



**BIG LOTS VENDOR COMPLIANCE WEB PORTAL
USER GUIDE – Summary Version**

300 PHILLIPI RD. COLUMBUS, OH 43228

Version 2.0
Revised 5/16/2011

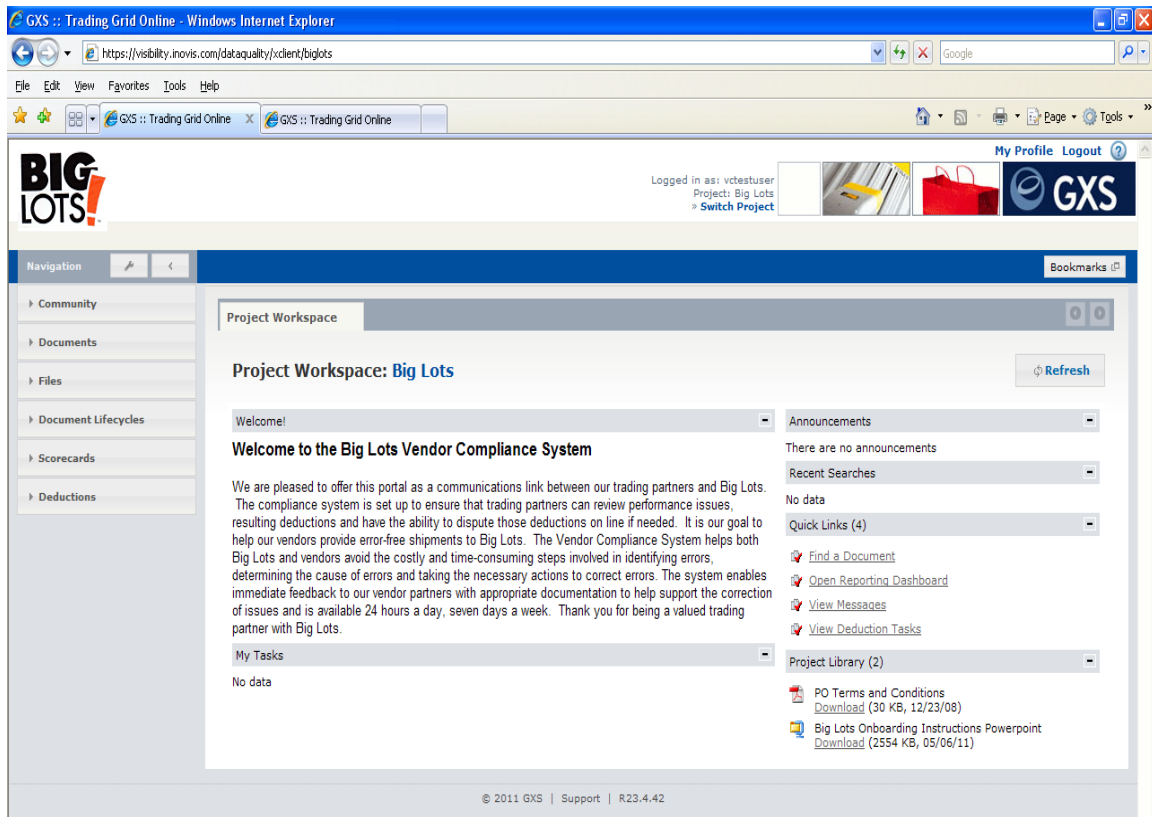
1. Please go to the following web address to login.
<https://visibility.inovis.com/dataquality/xclient/BigLots>

Note: If you do not have a login, send an e-mail to the Vendor Compliance Department at vendorcompliancemanager@biglots.com.

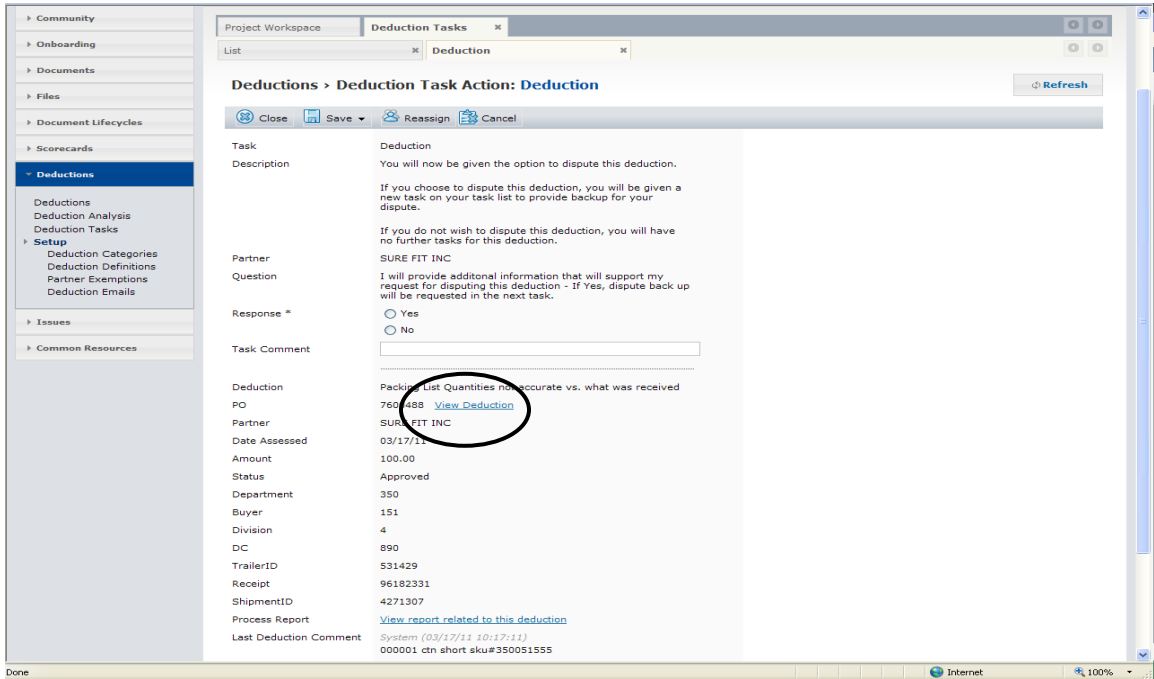
2. Type your User ID and Password, then click **Login**.

Note: If you forget your password, click the **Forgot your password?** link to create a new password.

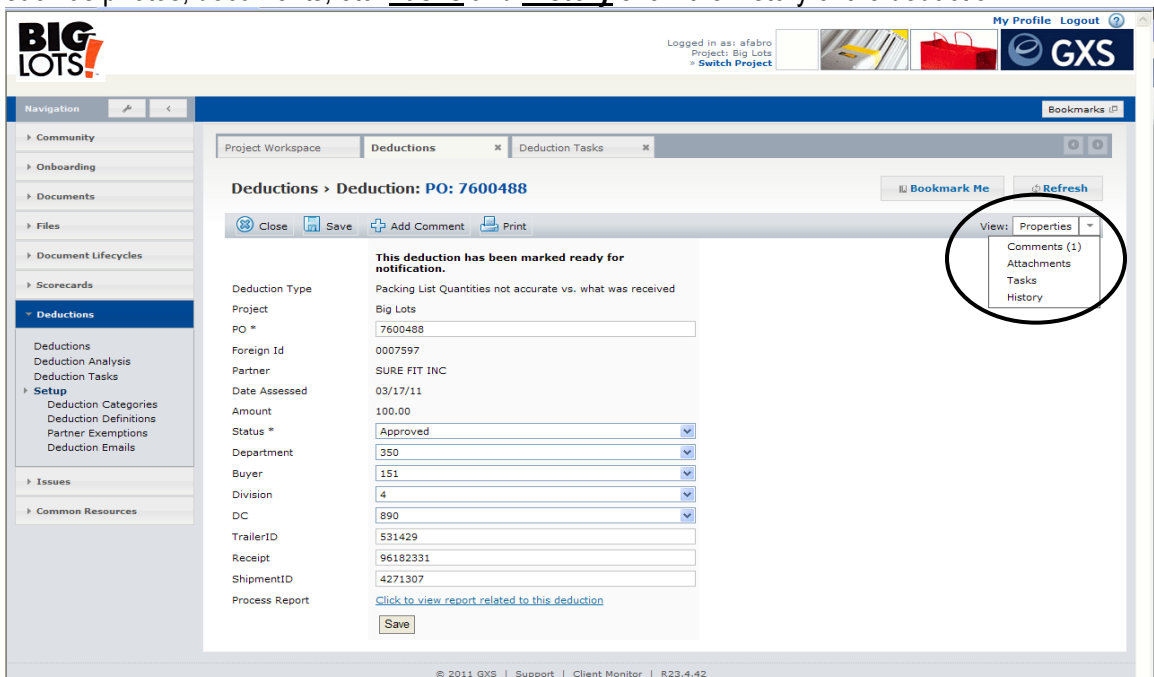
3. The screen shot below shows what your home page will look like. It displays a high-level view of various tasks, statuses, issues, messages, announcements and other information.
 - “Quick Links” on the right side lists frequently used links.
 - On the left side of the page is the navigation panel. This lists all possible links available to you in the compliance system.
 - Any deductions less than 60 days old will appear under “My Tasks” in the middle of the screen. These are deductions which are eligible to be disputed and should be reviewed.



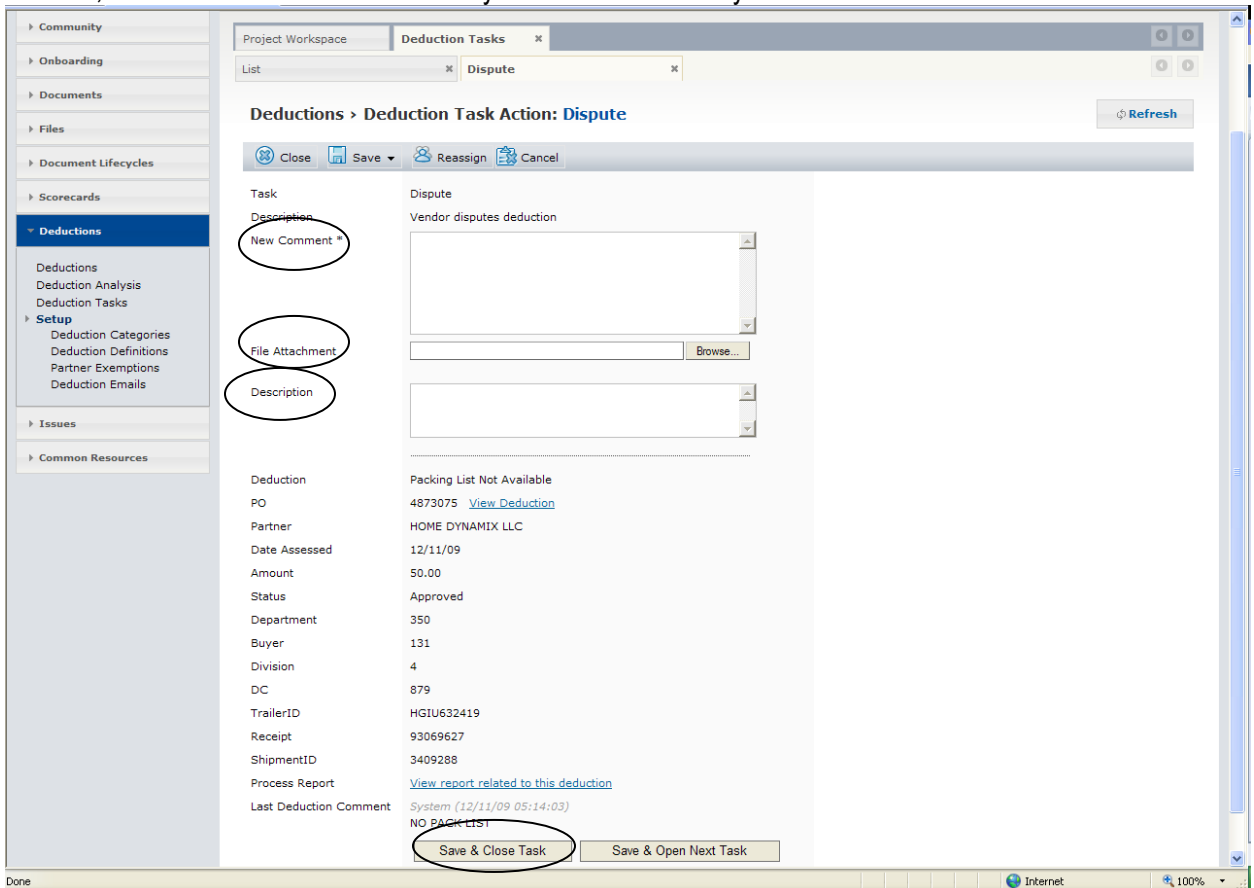
4. To View Deductions Eligible for Dispute (listed under “My Tasks” in the middle of the screen)
 - Click the deduction in the list. The Deduction Task view is then shown (see below).
 - To view details about the deduction, click “View Deduction”.



- The deduction view is now shown. On the right side is a drop down box showing other views of the deduction. **Comments** will show deduction comments, **Attachments** will show any attachments such as photos, documents, etc. **Tasks** and **History** show the history of the deduction.



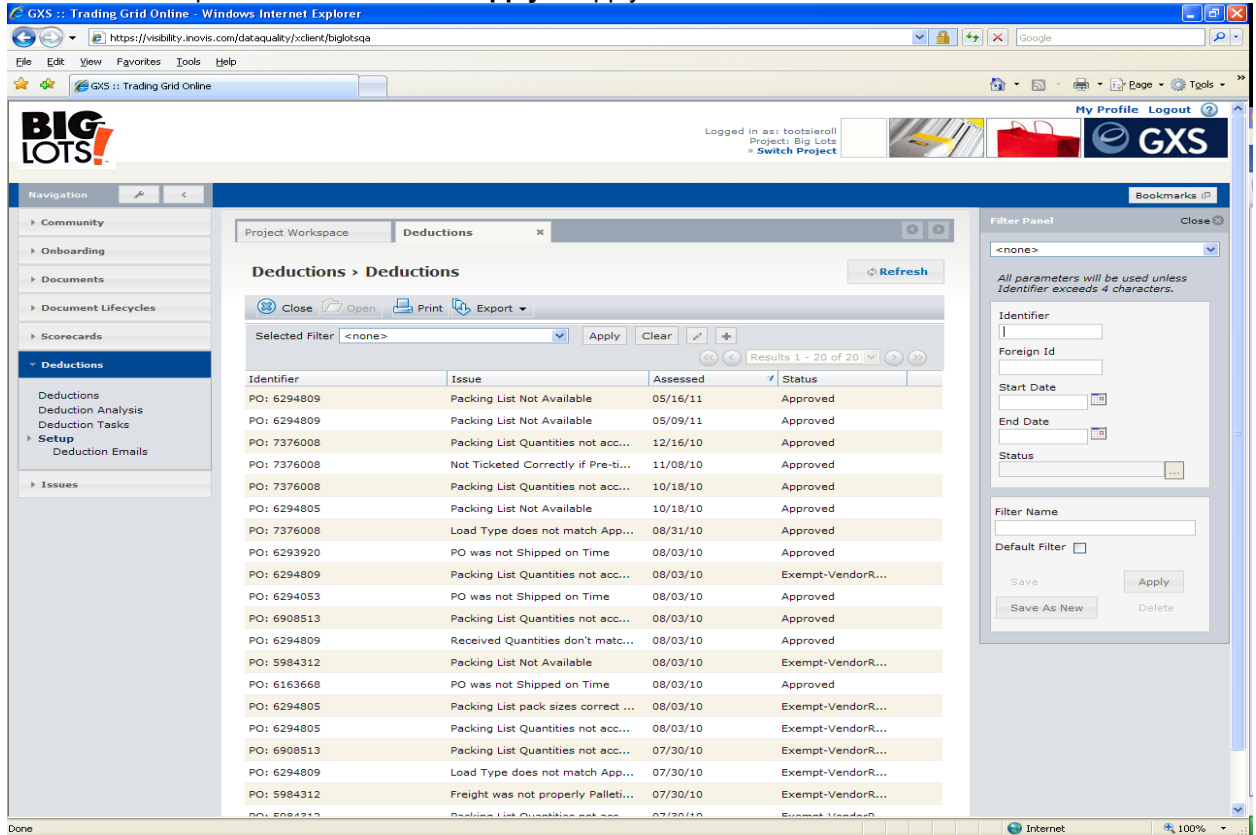
- Click **Close** to return to the previous deduction view shown at the top of this page.
- You now have options with regards to whether to dispute the deduction
 - Click **“Yes”** then **Save > Save & Open Next Task** to dispute
 - Click **“No”** then **Save > Save & Close Task** to accept the deduction without disputing – **If you chose this option you WILL NOT be able to dispute the deduction in the future**
 - Click **“Close”** to close the deduction
 - Note: a deduction cannot be disputed if it is over 60 days old
- If you chose to dispute the deduction, the screen will now change to the Dispute Task. At this point you can enter comments, attach files and file descriptions to support the deduction dispute. When finished, click **Save & Close Task**. The system will then move you back to the main screen.



Note: If the Internet Explorer security message appear on your screen, click the message and select Allow Blocked Content > click Yes

5. To view a list of deductions

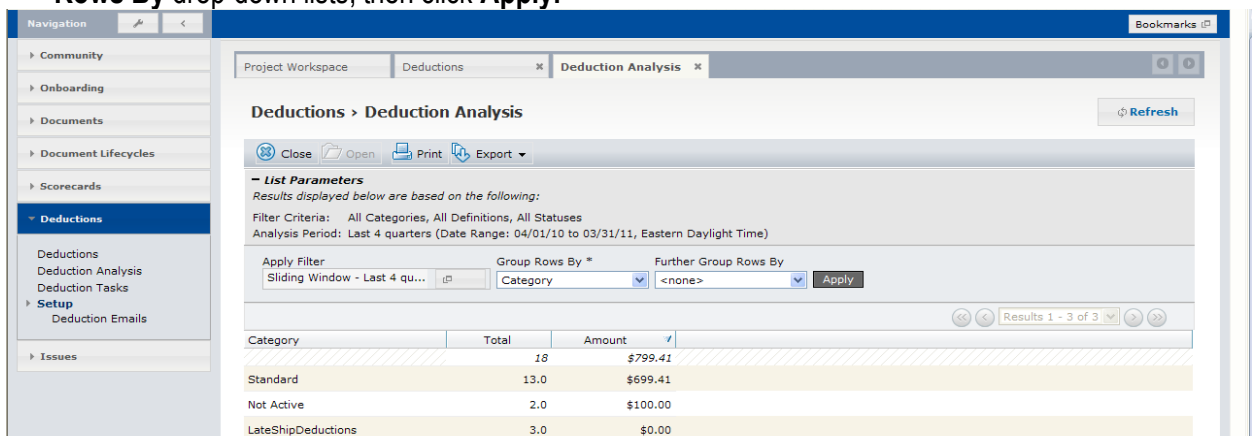
- On the left side click **Deductions > Deductions**
- The system will now list all vendor deductions. Use the filter on the right side to limit the results or to search for a specific deduction. Click **Apply** to apply the filter.



- Click **Close** to return to the main screen.

6. If you want to categorize and analyze deduction issues in list:

- Click **Deductions > Deduction Analysis**
- Select the filter you want to apply to the project, then click **Apply**
- If you want to refine the data further, select options in the **Group Rows By** and **Further Group Rows By** drop-down lists, then click **Apply**.



7. If you want to create or add a new user within your company:
- From the main screen, click **Community > Users**
 - Click **New**
 - Type the information (Name, Phone, Email Address, User ID, etc)
 - Assign the Access Role
 - Check the Portal Access and click **Save**

Note: Once you have added the user to the website, it will send a "New User" email to the email address that you have entered.

The screenshot displays the 'New User' form within the 'Community > Users' section of the BIG LOTS! GXS web application. The interface includes a navigation menu on the left, a top header with the BIG LOTS! logo and user information, and a main content area with a form for creating a new user. The form fields include:

- First Name *
- Last Name *
- Phone
- Email Address *
- Active * (Yes/No dropdown)
- Receive Notifications * (Yes/No dropdown)
- User ID *
- Time Zone (<None> dropdown)
- Preferred Language (<none> dropdown)
- Country (<none> dropdown)
- Access Roles * (checkboxes for ASN Boarding Manager (Partner), BMI Diagnostics, DC Manager 872 - Columbus Furniture, test134, and Trading Partner)
- Portal Access (checkbox for Big Lots QA)
- Notification (checkbox for Send 'New User' email)

Buttons for 'Close', 'Save', and 'Refresh' are visible at the top of the form area.

Deduction Status	Detail
Pending	Deduction was created, but has not yet been reviewed by the Vendor Compliance Manager.
Approved	Vendor Compliance Manager has certified the deduction will be imposed on the partner.
Disputed	Partner disagrees with the deduction and is disputing it with the Vendor Compliance Manager.
Dispute Rejected	Vendor Compliance Manager has reviewed the vendor's dispute and determined that the deduction is valid and rejected the dispute.
Exempt	While a deduction would normally apply to a partner, the Vendor Compliance Manager has indicated the partner is not liable for the penalty.
Exempt-VendorRewards	Vendor Compliance Manager has certified the deduction will be imposed on the partner, however since the vendor has achieved rewards status, no deduction will be assessed.
Reversed	Vendor Compliance Manager has agreed with the partner's dispute and will not impose the penalty.