

# E-Platform ordering

V2 03/24/2020

# Before you start...



#### You will need...

- 1. <a href="http://ep.sml.com/">http://ep.sml.com/</a>
- 2. E-Platform username and password.
- 3. PO number
- 4. 5-10 minutes...





•	Manual ordering (tape, care labels, ae.com)	pg. 4-25
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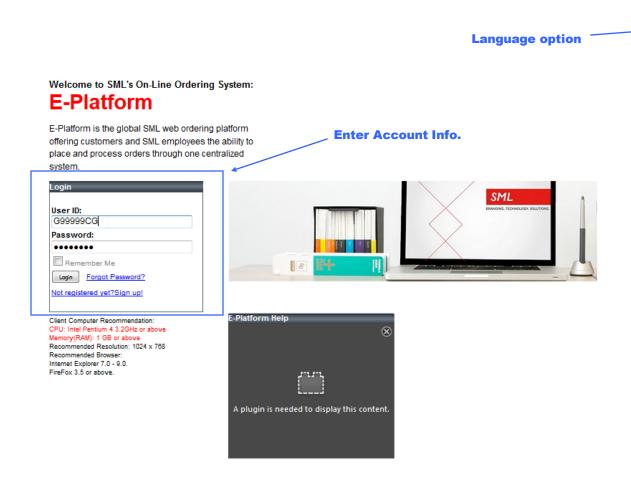
# **Manual Ordering**

Step 1: Login authorization



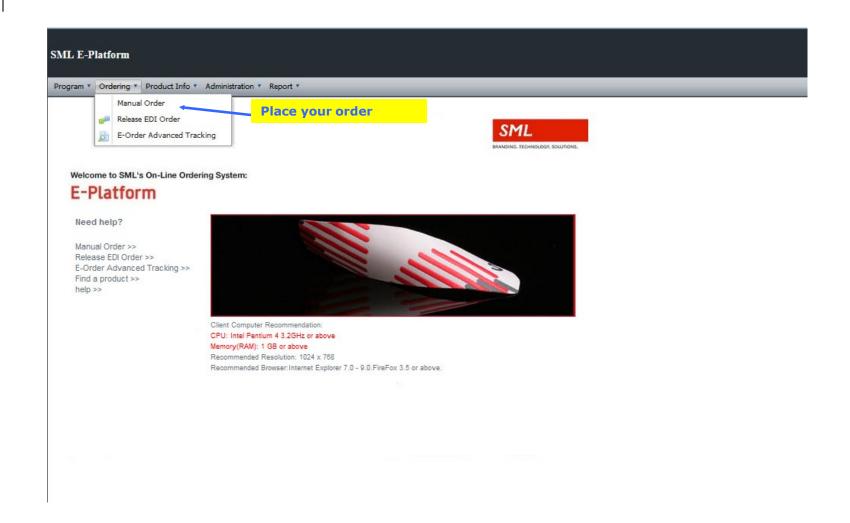
English 简体中文 繁體中文 日本語 한국어

BRANDING, TECHNOLOGY, SOLUTIONS.



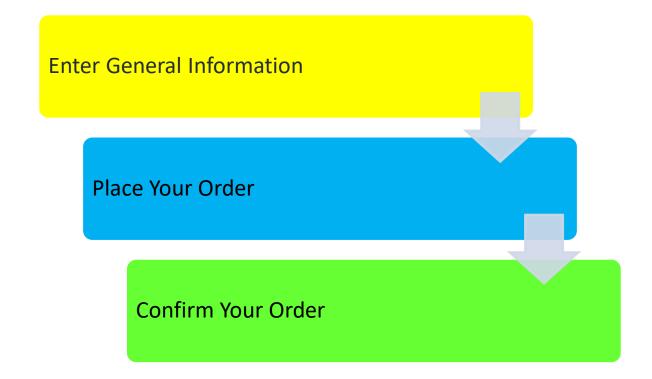






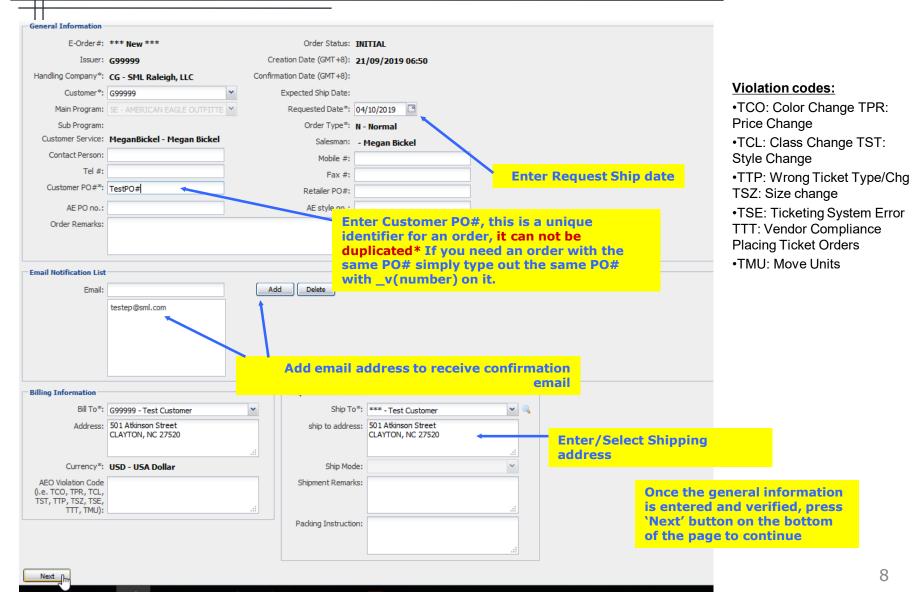


3 steps during the order process



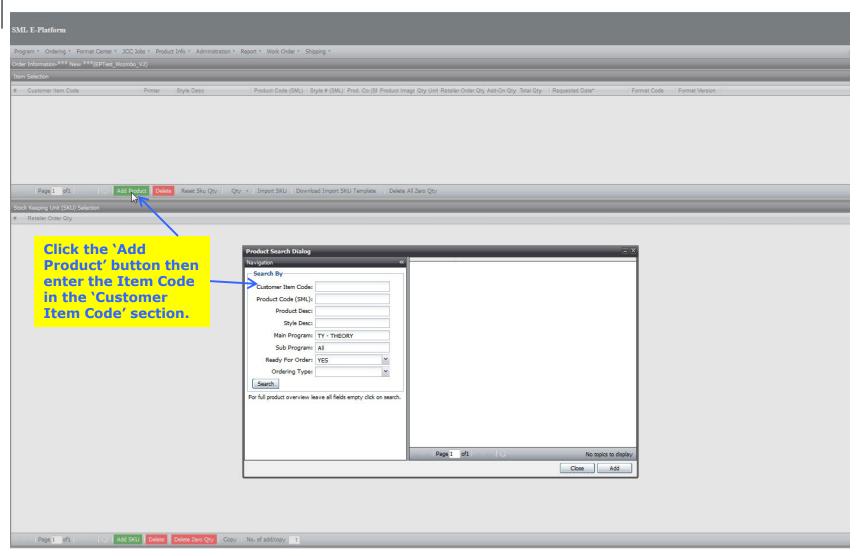
#### Step 3: Enter in general information





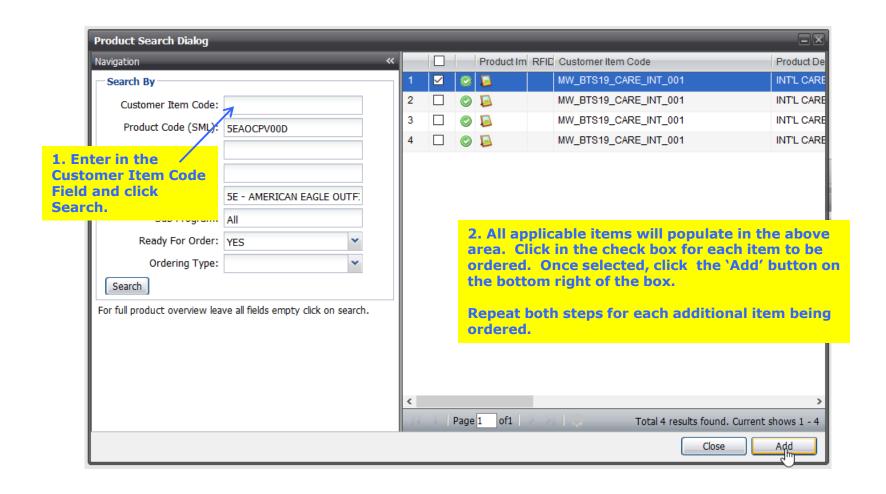
Step 4: Adding products

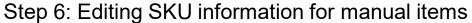






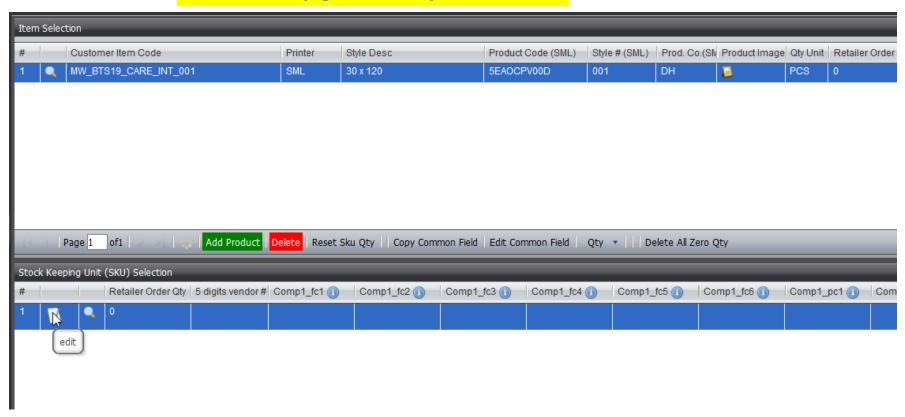








To edit care labels please click on the notepad icon and a new page will come up.

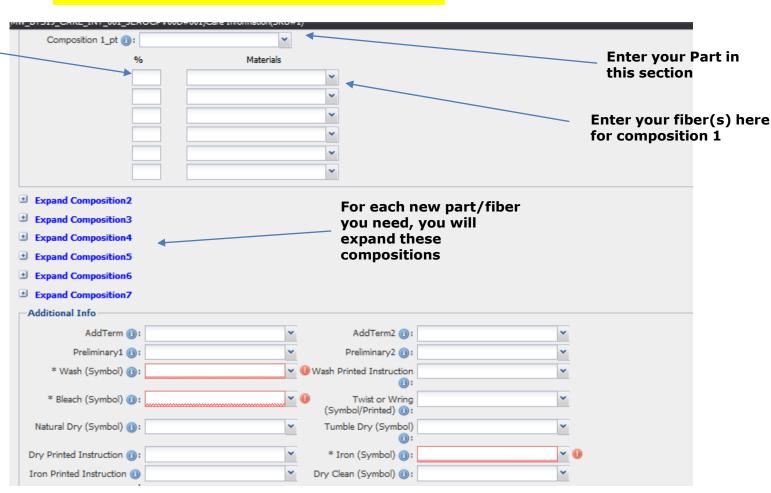






Add all fibers and content in the boxes below (continued on next page)

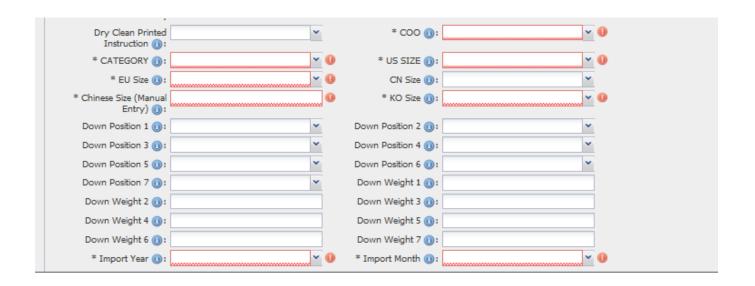
Enter the percentage, they must go highest first and lowest last, even for other fibers







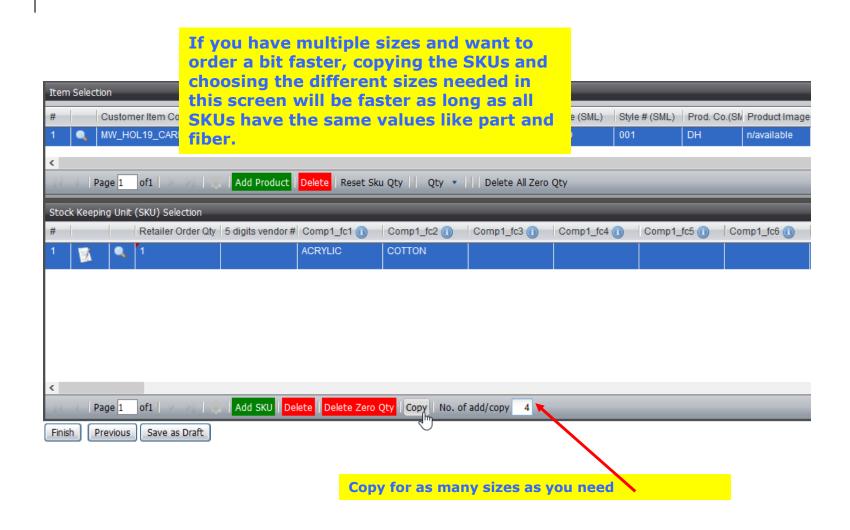
Add all sizes, Country of Origin (COO), down content or import year below



For the sizes, please select from the drop down in order from left to right (Category then US size, then EU size, then CN size etc.

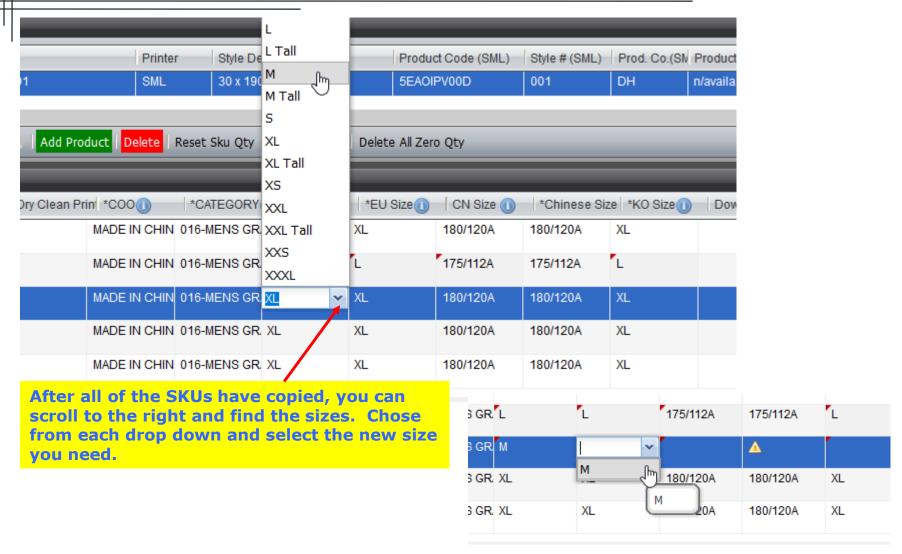






Copying SKUs for multiple sizes

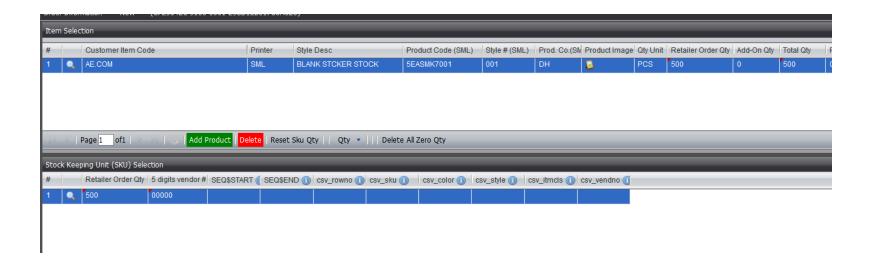




Step 6b: AE.com



For AE.com label simply enter in <u>vendor ID</u> and <u>quantity</u> only.



**Continue to step 8** 

Step 6b: AEO Security Tape



For AEO security tape simply enter in <u>vendor ID</u> and <u>quantity</u> only.

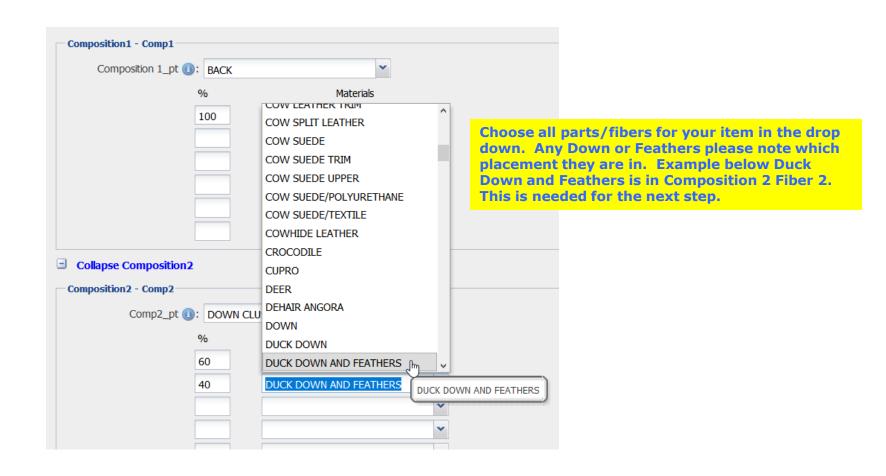




**Continue to step 8** 

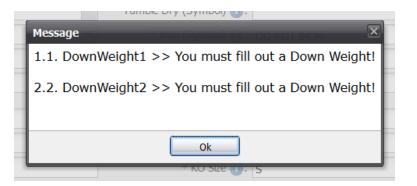
Step 6c: How the Down Content works





Step 6c: How the Down Content works cont.





Once all data has been filled out for care instructions/Country of Origin etc., then you will need to fill out the Down classification (only if you have selected a down item). If you try and save with a Down or Feather fiber you will get this error message.

For the DownPosition you will need to select the same position that we pointed out in the last

hinese Size (Manual Entry)

165/96A

16

Suggstd Fbr Cnt (USA/CAN) Vendor Ref. Fox IL USA:

SHELL: 70%NYLON 30%COTTON (BASE ON VENDORŒS CLAIM)

MAIN FILLER: 59% DUCK DOWN (MINIMUM 75% DOWN) 41% POLYESTER

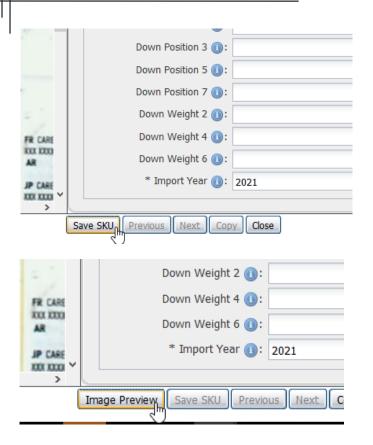
LINING: 100%POLYESTER

CAN:

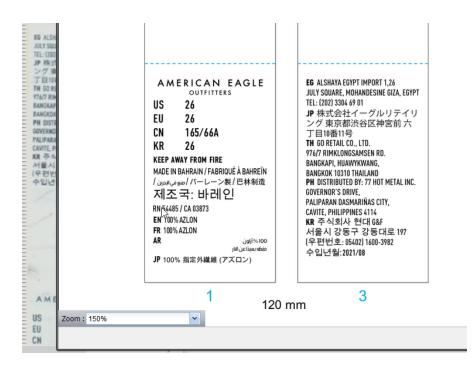
For international labels it will only show in English, for AM labels it will show in English and Spanish, and for Israeli labels it will show in English only.

#### Step 7: Saving/Previewing your item





Once you're done you'll need to click the 'save SKU' button. Then you can then preview your image after you've filled out the information to double check that it looks how you would like.



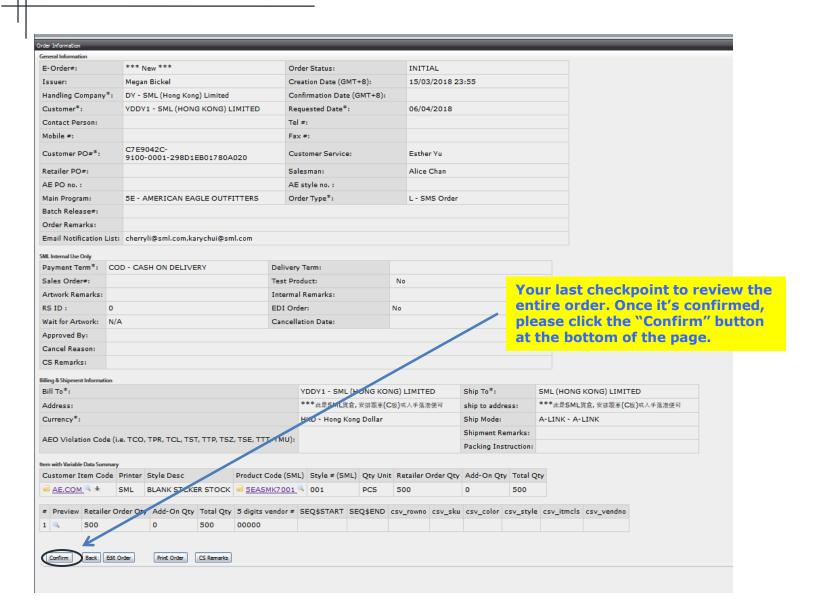
Step 8: Finishing order





#### Step 9: Order confirmation





#### Step 10: Confirmation email





G99999CG - Confirmation of EDI E-Order (THEORY) EPTest\_Wcombo - EPTYCG11422029(269162239) 20/07/2016 04:14:56 smleplatform@sml.com to: AndrewBuotte@sml.com, nathanhepler@sml.com, testep@sml.com

\*\*Note: For AE.com Your item will not be available quickly depending on how many quantity you ordered as it will be generated the serial numbers used to create the barcode.\*\*

6 04:15 PM

2 attachments



PDF

EPTYCG11422029\_269162239\_OrderSummary.PDF EPTYCG11422029\_269162239\_OrderDetails.PDF

Dear SML Vendor, G99999 - Test Customer

Thank you for your order.

The following message was automatically sent from an un-monitored email account. Please don't respond to this e-mail. Please review all the relevant information and should you have any questions or queries then please contact Andrew Buotte.

E-Order#:EPTYCG11422029 Customer PO#\*:EPTest\_Wcombo Retailer PO#: EPTest\_Wcombo RS ID: 269162239

Fixed Item Summary

Customer Item Code | Style Desc | Product Code (SML) | Style # (SML) | Qty Unit/Retailer Order Qty | Add-On Qty | Total Qty | TH-515-HT | TYTYTNH02V | 001 | PCS | 75 | 0 | 75

Item with Variable Data Summary

Customer Item Code Style Desc		Product Code (SML)		Style # (SML)		Qty Unit		Retailer Order Qty		Add-On Qty		Total Qty
TH-OUTLET-STK		TYTYTKH00A		001		PCS	7	75		0	,	75
Customer Item Code	Style Desc		Product Code (SML)		Style # (SML)		Qty Unit		Retailer Order Qty	A	ldd-On Qty	Total Qty
TH-PACKING-STK	THEORY STICKER		TYTYTKH008		001		PCS		75	0		75

For Order Tracking, please click the following link

http://ep.sml.com/eplatform/

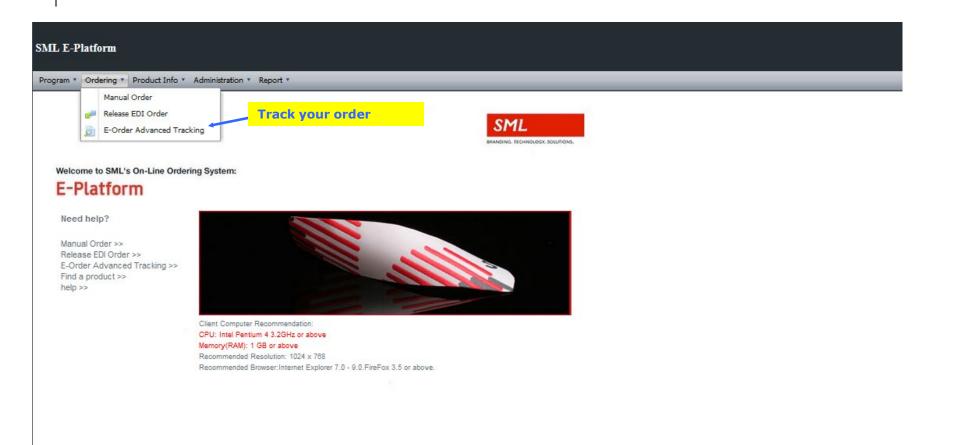
Bill To Company Name: Test Customer 501 Atkinson Street CLAYTON. NC 27520 The confirmation email should be received within 30 minutes. (depending on qty)

Ship To Address: Test Customer 501 Atkinson Street CLAYTON, NC 27520

ALL ORDER DETAILS COULD BE REVIEWED AND PRINTED FROM SML WEB SITE. You can keep checking all your label/hang tag order status via web site.

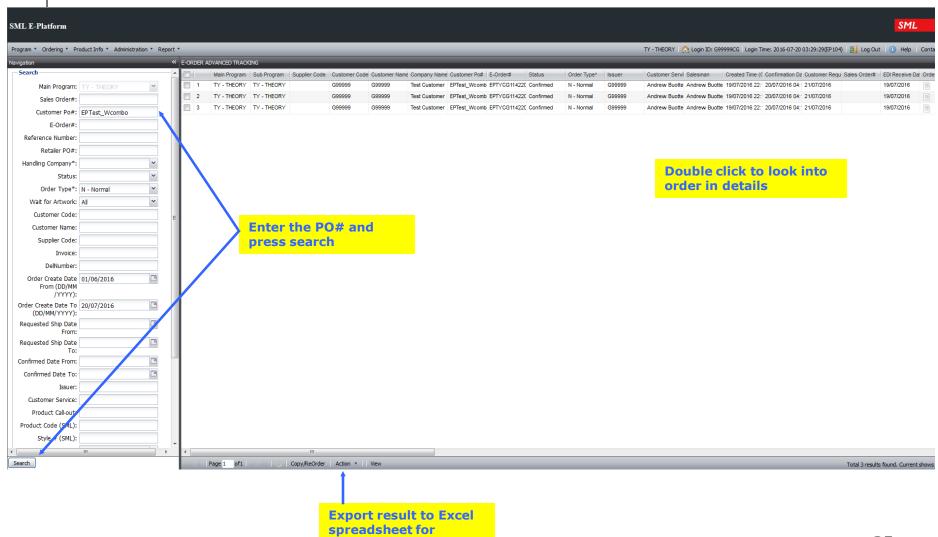






Step 12: Order tracking continued





reporting



# **Ticket Ordering**

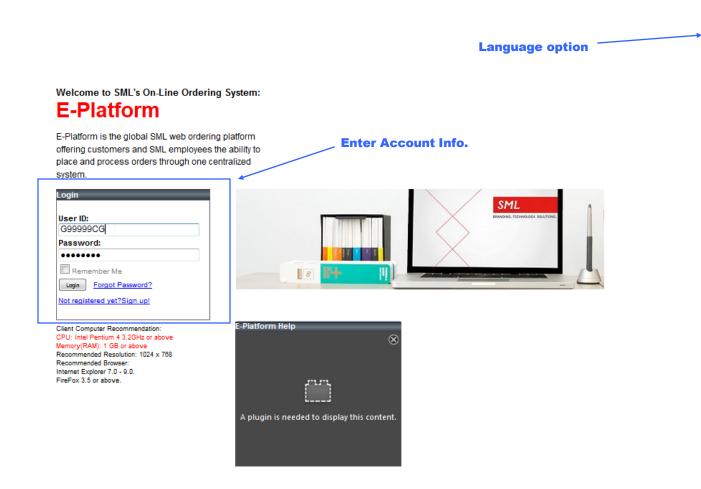
(single release)

Step 1: Login authorization



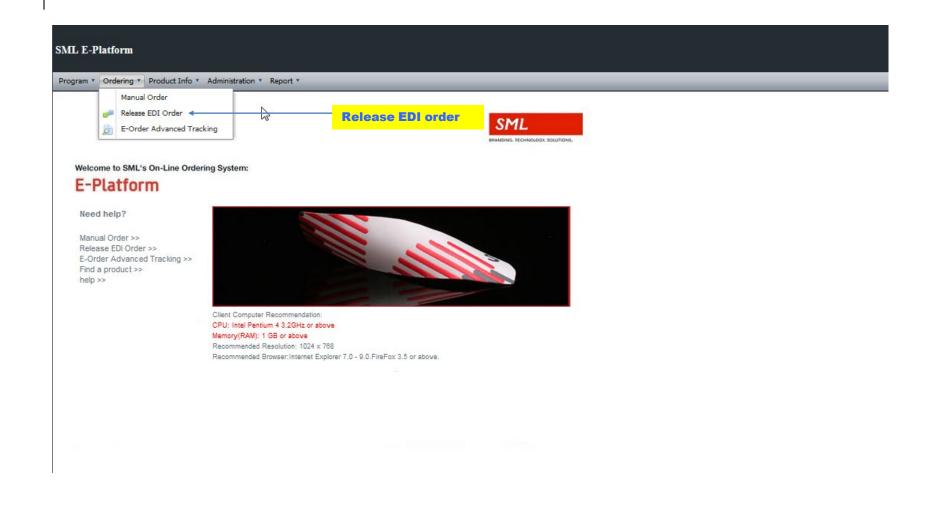
English 简体中文 繁體中文 日本語 한국어

BRANDING, TECHNOLOGY, SOLUTIONS.



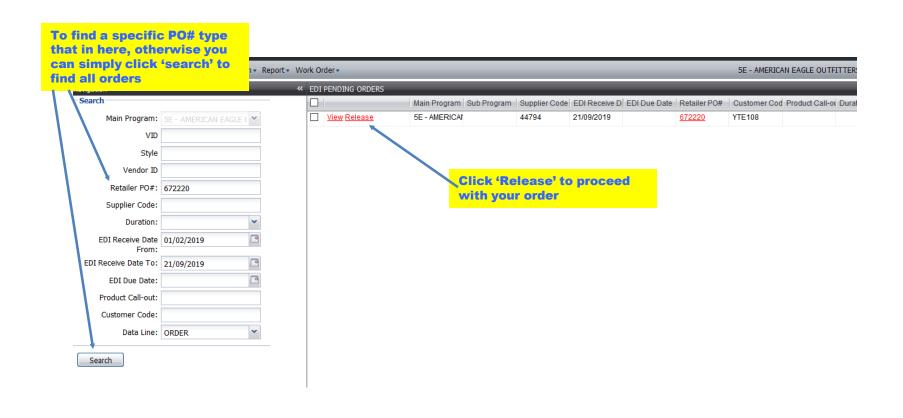
#### Step 2: Releasing an order











3 steps during the order process

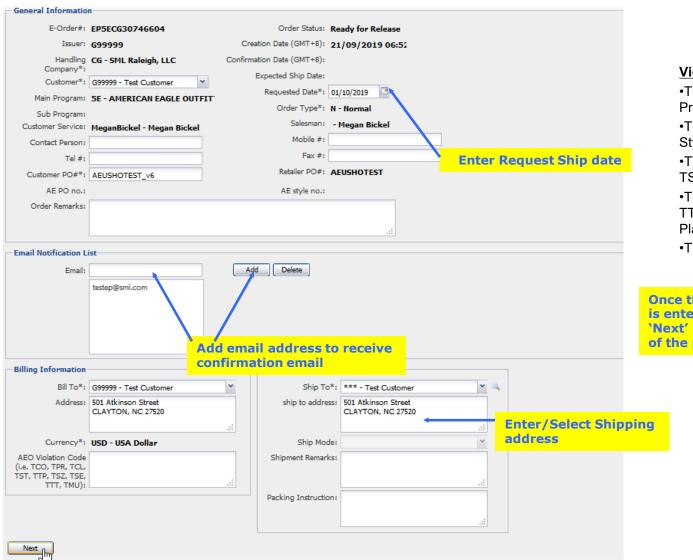


Review Order Items Information

Confirm Your Order

#### Step 3: Enter in general information





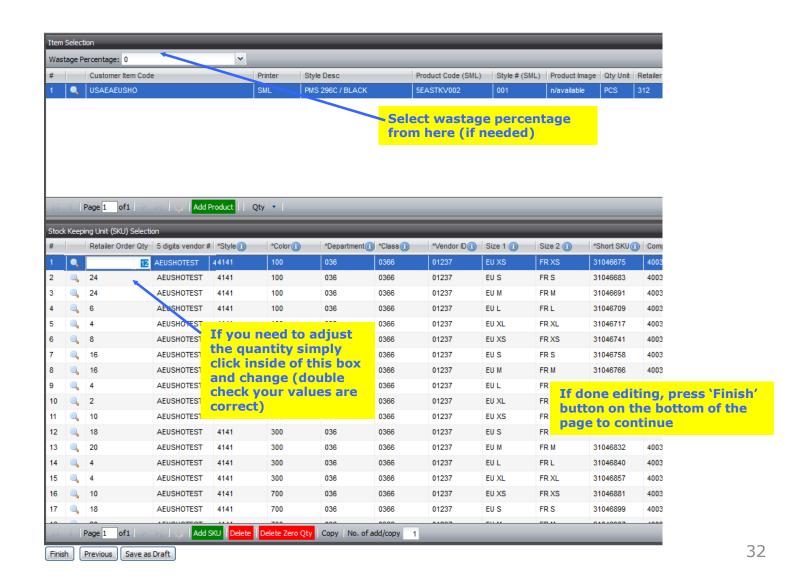
#### Violation codes:

- •TCO: Color Change TPR:
- Price Change
- •TCL: Class Change TST: Style Change
- •TTP: Wrong Ticket Type/Chg
- TSZ: Size change
- •TSE: Ticketing System Error
- TTT: Vendor Compliance Placing Ticket Orders
- •TMU: Move Units

Once the general information is entered and verified, press 'Next' button on the bottom of the page to continue

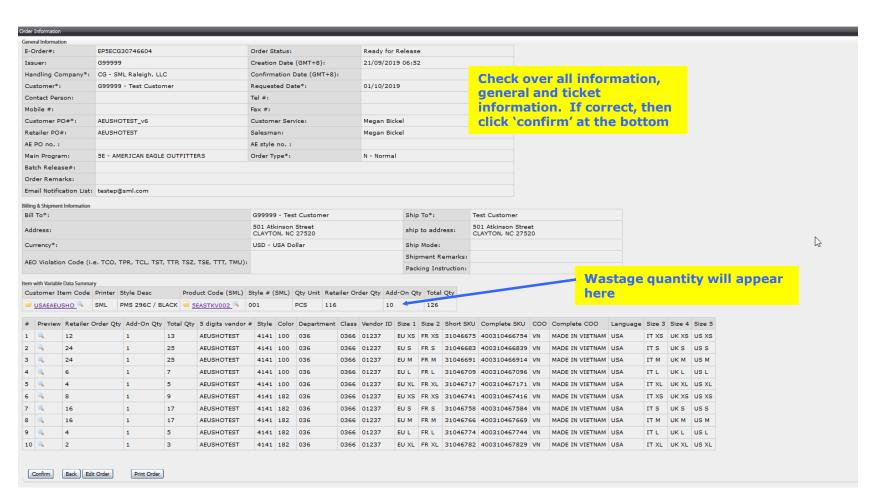
Step 4: Editing Qty or adding Wastage (if needed)





#### Step 5: Confirming the order





#### Step 6: Confirmation email





G99999CG - Confirmation of EDI E-Order (THEORY) EPTest Wcombo - EPTYCG11422029(269162239) 20/07/2016 04:14:56 smleplatform@sml.com to: AndrewBuotte@sml.com, nathanhepler@sml.com, testep@sml.com

07/19/2016 04:15 PM Show Details

2 attachments





EPTYCG11422029\_269162239\_OrderSummary.PDF EPTYCG11422029\_269162239\_OrderDetails.PDF

Dear SML Vendor, G99999 - Test Customer

Thank you for your order.

The following message was automatically sent from an un-monitored email account. Please don't respond to this e-mail. Please review all the relevant information and should you have any questions or queries then please contact Andrew Buotte

E-Order#: EPTY CG11422029 Customer PO#\*: EPTest Wcombo Retailer PO#: EPTest Wcombo RS ID: 269162239

Fixed Item Summary

Customer Item Code Style Desc Product Code (SML) Style # (SML) Qty Unit Retailer Order Qty Add-On Qty Total Qty TH-515-HT TYTYTNH02V 001

Item with Variable Data Summary

Customer Item Code Style Desc		Product Code (SML)		Style # (SML)		Qty Unit		Retailer Order Qty		Add-On Qty		Total Qty	
TH-OUTLET-STK		TYTYTKH00A 00		001	ĺ		PCS			0		75	
Customer Item Code	Style Desc		Product Code (SML)		Style # (SML)		Qty Unit		Retailer Order Qty	Add-O	On Qty	Total Qty	
TH-PACKING-STK	THEORY STICKER		TYTYTKH008		001		PCS		75	0		75	

The confirmation email should be

received within 30 minutes.

(depending on qty)

For Order Tracking, please click the following link

http://ep.sml.com/eplatform/

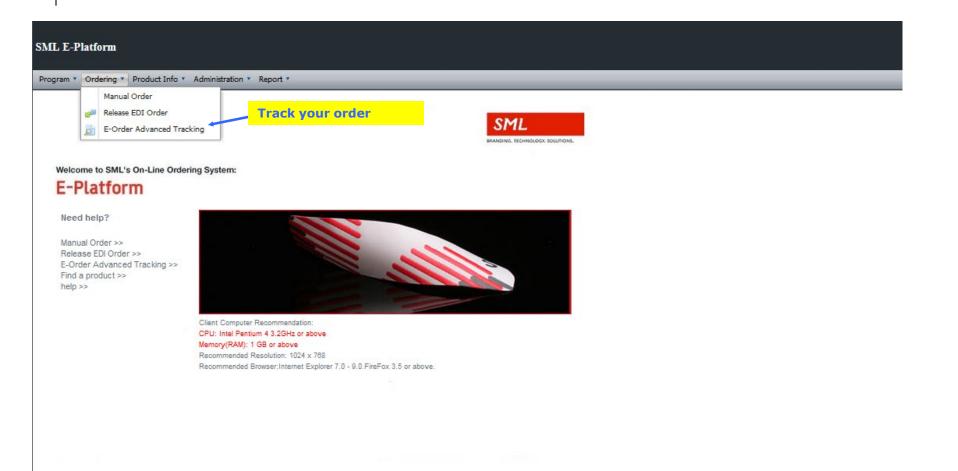
Bill To Company Name: Test Customer 501 Afkinson Street CLAYTON, NC 27520

Ship To Address: Test Customer 501 Atkinson Street CLAYTON, NC 27520

ALL ORDER DETAILS COULD BE REVIEWED AND PRINTED FROM SML WEB SITE. You can keep checking all your label/hang tag order status via web site. \*

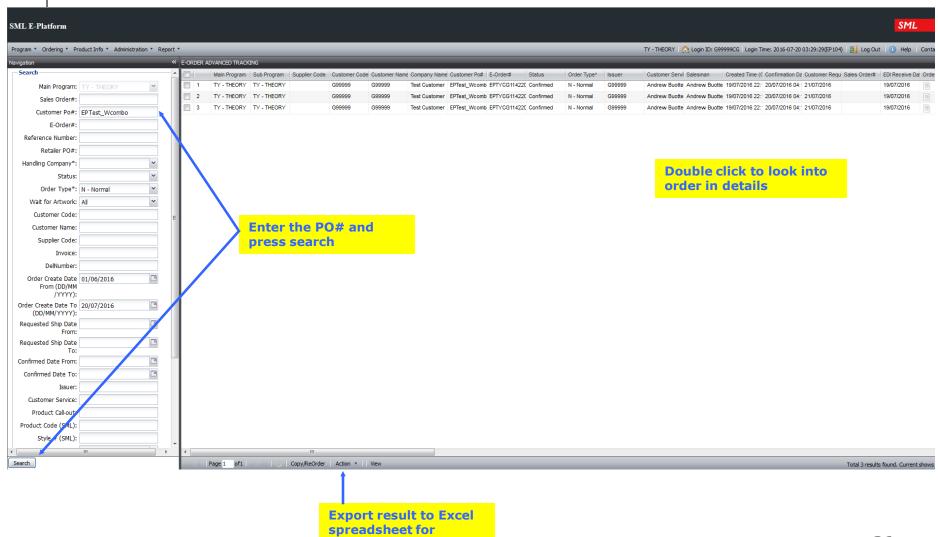
Step 7: Order tracking





Step 8: Order tracking continued





reporting

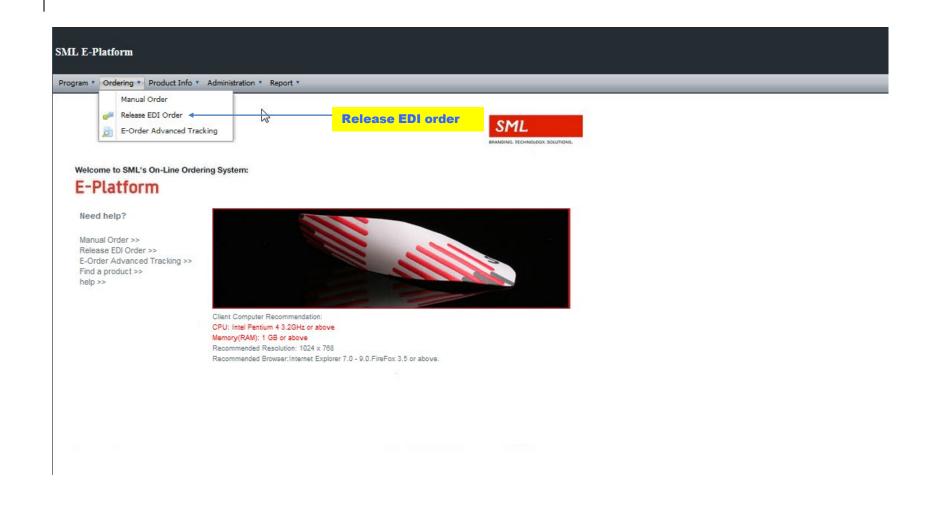


# **Ticket Ordering**

(multi-release)

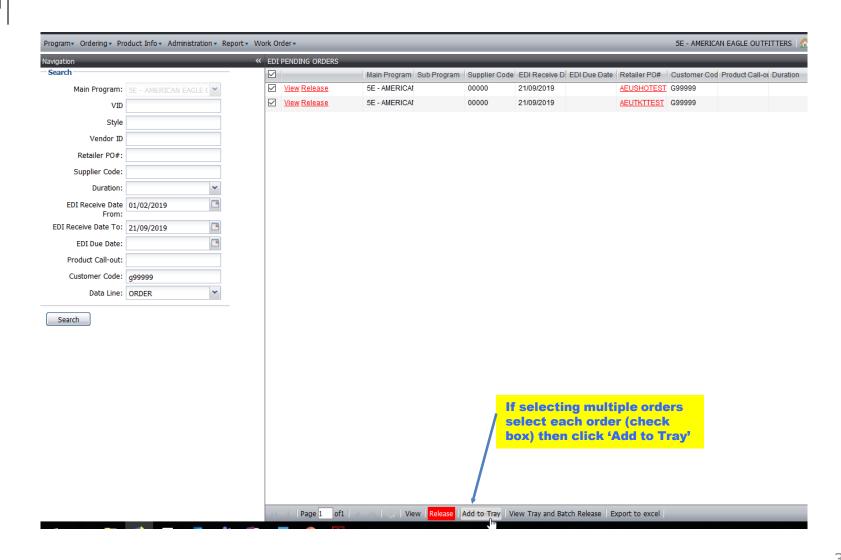






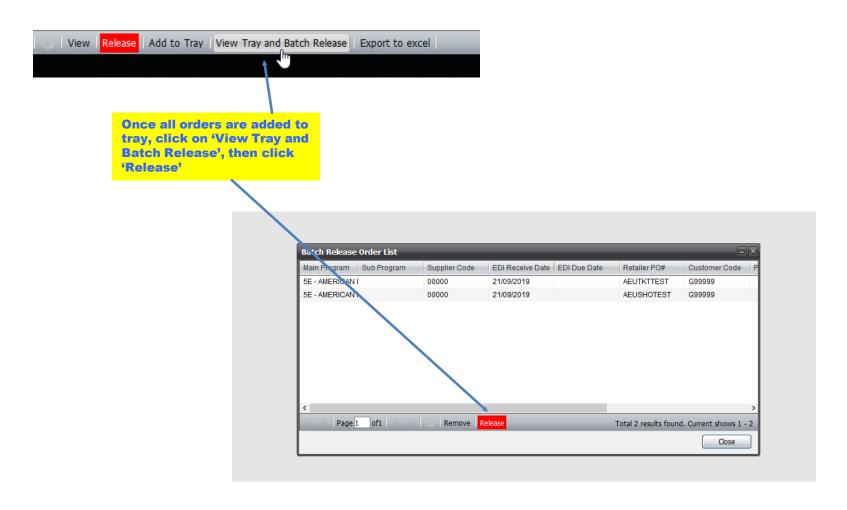
Step 2: Batch releasing an order cont.





Step 2: Batch releasing an order cont.





3 steps during the order process



Review Order Items Information

Confirm Your Order

#### Step 3: Enter in general information



E-Order#;	EP5ECG30746604	Order Status:	Ready for Release			
	G99999	Creation Date (GMT+8):	•			
	CG - SML Raleigh, LLC	Confirmation Date (GMT+8):	21/05/2015 00:01			
Company*:		Expected Ship Date:				
Customer*:	G99999 - Test Customer	Requested Date*:	01/10/2019			
Main Program:	5E - AMERICAN EAGLE OUTF	Order Type*:				
Sub Program:						
	MeganBickel - Megan Bickel	Mobile #:	- Megan Bickel	1		
Contact Person:						
Tel #:		Fax #:	<u></u>	Enter	Request Ship date	
Batch Release#:	BatchPO#	Retailer PO#:	AEUSHOTEST			
AE PO no.:		AE style no.:				
Order Remarks:		Ente	r Batch Release P	PO#		
		here				
il Notification Li	ist					
Email:	testep@sml.com	Add Delete				
Email:			to receive			One is e
	A	dd email address t	to receive			is e
Email:	A		to receive			is e
ng Information	A	add email address to confirmation email	*: *** - Test Customer	<u> </u>		is e
ng Information Bill To*:	G99999 - Test Customer 501 Atkinson Street	add email address to confirmation email	*: *** - Test Customer	<u> </u>		is e
ng Information Bill To*:	G99999 - Test Customer	Add email address to confirmation email  Ship To ship to address	*: *** - Test Customer			is e 'Ne of t
ng Information Bill To*: Address:	G99999 - Test Customer 501 Atkinson Street CLAYTON, NC 27520	Add email address to confirmation email  Ship To ship to address.	*: *** - Test Customer  501 Atkinson Street CLAYTON, NC 27520		Enter/Select Ship	is e 'Ne of t
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ng Information Bill To*: Address: Currency*: O Violation Code TCO, TPR, TCL,	G99999 - Test Customer 501 Atkinson Street CLAYTON, NC 27520	Add email address to confirmation email  Ship To ship to address.	*: *** - Test Customer  501 Atkinson Street CLAYTON, NC 27520		Enter/Select Ship	is e 'Ne of t
ng Information  Bill To*:  Address:  Currency*:  O Violation Code  TCO, TPR, TCL,  , TTP, TSL, TSL,	G99999 - Test Customer 501 Atkinson Street CLAYTON, NC 27520	Add email address to confirmation email  Ship To ship to address.	*: *** - Test Customer  501 Atkinson Street CLAYTON, NC 27520		Enter/Select Ship	is e 'Ne of t
ng Information Bill To*: Address: Currency*: O Violation Code TCO, TPR, TCL,	G99999 - Test Customer 501 Atkinson Street CLAYTON, NC 27520	Add email address to confirmation email  Ship To ship to address to ship Mod Shipment Remark	*: *** - Test Customer ss: 501 Atkinson Street CLAYTON, NC 27520 de: ks:	.::	Enter/Select Ship	is e 'Ne of t
ng Information  Bill To*:  Address:  Currency*:  O Violation Code  TCO, TPR, TCL,  , TTP, TSL, TSL,	G99999 - Test Customer 501 Atkinson Street CLAYTON, NC 27520	Add email address to confirmation email  Ship To ship to address to ship to address to ship model to ship model to ship ment Remarks	*: *** - Test Customer ss: 501 Atkinson Street CLAYTON, NC 27520 de: ks:	.::	Enter/Select Ship	is e 'Ne of t

#### Violation codes:

- •TCO: Color Change TPR: Price Change
- •TCL: Class Change TST: Style Change
- •TTP: Wrong Ticket Type/Chg

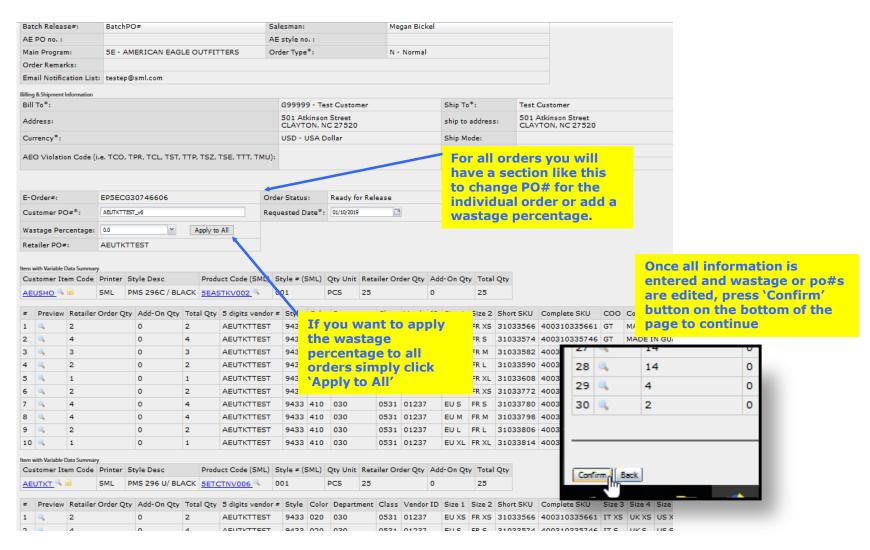
TSZ: Size change

- •TSE: Ticketing System Error TTT: Vendor Compliance Placing Ticket Orders
- •TMU: Move Units

Once the general information is entered and verified, press Next' button on the bottom of the page to continue

#### Step 4: Confirming order





#### Step 6: Confirmation email





G99999CG - Confirmation of EDI E-Order (THEORY) EPTest Wcombo - EPTYCG11422029(269162239) 20/07/2016 04:14:56

smleplatform@sml.com to: AndrewBuotte@sml.com, nathanhepler@sml.com, testep@sml.com

07/19/2016 04:15 PM Show Details

2 attachments





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E-Order#: EPTY CG11422029 Customer PO#\*: EPTest Wcombo Retailer PO#: EPTest Wcombo RS ID: 269162239

Fixed Item Summary

Customer Item Code Style Desc Product Code (SML) Style # (SML) Qty Unit Retailer Order Qty Add-On Qty Total Qty TH-515-HT TYTYTNH02V 001

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Tieth Will Valtade Data Suffraiy												
Customer Item Code	Style Desc	Product Code (SML	)	Style # (SML)		Qty Unit	I	Retailer O:	rder Qty	Add	-On Qty	Total Qty
TH-OUTLET-STK		TYTYTKH00A		001		PCS	7	75		0		75
Customer Item Code	Style Desc		Product Code (SML)		Style # (SML)		Qty Unit		Retailer Order Qty		Add-On Qty	Total Qty
TH-PACKING-STK	THEORY STICKER		TYTYTKH008		001		PCS		75		0	75

The confirmation email should be

received within 30 minutes.

(depending on qty)

For Order Tracking, please click the following link

http://ep.sml.com/eplatform/

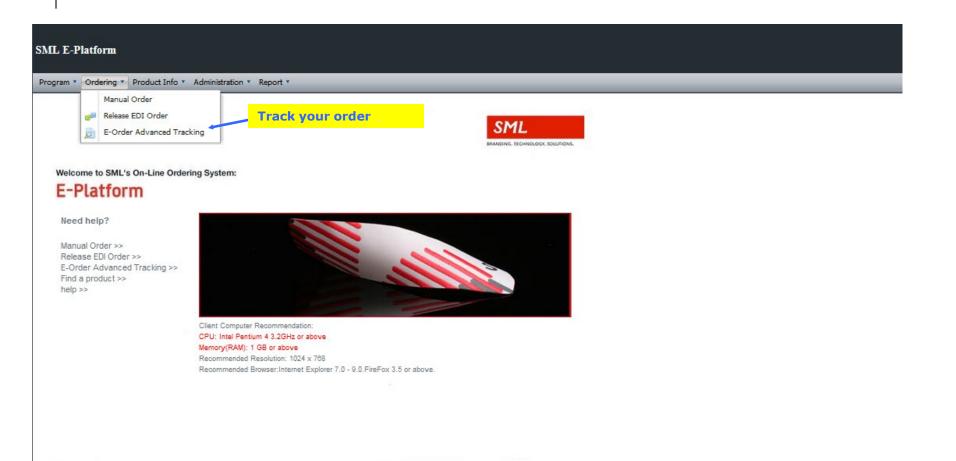
Bill To Company Name: Test Customer 501 Afkinson Street CLAYTON, NC 27520

Ship To Address: Test Customer 501 Atkinson Street CLAYTON, NC 27520

ALL ORDER DETAILS COULD BE REVIEWED AND PRINTED FROM SML WEB SITE. You can keep checking all your label/hang tag order status via web site. \*

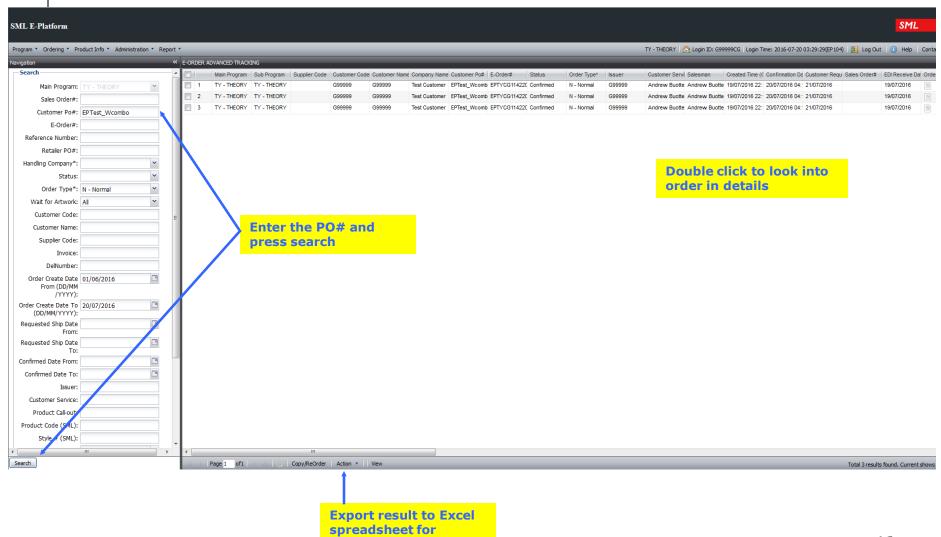
Step 7: Order tracking





Step 8: Order tracking continued





reporting

## Glossary

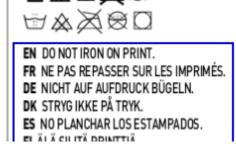


- Composition: One part and the fibers/percentages that make up that part.
- Add term: a term, something like 'Exclusive of Decoration' that will show after the fiber content.

  EN 50% ALPACA/50% BRASS. EXCLUSIVE
  OF DECORATION.

FR 50% ALPACA / 50% LAITON. À

• **Preliminary**: an instruction, usually for the care of the garment, that will show after the symbols on some labels



• **Symbol vs Printed instruction**: Depending on the logic, some symbols will represent all care instructions, others will show in the section above with the preliminaries. Below, the orange are the 'symbol' instructions, and the blue are the printed. Anything that cannot be represented by a symbol will be chosen here like

Natural Dry (Symbol) 1:

Dry Printed Instruction (1):

Iron Printed Instruction (11):

'with like colors'

## **Contact List**



Name	Region	Job	Email
Jackie Kitzler	USA	Global Team Leader, Sales Executive	jackiekitzler@sml.com
Jose Garcia	USA	Customer Service Representative	josegarcia@sml.com
Shaikh Shahriar	Bangladesh	Sales Executive	shaikkshahriar@sml.com
Aklema Sultana	Bangladesh	Asst.Manager, Customer Service	aklemasultana@sml.com
Oeng Sievtong	Cambodia	Senior Sales Executive	oengsievtong@sml.com
Somphos Sin	Cambodia	Customer Service Representative	SomphosSin@sml.com
Alicia Nicasio	Dominican Republic	Sales Executive	AliciaNicasio@sml.com
Thilza Mesa	Dominican Republic	Customer Service Representative/Manager	thilzamesa@sml.com
Esther Yu	Dongguan, China	Customer Service Representative	estheryu@sml.com
Leslie Hernandez	El Salvador/Guatemala	Sales Team leader	lesliehernandez@sml.com
Surender Kumar	Gurgaon, India	Sr. CS Executive - Order Management & Key Accounts Services handler AEO for Pakistan customers	surenderKumar@sml.com
Sumit Vig	Gurgaon, India	Sr. Manager - Order Management & Key Accounts Services)	sumitvig@sml.com
Sanjay Biswas	Gurgaon, India	Sr. Manager - Sales and Marketing	sanjaybiswas@sml.com

## **Contact List**



Name	Region	Job	Email
Wacky Chan	Hong Kong, China	Key Account Manager	wackychan@sml.com
Wiega Gautama	Indonesia, Jakarta	Sales Executive	wiegagautama@sml.com
Putri Kusuma	Indonesia, Serpong	Customer Service Representative	putrikusuma@sml.com
Adela Kim	Korea	Senior Manager of Key Account Management & Customer Service	Adelakim@sml.com
Mary Reyes	Mexico	Customer Service Manager	maryreyes@sml.com
Ruth Alcala	Mexico	Sales Manager	ruthalcala@sml.com
Alicia Nicasio	Santiago, Dominican Rep	Sales Manager	alicianicasio@sml.com
Thilza Mesa	Santiago, Dominican Rep	Customer Service Manager	thilzamesa@sml.com
Susanna Zhang	Shanghai, China	KAM	elenajia@sml.com
Dinuka Dassanayake	Sri Lanka	Manager for USA Accounts	dinukadassanayake@sml.com
Samila Prasad	Sri Lanka	Customer Service Manager	samilaprasad@sml.com
Voc Vu	Vietnam	Customer Service Executive	vocvu@sml.com
Daisy Nguyen	Vietnam	Sales Executive	daisynguyen@sml.com



# Thank You!