

Online Product Submission Process Reference

IMPORTANT:

The person completing the Questionnaire should also be the person who will be completing the Online Supplier Agreement. Only representatives of the Supplier who have authority from the Supplier to sign contracts with Wal-Mart are authorized to access this site. Supplier shall not permit any third party to use this site.

READ CAREFULLY:

When following this process read all information provided on the internet/web screens carefully.

These screens provide you with information so that you understand what is required to finish the process.

1. Go to www.walmartstores.com
2. Click "Suppliers" tab.
3. Click "Proposal Packet"
4. Click "Online Product Submission"
5. Click on "Online Product Submission"-located in 2nd paragraph on this page.
5. Complete the application – all information must be complete.
7. Retain the identification number displayed on final page for future reference.
3. The application will be reviewed by the buyer and if accepted the supplier will receive an email giving instructions to fill out the long form questionnaire and purchase the D&B report. Rating guidelines must apply.
9. If rejected, supplier will receive an email explaining reason for this decision.
10. If the long form questionnaire is successful in its submission, the supplier will receive an email from Retail Link, giving the supplier a userid and password.
11. After buyer review, if the buyer is interested, the supplier will receive an email requesting the supplier complete the vendor agreement. The assigned userid and password gives access to retail link where the supplier will access the vendor agreement.
12. Supplier fills out vendor agreement, hits the ACCEPT button to sign the agreement. The agreement moves into pending status and will continue through 4 approval groups, buyer and DMM signoff.
13. Once all approvals are complete the vendor agreement will move into Current Agreements and the process is complete.
14. Supplier needs to call EDI/Retail Link Help Desk to set up the electronic processing by calling 479-273-8888 and follow the prompts. Through this number you will also need to set up full access to retail link (as a new supplier, access is limited to only the online agreement process).
15. Buyer will request a Form 33 so item files can be built.
16. Any questions at this point should be directed to the buyer.

If Supplier Agreement is GRANTED.

1. Go to Retail Link web site.
 2. Click on Do My Work.
 3. Click on Online Supplier Agreement.
 4. Read and complete the Supplier Agreement located under the "New Agreements" link.
 5. Supplier completes the Supplier Agreement with an electronic signature by clicking "Accept" on the final page
 6. The Supplier Agreement will go through four approval groups.
 7. If an approval group needs changes made, the supplier will receive an e-mail requesting the change.
 8. Supplier makes changes and clicks on "Accept" on the final page of the Supplier Agreement.
 9. Buyer signs off electronically.
 10. DMM signs off electronically.
 11. Supplier and buyer receive an e-mail giving vendor #. At this time the supplier number is ready for item file to be built by the buyer.
 12. Supplier Agreement moves to "Current Agreements" link in the Online Supplier Agreement application. The process is now complete, no changes can be made after the agreement has been completed and located under current agreements.
- Note: (No paper) – Supplier Agreement is available for viewing by the Supplier at any time under the "Current Agreements" link.

How to create a new agreement for an existing supplier. Supplier does following:

1. Go to Retail Link. **
2. Do My work
3. On-line Supplier Agreement
4. Click on "New Questionnaire"
5. Choose Wal-Mart or SAM'S CLUB button.
6. Read and complete the questionnaire.
7. Purchase the D&B report, if prompted to do so. If you have already purchased a report within the last year for the supplier number you are working with the system will not prompt you to purchase again.

How to renew an agreement for an existing supplier

1. Supplier will receive an email stating the vendor agreement needs renewal. Only the buyer can initiate the process.
2. Supplier will Go to (took out "the") Online Supplier Agreement (took out application) in Retail Link.
3. Click "Renewal Agreements"

4. Complete the vendor agreement and hit the ACCEPT button to sign.
5. Process is the same as above, approval groups, buyer and DMM signoffs. And agreement moves into current agreements when process is complete.

*** How to obtain a "Userid and Password" for an existing supplier number:**

1. Supplier has to have a valid supplier number.
2. Call Retail Link at (479) 273-8888.
3. Fill out required documents and fax.

Note: A userid and password is provided during the initial application process if the supplier is brand new when the questionnaire is submitted with the D&B report. However, this process needs to be completed after obtaining a supplier number to get full access to retail link.

**** How to access Online Supplier Agreement application**

1. Go to <http://retailink.wal-mart.com>.
 2. Click the "Do My Work"
 3. Click the "Online Supplier Agreement"
- THEN:

***** How to View Status**

1. Click "Pending Agreements"
2. Click on "View Approval Status".
3. Click on appropriate approval group to view hold reason.

****** How to make changes**

1. Go to Retail Link and click on Do My Work, then on Online Supplier Agreement. (took out "applications")
 2. Click on the "Pending Agreements"
 3. Click on the "No Vendor Number Assigned" or the vendor number
 4. Make changes.
 5. Click "Accept" button at the end of the agreement to finalize changes.
- IF you see SUPPLIER REVISING (in red) this means the supplier is working on the agreement and no approvals at Wal-Mart or SAM'S CLUB can continue UNTIL the Supplier hits the ACCEPT button at the end of the agreement to finalize their changes.