

DECEMBER 8, 2020

0.01

# MICROSTRATEGY SALES REPORTING

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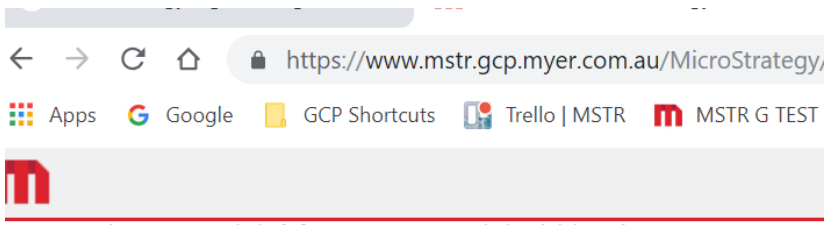
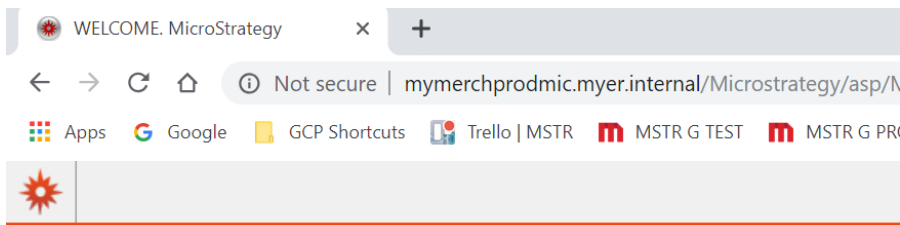
## SUPPLIER PORTAL

Wayne Black  
&  
Sneha Rakheja

# Agenda

1. Introductions
2. Overview of Weekly Supplier Sales Reporting
3. Setup and User access
4. Demonstration of contents and navigation
5. Troubleshooting / Support

# New MicroStrategy



**MYER**



**MYER RDW**  
The Myer RDW offers merchandise analytical abilities. Reports can be scheduled, viewed, and drilled upon to improve insight into performance.  
**Server name** AU12UAP166MLA32/AU12UAP167MLA32



**MYER SUPPLIER REPORTING**  
Project description unavailable  
**Server name** SCLDGAWPAPP001/SCLDGAWPAPP002

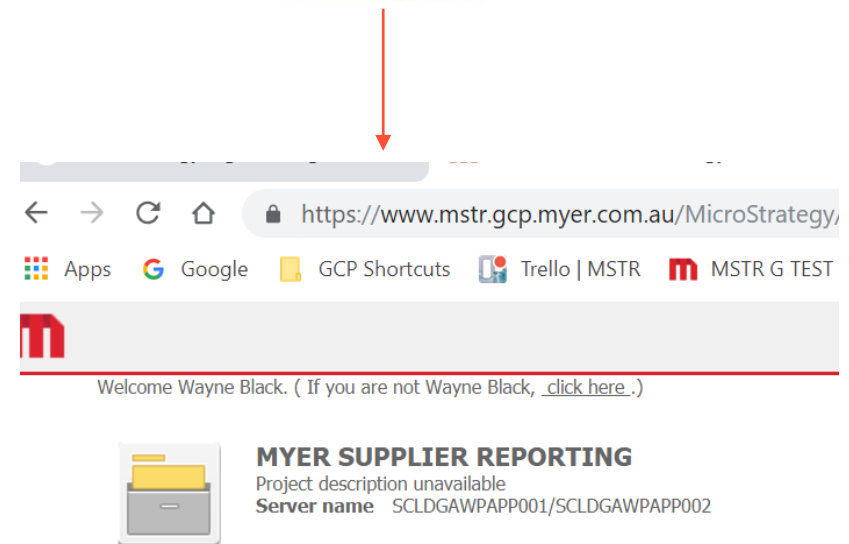
# Weekly Sales Reporting

## Recognised challenges with existing reporting

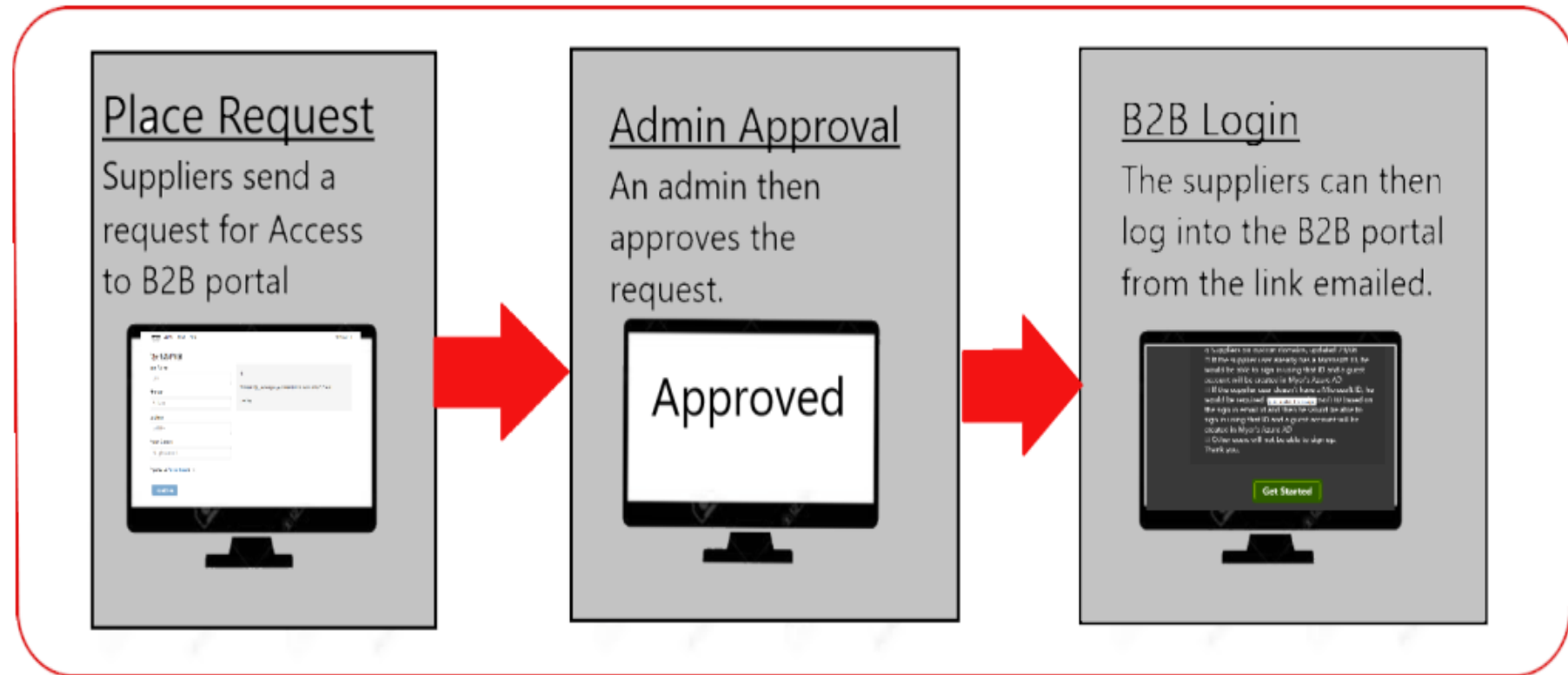
- Manual process
- Time to receive
- Multiple reports to capture different cuts of data
- No consistency in provision of analytics / highlights

## In response commenced development of new reporting tool

- Automated weekly (Sunday afternoon), best of breed tool
- Self Service (secure authentication)
- Provision to include additional data fields
- Dashboards, graphs and item tracker



# Supplier Requests Registration



One-off activity  
Secure access to Myer network

# Place Request - Supplier Requests Registration

**MYER**  
MY STORE

[Sign Up](#) [About](#) [Contact](#)

Admin Sign in

## Myer B2B Portal

**Email Address**

**First Name**

**Last Name**

**Request Comment**

Agree with our [Terms of Service](#)? ☒

Hi,

Welcome to Myer, please register your information to get access into the B2B portal.

Myer Team

**MYER**  
MY STORE

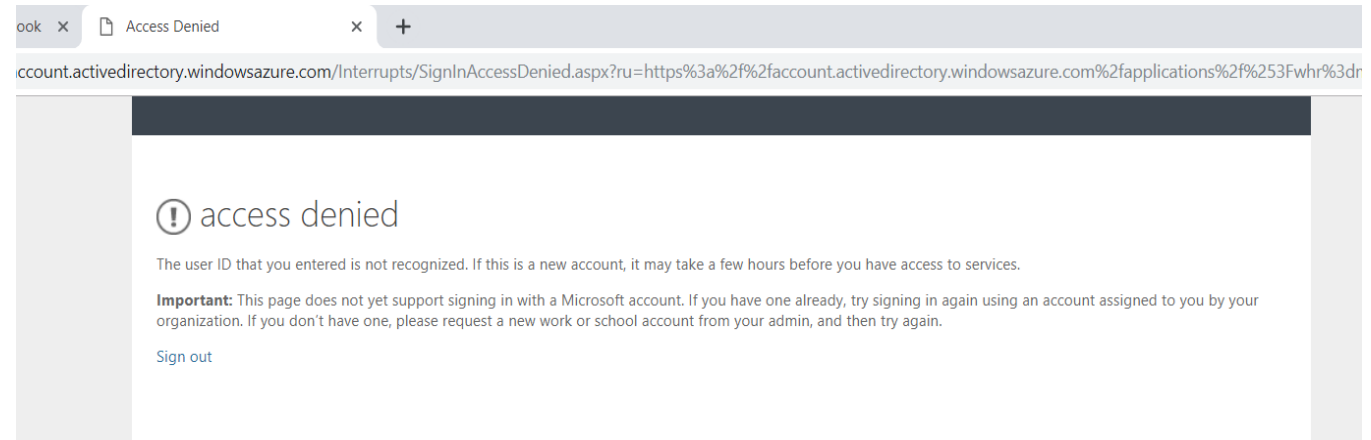
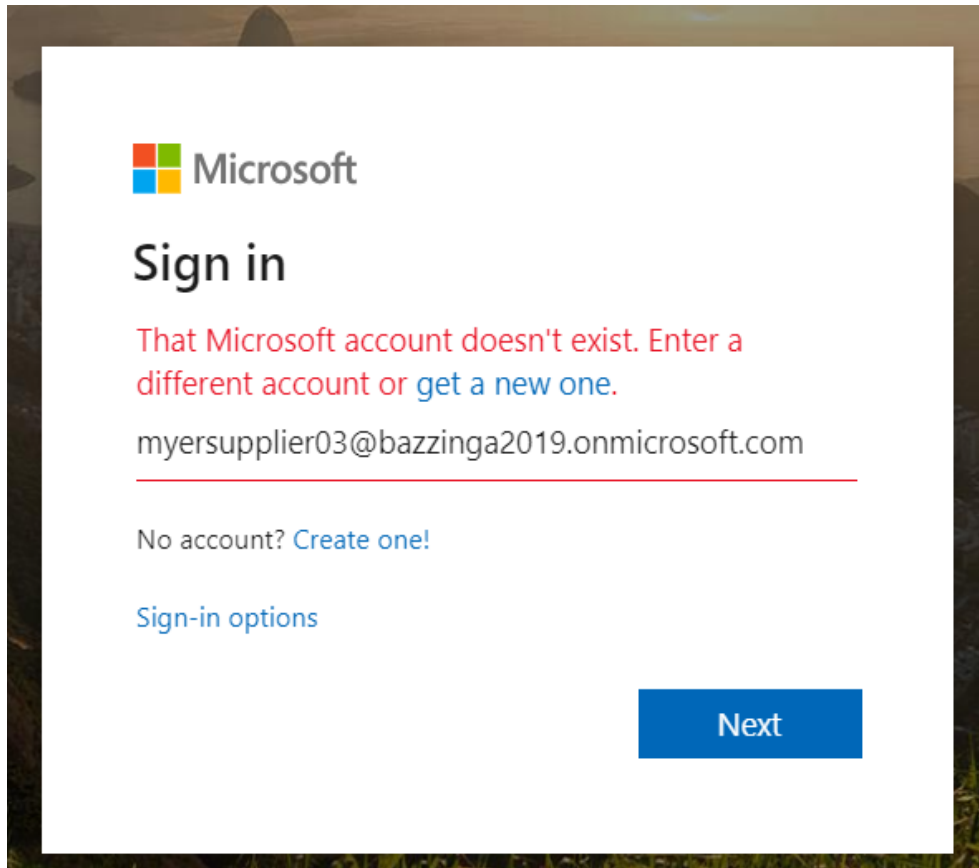
[Sign Up](#) [About](#) [Contact](#)

Admin Sign in

## Thanks for Signing Up

Your request is being processed. Your request ID is "f52de93d-0833-42ad-8c85-e457e3ae6d85".

# If anyone tries to login without approval



# Approval and Authentication – B2B Administrator approves or rejects

Pending Guest Requests

Save

Refresh

Filter ...

1 request approved, 0 requests denied, invitation

Approve all

Approve

Deny

Pending

9f3f1d8e  
4d7b-84  
67d74ct

You're invited to the Myer

Microsoft Invitations

<invites@microsoft.com>

to me

Intro

Hello,  
Welcome  
registrat  
instructi  
Office 36  
in using  
or you w  
the email  
B2B Port

Kind Reg  
Myer

Get Started

Return to the above link at any time for access.

Microsoft

jyotsnamsr@gmail.com

Enter password

Password

☐ Keep me signed in

[Forgot password?](#)

[Sign in with a different Microsoft account](#)

Sign in

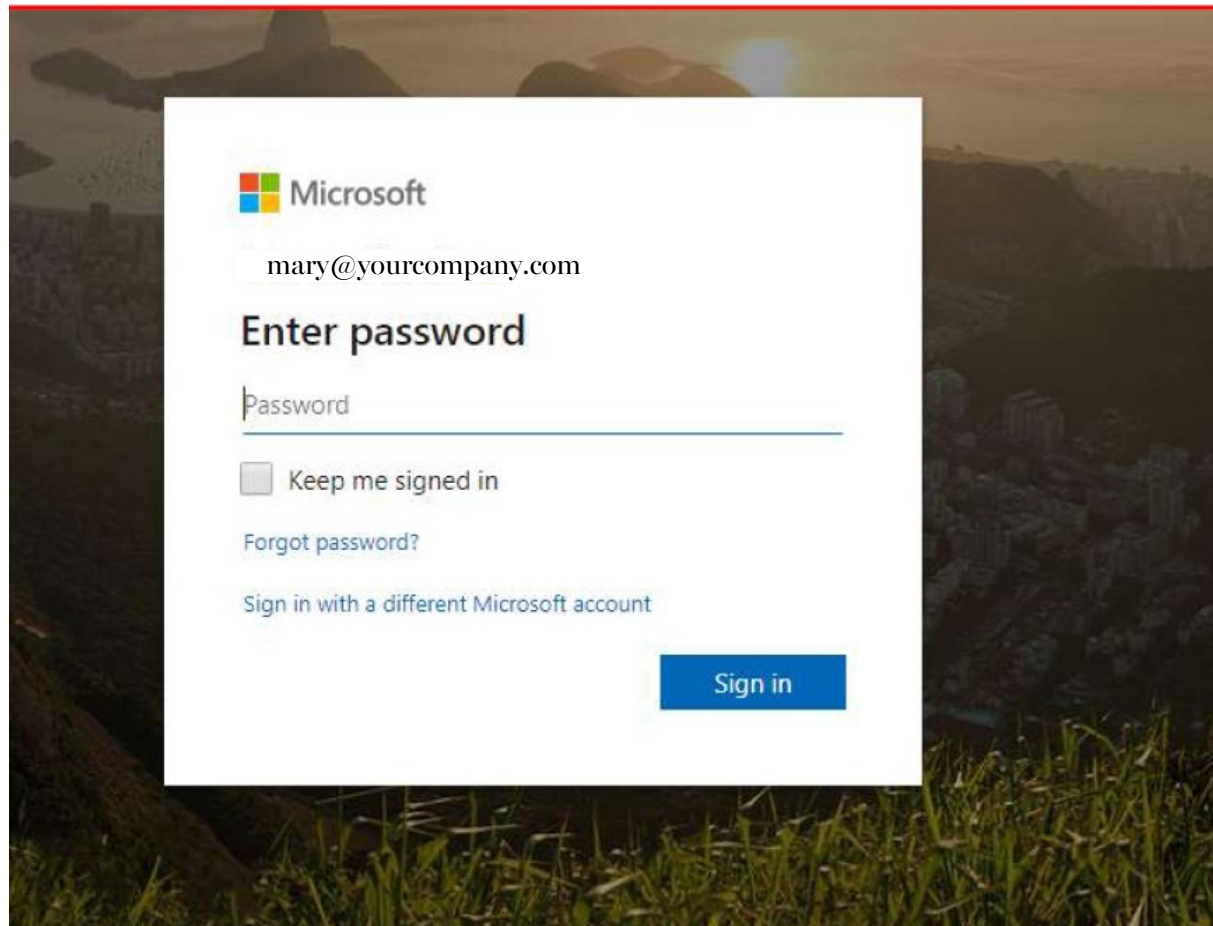
Supplier Receives  
Welcome Email with  
Link

Validates against  
Microsoft account



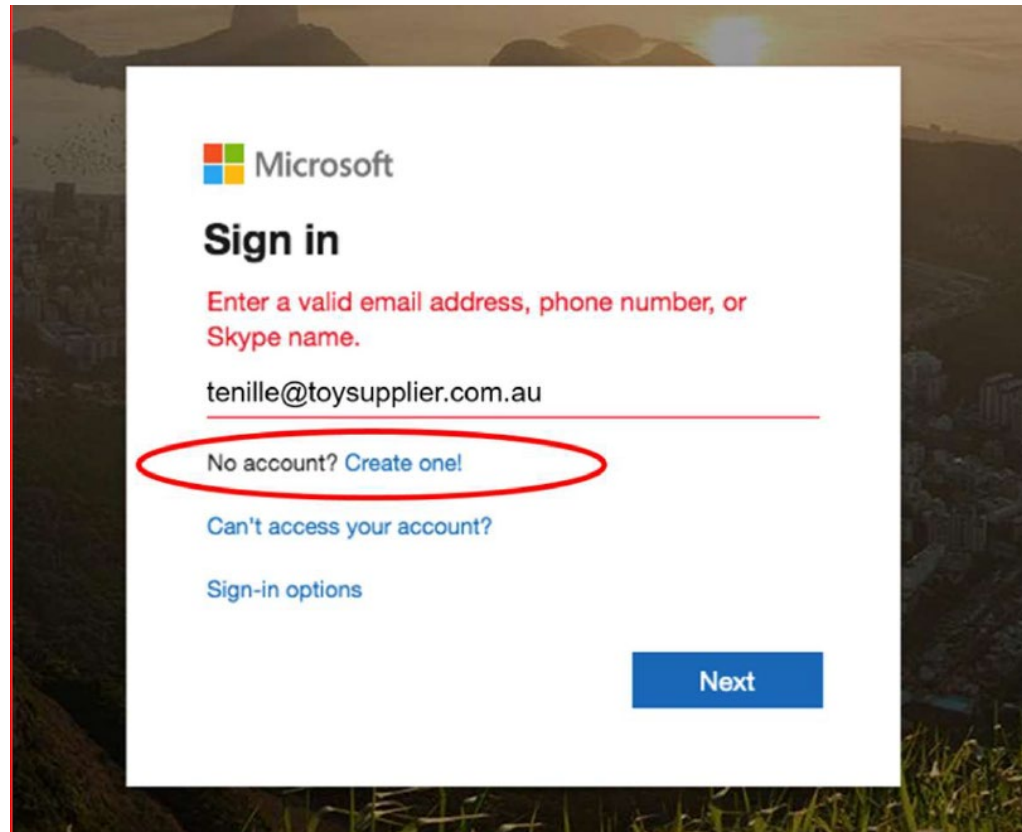
# Pre-Existing Microsoft User

If your company uses Microsoft for managing user accounts, you will be redirected to an Authentication Page where you enter your password associated with your company email



# Not Yet a Microsoft User

The error below often indicates that your company may not use Microsoft for managing user accounts. To proceed further, you will need to create a Microsoft account, which will then be associated to your email address. Click on the “Create One” link, then follow the instructions.

A screenshot of the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the heading "Sign in". A red error message reads: "Enter a valid email address, phone number, or Skype name." Below this, the email address "tenille@toysupplier.com.au" is entered in a text field. A red circle highlights the text "No account? Create one!" which is a link to create a new account. Below this are two more links: "Can't access your account?" and "Sign-in options". At the bottom right is a blue button labeled "Next". The background of the sign-in window shows a scenic view of a city at sunset.

Microsoft

## Sign in

Enter a valid email address, phone number, or Skype name.

tenille@toysupplier.com.au

No account? [Create one!](#)

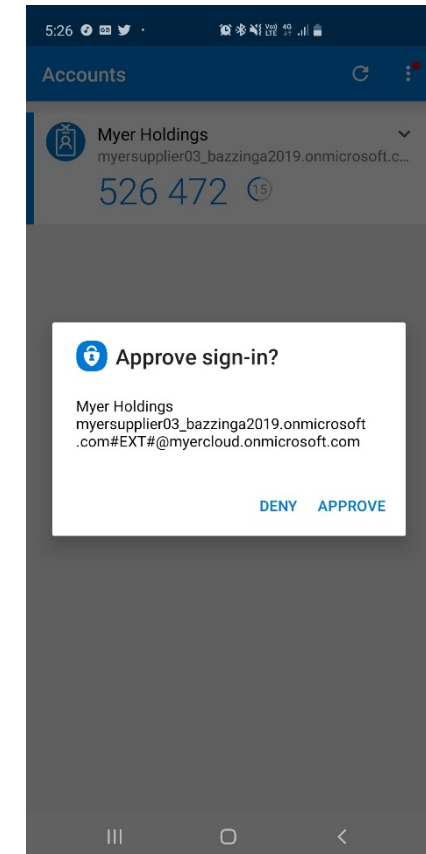
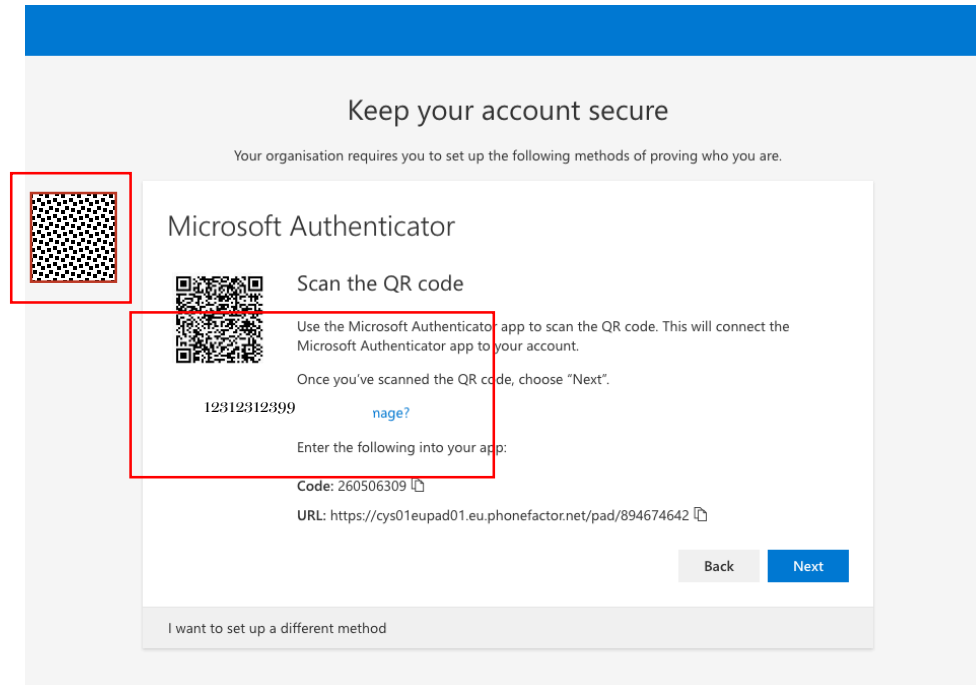
[Can't access your account?](#)

[Sign-in options](#)

Next

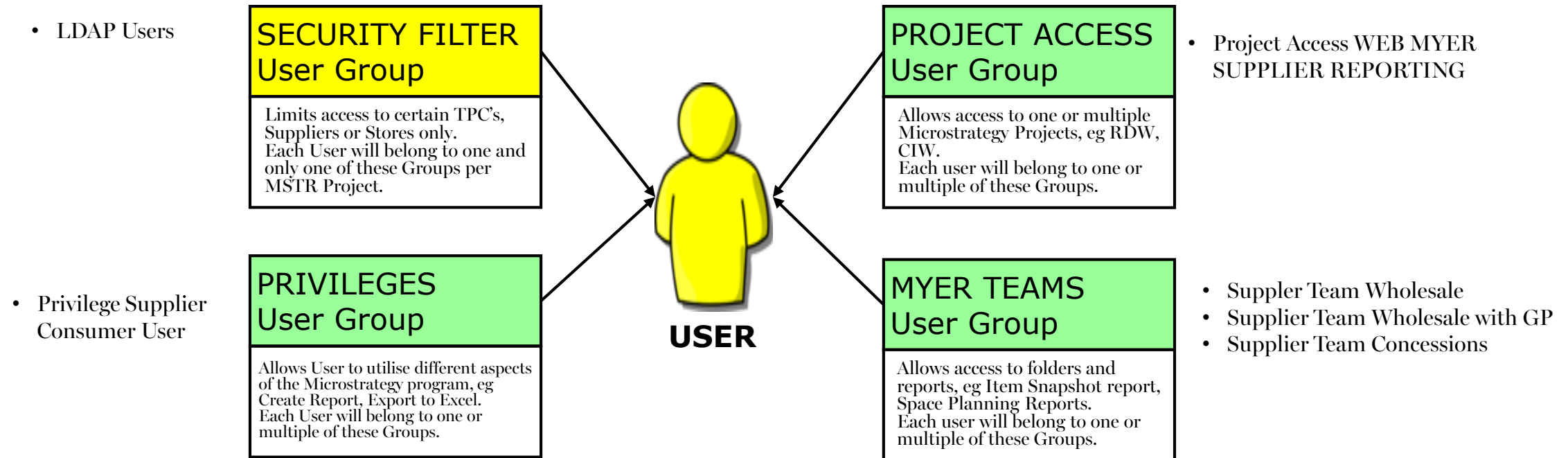
# Multi Factor Authentication

Download the 'Microsoft Authenticator' App from the Apple App Store, or Google Play Store



Validates against Microsoft Authenticator app

# Business Intelligence team completes setup



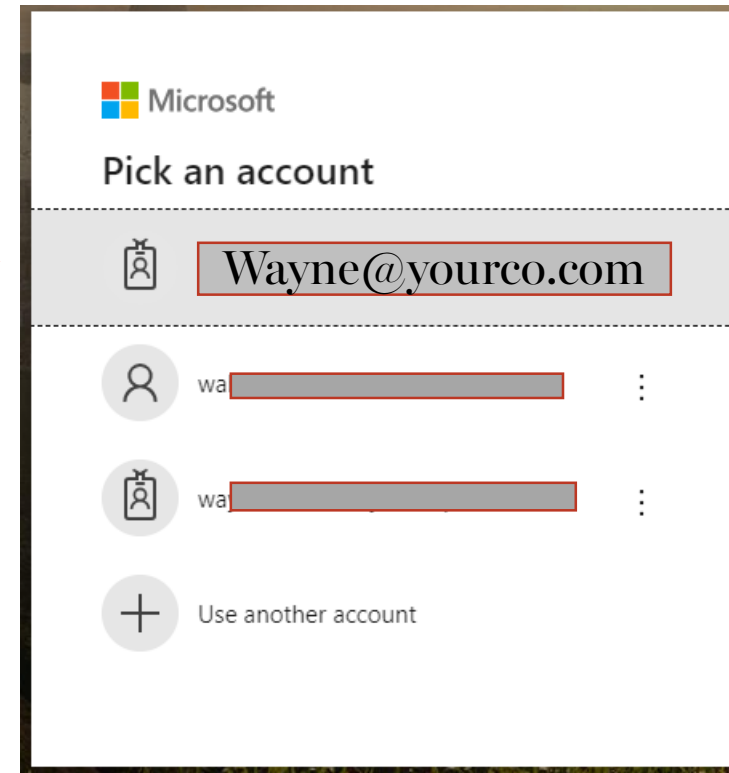
End to end process 3-5 days

# Demonstration

# Access to MicroStrategy

On your browser, type into the URL bar:  
myapps.microsoft.com

If prompted, make  
sure to select your  
company email  
address





## Apps



MicroStrategy

Once signed into myapps. This is the landing screen for you to access microstrategy. Click on the tile

If you do not see the Myer logo you may be on your company's My Apps page. Click your name to toggle between organisations.



Search apps

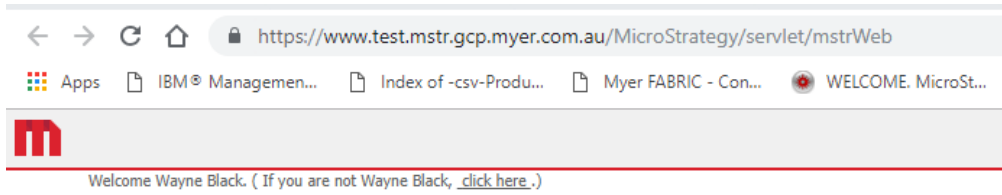


Groups



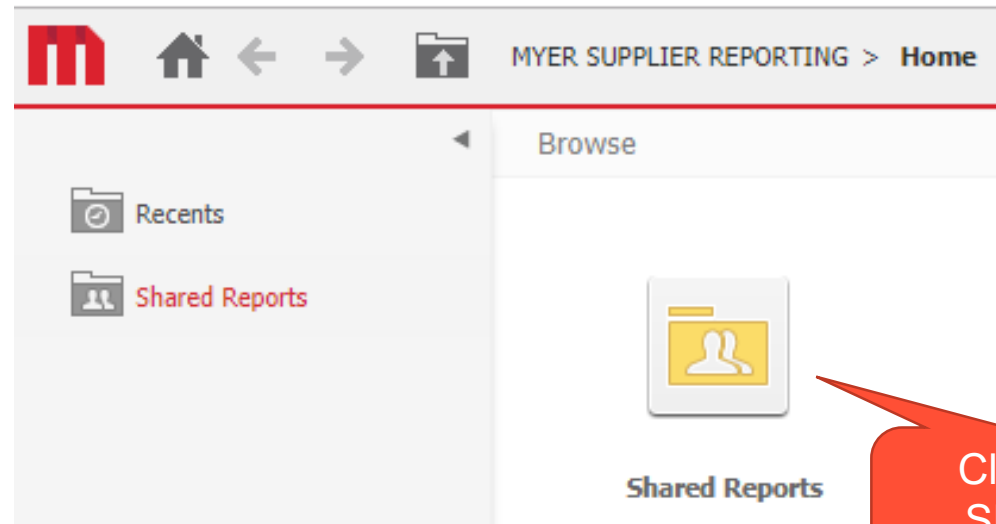
Access reviews

1



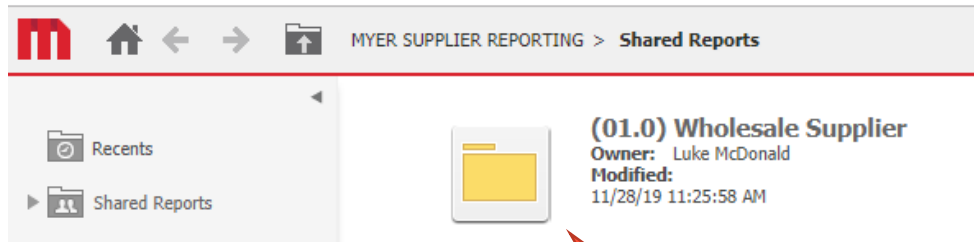
You are now inside  
Microstrategy.  
Click to go down to  
the next lower level

2



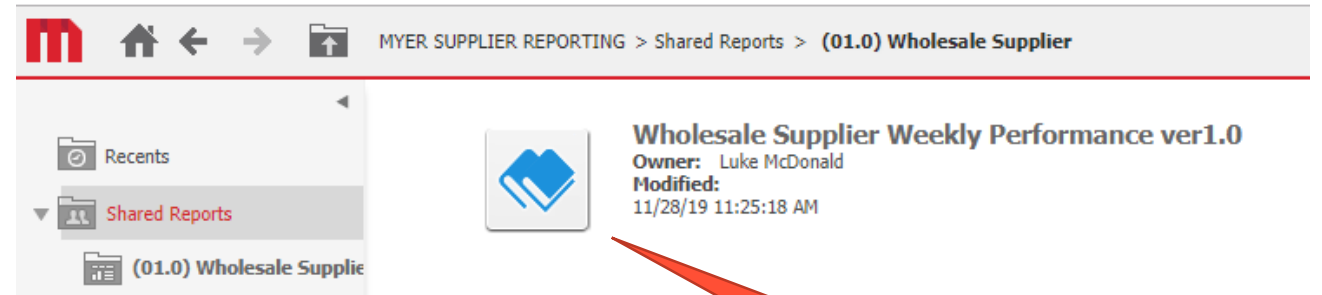
Click on  
Shared  
Reports

3



Click on the  
next folder

4



This BLUE icon is  
the dashboard.  
Click on it



# How to Run Your Dashboard

INDEX

Summary of your selections

1 FILTER: Supplier

2 FILTER: TPC

3 FILTER: Category

4 FILTER: Brand

1. FILTER: Supplier

Select one or more Suppliers for the report. Leaving this blank means it will run for all Suppliers available to you.

Search for:

☐ Match case

Available:

4100014:RICHARD HO NOVELTY CO. LTD

4100021:V FRAAS AG & CO KG

4100025:ROBEY FOUJARDS SPA

4100028:YORK NOVELTY TRADING CO LTD

410007

410008

410008

410008

410008

1 - 20 of 20

Selected:

(none)

2. FILTER

Select one or all TPCs available to you.

Search for:

☐ Match case

Available:

10:AC Accessories

15:CM Cosmetics

20:FO Footwear

25:IA Intimate & Active

30:CH Childrenswear

35:YA Youth Apparel

40:MW Menswear

4100014:RICHARD HO NOVELTY CO. LTD

1 - 20 of 20

Selected:

(none)

3. FILTER: Category

Select one or more Categories for the report. Leaving this blank means it will run for all Categories available to you.

Search for:

☐ Match case

Available:

100:Handbags/Sm Leather

101:Hostery & Socks

102:PB Youth Womens Acc

103:Jewellery

104:My Green Bag

105:Watches

107:Travel Goods

108:Fashion Accessories

1 - 141 of 141

Selected:

(none)

4. FILTER: Brand

Select one or more Brands for the report. Leaving this blank means it will run for all Brands available to you.

Search for:

☐ Match case

Available:

Lancel

1000

1270

17 Sundays

1867 by Cambridge

ZKU

39 Degrees Bathing

30 Music

1 - 200 of 3230

Selected:

(none)

Save this answer when report is run

Save this answer when report is run

Save this answer when report is run

Save this answer when report is run

The “Prompts” allow you to select which data to include in the dashboard

MYER

17

# Make Selections Using the Prompts

1. FILTER: Supplier

Select one or more Suppliers for the report. Leaving this blank means it will run for all Suppliers available to you.

Search for:

Q

☐ Match case

Available:

4100028:YORK NOVELTY TRADING CO LTD

Selected:

(none)

>

>>

<

<<

To make a selection, highlight it, then use the arrows to push it to the right hand side

1 - 1 of 1

1. FILTER: Supplier

Select one or more Suppliers for the report. Leaving this blank means it will run for all Suppliers available to you.

Search for:

Q

☐ Match case

Available:

(none)

Selected:

4100028:YORK NOVELTY TRADING CO LTD

>

>>

# Available Prompts

The screenshot shows a web application interface for configuring a report. The title bar reads 'Myer Supplier Reporting > Shared Reports > (01.0) Wholesale Supplier > Wholesale Supplier Weekly Performance ver1.2'. On the left is an 'INDEX' sidebar with a 'Summary of your selections' section containing four items: '1. FILTER: Supplier', '2. FILTER: TPC', '3. FILTER: Category', and '4. FILTER: Brand'. The main area contains four filter sections, each with a search bar and a list of available options. Red callout boxes point to each section with explanatory text. A large red callout on the left points to the 'Run Dossier' button at the bottom left.

**Prompt 1. Supplier** – Select one or more Myer Supplier ID's

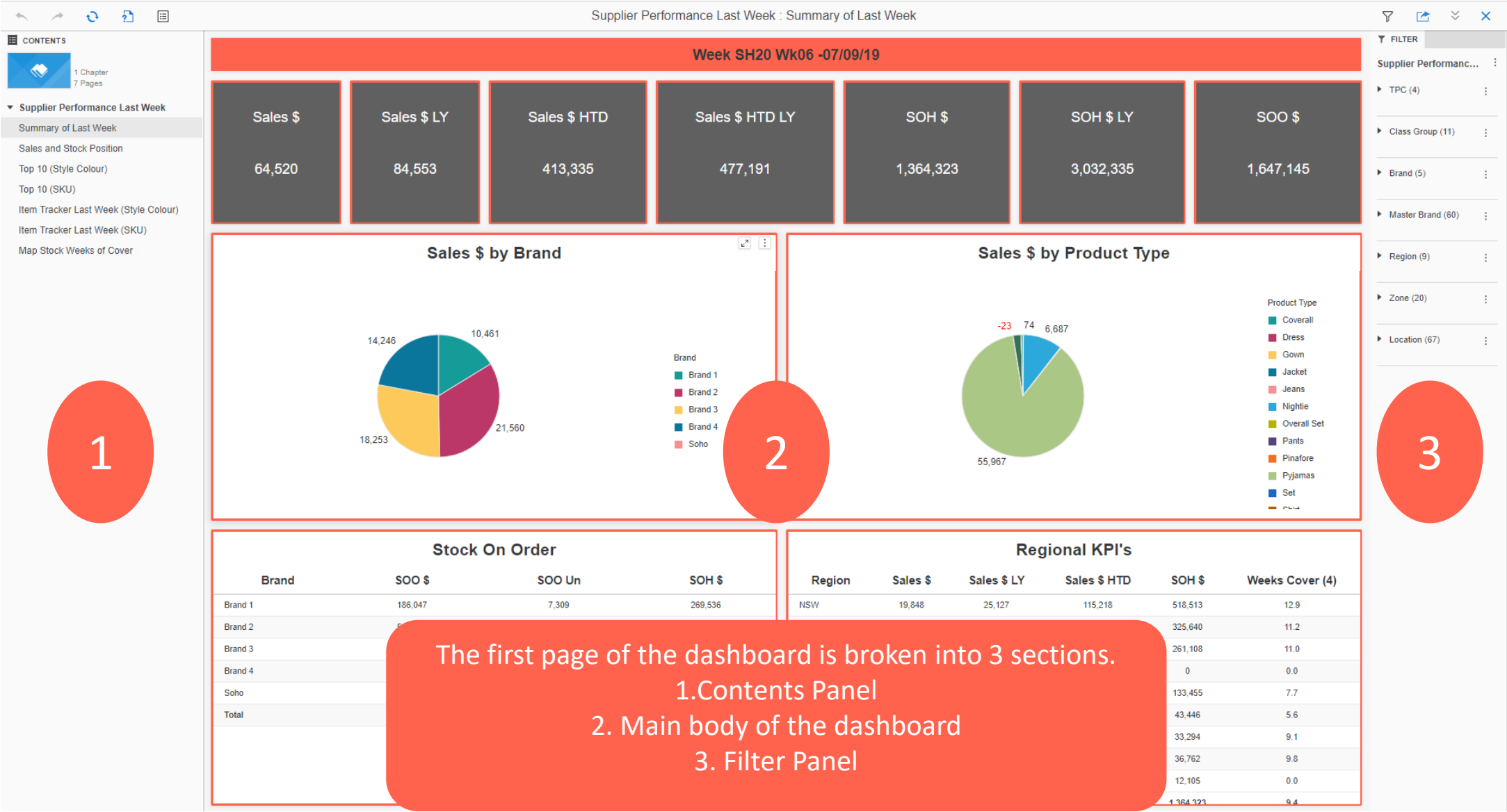
**Prompt 2 TPC (optional)** – if required, limit the dashboard to selected TPC's

**Prompt 3 Category (optional)** – if required, limit the dashboard to selected Categories

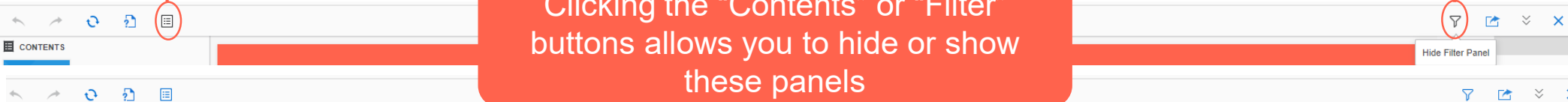
**Prompt 4 Brand (optional)** – if required, limit the dashboard to selected Brands

Click "RUN DOSSIER" to launch the dashboard

# Explaining the Dashboard



Clicking the “Contents” or “Filter” buttons allows you to hide or show these panels



Week SH20 Wk06 -07/09/19

Sales \$

64,520

Sales \$ LY

84,553

Sales \$ HTD

413,335

Sales \$ HTD LY

477,191

SOH \$

1,364,323

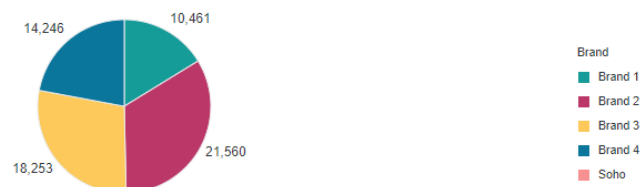
SOH \$ LY

3,032,335

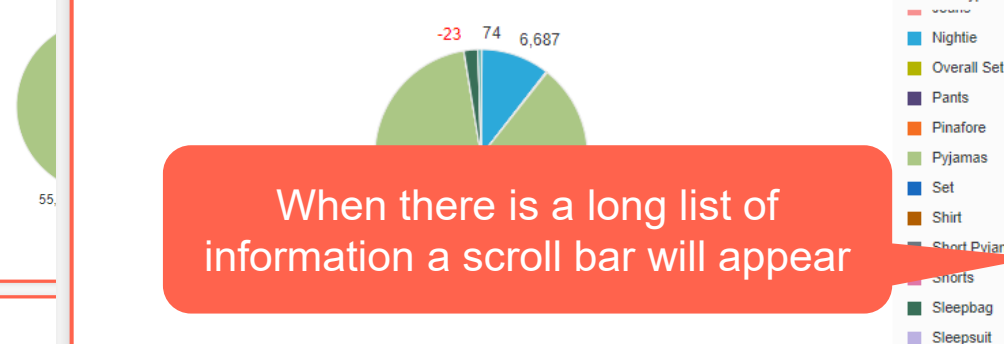
SOO \$

1,647,145

Sales \$ by Brand



Sales \$ by Product Type



When there is a long list of information a scroll bar will appear

Stock On Order

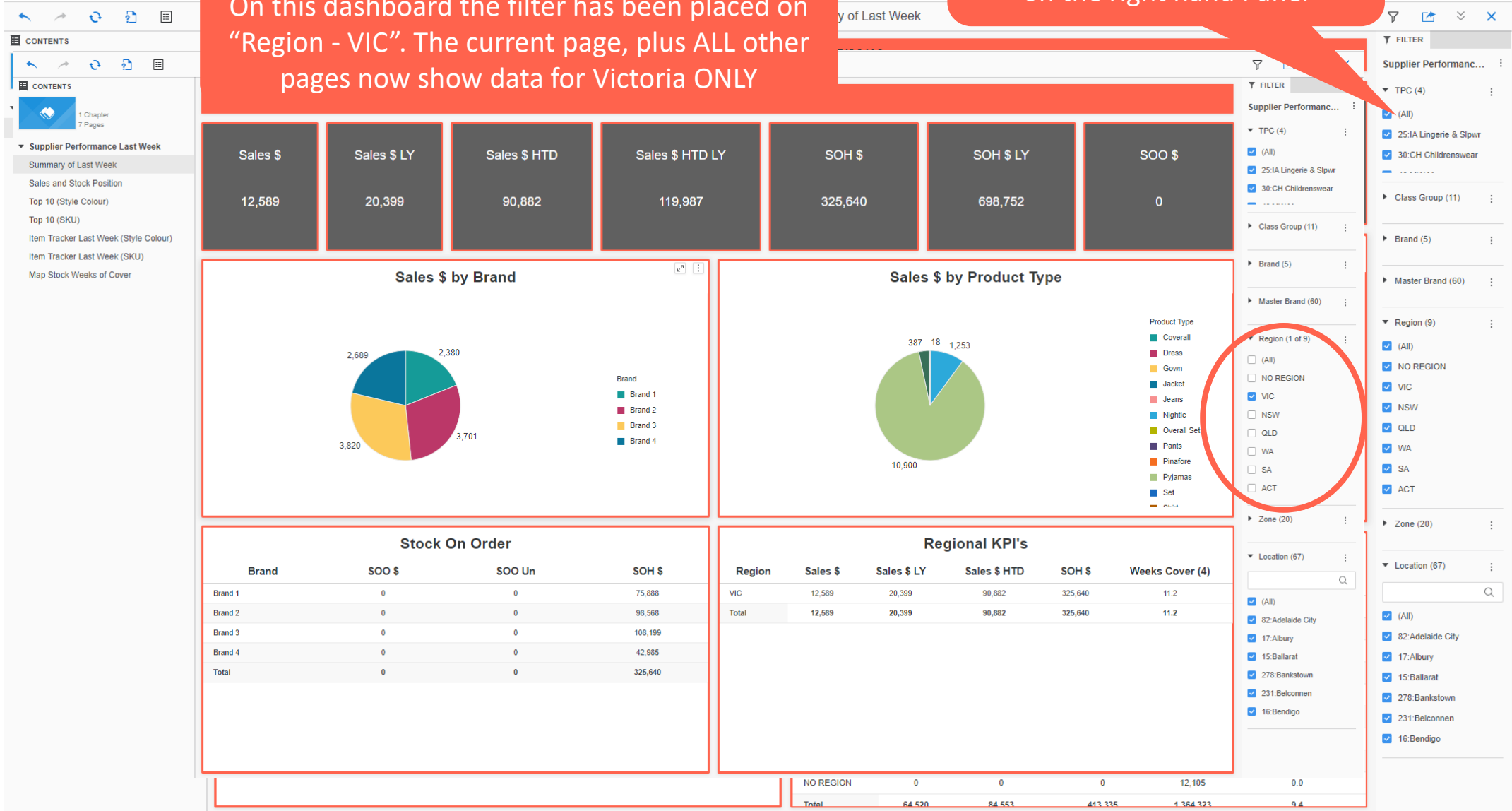
Brand	SOO \$	SOO Un	SOH \$
Brand 1	186,047	7,309	269,536
Brand 2	518,135	26,914	462,402
Brand 3	294,418	16,193	426,447
Brand 4	449,076	18,794	205,938
Soho	199,468	6,971	0
Total	1,647,145	76,181	1,364,323

Region	Sales \$	Sales \$ LY	Sales \$ HTD	Sales \$ HTD LY	SOH \$
NSW	19,848	25,127	115,218	518,513	12.9
VIC	12,589	20,399	90,882	325,640	11.2
QLD	10,474	12,692	61,198	261,108	11.0
OL MSAL	9,650	8,910	61,949	0	0.0
WA	6,823	9,649	42,297	133,455	7.7
SA	1,888	3,196	19,144	43,446	5.6
ACT	1,810	2,200	11,344	33,294	9.1
TAS	1,438	2,379	11,303	36,762	9.8
NO REGION	0	0	0	12,105	0.0
Total	64,520	84,553	413,335	1,364,323	9.4

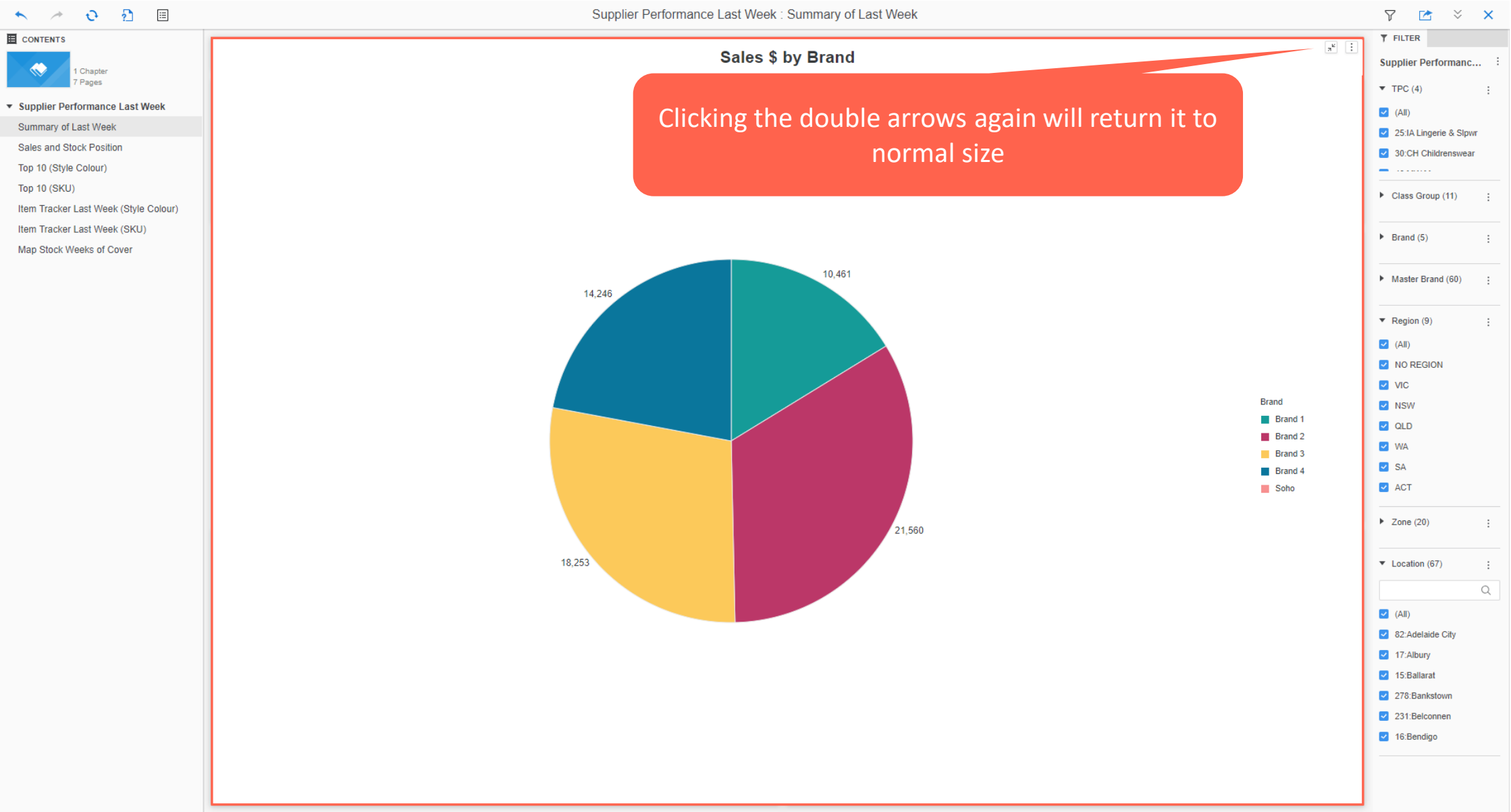
FILTERS

The Dashboard has the ability to filter on many different things on the right hand Panel

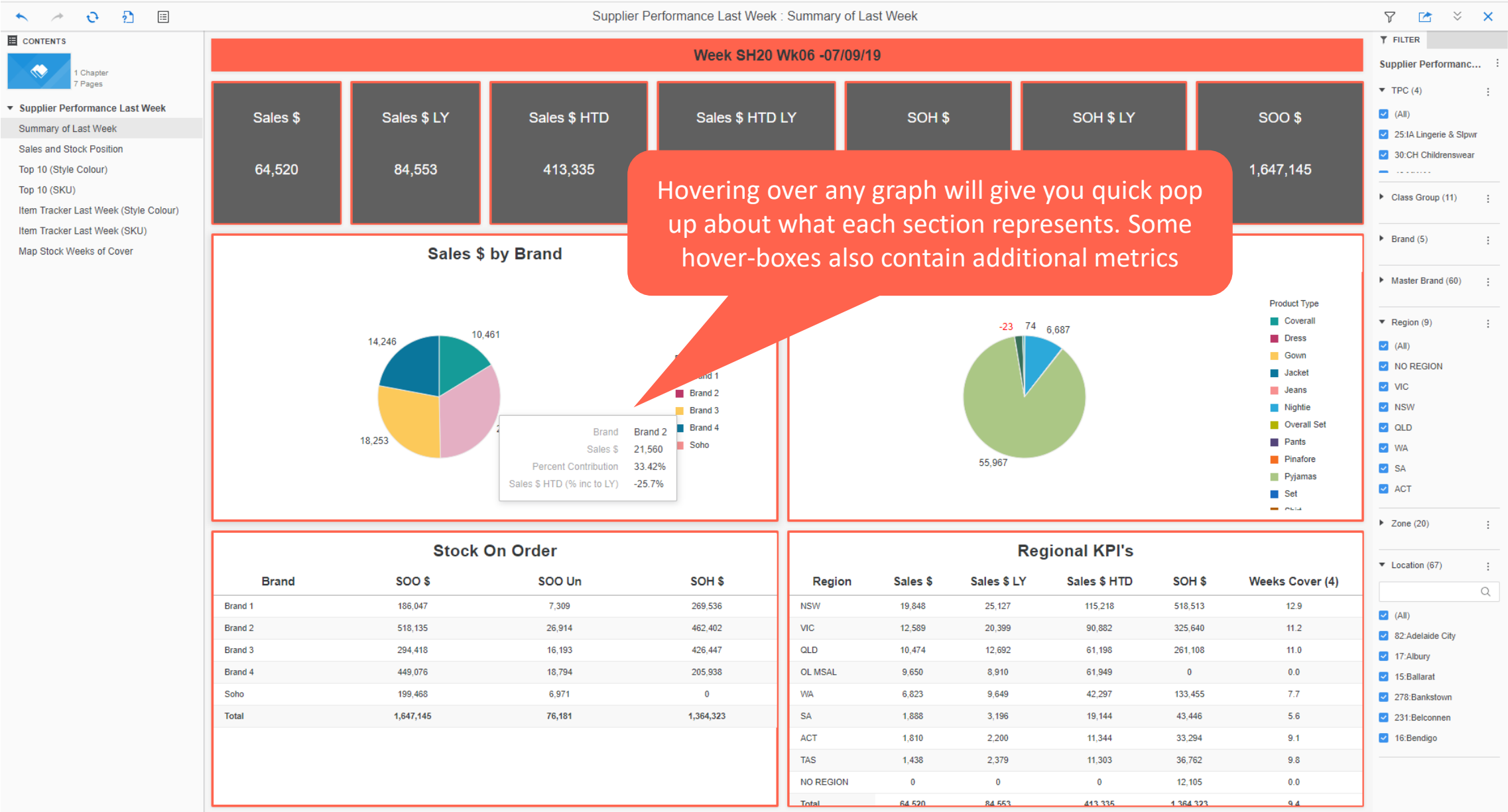
On this dashboard the filter has been placed on "Region - VIC". The current page, plus ALL other pages now show data for Victoria ONLY



# Pop Out Boxes

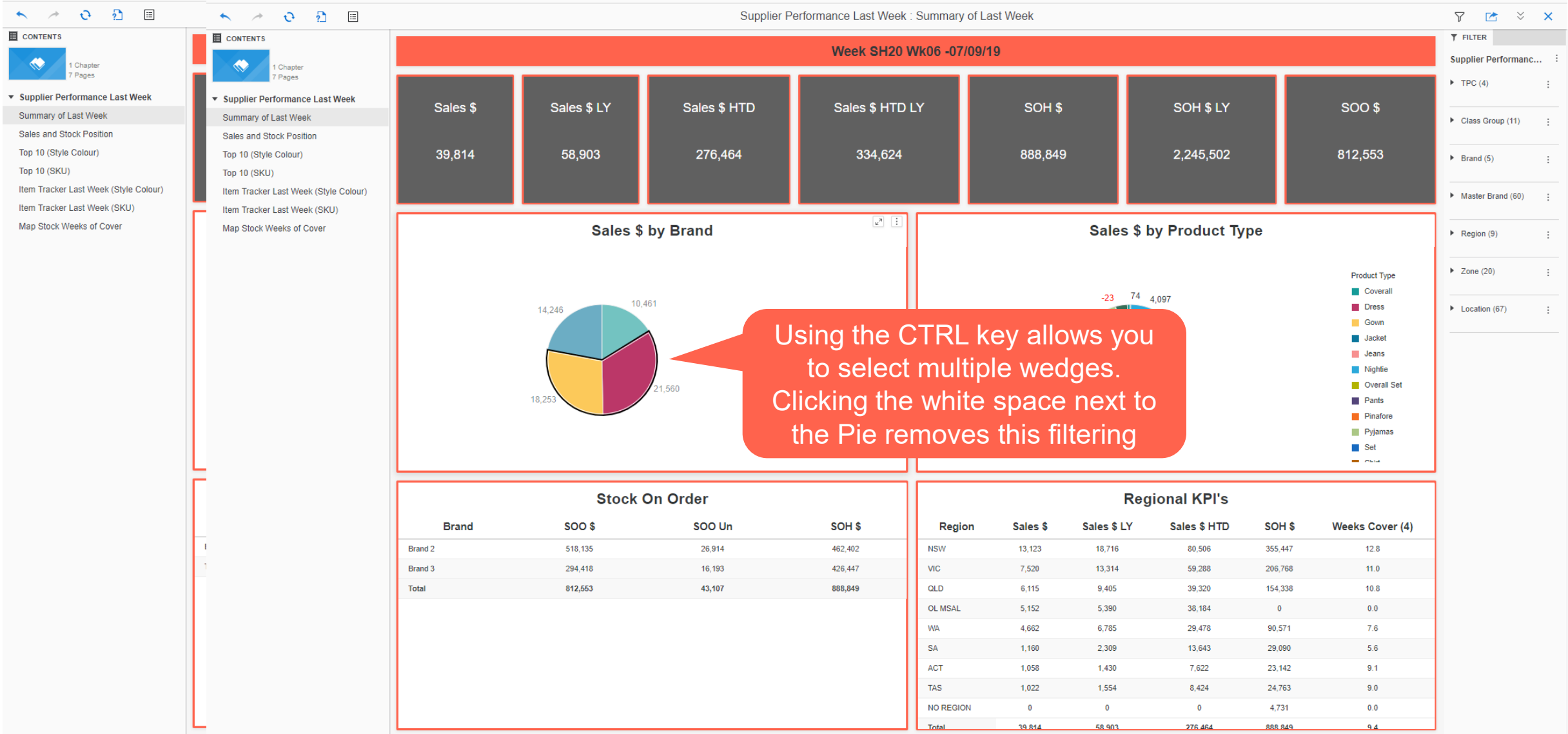


# Hover Over





# Multi select



# Adding and exporting

To add extra data please see below steps.

Supplier Performance Last Week : Summary of Last Week

### Sales \$ by Brand

+

Add Data

	Sales \$	Sales \$ HTD (% inc to LY)
Brand 1	10,461	27.7%
Brand 2	21,560	-25.7%
Brand 3	18,253	-5.9%
Brand 4	14,246	-18.7%
Soho	0	0.0%

2. Choose additional attributes or metrics as required

☐ Location

☐ Location Latitude

☐ Location Longitude

☐ Master Brand

☐ NCV

☐ Primary Colour

☒ Primary EAN

☐ Product Type

☐ Region

☐ Replenishment Indicator

☐ SKU

☐ Style

OK

Cancel

Show Data

Export

+

Metrics

☐ (All)

☐ # Strs Ranged

☐ Avg Cur Cost Price (exc GST)

☐ Avg Cur Retail Price (inc GST)

☐ MD %

☐ MD % LY

☐ MD \$

☐ MD \$ LY

☐ Moving Avg (Sales \$)

☐ Net Rec Un

☐ Net Rec Un HTD

☐ Net Rec (Sales \$)

OK

Cancel

Brand (5)

Master Brand (60)

Region (9)

☒ (All)

☒ NO REGION

☒ VIC

☒ NSW

☒ QLD

☒ WA

☒ SA

☒ ACT

Zone (20)

Location (67)

☒ (All)

☒ 82:Adelaide City

☒ 17:Albury

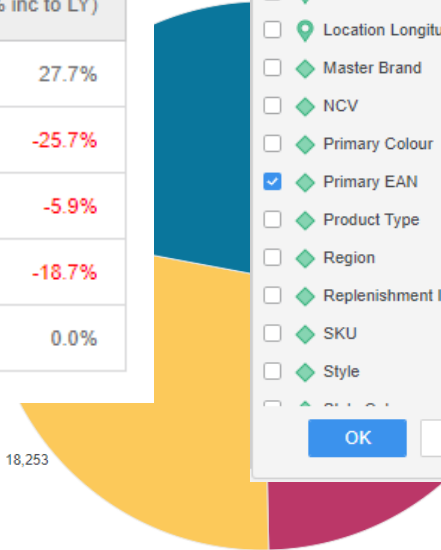
☒ 15:Ballarat

☒ 278:Bankstown

☒ 231:Belconnen

☒ 16:Bendigo

To add more information or export, select the 3 dots circled, a pop up will appear.



## Adding and exporting cont...

The additional attributes or metrics will appear in this pop out window

Show Data						?	x
+						Data v	
Brand	Class Group		Location	Sales \$	Sales \$ HTD (% inc		
Brand 1	8126	PB BOYSWEAR SENIOR	10	Knox City	0		
Brand 1	8344	PB BOYS SLEEPWEAR	82	Adelaide City	66		
Brand 1	8344	PB BOYS SLEEPWEAR	17	Albury	41		
Brand 1	8344	PB BOYS SLEEPWEAR	15	Ballarat	92		
Brand 1	8344	PB BOYS SLEEPWEAR	278	Bankstown	55		
Brand 1	8344	PB BOYS SLEEPWEAR	231	Belconnen	187		
Brand 1	8344	PB BOYS SLEEPWEAR	16	Bendigo	118		
Brand 1	8344	PB BOYS SLEEPWEAR	220	Blacktown	0		
Brand 1	8344	PB BOYS SLEEPWEAR	203	Bondi	29		
						Close	

An export of the data can be then created for Excel, PDF or CSV(data)

Show Data

?

x

+

Rows

Export Data v

Excel

PDF

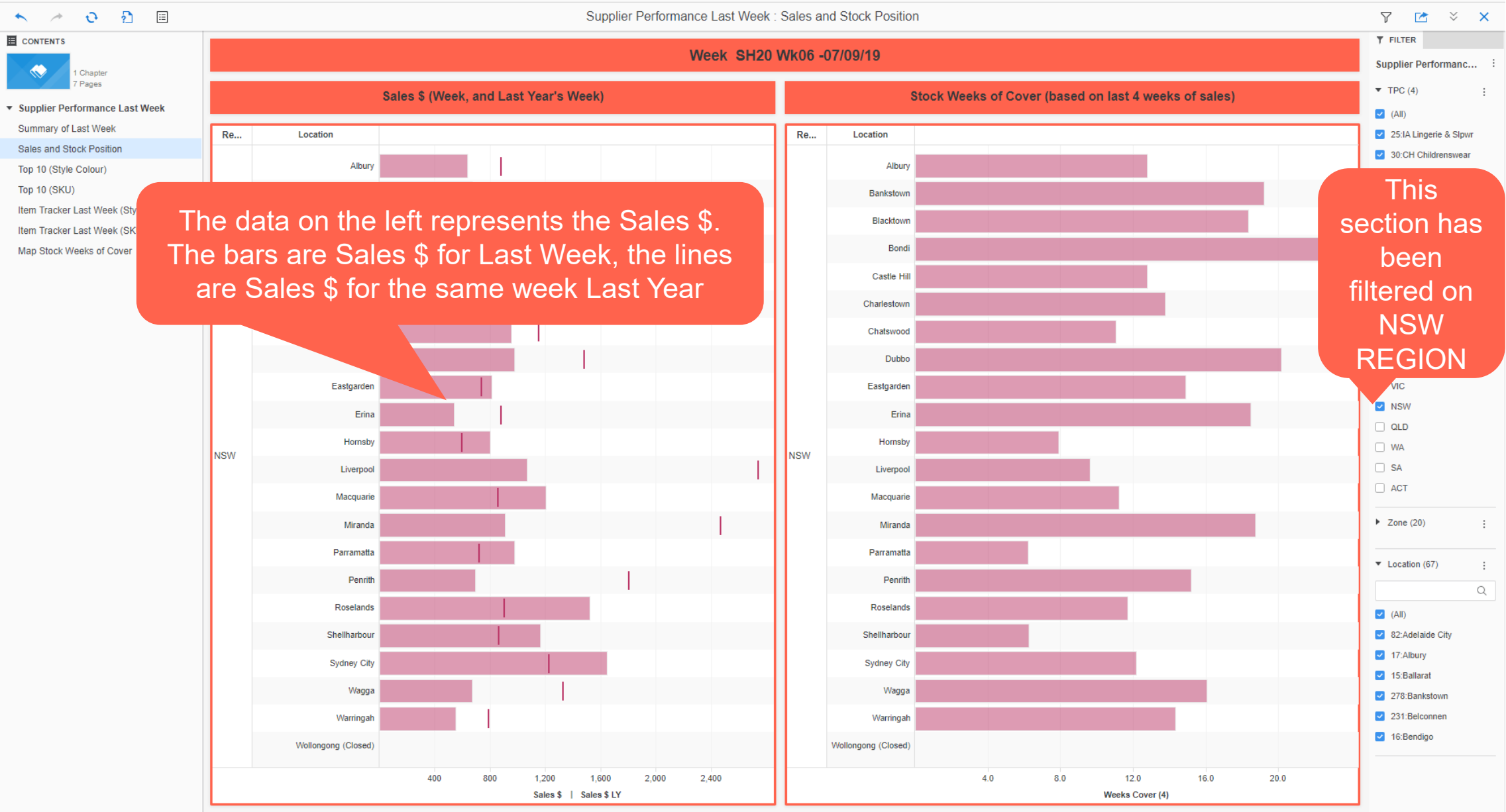
Data

Class Group		Location		Sales \$	Sales \$ HTD	
8126	PB BOYSWEAR SENIOR	10	Knox City	0		
8344	PB BOYS SLEEPWEAR	82	Adelaide City	66		
8344	PB BOYS SLEEPWEAR	17	Albury	41		-24.1%
8344	PB BOYS SLEEPWEAR	15	Ballarat	92		52.5%
8344	PB BOYS SLEEPWEAR	278	Bankstown	55		-40.0%
8344	PB BOYS SLEEPWEAR	231	Belconnen	187		85.0%
8344	PB BOYS SLEEPWEAR	16	Bendigo	118		-16.6%
8344	PB BOYS SLEEPWEAR	220	Blacktown	0		-68.8%
8344	PB BOYS SLEEPWEAR	203	Bondi	29		-29.4%

Close

An export of the data can be then created for Excel, PDF or CSV(data)

# Sales and Stock Position



# Top 10

CONTENTS

1 Chapter  
7 Pages

▼ Supplier Performance Last Week

Summary of Last Week

Sales and Stock Position

Top 10 (Style Colour)

Top 10 (SKU)

Item Tracker Last Week (Style Colour)

Item Tracker Last Week (SKU)

Map Stock Weeks of Cover

Supplier Performance Last Week : Top 10 (Style Colour)

SH20 Wk06 -07/09/19

Top 10 Stores Sales \$	
Location	Sales \$
Online	9,650
Karrinyup	2,307
Charlestown	2,099
Fountain Gate	1,935
Sydney City	1,650

Top 10 Stores Sales Units	
Location	Sales Un
Online	615
Karrinyup	226
Fountain Gate	152
Charlestown	136
Roselands	135

Top 10 Style Colour Sales \$	
Style Colour	
695996830 Navy	BAUHAUS SBBS20000-CW3 BAUHAUS GAME ON PYJAMA SET / Navy
695996920 Black	BAUHAUS SBBS20000-CW5 BAUHAUS GAME OVER PYJAMA SET / Black
695995750 White	TILII SBGS20000-CW6 TILII S/S JUST PEACHY PYJAMA SET / White
695995930 Lt Pink	TILII SBGS20002-CW3 TILII GIRLS PARISIENNE PUG NIGHTIE / Lt Pink
695994850 Navy	MILKSHAKE SLGS20000-CW1 MILKSHAKE GIRLS STARRY EYED UNICORN PYJAMAS / Navy
695995840 Lt Blue	TILII SBGS20000-CW3 TILII S/S RAINBOW UNICORN PYJAMA SET / Lt Blue
705818530 Navy	MILKSHAKE SLGS20002-CW4 MILKSHAKE GIRLS UNICORN HEART FRILL SLEEVE NIGHTIE / Navy
695994580 Lt Blue	MILKSHAKE SLGS20000-CW11 MILKSHAKE GIRLS PRINCESS & THE UNICORN PYJAMAS / Lt Blue
703656100 Grey Marle	TILII SBGS20000-CW2 TILII S/S DREAM OF DONUTS PYJAMA SET / Grey Marle
695995660 Black	TILII SBGS20000-CW5 TILII S/S MOON & SUN PYJAMA SET / Black

Top 10 Style Colour Sales Units	
Style Colour	
695996830 Navy	BAUHAUS SBBS20000-CW3 BAUHAUS GAME ON PYJAMA SET / Navy
695996920 Black	BAUHAUS SBBS20000-CW5 BAUHAUS GAME OVER PYJAMA SET / Black
652035700 Pink	MILKSHAKE SLGW19001-CW3 L/S KNIT/WOVEN UNICORN HEART / Pink
695994850 Navy	MILKSHAKE SLGS20000-CW1 MILKSHAKE GIRLS STARRY EYED UNICORN PYJAMAS / Navy
695995930 Lt Pink	TILII SBGS20002-CW3 TILII GIRLS PARISIENNE PUG NIGHTIE / Lt Pink
705818530 Navy	MILKSHAKE SLGS20002-CW4 MILKSHAKE GIRLS UNICORN HEART FRILL SLEEVE NIGHTIE / Navy
695994580 Lt Blue	MILKSHAKE SLGS20000-CW11 MILKSHAKE GIRLS PRINCESS & THE UNICORN PYJAMAS / Lt Blue
695994760 Pink	MILKSHAKE SLGS20000-CW10 MILKSHAKE GIRLS 3 FAIRIES PYJAMAS / Pink
695995750 White	TILII SBGS20000-CW6 TILII S/S JUST PEACHY PYJAMA SET / White
658845010 Grey	SPROUT SNUW19000-CW1 UNISEX SLEEPBAG- GREY/WHITE STRIPE / Grey

▼ FILTER

Supplier Performanc...

▼ TPC (4)

☒ (All)

☒ 25:IA Lingerie & Slpwr

☒ 30:CH Childrenswear

▶ Class Group (11)

▶ Brand (5)

▶ Master Brand (60)

▼ Region (9)

☒ (All)

☒ NO REGION

☒ VIC

☒ NSW

☒ QLD

☒ WA

☒ SA

☒ ACT

▶ Zone (20)

▼ Location (67)

☒ (All)

☒ 82:Adelaide City

☒ 17:Albury

☒ 15:Ballarat

☒ 278:Bankstown

☒ 231:Belconnen

☒ 16:Bendigo

Page 3 – Top 10 Items at Style Colour (for Apparel suppliers)

Page 4 – Top 10 Items at SKU (for non-Apparel suppliers)

What is Style colour?  
Item level information whereby all sizes of the same coloured item have been grouped together

What is SKU?  
individual item level information

# Item Tracker

CONTENTS

1 Chapter  
7 Pages

Supplier Performance Last Week

Summary of Last Week

Sales and Stock Position

Top 10 (Style Colour)

Top 10 (SKU)

Item Tracker Last Week (Style Colour)

Item Tracker Last Week (SKU)

Map Stock Weeks of Cover

Supplier Performance Last Week : Item Tracker Last Week (Style Colour)

SH20 Wk06 -07/09/19

Data for Last Week

TPC	Category	Class Group	Supplier	Brand	Master Brand	Style	Style Colour	VPN	Product Type	Fashion Story	Primary Colour				
30	CH Childrenswe	300 Baby	8418 PB SLEEPWEAR	1234567	RICHARDS RABBITS	Brand 3	No Master Brand	655147990	SPROUT STBW19000-CW1 BOYS PJ SET- VANILLA/ RED BUNNY	655147990 Cream	SPROUT STBW19000-CW1 BOYS PJ SET- VANILLA/ RED BUNNY / Cream	STBW19000 CW1	Pyjamas	No Fashion Story	Cream
	CH Childrenswe	301 Girls Apparel	8322 PB GIRLS SLEEPWEAR	1234567	RICHARDS RABBITS	Brand 4	Manual Clearance	695995930							Lt Pink
						and 2	Yes	70581853							Navy
						and 3	Manual Clearance	667953820							Blue
									CW6 BOYS PJ SET- LT BLUE BEAR WOODLANDS		CW6 BOYS PJ SET- LT BLUE BEAR WOODLANDS / Blue				
30	CH Childrenswe	300 Baby	8418 PB SLEEPWEAR	1234567	RICHARDS RABBITS	Brand 3	SS 20	658845010	SPROUT SNUW19000-CW1 UNISEX SLEEPBAG- GREY/WHITE STRIPE	658845010 Grey	SPROUT SNUW19000-CW1 UNISEX SLEEPBAG- GREY/WHITE STRIPE / Grey	SNUW19000 CW1	Sleepbag	No Fashion Story	Grey
30	CH Childrenswe	306 Boys Apparel	8344 PB BOYS SLEEPWEAR	1234567	RICHARDS RABBITS	Brand 1	Print	695996920	BAUHAUS SBBS20000-CW5 BAUHAUS GAME OVER PYJAMA SET	695996920 Black	BAUHAUS SBBS20000-CW5 BAUHAUS GAME OVER PYJAMA SET / Black	SBBS20000 CW5	Pyjamas	No Fashion Story	Black
30	CH Childrenswe	300 Baby	8418 PB SLEEPWEAR	1234567	RICHARDS RABBITS	Brand 3	No Master Brand	697930660	SPROUT STGS20000-CW3 GIRLS ESSTENIALS S/S PJ SET - BUNNY/PINK	697930660 Pink	SPROUT STGS20000-CW3 GIRLS ESSTENIALS S/S PJ SET - BUNNY/PINK / Pink	STGS20000 CW3	Pyjamas	Manual Clearance	Pink
30	CH Childrenswe	306 Boys Apparel	8344 PB BOYS SLEEPWEAR	1234567	RICHARDS RABBITS	Brand 1	Print	695996830	BAUHAUS SBBS20000-	695996830 Navy	BAUHAUS SBBS20000-	SBBS20000 CW3	Pyjamas	No Fashion Story	Navy

Page 5 – Item Tracker at Style Colour (for Apparel suppliers)

Page 6 – Item Tracker at SKU (for non-Apparel suppliers)

Item Tracker: Summary of information about the products ranged and how they performed last week. Ranked by highest Sales Units sold

Note:  
Filters can be used at any time on any of the contents pages

FILTER

Supplier Performance Last Week

TPC (4)

☒ (All)

☒ 25:IA Line

☒ 30:CH Childrenswe

Class Group

Brand (5)

Master Brand (60)

Region (9)

☒ (All)

☒ NO REGION

☒ VIC

☒ NSW

☒ QLD

☒ WA

☒ SA

☒ ACT

Zone (20)

Location (67)

☒ (All)

☒ 82:Adelaide City

☒ 17:Albury

☒ 15:Ballarat

☒ 278:Bankstown

☒ 231:Belconnen

☒ 16:Bendigo

# Item Tracker - Sorting

CONTENTS

1 Chapter

7 Pages

▼ Supplier Performance Last Week

Summary of Last Week

Sales and Stock Position

Top 10 (Style Colour)

Top 10 (SKU)

Item Tracker Last Week (Style Colour)

Item Tracker Last Week (SKU)

Map Stock Weeks of Cover

Supplier Performance Last Week : Item Tracker Last Week (Style Colour)

SH20 Wk06 -07/09/19

Data for Last Week

Supplier Colour	Fabrication	Construction	NCV	Replenishment Indicator	Avg Cur Cost Price (exc GST)	Avg Cur Retail Price (inc GST)	Rank (Sales Un)	Sales Un	Sales Un 1	Sales Un 2	Sales Un 3 Wks Prior	Sales Un LY	Sales Un (% inc to LY)	Sales Un HTD	Sales Un HTD LY	Sales \$	Sales \$ LY	Sales \$ (% inc to LY)	Sales \$ HTD	Sales \$ HTD LY
Flammable	No Fabrication	No Construction	Cotton Elastane	No Replenishment Indicator	\$3.01	\$13.00	1									152	0	0.0%	402	0
Flammable	No Fabrication	No Construction	Cotton Elastane	No Replenishment Indicator	\$2.66	\$20.00	1	55	64							000	0	0.0%	3,183	0
Flammable	No Fabrication	No Construction	Cotton Elastane	No Replenishment Indicator	\$2.02	\$18.00	3	54	66							1	0	0.0%	1,869	0
Flammable	No Fabrication	No Construction	Cotton Elastane	No Replenishment Indicator	\$1.01	\$13.00	4	53	114	162	152	0	0.0%	450	0	609	0	0.0%	5,251	0
Flammable	No Fabrication	No Construction	No NCV	No Replenishment Indicator	\$4.34	\$15.00	4	53	162	150	170	0	0.0%	518	0	720	0	0.0%	7,066	0
M	No Fabrication	No Construction	No NCV	No Replenishment Indicator	\$4.06	\$28.00	6	48	66	54	76	0	0.0%	188	0	1,028	0	0.0%	4,114	0
Flammable	No Fabrication	No Construction	No NCV	No Replenishment Indicator	\$2.52	\$20.00	7	44	46	46	14	0	0.0%	97	0	638	0	0.0%	1,438	0
M	No Fabrication	No Construction	No NCV	No Replenishment Indicator	\$4.06	\$28.00	7	44	54	44	30	0	0.0%	134	0	949	0	0.0%	2,922	0

Sort Ascending

Sort Descending

Advanced Sort ...

Show Totals

Filter

Supplier Performanc...

▼ TPC (4)

☒ (All)

☒ 25:IA Lingerie & Slpwr

☒ 30:CH Childrenswear

▶ Class Group (11)

▶ Brand (5)

▶ Master Brand (60)

▼ Region (9)

☒ (All)

☒ NO REGION

☒ VIC

☒ NSW

☒ QLD

☒ WA

☒ SA

☒ ACT

▶ Zone (20)

▼ Location (67)

☒ (All)

☒ 82:Adelaide City

☒ 17:Albury

☒ 15:Ballarat

☒ 278:Bankstown

☒ 231:Belconnen

☒ 16:Bendigo

The Item Tracker works very similar to Excel, there are many functions that you can do in the dashboard such as Sort, Totals, Hide

If you click on any of the headings you can sort the data just like Excel

## Item Tracker cont...

**Supplier Performance Last Week : Item Tracker Last Week (Style Colour)**

### SH20 Wk06 -07/09/19

Data for Last Week

Replenishment Indicator	Avg Cur Cost Price (exc GST)	Avg Cur Retail Price (inc GST)	Rank (Sales Un)	Sales Un	Sales Un 1 Wks Prior	Sales Un 2 Wks Prior	Sales Un 3 Wks Prior	Sales Un LY	Sales Un (% inc to LY)	Sales Un HTD	Sales Un HTD LY	SOH \$ % inc to LY
	\$3.73	\$15.12	1	4,671	8,802	9,536	11,496	5,564	-16.0%	32,980	31,279	55.0%
	\$4.39	\$34.95							0.0%	0	0	0.0%
	\$4.39	\$34.95							0.0%	0	0	0.0%
	\$4.39	\$34.95							0.0%	0	0	0.0%
	\$4.39	\$34.95							0.0%	0	0	0.0%
	\$4.39	\$34.95							0.0%	0	0	0.0%
	\$4.39	\$34.95							0.0%	0	0	0.0%
	\$4.39	\$34.95							0.0%	0	0	0.0%
	\$4.39	\$34.95							0.0%	0	0	0.0%
	\$4.39	\$34.95							0.0%	0	0	0.0%
	\$4.34	\$34.95	466	0	0	0	0	0	0.0%	0	0	0.0%
	\$4.34	\$34.95	466	0	0	0	0	0	0.0%	0	0	0.0%
	\$4.34	\$34.95	466	0	0	0	0	0	0.0%	0	0	0.0%
	\$4.34	\$34.95	466	0	0	0	0	0	0.0%	0	0	0.0%
	\$4.34	\$34.95	466	0	0	0	0	0	0.0%	0	0	0.0%
	\$4.34	\$34.95	536	0	0	0	0	0	0.0%	0	0	0.0%

**Right-click context menu options:**

- Sort Ascending
- Sort Descending
- Advanced Sort ...
- Show Totals

**Filters:**

- TPC (4)
  - (All)
  - 25:IA Lingerie & Slpwr
  - 30:CH Childrenswear
- Class Group (11)
- Brand (5)
- Master Brand (60)
- Region (9)
  - (All)
  - NO REGION
  - VIC
  - NSW
  - QLD
  - WA
  - SA
  - ACT
- Zone (20)
- Location (67)
  - (All)
  - 82:Adelaide City
  - 17:Albury
  - 15:Bellarat
  - 278:Bankstown
  - 231:Belconnen
  - 16:Bendigo



# Item Tracking cont...

CONTENTS

1 Chapter  
7 Pages

▼ Supplier Performance Last Week

Clear All

Clear "NCV = No NCV"

Supplier Performance Last Week : Item Track

SH20 Wk06

Data for Las

Product Type	Fashion Story	Primary Colour	Supplier Colour	Fabrication	Construction	NCV
0002 Nightie	Y	Lt Pink	Flammable	Cotton Blend	No Construction	
0002 Nightie	No Fashion Story	Navy	Blue	Flammable	Cotton Elastane	Cut & Sew
CW1	No Fashion Story	Grey	Flammable	No Fabrication	No Construction	No NCV
SBBS20000 CWS	Pyjamas	No Fashion Story	Black	M	No Fabrication	No Construction
STGS20000 CW3	Pyjamas	Manual Clearance	Pink	Flammable	No Fabrication	No Construction
SBBS20000 CW3	Pyjamas	No Fashion Story	Navy	M	No Fabrication	No Construction
SLGS20000	Pyjamas	No Fashion	Pink	Flammable	No Fabrication	Knit/Knit

Replenishment Indicator

No Replenishment Indicator

Keep Only

Exclude

Show Data...

Copy Rows

No NCV

No NCV

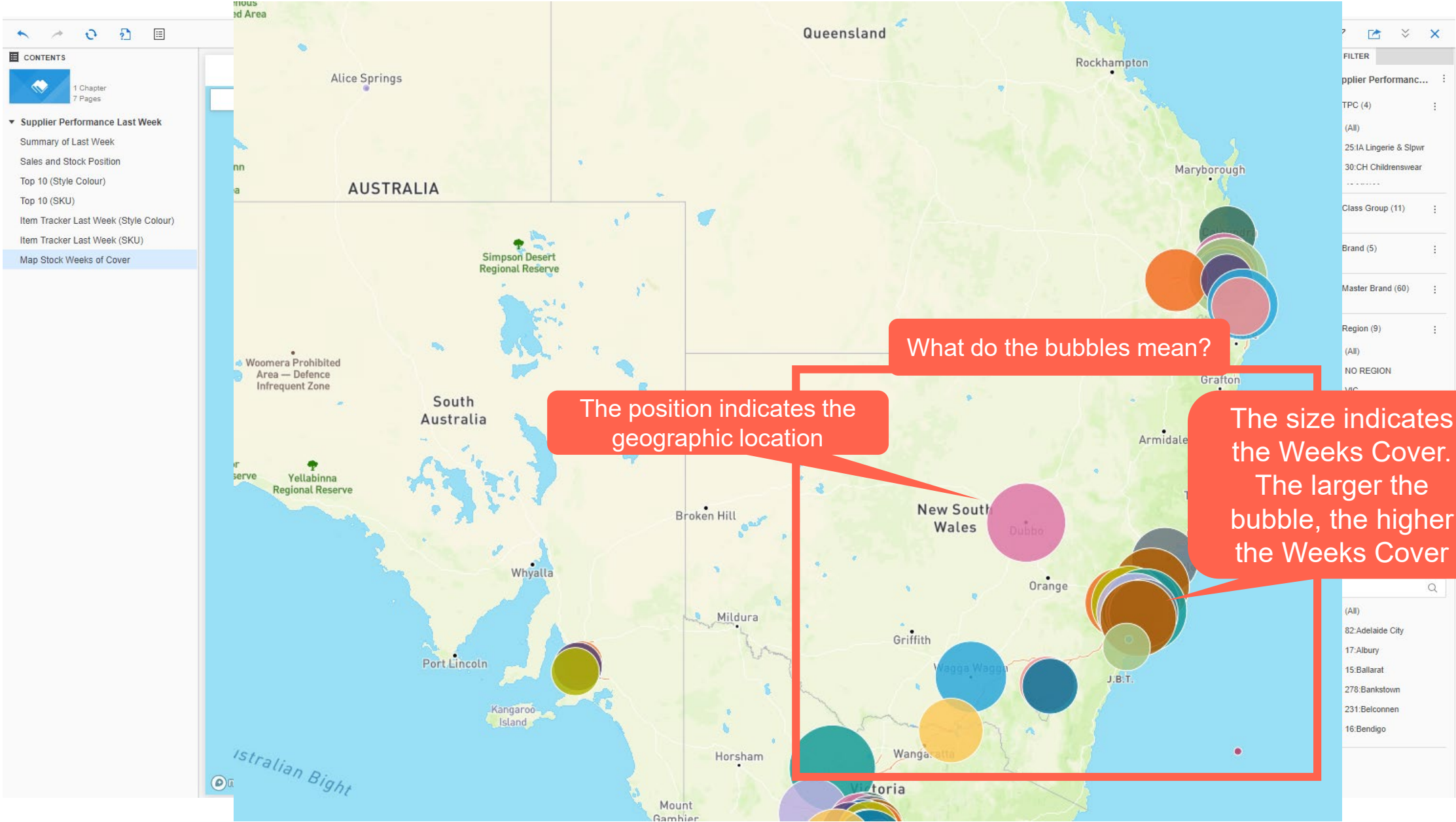
No Replenishment Indicator

To clear any filtering you have done, hover in the left corner and click the icon that appears

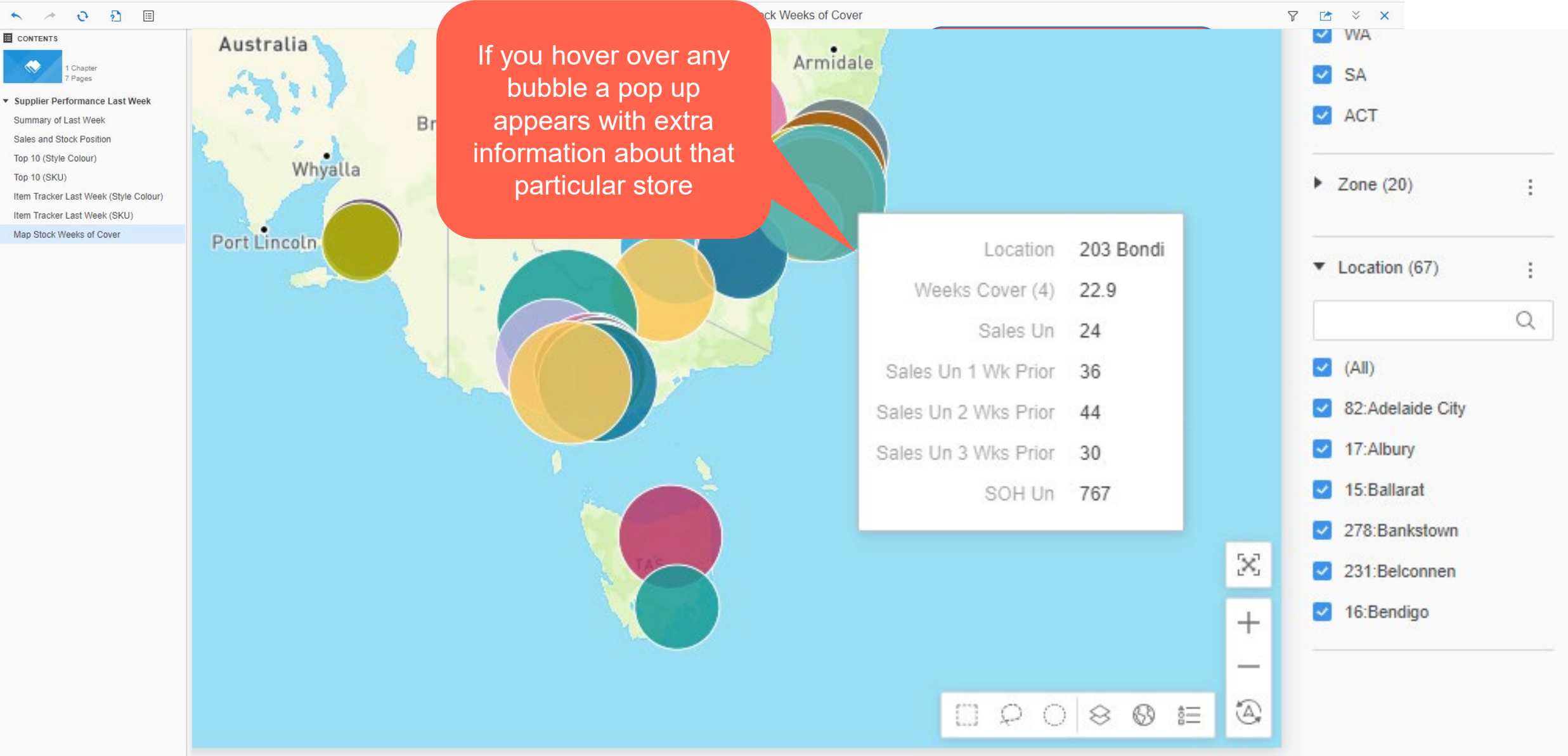
Right clicking on values allows you to KEEP ONLY rows that have this value, or EXCLUDE all rows with this value

Clear All, or clear individual filters

# Map



# Understanding the Map





Supplier Performance Last Week : Map Stock Weeks of Cover

### Stock Weeks of Cover by Store

Search...

Location	203 Bondi
Weeks Cover (4)	22.9
Sales Un	24
Sales Un 1 Wk Prior	36
Sales Un 2 Wks Prior	44
Sales Un 3 Wks Prior	30
SOH Un	767

If you zoom in you see where the stores are located and their distance to one another.

To manually zoom you can use the + or – on the map, or use the scroll on your mouse

**CONTENTS**

- 1 Chapter 7 Pages
- ▼ **Supplier Performance Last Week**
  - Summary of Last Week
  - Sales and Stock Position
  - Top 10 (Style Colour)
  - Top 10 (SKU)
  - Item Tracker Last Week (Style Colour)
  - Item Tracker Last Week (SKU)
  - Map Stock Weeks of Cover

**FILTER**

**Supplier Performance...**

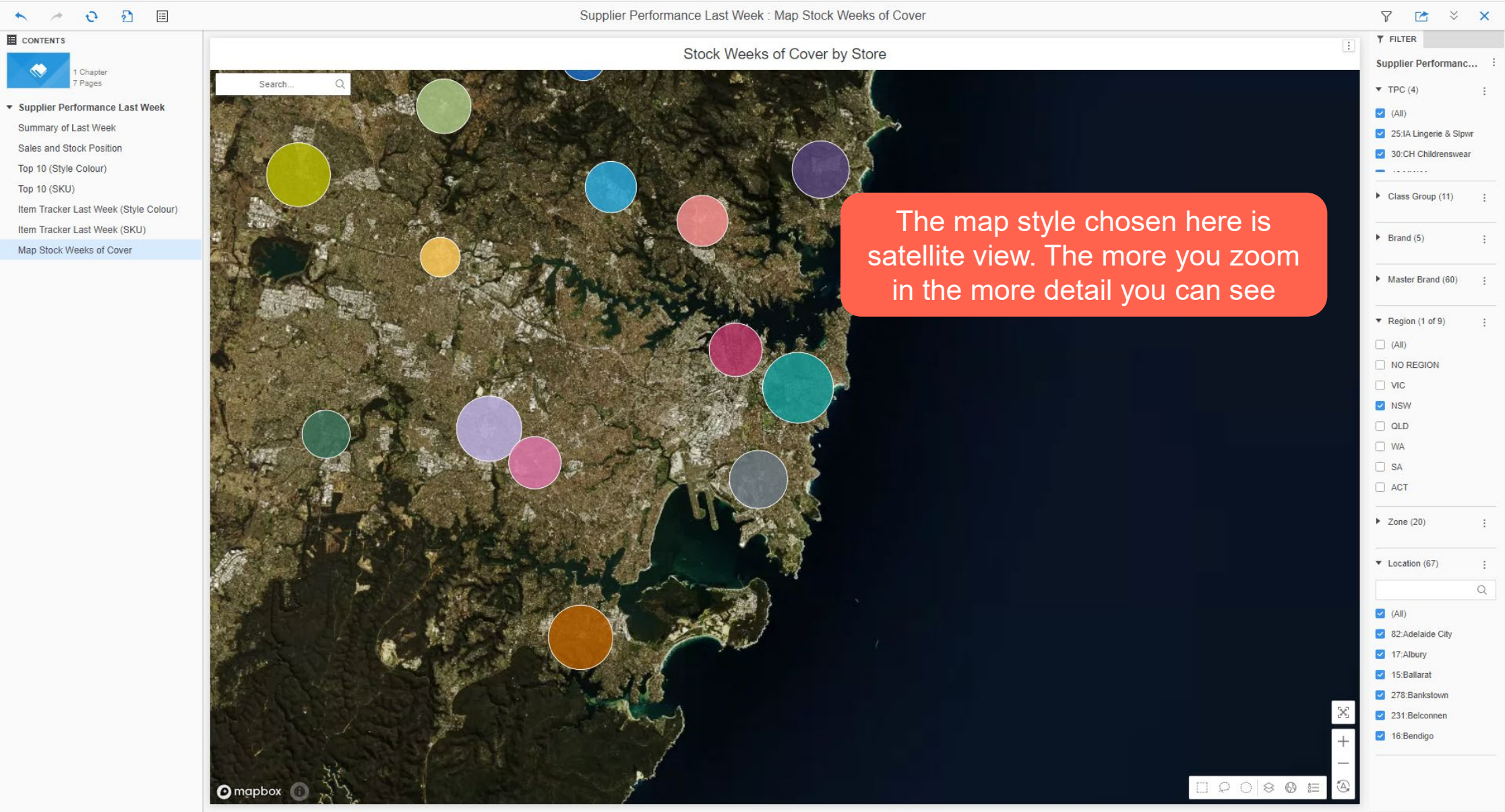
- ▼ TPC (4)
  - ☒ (All)
  - ☒ 25:IA Lingerie & Slpwr
  - ☒ 30:CH Childrenswear
- ▶ Class Group (11)
- ▶ Brand (5)
- ▶ Master Brand (60)
- ▼ Region (1 of 9)
  - ☐ (All)
  - ☐ NO REGION
  - ☐ VIC
  - ☒ NSW
  - ☐ QLD
  - ☐ WA
  - ☐ SA
  - ☐ ACT
- ▶ Zone (20)
- ▼ Location (67)
  - ☒ (All)
  - ☒ 82:Adelaide City
  - ☒ 17:Albury
  - ☒ 15:Ballarat
  - ☒ 278:Bankstown
  - ☒ 231:Belconnen
  - ☒ 16:Bendigo

mapbox

If you zoom in you see where the stores are located and their distance to one another.

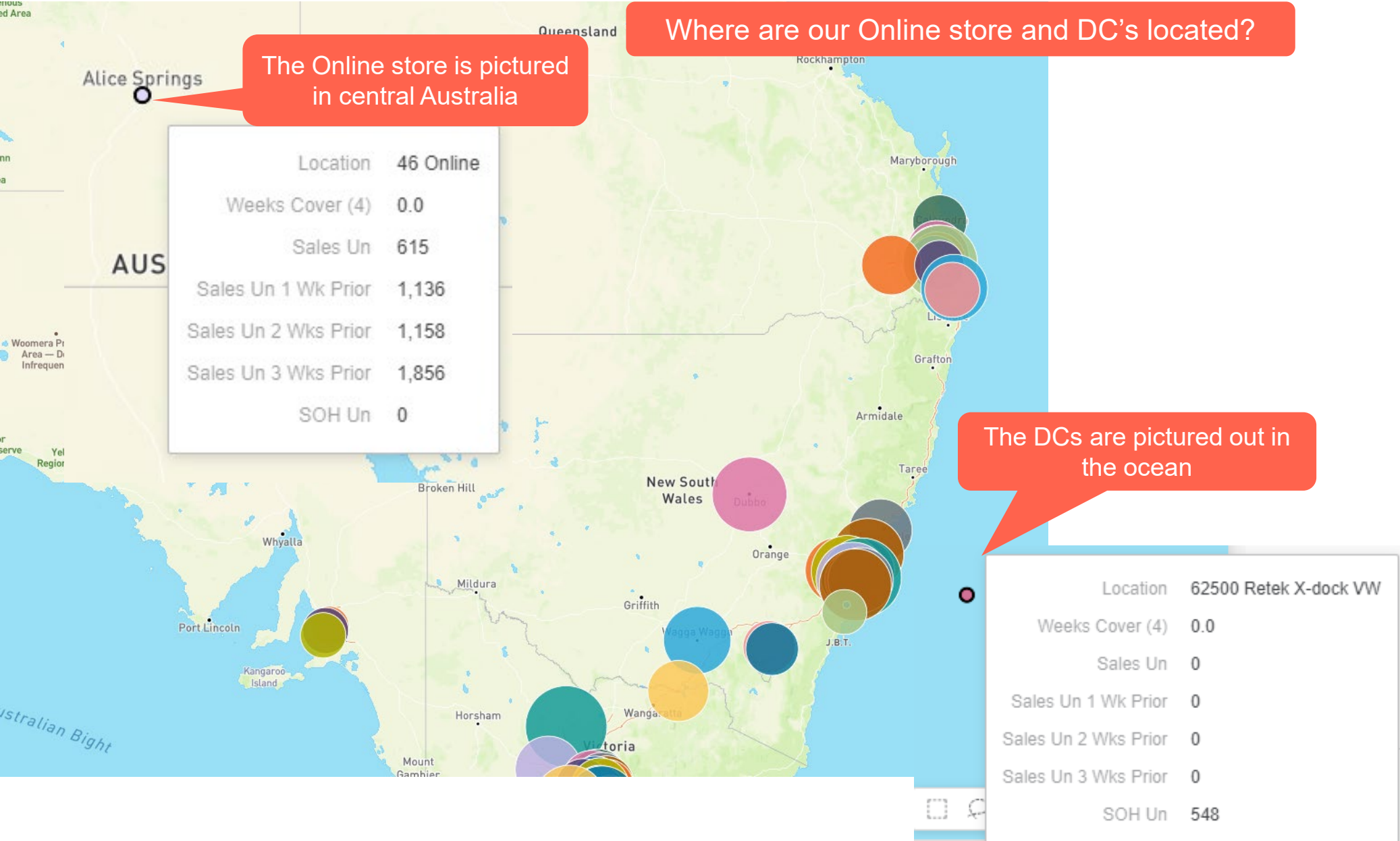
To manually zoom you can use the + or – on the map, or use the scroll on your mouse

# Understanding the Map





# Understanding the Map



## **NEXT STEPS**

- Quick Reference Guide - feedback appreciated
- Stop sending weekly reports
- Report feedback welcome – however enhancements not immediate

## **SUPPORT**

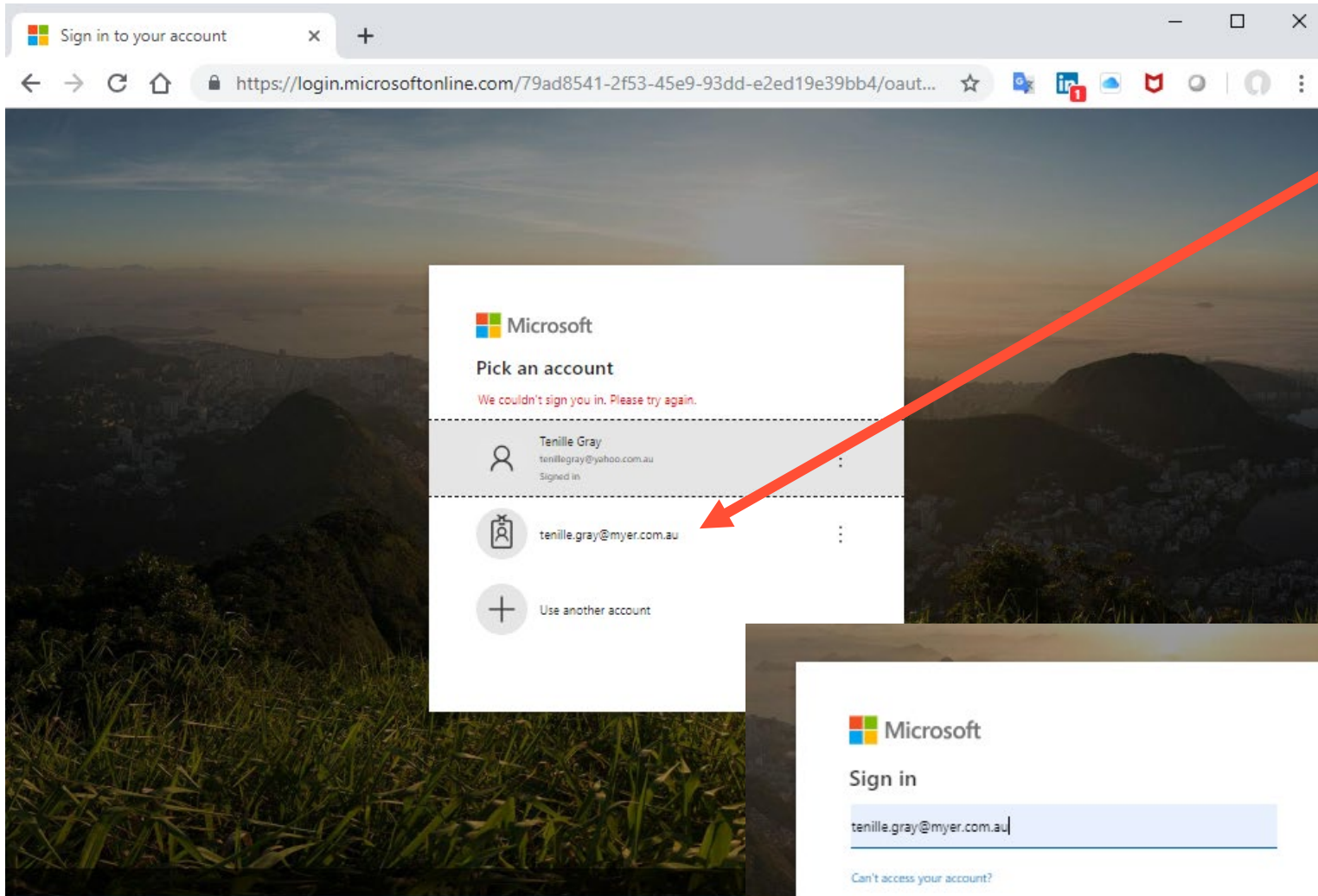
Login / Access Issues	<a href="mailto:B2BSupplierPortal@myer.com.au">B2BSupplierPortal@myer.com.au</a>
Refresher /user training	<a href="mailto:B2BSupplierPortal@myer.com.au">B2BSupplierPortal@myer.com.au</a>
Dashboard/data queries	Merchandise team

# TROUBLESHOOTING

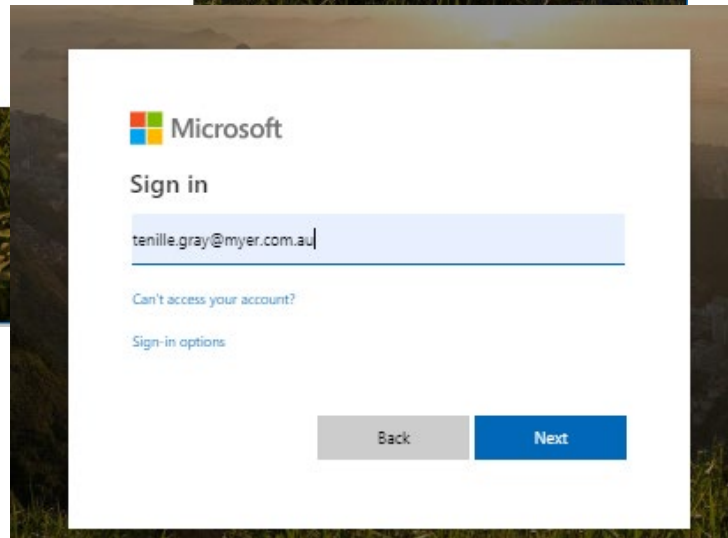
---



# Trouble Shooting: Log-in with correct account



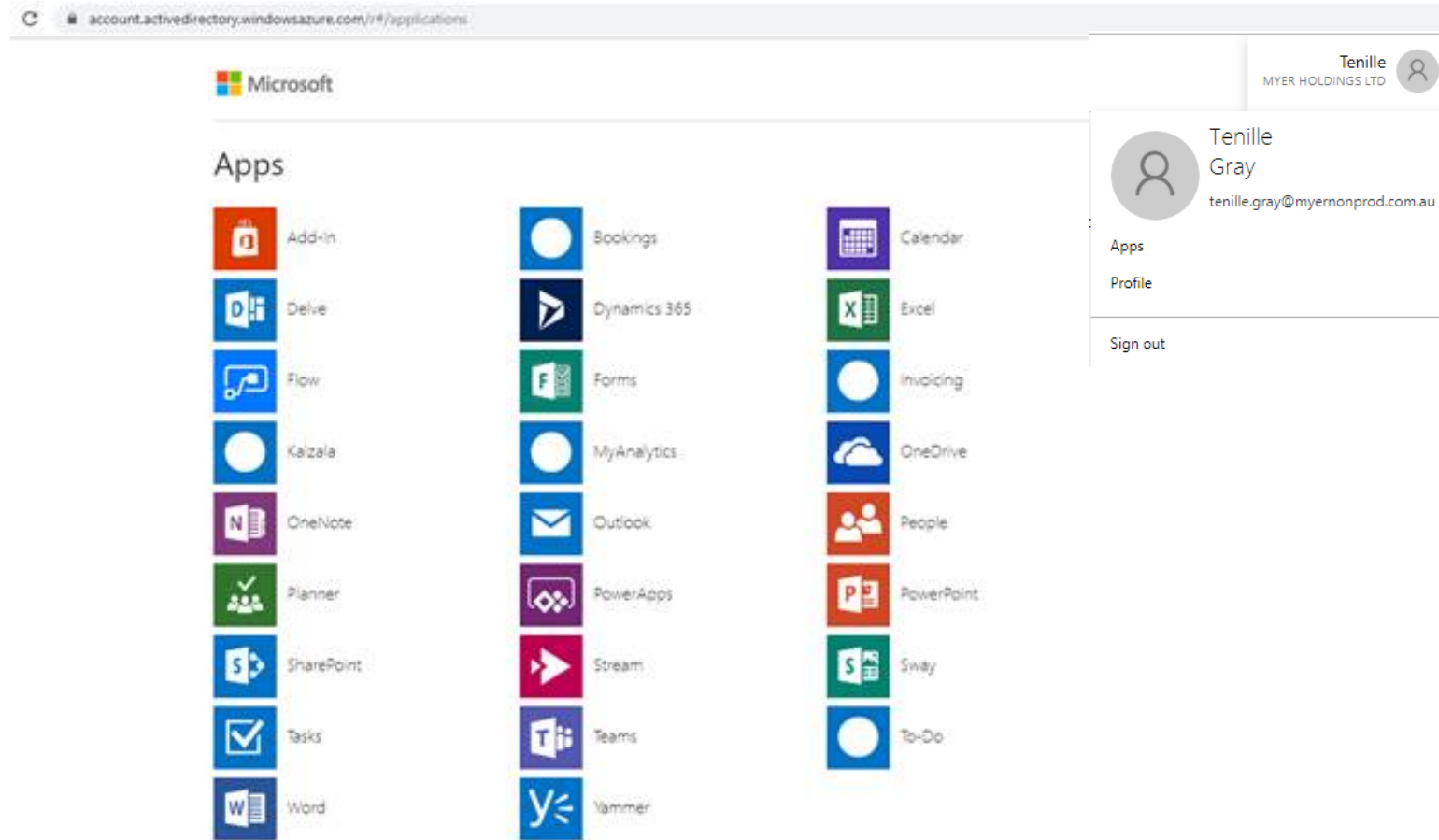
- Ensure you are using your company account
- If there is more than one account select your company account



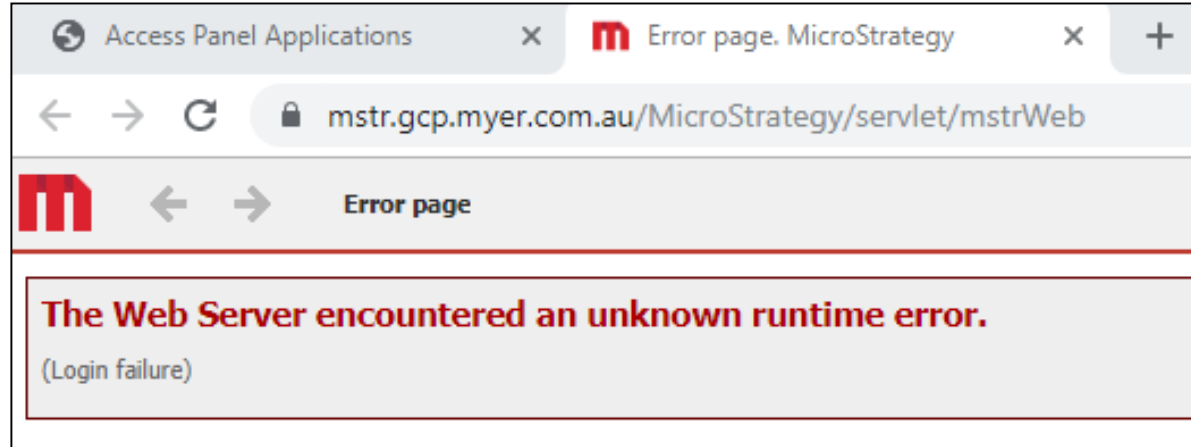
# Trouble Shooting: Can't see “Microstrategy” tile

If you do not see the Myer logo you may be on your company's My Apps page.

To navigate to the Myer My Apps page, click on the log in at the top right and toggle between organisations.



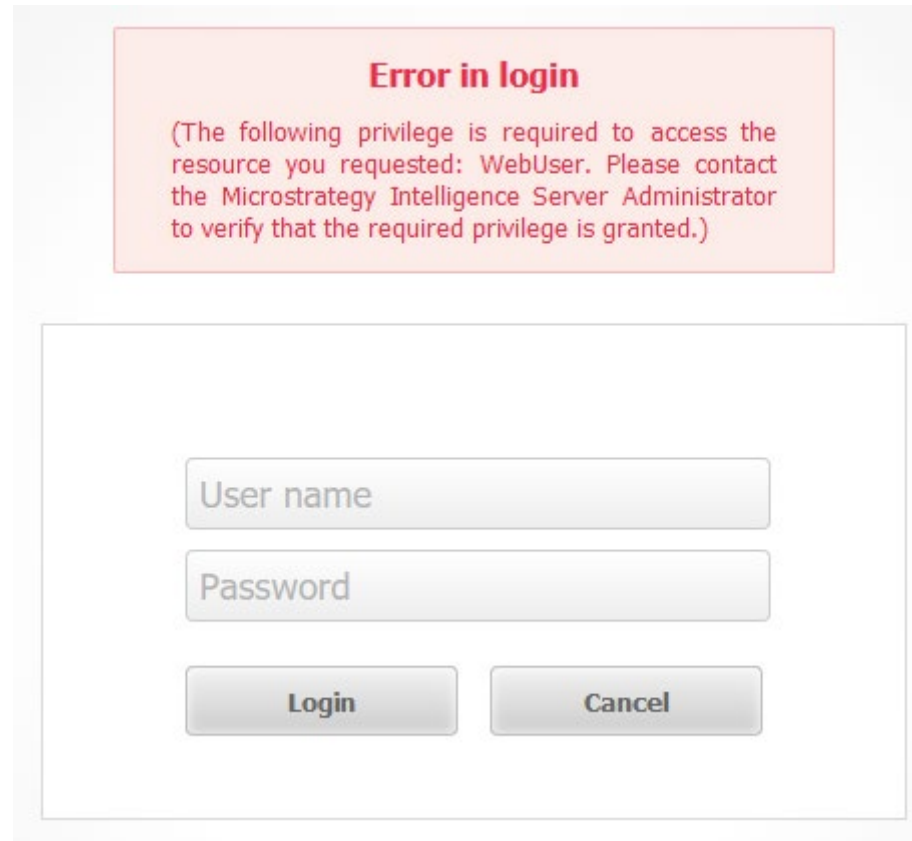
# Trouble Shooting: Unknown runtime error 'Login Failure'



User not set up correctly in MicroStrategy.

Contact [B2BSupplierPortal@myer.com.au](mailto:B2BSupplierPortal@myer.com.au) for resolution.

# Trouble Shooting: “The following privilege is required...”



The screenshot shows a web interface with a red error message box at the top and a login form below it. The error message box has a red border and contains the text: "Error in login" in bold, followed by "(The following privilege is required to access the resource you requested: WebUser. Please contact the Microstrategy Intelligence Server Administrator to verify that the required privilege is granted.)". The login form is a white box with a gray border containing two input fields: "User name" and "Password", and two buttons: "Login" and "Cancel".

**Error in login**

(The following privilege is required to access the resource you requested: WebUser. Please contact the Microstrategy Intelligence Server Administrator to verify that the required privilege is granted.)

User name

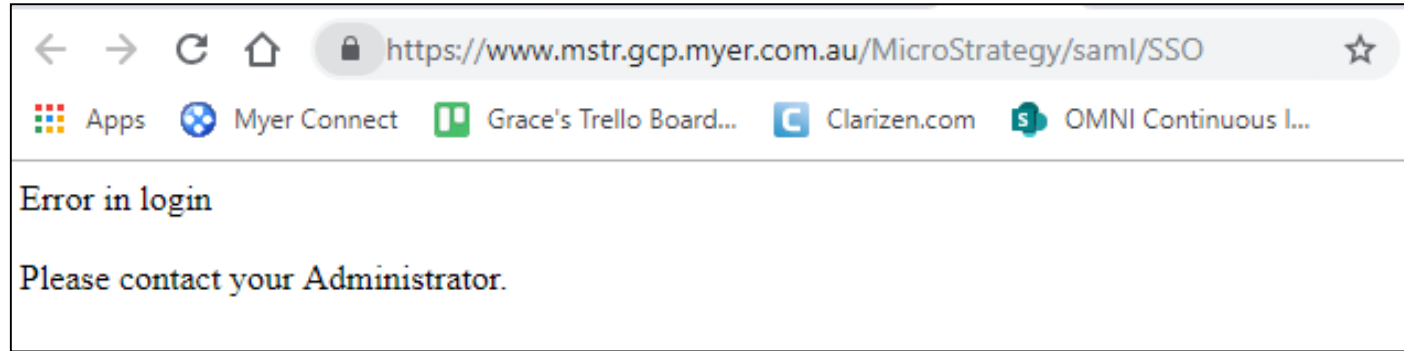
Password

Login Cancel

User is set up to access Microstrategy, however additional changes are required.


Contact [B2BSupplierPortal@myer.com.au](mailto:B2BSupplierPortal@myer.com.au) for resolution.

# Trouble Shooting: “Error in login Please contact your Administrator”



An error has occurred with the browser window, clear your browser cache to resolve this:

## In Chrome

1. On your computer, open Chrome.
2. At the top right, click More .
3. Click **More tools** > **Clear browsing data**.
4. At the top, choose a time range. To delete everything, select **All time**.
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click **Clear data**.

Exit/quit all browser windows and re-open the browser.

## Firefox

1. From the **History** menu, select **Clear Recent History**.  
If the menu bar is hidden, press **Alt** to make it visible.
2. From the **Time range to clear**: drop-down menu, select the desired range; to clear your entire cache, select **Everything**.
3. Next to "Details", click the down arrow to choose which elements of the history to clear; to clear your entire cache, select all items.
4. Click **Clear Now**.
5. Exit/quit all browser windows and re-open the browser.

## Microsoft Edge

1. In the top right, click the Hub icon (looks like star with three horizontal lines).
2. Click the History icon (looks like a clock), and then select **Clear all history**.
3. Select **Browsing history**, then **Cookies and saved website data**, and then **Cached data and files**. Click **Clear**.
4. After the "All Clear!" message appears, exit/quit all browser windows and re-open the browser.

## Internet Explorer 11

1. Select **Tools** > **Safety** > **Delete browsing history...**.  
If the menu bar is hidden, press **Alt** to make it visible.
2. Deselect **Preserve Favorites website data**, and select:
  - **Temporary Internet files** OR **Temporary Internet files and website files**
  - **Cookies** OR **Cookies and website data**
  - **History**
3. Click **Delete**. You will see a confirmation at the bottom of the window when the process is complete.
4. Exit/quit all browser windows and re-open the browser.

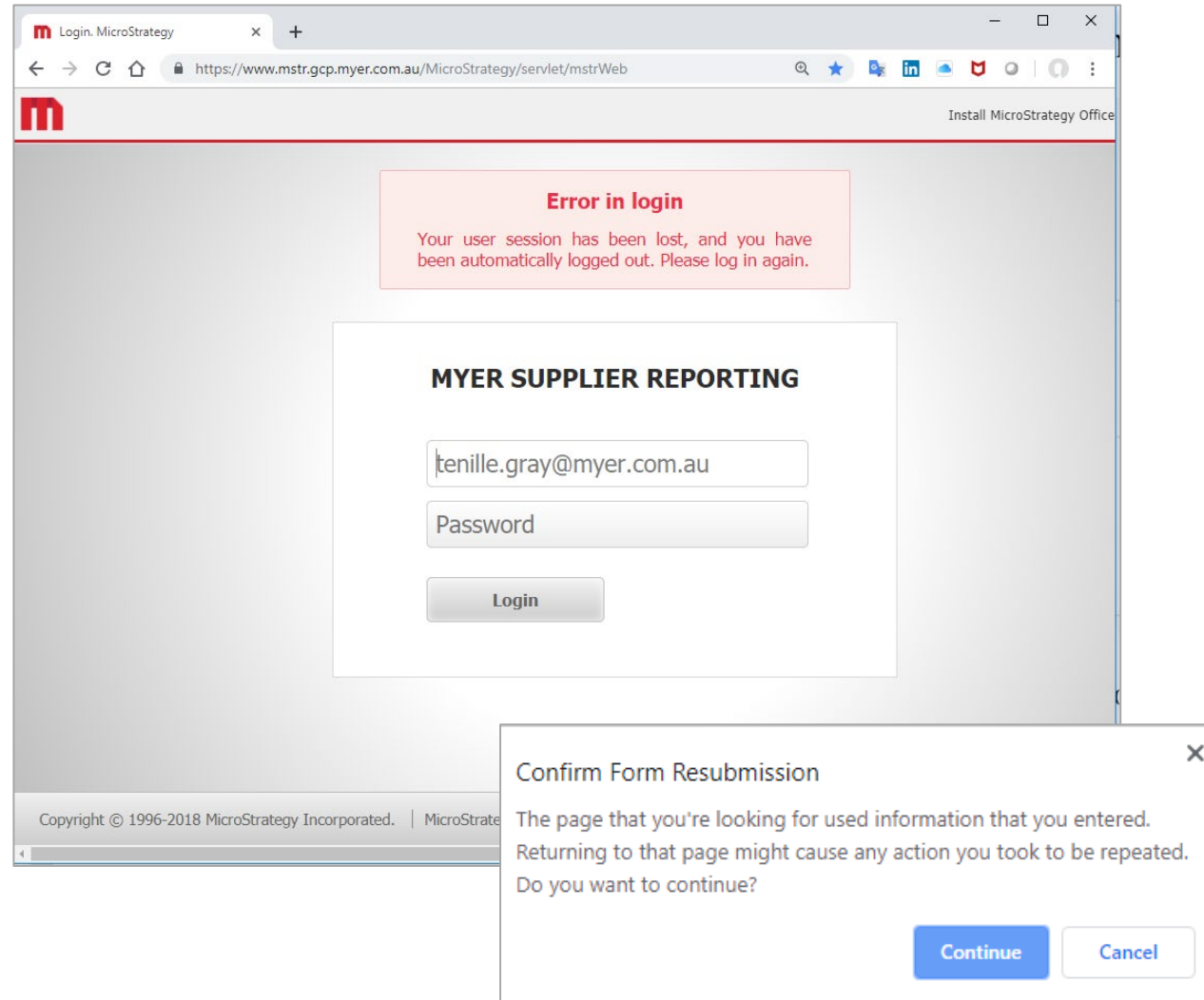
# Trouble Shooting: “Your user session has been lost...”

Your session has timed out

**DO NOT** try entering your email and password.

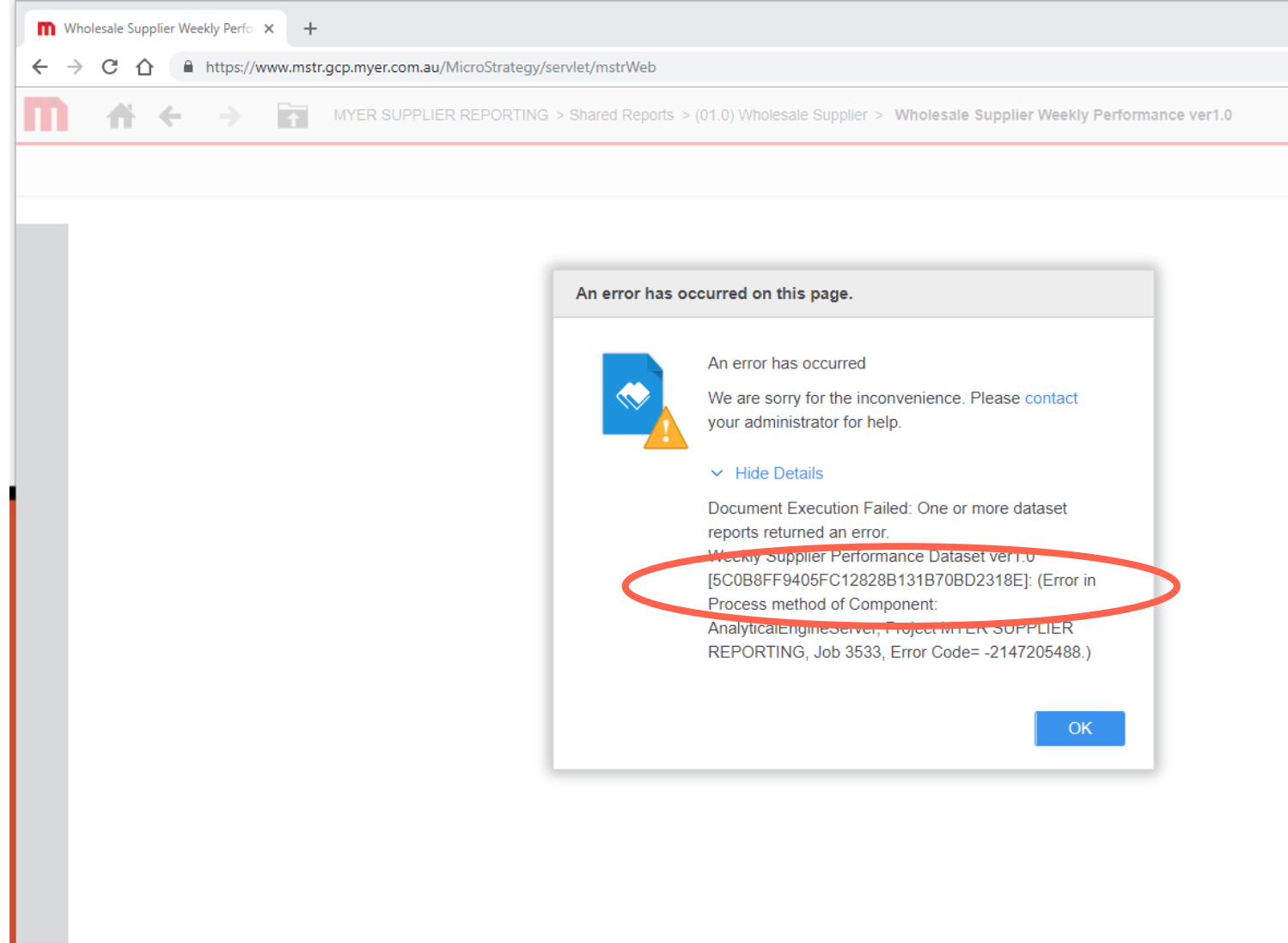
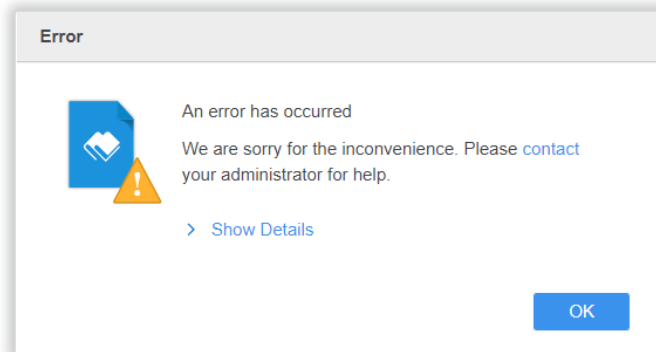
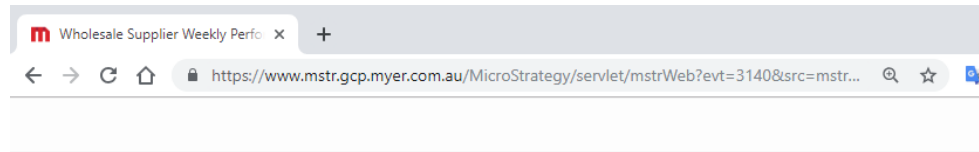
Instead

1. Click on the refresh button (in Chrome this is the circular arrow in the top left corner, next to the Home icon)
2. As pop up will appear titled ‘Confirm Form Resubmission’
3. Click ‘Continue’
4. If this doesn’t work then close the browser completely (not just the one tab, but the entire browser), then start logging in again



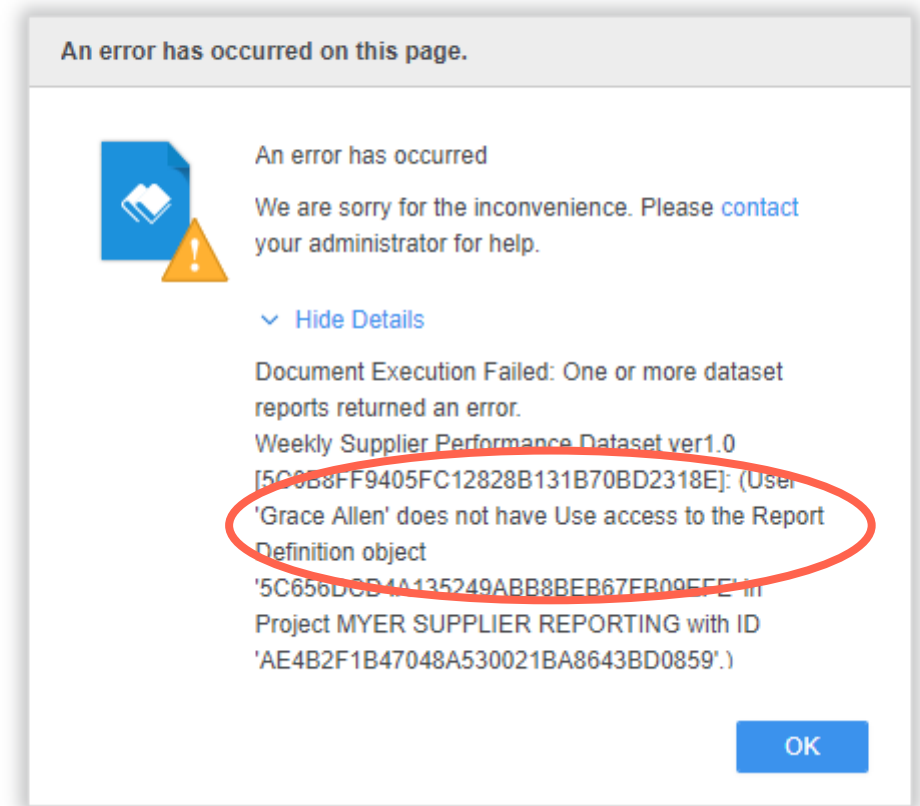
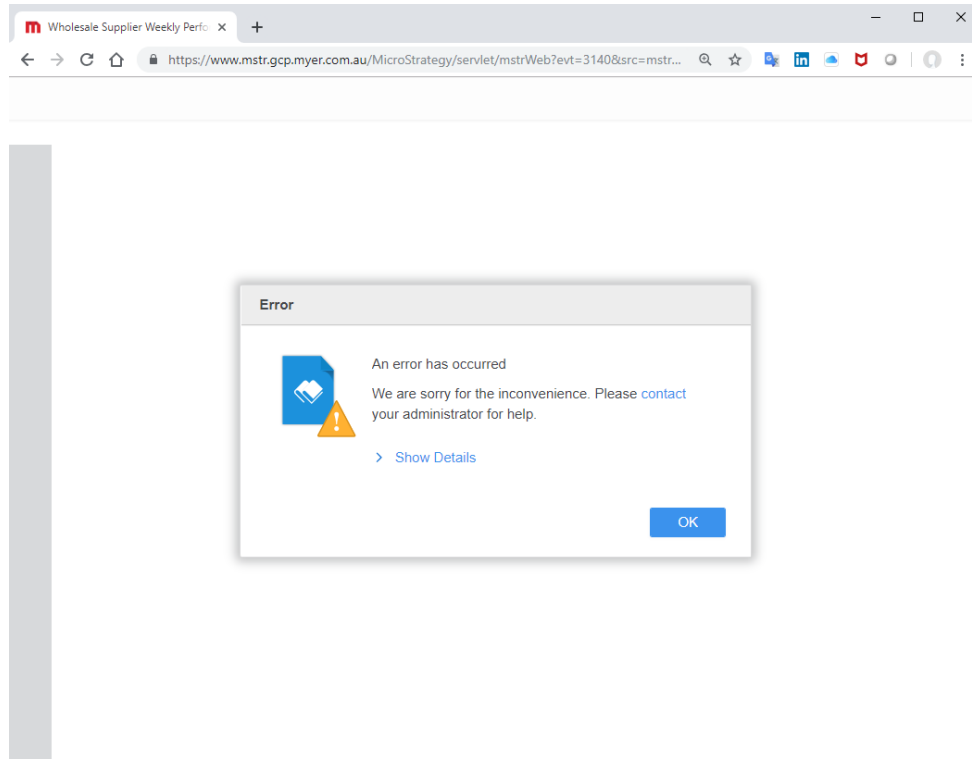
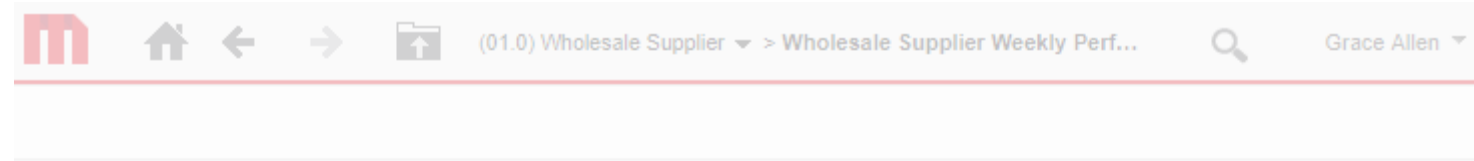
# Trouble Shooting: “Error in Process method of Component”

For Suppliers with thousands of SKU's, this error means too much data has been asked for. Return to the Prompts and select less data (eg select 1 or 2 TPC's only)



# Trouble Shooting: “...does not have Use access to the Report”

User not set up properly in Microstrategy, contact [B2BSupplierPortal@myer.com.au](mailto:B2BSupplierPortal@myer.com.au) for resolution





THANK YOU

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