cards</a>	<a href="#">Reporting</a>	<a href="#">Account Information</a>
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**Documents**

[report issue](#)

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**Vendor Contact Information**

Name	<input type="text" value="SuperVendor"/>	Phone(s) Prefix	<input type="text" value="866"/>	<input type="text" value="478665"/>	Type	<input type="text" value="Business"/>
Address line 1	<input type="text"/>		<input type="text" value="800"/>	<input type="text" value="334124"/>		<input type="text" value="Other"/>
Address line 2	<input type="text" value="123 Success Drive"/>		<input type="text" value="615"/>	<input type="text" value="874252"/>		<input type="text" value="FAX"/>
Address line 3	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>
Address line 4	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>
City	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>
State	<input type="text" value="Tennessee"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>
Postal Code	<input type="text" value="371889255"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>
Primary Email	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>
Primary Email Type	<input type="text" value="Please select a value"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>

**This change was requested by**

Contact:

Phone Number:

Email Address:

Message:

Please update our main contact information.

[Return to Vendor Contact Information](#)

## **Vendor Maintenance - Corporate Mailing Address**

To update any information, make the necessary changes and click on **Send Address Change to Northern**.

Requests to update your corporate mailing address will be verified by NTE's Accounts Payable Department.

To exit this window without submitting changes click:

**Return to Vendor Contact Information**

Request Vendor Remit To Change Jim Terfehr (jim.terfehr@northerntool.com) Logout

Vendor Information   Item Information   Purchase Orders   Vendor Portal EDI   Accounts Payable   Forecast/POS   Score Cards   Reporting   Account Information

Documents report issue

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**Vendor Remit To Information**

Name	<input type="text" value="SuperVendor"/>	<b>Phone(s)</b>	
Address line 1	<input type="text"/>	Prefix	Phone
Address line 2	<input type="text" value="2570 Bankers Rd"/>	<input type="text" value="615"/>	<input type="text" value="6727523"/>
Address line 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address line 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	<input type="text" value="CHICAGO"/>	<input type="text"/>	<input type="text"/>
State	<input type="text" value="Illinois"/>	<input type="text"/>	<input type="text"/>
Postal Code	<input type="text" value="60675-3057"/>	<input type="text"/>	<input type="text"/>
Primary Email	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Email Type	<input type="text" value="Please select a value"/>	<input type="text"/>	<input type="text"/>

**Type**

<input type="text" value="Business"/>
<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"/>

**This change was requested by**

Contact:

Phone Number:

Email Address:

Message:

Please update our Remit To information.

[Return to Vendor Contact Information](#)

## Vendor Maintenance - Remit to Address

To update any information, make the necessary changes and click on **Send Address Change to Northern**

Requests to update the remit to address will be verified by NTE's Accounts Payable Department.

To exit this window without submitting changes click:

**Return to Vendor Contact Information**

## Vendor Maintenance - Contact Information

Users with security access can add, edit or delete contacts in the contact information screen and define which reports are emailed to the contact from the drop down window.

**To Update:** Complete all requested fields.

Format email addresses as username@isp.whatever

Select contact type from the dropdown list by clicking the arrow.

Enter phone numbers and select phone type by selecting from the arrow.

Click the **Add/Change Contact Information** box to update the file information in NTE's data base, you'll be redirected to the vendor contact information page.

To exit the window without submitting changes click: **Return to**

**Vendor Contact Information**

**To Delete:** Select the contact, click on the **Delete Contact** button.

**Northern Contact Information**

**AP Contact**  
 AP DEPARTMENT  
 952-894-9510  
[apdept@northerntool.com](mailto:apdept@northerntool.com)

**Drop Ship Coordinator**  
 SUZANNE HARRIS  
 952-808-6698  
[Suzanne.Harris@NorthernTool.com](mailto:Suzanne.Harris@NorthernTool.com)

**Primary Merchant**  
 DAVE LEVESSEUR  
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**Retail Merchandiser**  
 DAN SHELFFO  
 952-895-6822  
[Daniel.Shelffo@NorthernTool.com](mailto:Daniel.Shelffo@NorthernTool.com)

**Catalog Merchandiser**  
 KATE ORENSTEEN  
 952-895-6853  
[kate.orensteen@northerntool.com](mailto:kate.orensteen@northerntool.com)

**Vendor Funds Accountant**

**Vendor Information**

**Vendor Corporate Mailing Address**  
 SUPER VENDOR  
 2800 SOUTHCROSS DRIVE WEST  
 BURNSVILLE, MN 55306

952-894-9510 Business

**Vendor Remit To Address**  
 SUPER VENDOR  
 2800 Southcross Drive  
 Burnsville, MN 55306

952-984-9510 Business

**Vendor Contact Information**

-----  
**Transportation Contact**  
 James Terfehr  
 Jim.Terfehr@NorthernTool.com  
 555-555-5555 Business and/or fax  
 -----

**Vendor Sales Rep**


## Vendor Inquiry

Provides a listing of intercompany contacts.


**Northern Tool + Equipment Personnel** and their contact information are listed along the left hand side.

**Vendor Personnel** are listed along the right hand side.

**Documents**

- Marketing Agreement 
- Payment Detail
- Invoice Inquiry
- Online Invoicing

[report issue](#)   [Help](#)   [Printer Friendly](#)

Vendor Funds Accountant: Suzanne Banks 952-882-6933  [Suzanne.Banks@NorthernTool.com](mailto:Suzanne.Banks@NorthernTool.com)

For 01/01/2011 through 12/31/2011

Code	Description	Charge Back	Type
CO OP	Vendor Funds - Co OP	2.500%	Quarterly
EDI COMP	EDI Compliance Discount	.250%	Each Invoice
FLYERS	Flyer - 2010 Mktg Funds	\$2700.000	One Time
FLYERS	Flyer - 2010 Mktg Funds	\$2700.000	One Time
INTERNET	July Internet Feature-2010Mktg	\$2700.000	One Time
INTERNET	July Internet Feature-2010Mktg	\$2700.000	One Time
INTERNET	July Internet Feature-2010Mktg	\$2700.000	One Time
INTERNET	July Internet Feature-2010Mktg	\$2700.000	One Time
INTERNET	July Internet Feature-2010Mktg	\$2700.000	One Time
NEW STORE	Store Allowance	\$4500.000	each New store
PROMO	2010 Marketing Funds	\$2700.000	Other
PROMO	2010 Marketing Funds	\$2700.000	Other
PROMO	2010 Marketing Funds	\$2700.000	One Time
VOL REBATE	VENDOR REBATES/VOLUME		Other



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## Marketing Agreement

The marketing agreement displays the agreed upon terms of your partnership marketing agreement for the date range displayed.

You can contact your NTE vendor funds accountant via email by clicking on the email link at the top center of the page.

Vendor Remit To Address:

AP Contact: A/P DEPARTMENT 952-89

Super Vendor  
 123 Bankers St.  
 Chicago IL 60012

Check Number:    Date Range: (mm/dd/yyyy)  to    Type:   

- All Types
- All Types
- Check
- EDI Remote Wire
- Electronic Funds Transfer

Check Number	Check Date	Check Amount	Type
<a href="#">15110</a>	08/19/2010	188990.07	Electronic Funds Transfer
<a href="#">15010</a>	08/17/2010	48466.97	Electronic Funds Transfer
<a href="#">14918</a>	08/12/2010	149617.86	Electronic Funds Transfer
<a href="#">14828</a>	08/10/2010	14549.25	Electronic Funds Transfer
<a href="#">14652</a>	08/05/2010	94063.46	Electronic Funds Transfer
<a href="#">14442</a>	07/29/2010	202370.89	Electronic Funds Transfer
<a href="#">14322</a>	07/27/2010	8456.91	Electronic Funds Transfer
<a href="#">14081</a>	07/22/2010	182494.63	Electronic Funds Transfer
<a href="#">13977</a>	07/20/2010	61569.20	Electronic Funds Transfer
<a href="#">13870</a>	07/15/2010	69672.98	Electronic Funds Transfer
<a href="#">13766</a>	07/13/2010	86274.96	Electronic Funds Transfer
<a href="#">13642</a>	07/08/2010	135071.82	Electronic Funds Transfer
<a href="#">13551</a>	07/06/2010	20834.21	Electronic Funds Transfer
<a href="#">13454</a>	07/01/2010	152769.43	Electronic Funds Transfer
<a href="#">13224</a>	06/24/2010	205447.88	Electronic Funds Transfer
<a href="#">13117</a>	06/22/2010	70383.49	Electronic Funds Transfer
<a href="#">13009</a>	06/17/2010	229307.91	Electronic Funds Transfer
<a href="#">12910</a>	06/15/2010	22731.00	Electronic Funds Transfer

## Payment Detail

The Payment Detail screen provides access to view all EFT, check, or other payments in our system.

Payments can be searched by check or EFT number, date range or by selecting payment type from the dropdown window and clicking on **Search**.

Click on a specific check number to find detail regarding each payment.

If you have additional questions regarding a payment record, you can email your **AP contact** by clicking on the email address at the top center of the screen.

- Marketing Agreement
- Payment Detail** 
- Invoice Inquiry
- Online Invoicing

Check: 15569   Date: 09/02/2008   Amount: 9129.17

Invoice Number	Due Date	Gross	Discount	Amount Applied	Description
65494658	06/18/2008	128.46	1.29	127.17	
65495093	06/18/2008	663.34	6.65	656.69	
65495094	06/18/2008	1508.22	15.12	1493.10	
65495104	06/18/2008	1470.31	14.74	1455.57	
65495106	06/18/2008	663.34	6.65	656.69	
65495108	06/18/2008	480.79	4.82	475.97	
65495110	06/18/2008	98.05	.98	97.07	
65495111	06/18/2008	1569.07	15.73	1553.34	
65495661	06/18/2008	480.79	4.82	475.97	
65495662	06/18/2008	754.11	7.56	746.55	
65495663	06/18/2008	754.11	7.56	746.55	
65495664	06/18/2008	1470.31	14.74	1455.57	
65495665	06/18/2008	480.79	4.82	475.97	
65495666	06/18/2008	480.79	4.82	475.97	
65495667	06/18/2008	464.83	4.66	460.17	
65495668	06/18/2008	480.79	4.82	475.97	
65495669	06/18/2008	707.23	7.09	700.14	
65495671	06/18/2008	459.85	4.61	455.24	
65495101	06/18/2008	1326.67	13.30	1313.37	
65495787	06/18/2008	1656.85	16.61	1640.24	
65495788	06/18/2008	1849.36	18.54	1830.82	

## Payment Detail

Displays all invoices associated with the payment along with any charges or deductions.

If you have additional questions regarding specific lines on a payment record, you can email your **AP Contact** by clicking on the email address in the upper right hand corner of the screen.

Vendor Remit To Address:

Super Vendor  
2800 Southcross Dr W  
Burnsville, MN 55306

AP Contact: AP DEPARTMENT 952-894-XXXX

Invoice Number:

Invoice	Status	Check#	Date	Invoice Amount
67003946	Open		08/24/2010	503.48
67003411	Open		08/24/2010	221.17
67001861	Open		08/24/2010	-469.95
67001688	Open		08/23/2010	508.27
66999767	Approved		09/19/2010	221.17
66998916	Open		08/23/2010	109.78
66997682	Open		08/20/2010	1377.15
66997681				864.08
66997592				-469.95
66997431				-17.85
66996833				839.34
66996596				-21.00
66996352	Approved		09/17/2010	294.76
66995811	Approved		09/17/2010	221.17
66995669	Approved		09/17/2010	221.17
66995668	Approved		09/17/2010	221.17
66995523	Approved		09/17/2010	8728.12
66994407	Open		08/19/2010	-1711.36
66994406	Open		08/19/2010	-711.75

**INVOICE INQUIRY STATUS**  
Approved = Invoice approved for payment  
Open = Invoice in process  
Paid = Invoice paid

**INVOICE INQUIRY DATE**  
Varies with Status  
Approved = Invoice due date  
Open = Invoice entry date  
Paid = Check date

## Invoice Inquiry

Displays invoice status and details of **Approved** and **Open** invoices.

You can search by **Invoice Number**, for open, approved and paid invoices.

A paid invoice search will display the related check number in the Check # column.

Clicking on the underlined **Check Number** provides payment details.

Definitions for status and date are available by floating your cursor over the column header.

If you have additional questions regarding specific invoice details, you can email your AP contact by clicking on the email link in the page header.

- Marketing Agreement
- Payment Detail
- Invoice Inquiry
- Online Invoicing**

AP Contact: A/P DEPARTMENT 952-894-9510 [apdept@northerntool.com](mailto:apdept@northerntool.com)

Purchase Order:  Location:

- All Locations
- Savage
- Fort Mill
- Kbar
- Drop Ship
- Retail Direct Ship

PO Number	PO Type	Ordered On Date	Expected By Date	Deliver To Location
<a href="#">1051344</a>	Customer Drop Ship	08/24/2010	08/23/2010	TRUTH OR CONSEQUENCE, NM 879019767
<a href="#">1051351</a>	Customer Drop Ship	08/24/2010	08/24/2010	TANEYTOWN, MD 217871645
<a href="#">1051403</a>	Customer Drop Ship	08/24/2010	08/23/2010	THURMONT, MD 217881668
<a href="#">1051429</a>	Customer Drop Ship	08/24/2010	08/23/2010	GLOUCESTER CITY, NJ 080301248
<a href="#">1051447</a>	Customer Drop Ship	08/24/2010	08/24/2010	NEWNAN, GA 302653874
<a href="#">1051477</a>	Customer Drop Ship	08/24/2010	08/24/2010	EDMORE, ND 583309453
<a href="#">1051496</a>	Customer Drop Ship	08/24/2010	08/24/2010	CROSBY, ND 58730
<a href="#">1051517</a>	Customer Drop Ship	08/24/2010	08/23/2010	WAYLAND, MA 017783730
<a href="#">1051541</a>	Customer Drop Ship	08/24/2010	08/24/2010	EAGLE PASS, TX 78852
<a href="#">1051638</a>	Customer Drop Ship	08/24/2010	08/24/2010	SANTA MONICA, CA 904041484
<a href="#">1051668</a>	Customer Drop Ship	08/24/2010	08/24/2010	GORE, OK 744359520
<a href="#">1051682</a>	Customer Drop Ship	08/24/2010	08/24/2010	BOULDER, WY 82923
<a href="#">1051733</a>	Customer Drop Ship	08/24/2010	08/24/2010	ARCADE, NY 140091098
<a href="#">1077434</a>	Purchase Order	08/24/2010	08/31/2010	NTE MIDWEST PARTS
<a href="#">1077472</a>	Purchase Order / EDI	08/24/2010	08/30/2010	MADISON, TN RETAIL
<a href="#">1077516</a>	Purchase Order / EDI	08/24/2010	09/08/2010	HOUSTON - NW FREEWAY, TX
<a href="#">1050351</a>	Customer Drop Ship	08/23/2010	08/22/2010	VALLEY STREAM, NY 115806003
<a href="#">1050359</a>	Customer Drop Ship	08/23/2010	08/22/2010	STRATFORD, CT 066156743
<a href="#">1050503</a>	Customer Drop Ship	08/23/2010	08/22/2010	MANITOU BEACH, MI 492539718
<a href="#">1050579</a>	Customer Drop Ship	08/23/2010	08/23/2010	CONWAY SPRINGS, KS 670318061
<a href="#">1050610</a>	Customer Drop Ship	08/23/2010	08/23/2010	RUTLAND, VT 057014300

## Online Invoicing

Search and view NTE purchase orders by PO number or location.

Submit invoices via EDI to NTE through the portal.

Click the **PO Number** to access order details and online invoicing.



Search   Item:    location: All Locations

PO Number	PO Type	Ordered On Date	Expected By Date	Deliver To Location
<a href="#">1075821</a>	Purchase Order	08/16/2010	11/10/2010	NTE FORT MILL DIST. CENTER
<a href="#">1069335</a>	Purchase Order	07/13/2010	10/11/2010	NTE FORT MILL DIST. CENTER
<a href="#">1068913</a>	Purchase Order	07/12/2010	10/11/2010	NTE FORT MILL DIST. CENTER
<a href="#">1063647</a>	Purchase Order	06/11/2010	09/09/2010	NTE FORT MILL DIST. CENTER
<a href="#">1063001</a>	Purchase Order	06/09/2010	09/21/2010	NTE SAVAGE DIST. CENTER
<a href="#">1063002</a>	Purchase Order	06/09/2010	10/09/2010	NTE FORT MILL DIST. CENTER

## Open Purchase Orders

Provides access to all pending PO's in our system.

1. Click on **Open Purchase Orders** to view all open PO's related to your account. These are displayed by ordered on date with the most recent at the top.
2. Open PO's can be searched by ship-to location by selecting the location dropdown window and clicking on **Search**.
3. PO's for a specific item number can be searched by entering your item number or the NTE item number in the item field and clicking **Search**.
4. Specific purchase order details can be accessed by clicking on the underlined **PO NUMBER**.



Buyer: JOANNE TREWICK 952-895-6816 joanne.trewick@northerntool.com

Bill To:  
Attn: Accounts Payable  
P.O. BOX 1937  
Burnsville, Minnesota 55337  
Phone (952) 894-9510

Purchase Order No.  
106300  
Order Date 06/09/10

Vendor: Super Vendor 2800 Southcross Dr W Burnsville MN 55306	Vendor Number: 16303	Ship to: NTE FORT MILL DIST. CENTER 1850 BANKS RD  FORT MILL, SC 297158435 Phone: 952-895-6821 Fax: 952-808-6671
Contact	Phone: 886-423-8070 Fax: 886-423-8013	Special Instructions: Shipments subject to Northern Vendor Agreement Bar Code required on all items

Available for pickup on	Terms	F.O.B Point/Frt Terms	Ship Via
08/25/10	NET 60 DAYS	FOB-Origin Collect	

Our Item #	Ordered	Received	Units	Your Item / Description	Unit Price	Extension
123456	217	0	EA	ABC Product Super Project	49.0000	10633.00
Purchase Order Total						10633.00

UNIT PRICE - This purchase order has been prepared by Buyer based on its record of Seller's price. If for any reason Seller cannot fill this order AT THE SPECIFIED PRICES, Seller must notify Buyer BEFORE filling this order. Buyer will not accept billing at a higher price. A 90 day notice is required on all price changes.

GOODS MUST REACH OUR DOCK - This Shipment must arrive at Buyer's dock on this date. If for any reason Seller cannot meet this deadline, Seller must notify Buyer and give Buyer opportunity to alter or cancel this order.

VENDOR REQUIREMENTS - For additional terms and conditions please see the VENDOR REQUIREMENTS SHEET previously furnished to you. Contact the VENDOR RELATIONS COORDINATOR at (952) 882-6903 if you need another copy.

SHIPMENT AGAINST THIS PURCHASE ORDER CONSTITUTES ACCEPTANCE OF TERMS AND PRICES. PLEASE SHIP VIA TRANSPORTATION METHOD NOTED IN THE 'SHIP VIA' BOX. IF NOT SPECIFIED, PLEASE CALL (952) 895-6821 FOR ROUTING. FOR ALL COLLECT OR PREPAY-AND-ADD SHIPMENTS CALL (952) 895-6821 FOR ROUTING.

Buyer: JOANNE TREWICK  
Buyer #: 13652759  
Phone: 952-895-6816  
Email: joanne.trewick@northerntool.com

Authorized by: JOANNE TREWICK



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## Open Purchase Orders

By drilling into the **Purchase Order Detail**, you can:

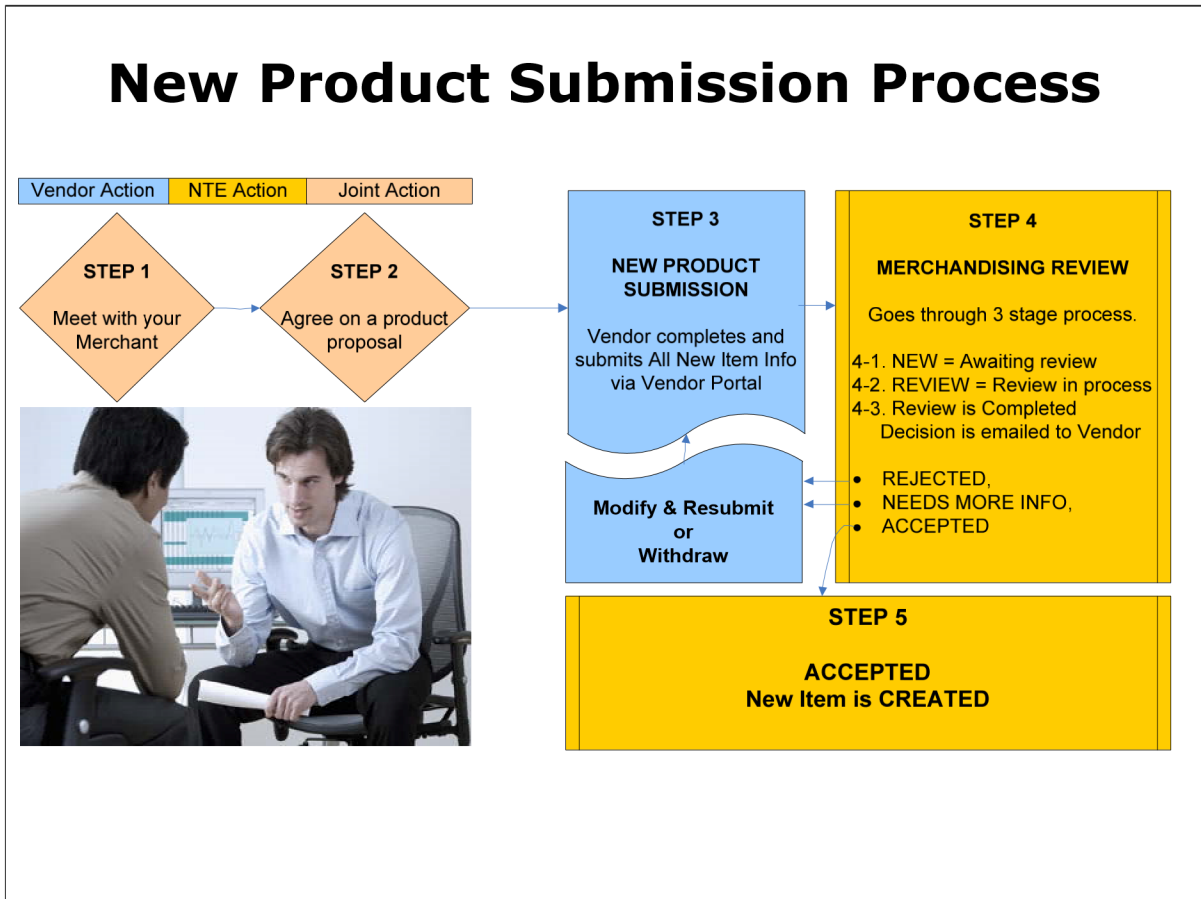
1. View the PO details.
2. Print a copy of the PO.
3. Retransmit EDI purchase orders by clicking on the **EDI Purchase Orders** link in the navigation bar.

\* A PDF save/print function is available on the top header bar on the right hand side.

**\*\*All retransmit requests will be entered into an audit log listed by user id.**

If you have questions regarding a PO, you can email your inventory planner by clicking on the email link at the bottom of the purchase order.

# NTE Vendor Portal Functionally Help Document



### The process for New Item Creation at Northern Tool + Equipment:

1. The Vendor and Merchant meet to discuss product proposals
2. Agreements are reached regarding which products the Vendor should submit.
3. Vendor completes and submits Product Information Form via New Item Build in the Vendor Portal for agreed upon products.
4. Product Information Forms are reviewed & approved by Merchandising, Transportation and Advertising.
5. New item is created.

It's very important to meet with your Merchant and agree on the products you should submit before you begin the item build process.

# New Item Build



VENDOR PORTAL

(Main Page) Jim Terfehr (jim.terfehr@northerntool.com) Logout

Vendor Information | **Item Information** | Purchase Orders | Vendor Portal EDI | Accounts Payable | Forecast/POS | Score Cards | Reporting | Account Information

Documents | **Build an item** | Item Inquiry | Item Maintenance | Forms

Search:

Lead Time Transit Days: 8 days  
Dropship Lead Time: 19 days

Northern Item	Vendor Item Number	Description	Item Status
<a href="#">NEW_ITEM</a>	JFKLD		Saved. Not sent to Northern
<a href="#">NEW_ITEM</a>	JTTEST4	JT TEST 4	Saved. Not sent to Northern
<a href="#">NEW_ITEM</a>	JT3	JT TEST 3	Submitted to Northern
<a href="#">NEW_ITEM</a>	MIKETEST101	TEST	Submitted to Northern
<a href="#">NEW_ITEM</a>	MIKETEST106	TEST	Submitted to Northern
<a href="#">NEW_ITEM</a>	MIKETEST107	TEST	Submitted to Northern
<a href="#">NEW_ITEM</a>	MIKETEST15	TEST	Submitted to Northern
<a href="#">NEW_ITEM</a>	MIKETEST199	TEST	Submitted to Northern
<a href="#">NEW_ITEM</a>	NBTSTH	NICKS TEST H	Saved. Not sent to Northern
<a href="#">NEW_ITEM</a>	NBTSTI	NICKS TEST ITEM I	Resubmitted to Northern
<a href="#">NEW_ITEM</a>	NBTSTU	NICKS TEST U	Submitted to Northern
<a href="#">NEW_ITEM</a>	NBTSTV	NICKS TEST V	Saved. Not sent to Northern
<a href="#">NEW_ITEM</a>	NBTSTW	NICKS TEST W	Saved. Not sent to Northern
<a href="#">NEW_ITEM</a>	NBTSTX	NICKS TEST X	Saved. Not sent to Northern
<a href="#">NEW_ITEM</a>	NBTSTY	NICK TEST Y	Saved. Not sent to Northern
<a href="#">NEW_ITEM</a>	NBTSTZ	NICK TEST Z	Saved. Not sent to Northern
<a href="#">NEW_ITEM</a>	TEST1JT	TEST1JT DESCRIPTION	Saved. Not sent to Northern
<a href="#">NEW_ITEM</a>	TEST3JT	MINIMAL BUILD	Submitted to Northern
<a href="#">NEW_ITEM</a>	TEST4JT	TEST4JT DESCRIPTION	Submitted to Northern
<a href="#">NEW_ITEM</a>	TEST5JT	TEST5JT DESCRIPTION	Submitted to Northern
<a href="#">NEW_ITEM</a>	TEST6JT	TEST6JT DESCRIPTION	Submitted to Northern

## New Item Build

Click on:  icon to submit a new item to NTE for approval.

Click on the underlined [New Item](#) to update a saved item submission or view a submitted item that hasn't been reviewed.

Items in the New Item Build will be tracked by status.

### Status Definitions:

**Saved Not sent to Northern** – Product information entered has been saved but hasn't been submitted. Product information must be completed and submitted before the review and approval process can begin.

**Submitted to Northern** – Product information has been completed and submitted for approval.

**Northern Needs More Info** – Submitted item has been returned from NTE for additional information. Please see note, add information and resubmit.

**Resubmitted to Northern** – Returned item submission has been updated and resubmitted for approval.

**Rejected** – Merchandise Manager rejected item submission, see note and either withdraw or update and resubmit.

**Approved items upon creation will disappear from the New Item Build screen and be viewable in Item Maintenance.**

# Product Information tab



VENDOR PORTAL

(New Item Build)

Jim Terfehr (jim.terfehr@northerntool.com) [Logout](#)

- Vendor Information
- Item Information
- Purchase Orders
- Vendor Portal EDI
- Accounts Payable
- Forecast/POS
- Score Cards
- Reporting
- Account Information

- Documents
- Build an item
- Item Inquiry
- Item Maintenance
- Forms

[Return to list](#)

Item: NEW\_ITEM

- Product Information
- Transportation
- Package/Shipping
- Tax/Restrictions
- Copy
- Images and Media
- Additional Info

## Product Information

Vendor Item #  Desc

Model #  N/A

Warranty Length  Please select a value  Notes

UPC Code  Case UPC Code

MSRP

Current Cost  06/17/2011



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## Product Information

Product Information pages are segmented by tab. Click on the tab to open that page and complete the required fields.

You can click the **Save File** button on any page to retain all of the information you've entered and access it later to revise as needed.

Product Information contains basic product identifiers.

# Transportation tab



VENDOR PORTAL

(Main Page) Jim Terfehr (jim.terfehr@northerntool.com) Logout

Vendor Information Item Information Purchase Orders Vendor Portal EDI Accounts Payable Forecast/POS Score Cards Reporting Account Information Documents

Return to list  
Item: NEW\_ITEM  
Buyer: DAVE LEVESSEUR 952-895-6814 dave.levesseur@northerntool.com

Product Information Transportation Package/Shipping Tax/Restrictions Copy Images and Media Additional Info

**Transportation**

HTSUS #

Product Country of Origin  State  City

Ship to NTE from Country  State  City

FOB Origin Port

Number of each's of this product that can ship in 40 ft. container

Is Item NAFTA Certified  Yes  No NAFTA #

Upload NAFTA Form

Current NAFTA Form

Is Item EPA Certified  Yes  No EPA #

Upload EPA Form

Current EPA Form

NMFC #

Freight Class

The Transportation tab is utilized for you to define information regarding inbound freight to NTE.

# Package and Shipping tab

Return to list  
Item: NEW\_ITEM  
Buyer: DAVE LEVESSEUR 952-895-6814 dave.levesseur@northerntool.com

Product Information Transportation Package/Shipping Tax/Restrictions Copy Images and Media Additional Info

**Packaging and Shipping**

Is shipping for item included in supplied cost?  Yes  No

Will you drop ship to our customers?  Yes  No Business days to drop ship product

**Shipping to Northern's Customer**

How many packages does this product ship in?

Package #1 Dimensions (inches) L:  W:  H:  Cubic inches: 0.00 Cubic feet: 0.00 Weight: 0 lbs

Package #2 Dimensions (inches) L:  W:  H:  Cubic inches: 0.00 Cubic feet: 0.00 Weight: 0 lbs

Package #3 Dimensions (inches) L:  W:  H:  Cubic inches: 0.00 Cubic feet: 0.00 Weight: 0 lbs

**Shipping to Northern Warehouse**

Shipping weight (lbs)  (Per one individual item) [Click here for example of package definition.](#)

Pack Quantities Master Pack Qty  Case Pack Qty  Inner Pack Qty

Pallet Qty

Pack Weights (lbs) Master Pack Weight  lbs Case Pack Weight  lbs Inner Pack Weight  lbs

Product Dimensions (inches) L:  W:  H:  Cubic inches: 0.00 Cubic feet: 0.00

Case Pack Dimensions (inches) L:  W:  H:  Cubic inches: 0.00 Cubic feet: 0.00

Master Pack Dimensions (inches) L:  W:  H:  Cubic inches: 0.00 Cubic feet: 0.00

**Retail Packaging Information**

Will you direct ship to our retail stores?  Yes  No

Retail packaging?  Yes  No

Retail display available?  Yes  No

Retail Packaging Dimensions (inches) L:  Depth:  H:

Merchandising style?  Pegged  Shelved  Both  Other:

Assembly required?  Yes  No Estimated Assembly Time:

**Packaging and Shipping** is where you define the packaging and delivery aspects of shipping the product to our customers, warehouses and/or stores.

Retail Packaging information for your product is also to be entered here. This enables our Retail Merchants to effectively place your product into plan-o-grams for display in our retail stores.

## Restrictions and Taxes tab

[Return to list](#)  
 Item: NEW\_ITEM  
 Buyer: DAVE LEVESSEUR 952-895-6814 dave.levesseur@northerntool.com

**Restrictions and Tax Status**

State/Province	Check If Sale/Ownership Restricted	Check If Taxable	Country	Check If Restricted Export Country
Alaska	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All Countries	<input type="checkbox"/>
Alabama	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Origine unique	<input type="checkbox"/>
Arkansas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Andorra	<input type="checkbox"/>
America Somoa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	United Arab Emirates (UAE)	<input type="checkbox"/>
Arizona	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Afghanistan	<input type="checkbox"/>
California	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Antigua and Barbuda	<input type="checkbox"/>
Colorado	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Anguilla	<input type="checkbox"/>
Connecticut	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Albania	<input type="checkbox"/>
District of Columbia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Armenia	<input type="checkbox"/>
Delaware	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Netherlands Antilles	<input type="checkbox"/>
Florida	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Angola	<input type="checkbox"/>
Federated States of Micronesia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Antarctica	<input type="checkbox"/>
Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argentina	<input type="checkbox"/>
Guam	<input type="checkbox"/>	<input checked="" type="checkbox"/>	American Samoa	<input type="checkbox"/>
Hawaii	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Austria	<input type="checkbox"/>
Iowa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Australia	<input type="checkbox"/>
Idaho	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assembled in the USA	<input type="checkbox"/>
Illinois	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aruba	<input type="checkbox"/>
Indiana	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assembled in the USA	<input type="checkbox"/>
Kansas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Azerbaijan	<input type="checkbox"/>
Kentucky	<input type="checkbox"/>	<input checked="" type="checkbox"/>	INVALID	<input type="checkbox"/>
Louisiana	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bosnia and Herzegovina	<input type="checkbox"/>
Massachusetts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Botswana	<input type="checkbox"/>

**Restrictions and Taxes** is where you can identify product sales restrictions, tax exceptions by state, or export restrictions by country.

Sales Restrictions may include the following reasons:

- NOT EPA CERTIFIED
- FIRECODE RESTRICTIONS
- LEGAL RESTRICTIONS
- LICENSOR RESTRICTIONS

The default status of the restrictions column is **NO**. This means that no sales restrictions will be noted if locations remain unchecked.

## Taxable Status:

If the item is tax exempt in any state, please uncheck the box by clicking on it.

The default status of the Taxable column is **YES**. Meaning that sales of this item will be assumed to be subject to any applicable sales taxes that NTE collects if the locations remain checked.

**Export Restrictions:** If export, sale or shipment of a product to certain countries is restricted, please note that country by clicking on the corresponding box.

The default value for the Restrictions Column is **NO**. Meaning that no sales restrictions will be noted if locations remain unchecked.

**New Copy tab**

Product Information Transportation Package/Shipping Tax/Restrictions Copy Images and Media Additional Info

**Advertising Copy**  
(Please include all the specifications and features that will help us sell your product) [Copy Requirements](#)

**Define the USP (Unique Selling Proposition)**

The Unique Selling Proposition is the one "gotta have" incentive, or "why-you-should-buy promise" that makes a product different from any other. It's the "reason for being" for this product, defines "what's in it for me", and provides a definite advantage over the competition — all for the customer's benefit.

**Examples of products with a clear USP:**  
Head & Shoulders: "You get rid of dandruff"  
M&M's: "Melts in your mouth, not in your hand"

**Identify the product's features**

Customers rely on facts to help with their buying decisions, whether it's how extra horsepower will save time; how an ergonomic handle can reduce operator fatigue; why this material content will last longer; why low decibel level lessens the noise in a busy shop, etc. List all the features of your product, including standard, technical, supportive, even abstract features.

**Example of features vs. benefits:**  
Feature: Innovative logsplitter splits in both directions  
Benefit: Saves time and increases productivity

**Highlight the benefits/advantages of the product**

Consider answering these questions: What will the customer gain from using this product? What value will the customer derive from this product. How will the features impact the product's appeal to the customer? Benefit-driven copy enhances the product's worth, the greater the perceived value, the greater the desire for the product.

**Example of features vs. benefits:**  
Feature: This pressure washer features a soft-touch non-slip grip  
Benefit: This non-slip grip provides firm control with less fatigue

**What's in the Box**

**Please note that Item Specifications are now on the Additional Information page!**

Web site where additional information about this product can be found (Does not replace copy text)

Submit Item to Northern Save File Withdraw Item

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The **New Copy** tab will differ, depending on whether you're inputting new product information or maintaining an existing item.

Great copy starts with great product information from you. Be sure to include all product features, benefits and specifications so we can write the strongest copy possible.

## List the Unique Selling Proposition (USP)

The Unique Selling Proposition is the "reason for being" for this product. *An example of a product with a clear USP:* M&M's: "Melts in your mouth, not in your hand"

## Identify the product's features

Customers rely on facts to help with their buying decisions, whether it's how extra horsepower will save time; how an ergonomic handle can reduce operator fatigue; etc. List all the features of your product, including standard, technical, supportive, even abstract features.

**Example of features vs. benefits:**

**Feature:** Innovative log splitter splits in both directions.

**Benefit:** Saves time and increases productivity.

**Highlight the benefits/advantages of the product:**

What will the customer gain from selecting this product over another? Benefit-driven copy enhances the product’s worth; the greater the perceived value, the greater the desire for the product.

**\*Example of feature / benefit / advantage:**

**Feature:** Innovative log splitter splits in both directions.

**Benefit:** Saves time and increases productivity.

**Advantage:** Two times the number of splits in the same work period vs. the competition. You’ll get the job done in about half the time.

**List the specifications for the product**

Customers use specs to compare products when making a decision, be it size, piece count, volts, amps, PSI, run time, capacity, dimensions, etc. Clear specifications make your product stand apart from others and helps customers with their buying decision.

**Images & Media tab**

Product Information | Transportation | Package/Shipping | Tax/Restrictions | Copy | **Images and Media** | Additional Info

**Images/Media Content**

- [How to Optimize Your Products for NTE](#)
- [Art and Copy Requirements](#)

**Additional Notes:**

- Images for new items must be either Attached via the Portal or a Sample must be sent to Northern.
- If you are an existing vendor whose logo has changed or a new vendor, please attach your company logo here.
- Each file that is uploaded must not exceed 9mb in size.
- Each video that is uploaded must not exceed 2 minutes in length.

Sample Shipped Via:  Date  Attn

Use which logo when advertising this product?  Text

Brand/Logo

Product Image How Provided  Attn

Product Images

nte\_1024x768\_desktop10.jpg Added: 08/18/10

Retail/Display Images

Video

Audio

Parts list available?  Yes  No

Parts List

Product manual available?  Yes  No

Product Manual

Is Item Hazardous  Yes  No UN ID #

Is MSDS Form Required?  Yes  No

MSDS Form

The **Images and Media** tab provides a one stop location where all of your product images and media can be uploaded, viewed and maintained. File uploads are limited to file sizes of 10Mg or smaller per file.

We suggest SAVING your previous data *prior* to uploading images & media. Click the **Save File** button and come back in to upload the images and media.

## Additional Info tab

Product InformationTransportationPackage/ShippingTax/RestrictionsCopyImages and MediaAdditional Info

**New Item Build**

Merchandiser Please select a value ▼

Is this a replacement item?  Yes  No NTE Item #

Is product available for immediate purchase?  Yes  No Available Date

Item Category Codes: (If the codes are changed previously entered specifications will be cleared)

Construction ▼ Concrete Vibrators ▼ No Codes are Available ▼

HP

Volts

Overall Length (in.)

Vibrations Per Minute (VPM)

Battery

Shaft Length (in.)

Shaft Diameter (in.)

Comments for Merchant - Use this box only to provide comments to the merchant.  
DO NOT INCLUDE COPY TEXT IN THIS BOX.

Submit Item to NorthernSave FileWithdraw Item

The **Additional Info** tab is provided only in the new item build process.

The Key Specifications vary based on the selections made in the Item Category Codes pull down category and subcategory areas. This information will translate to the key item specs found on Northernntool.com.

Included is a text box where you can provide any 'non-copy' comments to your Merchant along with your submission.

# Item Maintenance

(Item Maintenance) Jim Terfehr (jim.terfehr@northerntool.com) Logout

Vendor Information | **Item Information** | Purchase Orders | Vendor Portal EDI | Accounts Payable | Forecast/POS | Score Cards | Reporting | Account Information

Help Documents | Build an item | Item Inquiry | **Item Maintenance** | Forms

Search:

Lead Time Transit Days: 8 days  
Dropship Lead Time: 19 days

report issue

Northern Item	Vendor Item Number	Description	Item Status
		1 TON BEAM CLAMP	Dropship (15 days)
		IQV SERIES BATTERY CHARGER	Dropship
		10 TON BEAM CLAMP	Dropship (15 days)
		2 TON BEAM CLAMP	Dropship (15 days)
		3 TON BEAM CLAMP	Dropship (15 days)
		5 TON BEAM CLAMP	Dropship (15 days)
405644	BC5A	IQV 7.2V LITHIUM ION BATTERY	Dropship (7 days)
3359111	BL072	IQV 14.4V LITHIUM ION BATTERY	Dropship (7 days)
3359110	BL144	IQV SERIES 19.2V LITH ION BATT	Dropship - Free Freight
3359104	BL192	15HP ROTARY SCREW COMPRESSOR	Dropship - Free Freight
1592028	CONTACT NORTHERN TOOL	S/O 3/8" FLTR REGLTR LBRCATOR	Dropship - Free Freight
4047921	C38231-811	FILTER, REGULATOR & LUBRICATOR	Stock
404792	C38231600VS	FILTER, REGULATOR, LUBRICATOR	Stock
404793	C38341600VS	WIRE ROPE PULLER 1700/3400 LBS	Dropship (15 days)
404760	C400HA	AIR DRYER 100CFM	Dropship
1592028	DXR100	7.2V 1/4" MINI DRILL	Dropship - Free Freight (7 days)
3359108	D040	REFRIGERATED AIR DRYER, 64 CFM	Dropship - Free Freight (10 days)
1592067	D108IN	REFRIGERATED AIR DRYER, 85 CFM	Dropship - Free Freight (10 days)
1592068	D144IN	REFRIGERATED AIR DRYER, 106CFM	Dropship - Free Freight (10 days)
1592069	D180IN		

## Item Maintenance

For Users with Access, the Item Maintenance screen allows you to view and submit changes to a current NTE item, complete the product information forms for an approved new item quote, or discontinue an old item.

Click on the underlined item number to access or modify existing item details, or to discontinue the item. All existing item modifications are subject to approval from Northern Tool + Equipment. Modifications to existing items or completion of product information forms on approved quotes can be saved if incomplete or submitted upon completion.

Discontinuation of an item will remove the product information files from NTE's vendor portal. Reversal of this process will require contacting Merchandising to relist any discontinued product.

# Item Maintenance

**NORTHERN TOOL + EQUIPMENT**  
Where Warriors Prepare For Battle

**VENDOR PORTAL**

(Item Maintenance) Jim Terfehr (jim.terfehr@northerntool.com) Logout

Vendor Information | **Item Information** | Purchase Orders | Vendor Portal EDI | Accounts Payable | Forecast/POS | Score Cards | Reporting | Account Information

Help Documents | Build an Item | Item Inquiry | **Item Maintenance** | Forms

Return to list

Item: 4056 1 TON  
Buyer: TRAVIS JOHNSON 952-895-6817 travis.johnson@northerntool.com  
Classification: MATERIAL HANDLING  
[Search for item on NorthernTool.com](#)

Product Information | Transportation | Package/Shipping | Tax/Restrictions | Copy | Images and Media

**Product Information**

Vendor Item # BC Desc 1 TON  
Model # BC N/A   
Warranty Length 12 months parts/12months labor  Notes  
UPC Code Case UPC Code  
Suggested Sell Price 9.99  
Current Cost 5.6600 04/23/2009

## Item Maintenance

Click on any of the tabs across the top to access or modify the information regarding that specific product.

Enter any changes as appropriate. The update icon will become available.

Click on **Update** to submit existing item changes to your NTE Merchant. Any changed fields will remain grayed out until approved. The system will not accept incomplete product information forms.

## Discontinue Item

You can elect to discontinue an item from within Item Maintenance.

When you click on the **Discontinue Item** icon, you'll receive a single warning prior to sending the request.

# Item Maintenance

**NORTHERN TOOL + EQUIPMENT**  
Where Warriors Prepare For Battle

**VENDOR PORTAL**

(Item Maintenance) Jim Terfehr (jim.terfehr@northerntool.com) Logout

Vendor Information | **Item Information** | Purchase Orders | Vendor Portal EDI | Accounts Payable | Forecast/POS | Score Cards | Reporting | Account Information

Help Documents | Build an Item | Item Inquiry | **Item Maintenance** | Forms

Return to list

Item: 4056 1 TON  
Buyer: TRAVIS JOHNSON 952-895-6817 travis.johnson@northerntool.com  
Classification: MATERIAL HANDLING  
[Search for item on NorthernTool.com](#)

Product Information | Transportation | Package/Shipping | Tax/Restrictions | Copy | Images and Media

**Product Information**

Vendor Item # BC Desc 1 TON  
Model # BC N/A   
Warranty Length 12 months parts/12months labor  Notes  
UPC Code Case UPC Code  
Suggested Sell Price 9.99  
Current Cost 5.6600 04/23/2009

Update Discontinue Item

## Future Cost Updates

This screen allows you to submit a future cost change. We require a 90 day notification of a cost update. Before the change is effective it must be approved by your NTE Merchant.

To propose a future cost update:

1. Select item maintenance from the drop down.
2. Click on the item number you will be updating.
3. Update the *Current Cost* field value and enter or select a future date from the calendar that is at least 90 days out from today.
4. Click on the update button to submit the cost change.

**NOTE:** If the selected item has blank values in any of the "required" fields you will be prompted to enter appropriate values into those fields before the update can be submitted.

# Discontinue Item

The screenshot shows the Northern Tool + Equipment Vendor Portal interface. At the top left is the Northern Tool + Equipment logo with the tagline "Where Warriors Prepare For Battle". To the right is a banner image of a red truck with "VENDOR PORTAL" text. Below the banner is a navigation bar with the following links: (Item Maintenance), Ed Severson (ed.severson@northerntool.com), Logout, Vendor Information, Item Information, Purchase Orders, Vendor Portal EDI, Accounts Payable, Forecast/POS, Score Cards, Reporting, and Account Information. A "Documents" link is also present. Below the navigation bar, there is a "Return to list" link and a "report issue" link. The main content area displays item details: Item: 5000000022 JT TEST 1, Buyer: DAVE LEVESSEUR 952-895-6814 dave.levesseur@northerntool.com, Classification: SPORTING GOODS : MISCELLANEOUS, and a link to "Search for item on NorthernTool.com". Below the details are several buttons: Product Information, Transportation, Package/Shipping, Tax/Restrictions, Copy, and Images and Media. A warning message states: "WARNING: Discontinuing this item will cause it to no longer show in the Item Maintenance listing and you will need to contact Merchandising to get it put back on." Below the warning are two buttons: "Yes" and "No". At the bottom left is a small icon of a shopping cart, and at the bottom center is the copyright notice: "Copyright Northern Tool + Equipment Co. All Rights Reserved."

## Discontinue Item

When you click on Discontinue Item, you'll receive the above warning to confirm the execution of the request.

Click **Yes** to continue to Confirm Discontinuation of the item.

A message will flash across the upper left corner of the item maintenance screen confirming discontinuation of the item.

Click **No** to return to the previous screen.

The item will still be viewable in the portal until it is approved by the Merchant, until then it will display this message:

**A discontinue request is pending**

Once the Merchant approves the discontinuation request, the item will no longer be accessible in the portal. Contact your Merchant if an item needs to be restored to the portal.

**NORTHERN TOOL + EQUIPMENT**  
Where Warriors Prepare For Battle

**VENDOR PORTAL**

Item Inquiry Jim Terfehr (jim.terfehr@northerntool.com) Logout

Vendor Information | **Item Information** | Purchase Orders | Vendor Portal EDI | Accounts Payable | Forecast/POS | Score Cards | Reporting | Account Information

Documents: Build an Item, **Item Inquiry**, Item Maintenance, Forms

Search:

Lead Time Transit Days: 8 days  
Dropship Lead Time: 19 days

<u>Northern Item</u>	<u>Vendor Item Number</u>	<u>Description</u>	<u>Item Status</u>
<a href="#">405640</a>	BC1A	1 TON BEAM CLAMP	Dropship (15 days)
<a href="#">405642</a>	BC2A	2 TON BEAM CLAMP	Dropship (15 days)
<a href="#">3359105</a>	BC20	IQV SERIES BATTERY CHARGER	Dropship
<a href="#">405643</a>	BC3A	3 TON BEAM CLAMP	Dropship (15 days)
<a href="#">405644</a>	BC5A	5 TON BEAM CLAMP	Dropship (15 days)
<a href="#">3359111</a>	BL072	IQV 7.2V LITHIUM ION BATTERY	Dropship (7 days)
<a href="#">3359110</a>	BL144	IQV 14.4V LITHIUM ION BATTERY	Dropship (7 days)
<a href="#">3359104</a>	BL192	IQV SERIES 19.2V LITH ION BATT	Dropship - Free Freight
<a href="#">1592028</a>	CONTACT NORTHERN TOOL	15HP ROTARY SCREW COMPRESSOR	Dropship - Free Freight
<a href="#">404792</a>	C38231-600-VS	FILTER, REGULATOR & LUBRICATOR	Stock
<a href="#">4047921</a>	C38231-811	S/O 3/8" FLTR REGLTR LBRCATOR	Dropship - Free Freight
<a href="#">404793</a>	C38341-600-VS	REGULATOR/FILTER + LUBRICATOR	Stock
<a href="#">404760</a>	C400HA	WIRE ROPE PULLER 1700/3400 LBS	Dropship (15 days)
<a href="#">1592026</a>	DXR100	AIR DRYER 100CFM	Dropship
<a href="#">3359108</a>	D040	7.2V 1/4" MINI DRILL	Dropship - Free Freight (7 days)
<a href="#">1592067</a>	D108IN	REFRIGERATED AIR DRYER, 64 CFM	Dropship - Free Freight (10 days)

## Item Inquiry

Item Inquiry mirrors Item Maintenance but is view only functionality for users without maintenance access.

The search window provides the ability to search by:

- Northern Item number
- Vendor Item Number
- Item Description
- Keyword

The Lead Time Transit Days and Dropship Lead Time in the upper right is your reported vendor average,

Click on the underlined item number in the Northern Item column to view the item product information screen.

\*\*\*\* These numbers are projected purchases and are not commitments to buy. Please keep in mind that the projections will be more accurate as the purchase date approaches. Also as sales forecasts change, these numbers will change, please check this site frequently.

Location:     Type:    

- DC Summary
- DC Detail
- Fort Mill
- Savage

[dave.levasseur@northerntool.com](mailto:dave.levasseur@northerntool.com)

Item	Item	Description	09/05/2010 10/02/2010	10/03/2010 10/30/2010	10/31/2010 12/04/2010	12/05/2010 01/01/2011	01/02/2011 01/29/2011	01/30/2011 03/05/2011	Total
11218	261	3500LB SQ.TUBE JACK SIDE WIND	48	24	24	24	24	24	168
11233	105-D5	3500LB SQ.TUBE JACK TOP WIND							
11234	231C	3500LB SQ.TUBE JACK SIDE WIND	408	192	240	360	240	168	1608
11236	326A	3500LB SQ.TUBE JACK SIDE WIND							
11241	429A	3500LB SQ.TUBE JACK SIDE WIND	50	0	50	0	50	0	150
121351	2135TIMAX	8"CASTER ASSEMBLY 1500LB							
121352	2135TI-2MAX	CASTER ADAPTER ASSEMBLY 1500LB	50	0	50	0	50	0	150
121353	2135QTIMAX	JACK DROP LEG 5000LB	48	42	45	48	39	39	261
121354	2135QTI-2MAX	FOOT PLATE 5000LB SQ.JACK	120	132	102	150	108	138	750
149800	SLB150-10-A	SQUARE TUBE TW PLAIN 7000#	96	96	78	126	102	96	594
149801	SLB300-10-A	1000LB A-FRAM JACK SIDE WIND	16	20	12	28	8	20	104
149801	SLB300-10-A	2500LB FIXED MOUNT JACK	39	30	27	42	15	24	177
149808	SLB600-10-A	2000LB A-FRAME JACK SIDE WIND	102	84	96	84	84	54	504
15402	315	3000LB A-FRAME JACK SIDE WIND							
1540316	2190TI	3000LB A-FRAME JACK SIDE WIND	104	88	76	96	40	56	460
1540317	2190TI-6	5000LB TUBE MOUNT JCK TOP	54	54	54	54	48	60	324
1540318	2190DTI-6	5000LB TUBE MOUNT JCK TOP	27	30	27	30	27	12	153
1540324	236G	WIND							
1540325	2100G	2000LB SNAP RING JACK SDE WIND	24	18	36	42	36	42	198
1540326	2132G	2000LB TUBE MOUNT JCK SDE WIND	76	80	80	80	80	76	472

## Projected Purchases Summary

Data is supplied based on past sales analysis and shows only potential demand. It is *not* a commitment to order.

primary: AVE LEVESSEUR 952-895-6814   dave.levesseur@northerntool.com

channel: All

type: Quantity Range Monthly Monthly Range Last 6 Months Search Reset

northern em	Vendor Item	Description	08/01/2010 09/04/2010	06/27/2010 07/31/2010	05/30/2010 06/26/2010	04/25/2010 05/29/2010	03/28/2010 04/24/2010	02/28/2010 03/27/2010	Total
I05640	BC1A	3500LB SQ.TUBE JACK SIDE WIND	0	0	0	5	1	0	6
I359105	BC10		0	0	4	5	5	2	16
I05641	BC10A	3500LB SQ.TUBE JACK TOP WIND	0	0	0	0	0	0	0
I05642	BC2A		7	1	0	0	0	0	8
I05643	BC3A		0	0	0	0	1	0	1
I05644	BC5A	3500LB SQ.TUBE JACK SIDE WIND	0	0	0	0	0	0	0
I359111	BL072		0	0	2	0	0	1	3
I359110	BL144	8"CASTER ASSEMBLY 1500LB	1	0	4	3	2	0	10
I359104	BL192	CASTER ADAPTER ASSEMBLY 1500LB	0	3	1	2	3	3	12
I592028	CONTACT NORTHERN TOOL	JACK DROP LEG 5000LB FOOT PLATE 5000LB SQ.JACK	0	0	0	0	0	0	0
I047921	C38231-811	SQUARE TUBE TWV PLAIN 7000#	0	0	0	0	0	0	0
I04792	C38231600VS	1000LB A-FRAM JACK SIDE WIND	24	29	13	20	17	12	115
I04793	C38341600VS	2500LB FIXED MOUNT JACK	24	25	29	43	10	14	145
I04760	C400HA	2000LB A-FRAME JACK SIDE WIND	2	1	1	2	4	3	13
I592026	DXR100	3000LB A-FRAME JACK SIDE WIND	0	0	0	0	0	0	0
I359108	D040		0	0	1	0	0	0	1
I592067	D108IN	5000LB TUBE MOUNT JCK TOP WIND	1	1	0	2	1	0	5
I592068	D144IN	2000LB SNAP RING JACK SDE WIND	0	0	0	0	1	0	1
I592069	D180IN	2000LB TUBE MOUNT JCK SDE WIND	2	3	0	1	1	0	7

## Point of Sale

Point of Sale provides a snapshot view of item net sales for the previous 6 months, or 6 weeks running. The totals reflect item sales minus any returns.

This view can be filtered to show:

1. **Sales by Channel**
  - a. All
  - b. Retail
    1. Region
    2. Store
  - c. Mail Order
  - d. Web
2. **Sales by Type**
  - e. Quantity
  - f. Dollars
3. **Range**
  - g. Weekly
  - h. Monthly

Vendor Information	Item Information	Purchase Orders	Vendor Portal EDI	Accounts Payable	Forecast/POS	Score Cards	Reporting	Account Information
Documents						Vendor Scorecard	Drop Ship Scorecard	<a href="#">report issue</a> <a href="#">Help</a>

 Year  Month  

Measure	Target	2010-7	2010-6	2010-5	2010-4	2010-3	2010-2	Past 12 Months
Purchases (\$)	N/A	832,117	871,098	936,775	854,518	762,401	818,921	9,336,150
Inventory Turns	* >5	9.95	9.74	9.38	8.48	7.83	7.54	8.38
Average Inventory Value	N/A	1,011,418	971,463	935,957	955,886	1,036,906	1,047,329	1,111,622
Average Slow Moving Inventory	** <10%	<u>123,351</u>	<u>127,941</u>	<u>129,458</u>	<u>131,440</u>	<u>111,288</u>	<u>98,447</u>	117,807
Initial Receipt Line Item	>95	98.3	98.3	97.5	99.7	98.4	98.6	98.6
On-Time Delivery (%)	>95	<u>85.7</u>	<u>79.5</u>	<u>78.9</u>	<u>75.4</u>	<u>88.5</u>	<u>88.6</u>	83.1
Average Lead Time (day)	N/A	14.1	16.0	16.3	15.4	14.7	15.0	15.0
Average Lead Time Dev	N/A	-9	1.0	1.3	4	-3	0	0
Average Absolute Lead Time (days)	<3	<u>3.4</u>	<u>3.7</u>	<u>3.8</u>	<u>3.3</u>	2.6	2.3	3.1
DC In-Stock Position (%)	* >95	<u>88.2</u>	<u>85.3</u>	<u>83.5</u>	<u>82.7</u>	<u>90.2</u>	<u>86.7</u>	86.9
Mail Order Backorder Rate (line %)	* <5	<u>12.0</u>	<u>12.5</u>	<u>13.9</u>	<u>21.3</u>	<u>14.0</u>	<u>10.7</u>	11.8
Total Returns (% of COGS)	<5	1.9	2.5	2.2	3.6	3.2	2.5	2.8
Damage/Defective Returns (% of COGS)	<2	9	1.3	7	1.0	1.3	1.3	1.2
Penalties Assessed (\$)	0	50	50	200	0	0	90	1,240
Penalties Paid (\$)	0	0	250	0	0	0	90	1,000

 Merchant Contact: DAVE LEVESSEUR 962-896-6814 [dave.levesseur@northerntool.com](mailto:dave.levesseur@northerntool.com)

\* Inventory turns, DC In-stock position and Mail order backorder rate are NTE targets; vendors are not individually held accountable for these measures

\*\* Slow moving inventory is expected to be less than 10% of the inventory value for the period

# Insufficient data to produce relevant number

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## Vendor Scorecard

The Vendor Scorecard provides a floating 6 month view and 12 month totals that measure performance on key indicators and areas where improvements can be made.

The scorecard parameter definitions are available by clicking on **Measure** in the upper left of the screen.

Select Year and Month from the drop down in upper left hand corner of the screen.

Numbers in **red** indicate areas where performance falls below expectations.

You can click on any underlined data item for detailed information.

Year 2010    Month July   

Measure	Target	2010-7	2010-6	2010-5	2010-4	2010-3	2010-2	Past 12 Months
Purchases (\$)	N/A	395,442	438,353	445,594	445,483	366,144	393,507	4,688,560
Number of lines shipped	N/A	666	778	773	742	725	703	8149
Purchase qty	N/A	716	832	818	770	753	740	8591
Average lead time (days)	<3	10.8	10.1	10.6	9.1	9.8	11.0	10.1
Average lead time delay	0	1.3	.6	.6	.1	.7	1.8	.8
On-time compliance (%)	>95	98.1	92.5	89.0	98.4	92.1	83.1	90.5
Average days to send A/I	<1	1.3	2.3	2.7	.6	4	5	1.0
Invoicing accuracy (% of pur)	>98	97.9	97.2	96.8	97.4	99.1	96.1	98.1
Total returns (% of purch)	<5	1.1	2.0	1.6	3.9	1.1	3.4	2.1
Total returns qty	N/A	5	14	20	22	9	34	175
Damaged returns (% of purchases)	<1	0	0	0	0	0	0	0
Damaged returns qty	N/A	0	0	0	0	0	0	1
Defective returns (% of purchases)	<1	0	0	0	0	0	0	0
Defective returns qty	N/A	0	0	0	0	0	0	2
Cancellation rate (% of lines)	<1	2.9	3.4	1.5	2.6	1.5	2.6	2.2

Merchant Contact: DAVE LEVESSEUR 952-895-0814 [dave.levesseur@northerntool.com](mailto:dave.levesseur@northerntool.com)

\*\*\*Numbers in red fail to meet expectations



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## Dropship Scorecard

The Drop Ship Scorecard provides a floating 6 month view and 12 month totals that measure performance on key indicators and areas where improvements can be made.

The scorecard parameter definitions are available by clicking on **Measure** in the upper left of the screen.

Select Year and Month from the drop down in upper left hand corner of the screen.

Numbers in **red** indicate areas where performance falls below expectations.

You can click on any underlined data item for detailed information.

Vendor Primary Account Contact: [Request Change to Account](#)

If you need to add additional login accounts for people, please add them on the [Setup New Account](#) page. You can get to the Setup New Account page from the login page.

Email: Jim.Terfehr@NorthernTool.com  
 Phone: 952-894-9510  
 Status: Active

**Individual Accounts**

Account	Name	Email	Phone	Status
<a href="#">ed.severson@supervendor.com</a>	Ed Severson	ed.severson@supervendor.com	952-641-2415	Active
<a href="#">old.employee@supervendor.com</a>	Old Employee	old.employee@supervendor.com	952-894-9510	Active
<a href="#">super vendor</a>	Jim Terfehr	Jim.Terfehr@NorthernTool.com	952-894-9510	Active

**Authority for Vendor SUPER VENDOR**

Menu	Access Level
Vendor Information	
Vendor Maintenance	Secured
Vendor Inquiry	Secured
Accounts Payable	
Marketing Agreement	Secured
Payment Detail	Secured
Invoice Inquiry	Secured
Online Invoicing	Secured
PO Information	
Open Purchase Orders	Secured
EDI	
Edi Purchase Orders	Secured
Drop Ship Missed ASN	Secured

## Primary Account

Users assigned as the primary account holder can access the Account Name, User Name, Email, Phone and Status of all of the individual account holders attached to the vendor account. Click on a specific individual account for detail of the specific account holder's security access levels. Also listed are the security levels established for navigation bar items.

***You should review this information periodically to ensure that your users' files are up to date and that they have access to portal files that they need.***

You can request additions or deletions via email by clicking on **Request Change to Account**.

Vendor Information	Item Information	Purchase Orders	Vendor Portal EDI	Accounts Payable	Forecast/POS	Score Cards	Reporting	Account Information
Documents								Primary Account
								My Account 

**Vendor Primary Account Contact:**

Name: Jim Terfehr  
 Email: james@northerntool.com  
 Phone: 952.894.95109

Name: Jim Terfehr  
 Account: james@northerntool.com  
 Email: jim.terfehr@northerntool.com  
 Phone: 952.894.95109  
 Status: Active

[Change Password](#)

**Other Individual Accounts**

Name	Email	Phone	Status
Ed Severson	ed.severson@supervendor.com	952-641-2415	Active
Old Employee	old.employee@supervendor.com	952-894-9510	Active
Jim Terfehr	Jim.Terfehr@NorthernTool.com	952-894-9510	Active

## Primary Account

You can request additions, deletions or access level changes via email by clicking on **Request Change to Account**.

Authority for specific users can be viewed in this inquiry screen.

Vendor Information	Item Information	Purchase Orders	Vendor Portal EDI	Accounts Payable	Forecast/POS	Score Cards	Reporting	Account Information
Documents								Primary Account
								My Account 

**Vendor Primary Account Contact:**

Name: Jim Terfehr  
 Email: jamesj@northerntool.com  
 Phone: 952.894.95109

Name: Jim Terfehr  
 Account: jamesj@northerntool.com  
 Email: jim.terfehr@northerntool.com  
 Phone: 952.894.95109  
 Status: Active

[Change Password](#)

**Other Individual Accounts**

Name	Email	Phone	Status
Ed Severson	ed.severson@supervendor.com	952-641-2415	Active
Old Employee	old.employee@supervendor.com	952-894-9510	Active
Jim Terfehr	Jim.Terfehr@NorthernTool.com	952-894-9510	Active

## My Account

My Account displays contact information for all the accounts within your company. These should be reviewed periodically for accuracy and updated as needed.