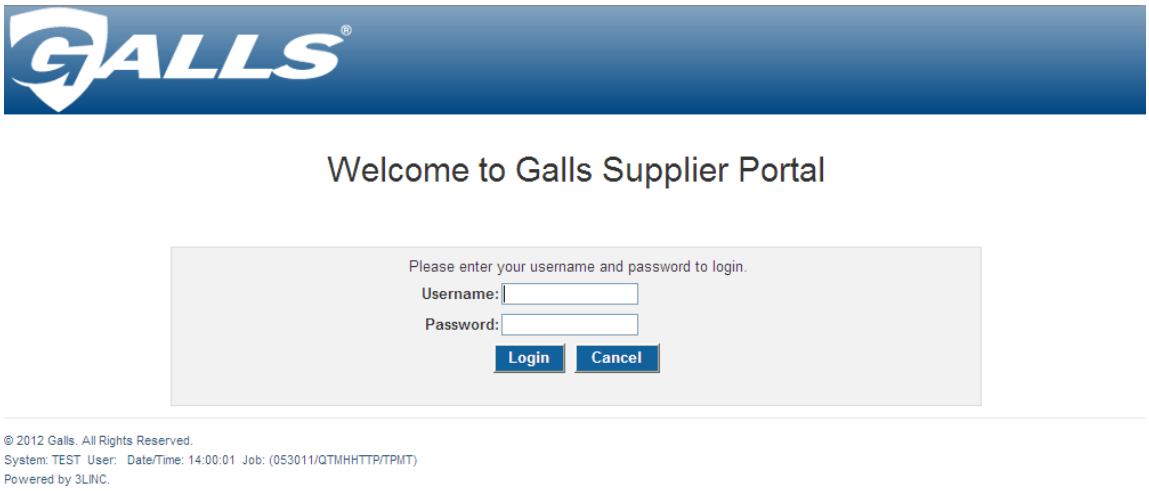
Galls Supplier Portal



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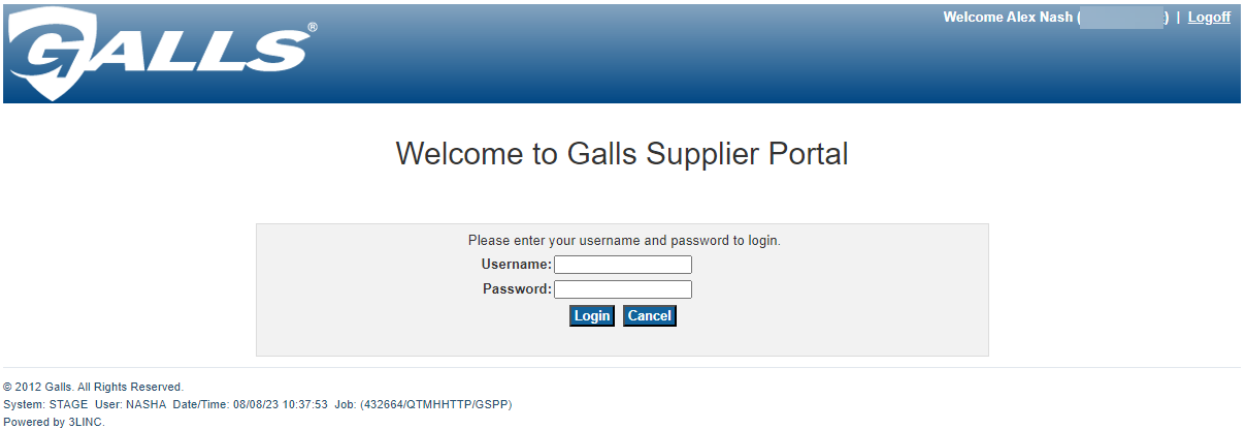
Galls Supplier Portal Introduction

Welcome to the Galls Supplier Portal, or GSP for short! This tool provides Galls vendors a convenient place to view and ship purchase orders, manage product assortment, and monitor any compliance violations. This tool will allow vendors a more streamlined approach to managing their relationship with Galls. The portal is still partially under construction, and a few of the features are still in development. This guide will provide you an overview of what the portal is capable of and how to use it.

1. Logging into GSP



- To log into the portal visit: https://GSP.Galls.com.
- Enter your Username and Password.
    - Password is case sensitive.
    - To gain access to GSP, please email VendorCompliance@Galls.com.
    - Galls will then set up your company's profile and provide you with an administrator account which will allow you to create any user accounts needed for the various tools within the portal.
    - Note: user sessions will automatically log out after 4 hours of inactivity.

1.1. Landing Page

- Once logged in you will be taken to the landing page.
- Modules that are currently available for vendors to utilize are the Purchase Order Portal, SKU Content Management, Business Reporting, and Vendor Compliance.
    - **Purchase Order Portal** – allows you to view and ship purchase orders within the portal. *EDI vendors do NOT use this module for shipping.
    - **SKU Content Management** – allows you to view and provide updates on your product assortment for Galls.
    - **Business Reporting** – allows you to download reports detailing various performance metrics.
    - **Vendor Compliance** – allows you to view any vendor compliance issues that have occurred.
- Below the module buttons is a small news feed that Galls can update if there are any important messages a vendor needs to see.
- From the landing page you also have access to the Vendor Relations page on the Galls website.
    - This page contains our routing guide as well as various other documents pertinent to interacting with Galls.
- Click the Logoff button in the top right corner to log out of the portal.

2. Navigation

- To return to the landing page from anywhere in the portal, click the Galls shield at the top left corner of the page.
- Use the large blue buttons to navigate to each module.
    - **Purchase Order Portal** – allows you to view and ship purchase orders within the portal. *EDI vendors do NOT use this module for shipping.
    - **SKU Content Management** – allows you to view and provide updates on your product assortment for Galls.
    - **Business Reporting** – allows you to download reports detailing various performance metrics.
    - **Vendor Compliance** – allows you to view any vendor compliance issues that have occurred.

2.1. Navigation tabs

- Within each module use the tabs under the Galls logo to navigate between functions.
    - For specific tab information, refer to the specific module's section in this guide.
- Click the Galls shield to return to the landing page.

3. Purchase Order Portal

Use this module to view, prepare, and ship purchase orders.

If you are an EDI vendor, do NOT use the Purchase Order Portal for shipping. Please continue to utilize EDI for all purchase order interactions.

- Click the Purchase Order Portal button to be taken to the Purchase Order module.

3.1. Purchase Order Portal Navigation Tabs

Use the tabs at the top of the page to navigate to each of the functions within the Purchase Order Portal.

- Purchase Orders – view, accept, and begin building shipments for purchase orders.
- Pending Cases – lists all cases that are pending shipping.
- Shipments – view, modify, and print documents for shipments already created.
- Direct Ship – view, accept, and begin building shipments for Drop Ship purchase orders.
- PO Acknowledgement – view and update open POs with expected ship dates.
- Administration – view, add, or edit user access for your organization.

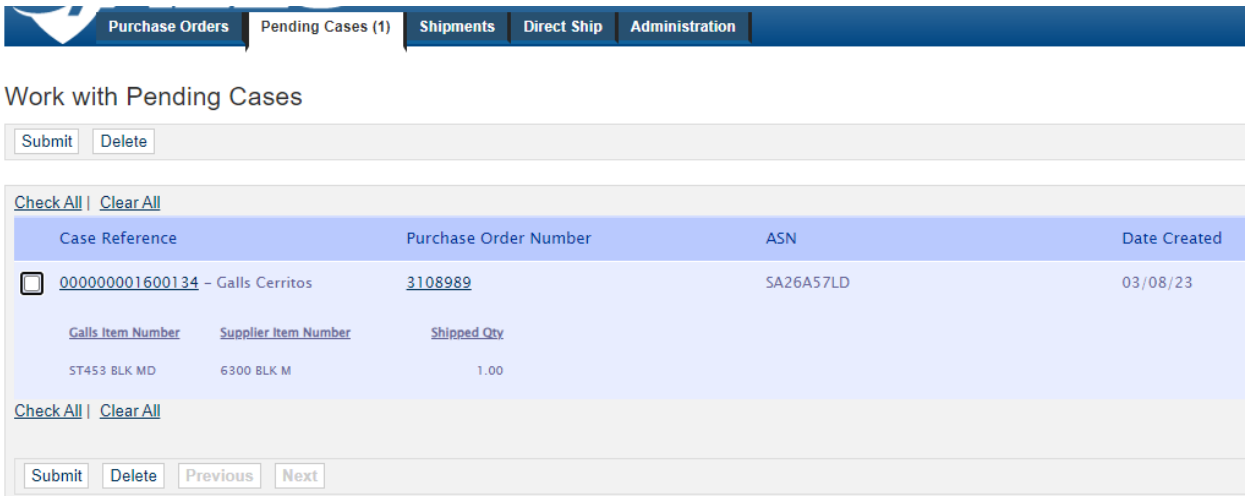
3.1.1. Purchase Orders tab (Stock POs)

Use this tab to view and begin building cases for stock purchase orders.

- Search fields:
  - Position to Purchase Order – use to search for a specific PO number.
  - Galls Item Number – search for POs that contain a specific Galls SKU.
  - Order Status – filter by current status in GSP (see below for status definitions).
  - Your Item Number – search for POs that contain a specific item using a vendor item number.
- View – allows viewing of purchase order lines and a downloadable PDF version of the PO for your records.
- Date – date of PO submittal.
- Status – current status of the PO in GSP.
  - Pending – awaiting vendor acceptance or denial.
  - Closed – completed shipment and invoice has been paid.
  - Accepted – awaiting shipment creation.
  - Denied – shipment has been denied and the Galls Supply Planner has been notified.
  - In Process - some items have been shipped, but some open lines remain.

- Action – accept, deny, or build shipment for PO.
  - Accept – accept PO in order to begin creating cases.
  - Deny – rejects PO and informs Galls Supply Planner of denial.
  - Build Shipment – begin creating cases.
  - View Shipment – view a completed shipment.

3.1.2. Pending Cases tab

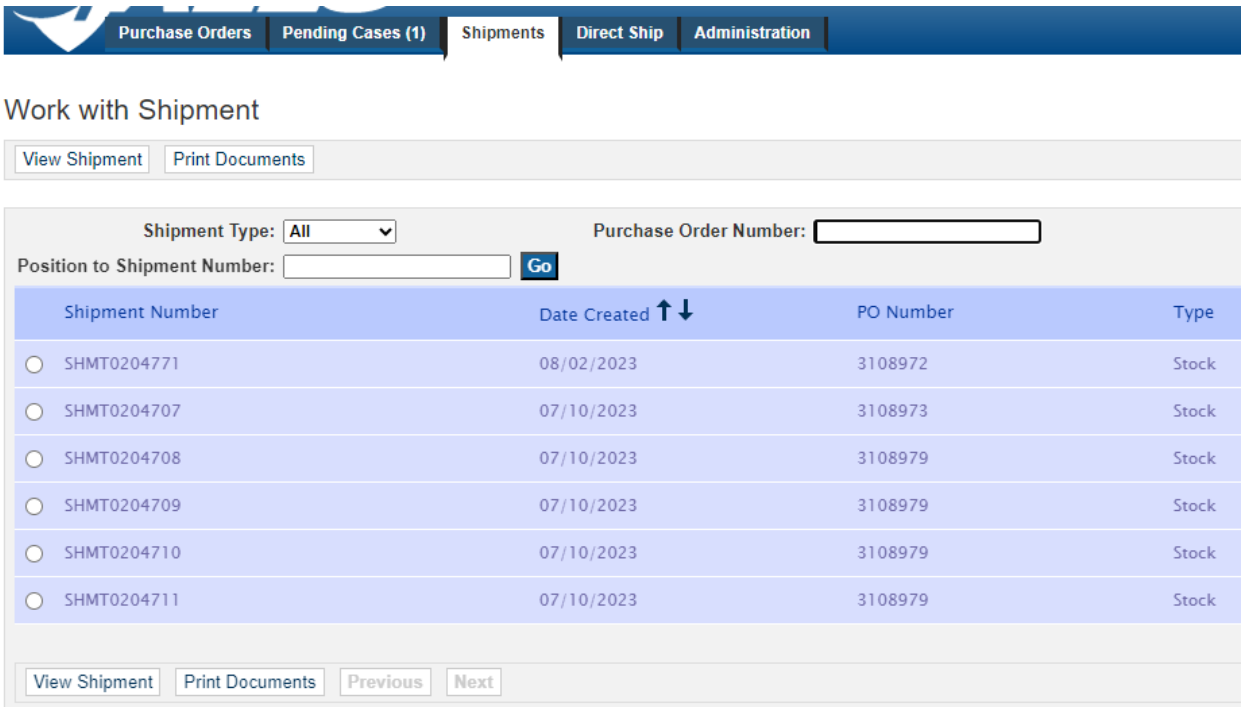


Once cases have been built in the purchase order tab, use this tab to finalize shipment creation.

- Case Reference – the case number assigned after building shipment in the Purchase Order tab.
- Purchase Order Number – the PO number the case is for.
- ASN – the Advance Ship Notice associated with this case.
- Date Created – date that the case was created.

Each case number line will display the items and quantities that should be placed in the case.

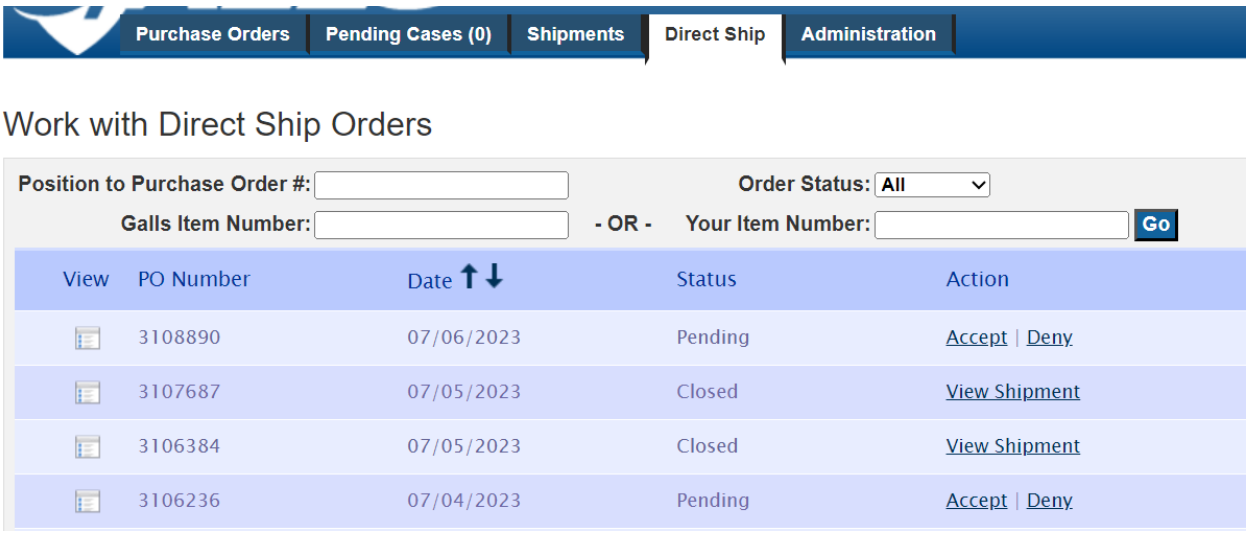
3.1.3. Shipments tab



Once a case or cases have been submitted from the Pending Cases tab, the case will move to the Shipments tab and is assigned a shipment number.

- Shipment Number – the shipment number assigned to a case or cases.
- Date Created – date that the shipment was created.
- PO Number – the PO number the shipment was created for.
- Type – type of shipment.
    - Stock – being sent to a Galls, US Patriot, Patriot Outfitters, or Muscatello's location.
    - Direct Ship – drop ship orders being sent directly to a customer.

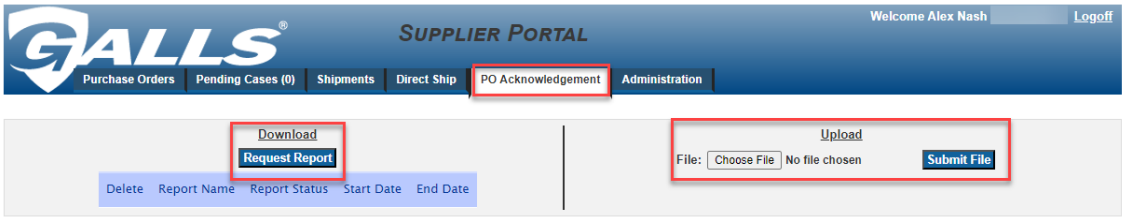
3.1.4. Direct Ship tab (Drop Ship)



Use this tab for building cases for drop ship orders being sent directly to a customer.

- View – allows viewing of purchase order lines and a downloadable PDF version of the PO for your records.
- Date – date of PO submittal.
- Status – current status of the PO.
    - Pending – awaiting acceptance or denial.
    - Accepted – shipment has been completed.
    - Denied – shipment has been denied and Galls Supplier Planner has been notified.
- Action – accept, deny, or build shipment for PO.
    - Accept – accept PO in order to begin to create cases.
    - Deny – rejects PO and informs Galls Supply Planner of denial.
    - Build Shipment – begin creating cases.

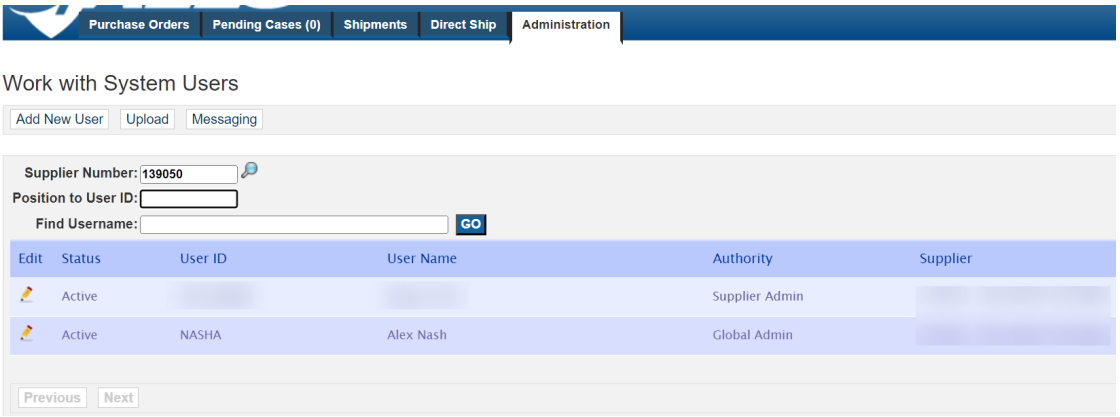
3.1.5. PO Acknowledgement tab



Use this tab to download a list of open purchase orders and SKUs. Once downloaded fill out the required information and upload the document to have your ship dates automatically updated.

- Request Report – Generates an Excel spreadsheet with a list of POs and SKUs that are currently open.
- Choose File/Submit File – Once ship dates have been updated on the spreadsheet, save it as a **Text (Tab Delimited) (.txt)** file and upload it to have all ship dates automatically added to orders.

3.1.6. Administration tab

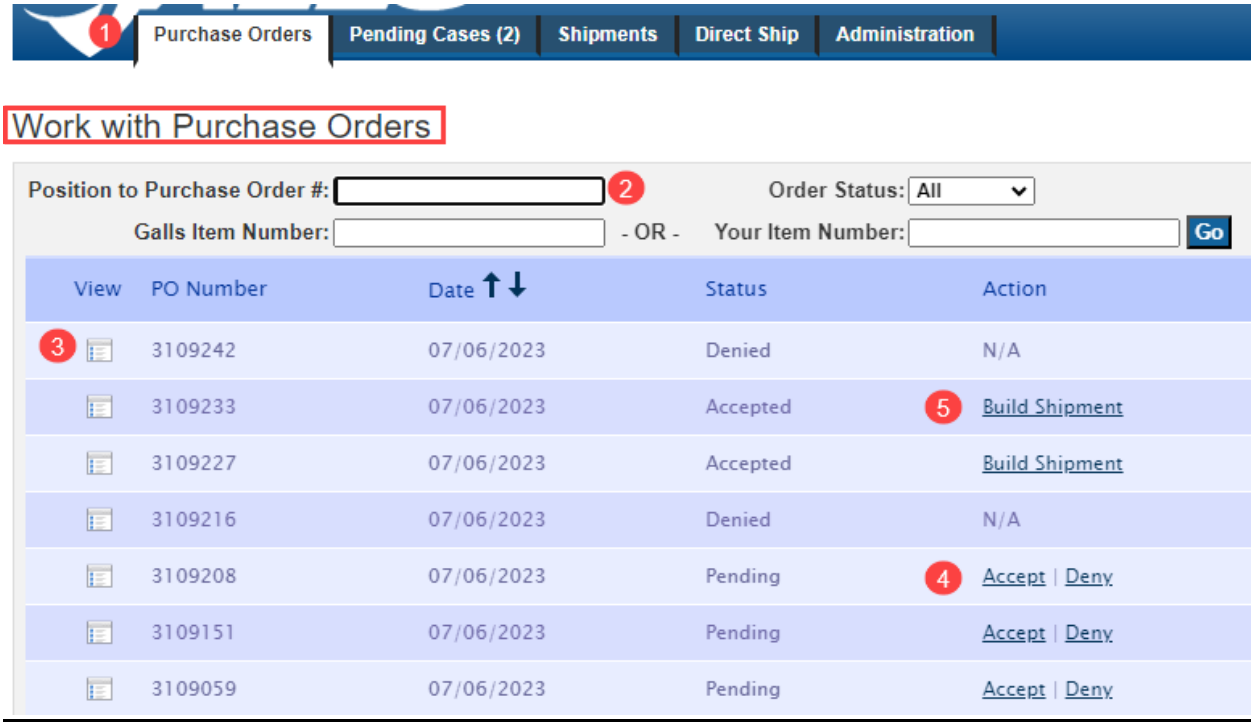


Supplier Admins are able to use this tab to manage your organization's users.

- Edit – modify a current user's information.
- Status – status of the user.
- User ID – ID that a user uses to log in and the display name for modifications on various detail screens.
- User Name – user's name.
- Authority – degree of access the user has.
    - Supplier Admin – administrator for a specific organization.
    - User – general user.

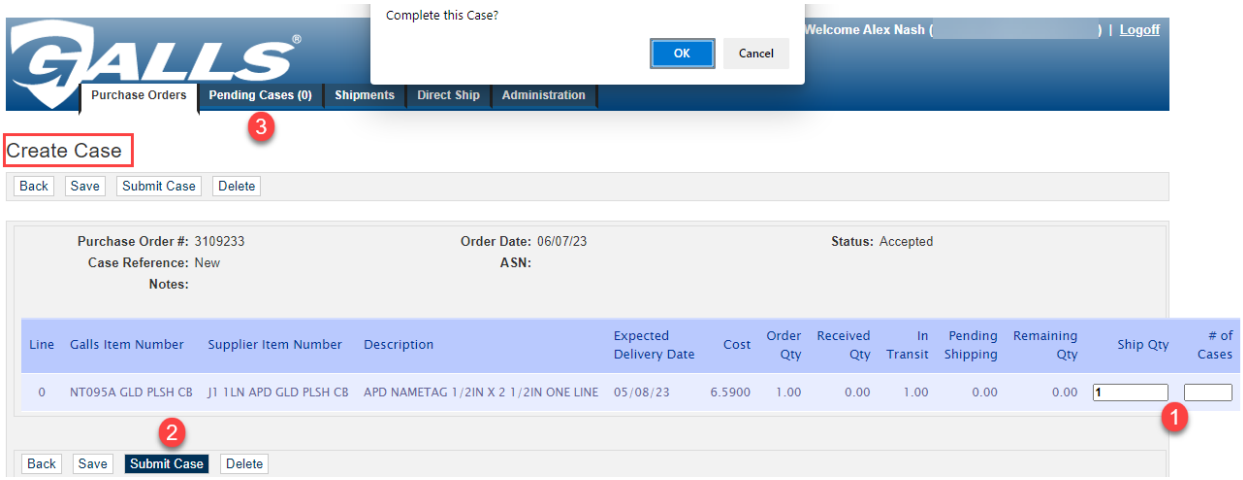
3.2. Creating Shipments (Stock POs)

3.2.1. Work with Purchase Orders



1. Navigate to the Purchase Order tab.
2. Find the PO needing to be shipped either in the list or using the search options.
3. You may view the PO details by clicking the paper icon.
    a. The View Purchase Order screen shows the SKUs, as well as quantities for each PO that have already shipped and are remaining to be shipped, as well as allows downloading of the PO as a PDF.
4. Once the PO has been found, if the PO has not already been accepted, choose the accept or deny option.
    a. Accept – confirms the PO and allows shipment to be built.
    b. Deny – denies the PO and informs the Galls Supply Planner that the PO has been rejected.
        i. When denying a PO, you will be required to select a reason code for denial.
5. Once accepted, click the Build Shipment link to be taken to the Create Case page to begin building the shipment.
    a. Note: Orders placed EDI will be disabled from build shipment capability.

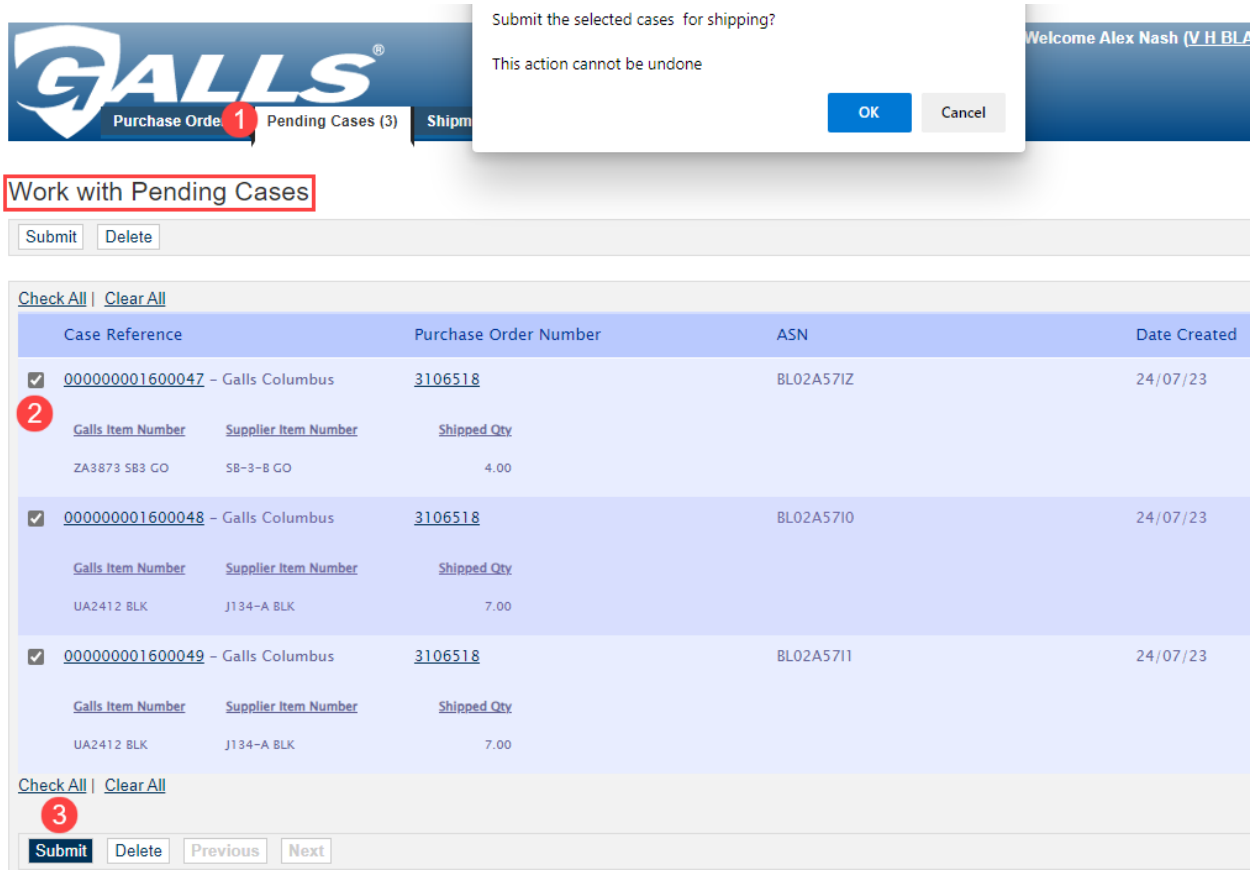
3.2.2. Create Case



1. On the Create Case screen you will choose what SKUs to ship, and how many you will be shipping, as well as the number of cases they will ship in.
    a. Do not mix SKUs within a case. Only one SKU is acceptable in each case.
    b. If the # of Cases box is left empty, only one case will be created.
    c. If a SKU will require more than one case, you may modify the # of Cases to split the SKU.
        i. Ex: you have six pieces of one SKU, but only three fit in a package. Ship Qty will be six, # of Cases will be two, and GSP will automatically create two separate cases to ship.
2. Once the items you are shipping have been entered, click the Submit Case button to complete the cases you are shipping.
    a. A warning message will appear asking you to confirm your submission.
3. Once your case has been submitted, navigate to the Pending Cases screen to complete the shipment.

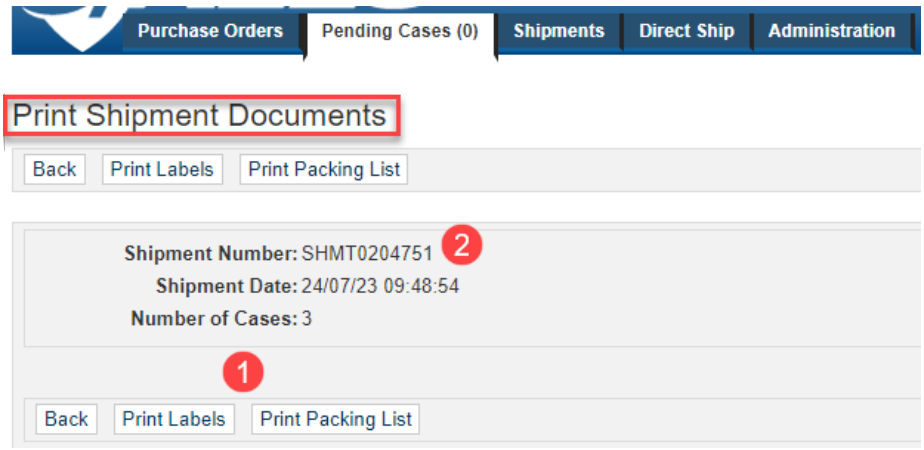
Note If the Ship Qty and # of Cases boxes are missing from the line, it means that item has already been shipped. To find the associated shipment, please search for the PO on the Shipments tab.

3.2.3. Confirming Cases



1. Navigate to the Pending Cases screen.
2. On the Work with Pending Cases screen, locate the created cases you would like to ship and check the box next to the Case Reference.
    a. From this screen you can see the Case Reference number as well as the Advance Ship Notice that will be sent to Galls.
3. Click the Submit button to have all checked cases ship.
    a. A warning message will appear asking you to confirm your submission.

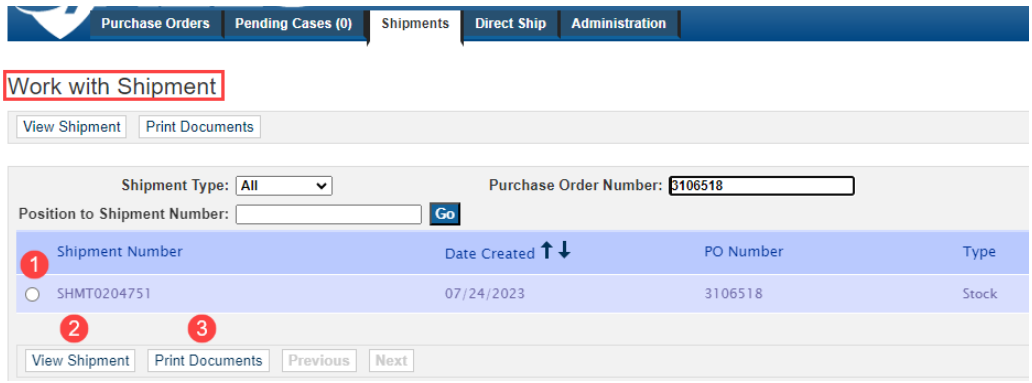
3.2.4. Printing Documents



1. Once submitted, you will be taken to the Print Shipment Documents screen where you can print the case label and packing list.
2. Upon completion of shipping the cases your shipment will be assigned a shipment number and be moved to the Shipments tab.

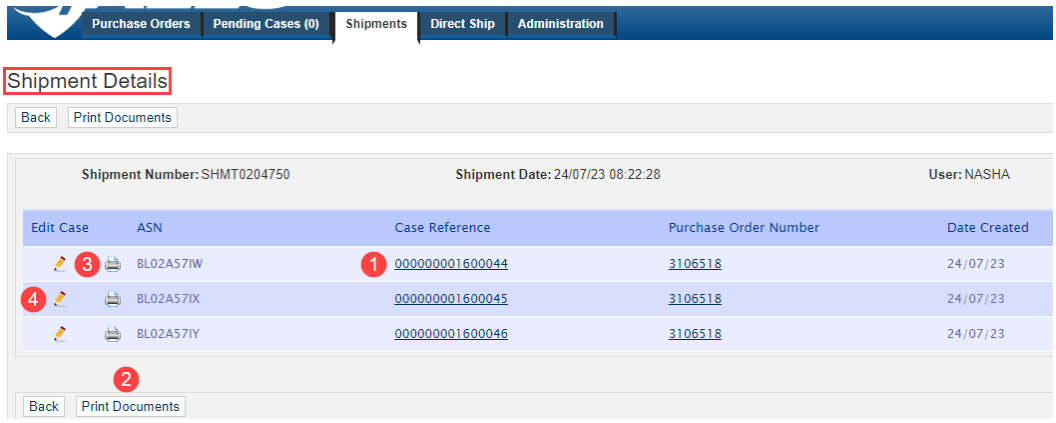
Note Pop up blockers must be disabled to download/print PDF documents.

3.2.5. Working with Shipments



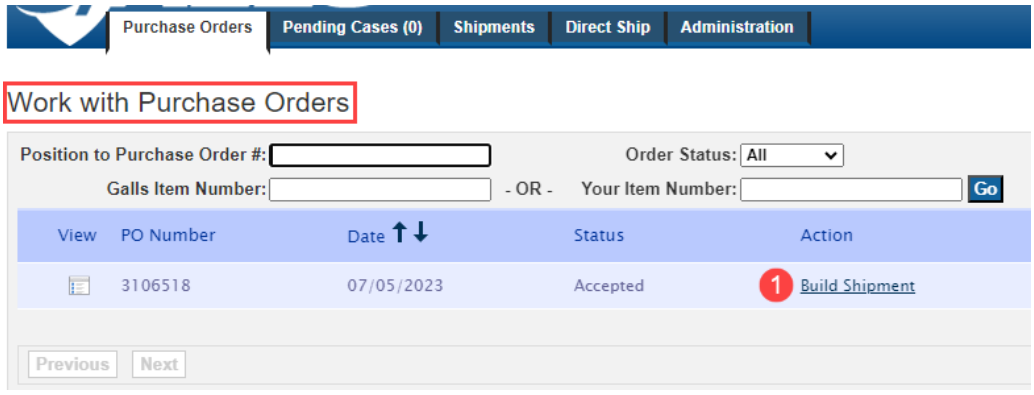
1. Within the Shipments tab you can select a shipment to view using the radio buttons.
2. Use the View Shipment button to view all cases within this shipment.
3. Use the Print Documents button to reprint the Case Labels and Packing List for all cases within this shipment. Pop up blockers must be disabled to download/print documents.
    a. Galls/GSP does not create carrier shipping labels. Creating shipping labels is the responsibility of the vendor.

3.2.6. Shipment Details



1. On the Shipment Details page, you can view the contents of a case by clicking the Case Reference number.
2. To reprint the shipping documents for all cases, click the Print Documents button.
3. To print shipping documents for a specific case, click the printer icon next to the case.
    a. *Note* Pop up blockers must be disabled to download/print PDF documents.
4. If a shipment needs to be deleted and/or modified, choose the Edit pencil (see section **3.5 – Editing/Deleting Shipments – page 24**).
    a. Do NOT delete or modify a case without consulting the Editing/Deleting Shipments resource on page 24.

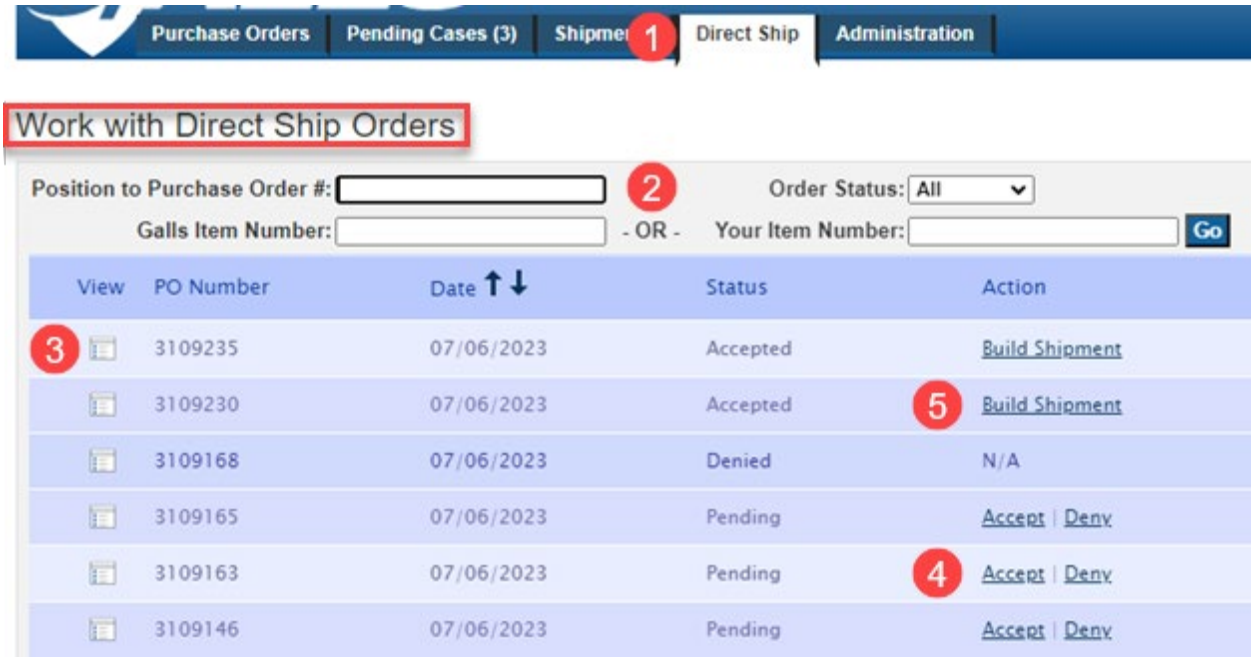
3.2.7. Work with Purchase Orders



1. After a shipment has been completed, the PO line on the Purchase Orders tab will remain in Build Shipment until Galls physically receives the shipment, receives the items and ASN, and the invoice is paid. Once the PO has been fully received and the invoice paid the line will then move to closed.

3.3. Creating Shipments (Drop Ship POs)

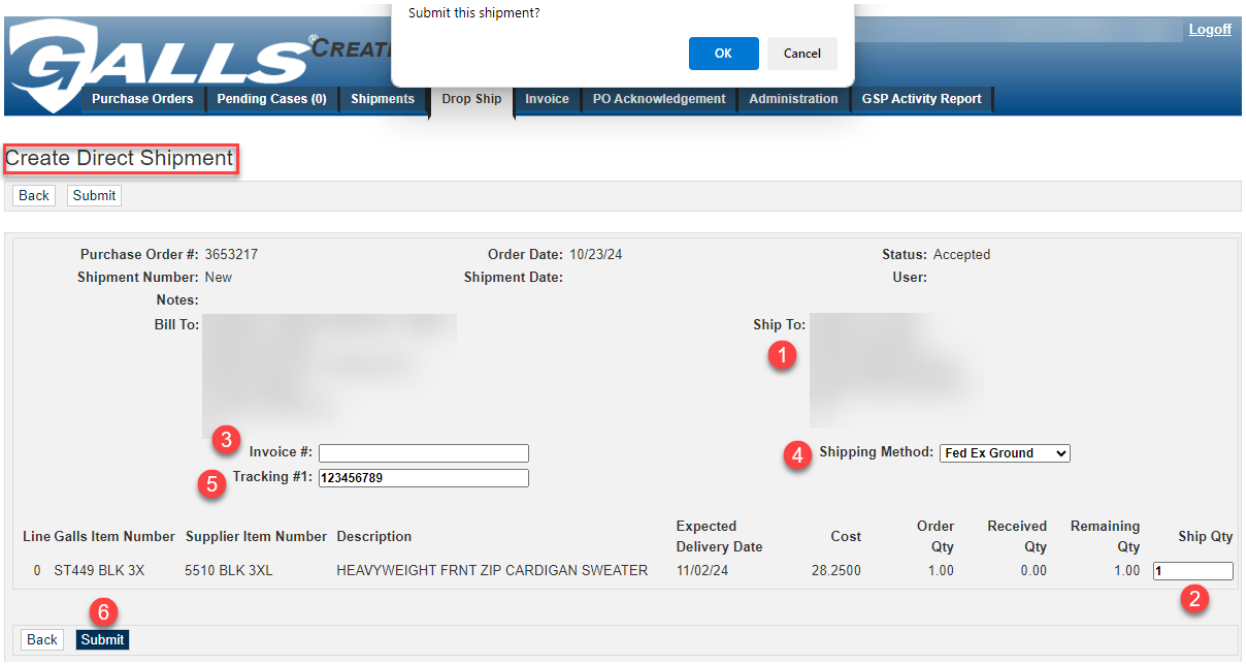
3.3.1. Work with Direct Ship Orders (Drop Ship)



1. Navigate to the Direct Ship tab.
2. Find the PO needing to be shipped either in the list or using the search options.
3. You may view the PO details by clicking the paper icon.
    a. The View Purchase Order screen shows the SKUs, as well as quantities for each PO that have already shipped and are remaining to be shipped, as well as allows downloading of the PO as a PDF.
4. Once the PO has been found, if the PO has not already been accepted, choose the accept or deny option.
    a. Accept – confirms the PO and allows shipment to be built.
    b. Deny – denies the PO and informs the Galls Supply Planner that the PO has been rejected.
        i. When denying a PO, you will be required to select a reason code for denial.
5. Once accepted, click the Build Shipment link to begin building the shipment.

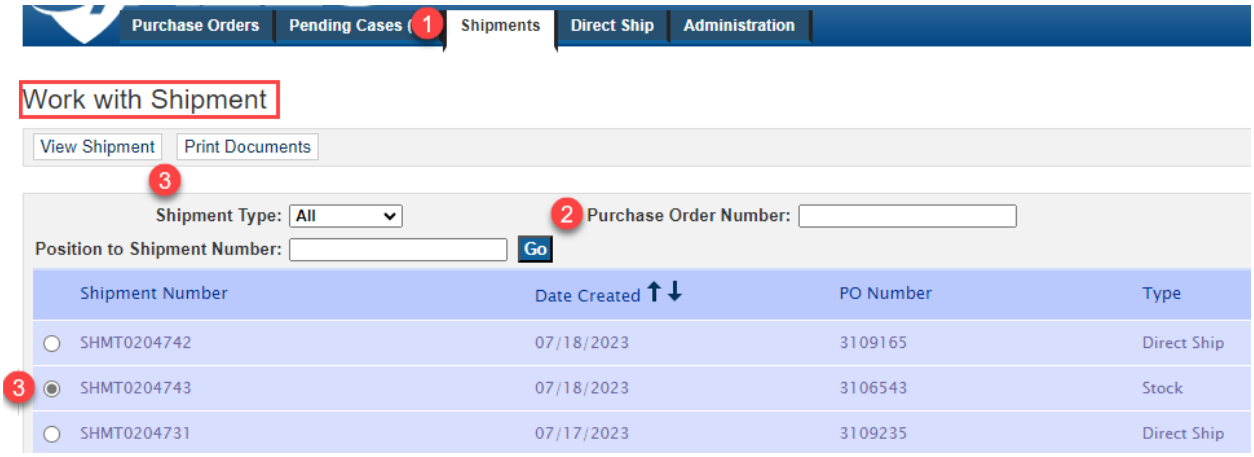
*Once the order has been shipped, the status on the Direct Ship tab will remain in Accepted/Build Shipment until the invoice for the PO has been paid. Upon payment of the invoice, the PO line in the Direct Ship tab will change to Closed/View Shipment.

3.3.2. Create Direct Shipment (Drop Ship)



1. On the Create Direct Shipment screen review the addresses for accuracy.
2. Input the quantity for each line item you will be shipping in this package.
    a. For items that are personalized you must also ship the associated personalization line.
3. Input the invoice number for this PO in the Invoice # box.
4. Choose your shipping method from the Shipping Method drop down menu.
    a. This is a required field.
5. Enter the tracking number from the shipping label you have generated.
    a. This is a required field.
    b. Galls/GSP does not create shipping labels. Creating shipping labels is the responsibility of the vendor.
6. Once all required fields have been completed click Submit to create the shipment.
    a. A warning message will appear asking you to confirm your submission.
7. After confirming the warning message, the Drop Ship order is complete. There is no paperwork to print or attach to the package.
    a. Once a Drop Ship order has been shipped, you cannot edit or delete the shipment.

3.4. Reprinting Documents

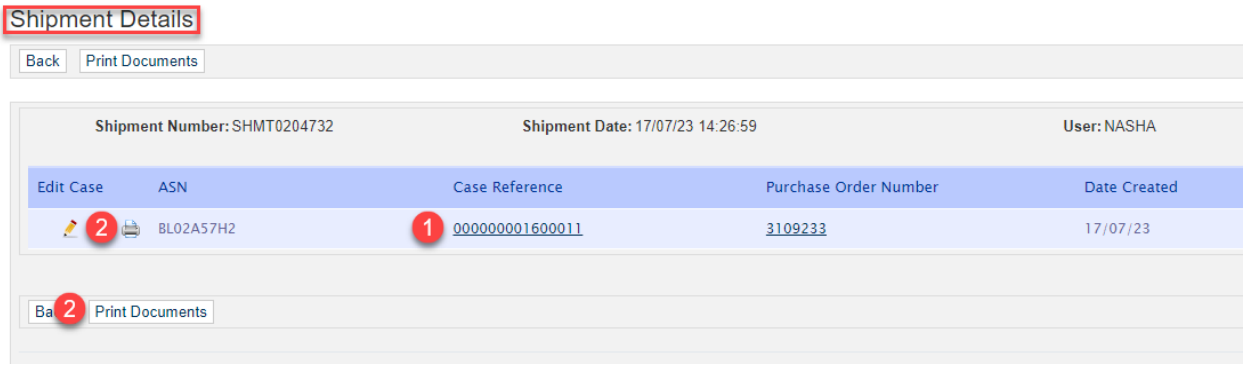


1. Navigate to the Shipments tab.
2. Choose or search for the PO you want to reprint the documents for.
3. Choose the desired shipment by selecting the appropriate radio button.
    a. Once selected click the View Shipments button to view and print individual cases.
    b. Once selected click the Print Documents button to print all paperwork for all cases within that shipment.

Note The Print Documents option is not available for Direct Ship Orders.

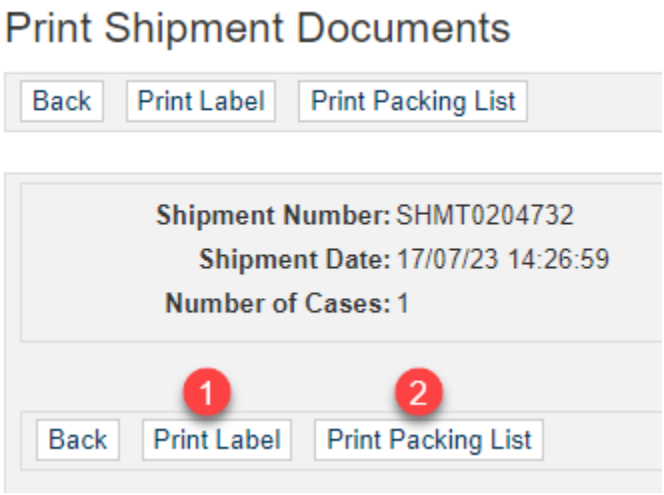
Note Pop up blockers must be disabled to download/print PDF documents.

3.4.1. Reprinting Documents Continued



1. From the Shipment Details screen you will see all cases associated with this shipment/PO.
2. Click the printer icon next to the ASN to print the documents for that specific ASN.
    a. If there are multiple cases on a shipment, choose the Print Documents button to print all documents at once.

Note Pop up blockers must be disabled to download/print PDF documents.

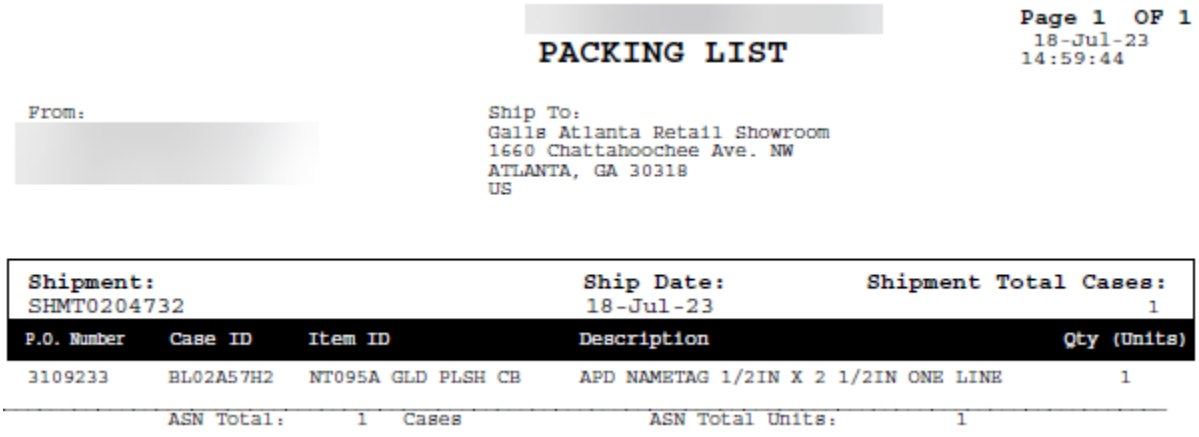


1. From the Print Shipment Documents choose the Print Label to reprint the ASN case label.
2. Choose the Print Packing List to print the packing list for that shipment.

3.4.2. Example Paperwork

Example ASN Case Label:

Example Packing List:



PACKING LIST

Page 1 OF 1
18-Jul-23
14:59:44

From:

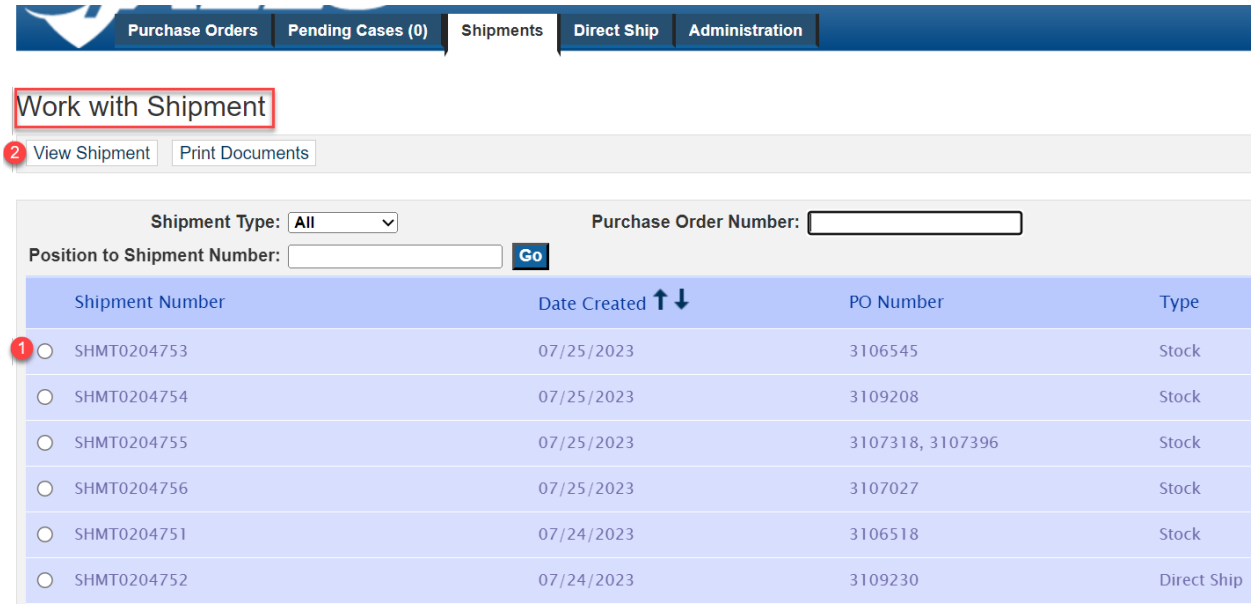
Ship To:
Galls Atlanta Retail Showroom
1660 Chattahoochee Ave. NW
ATLANTA, GA 30318
US

Shipment:			Ship Date:	Shipment Total Cases:
SHMT0204732			18-Jul-23	1
P.O. Number	**Case ID**	**Item ID**	**Description**	**Qty (Units)**
3109233	BL02A57H2	NT095A GLD PLSH CB	APD NAMETAG 1/2IN X 2 1/2IN ONE LINE	1

ASN Total: 1 Cases ASN Total Units: 1

3.5. Editing/Deleting Shipments

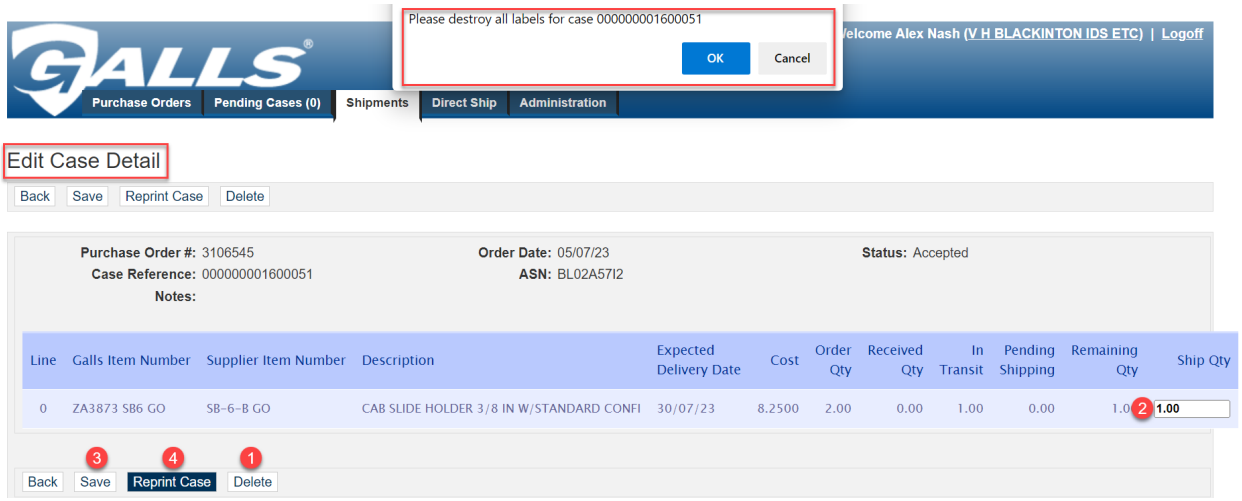
Shipments can be modified at any time BEFORE the package physically leaves your location. DO NOT make any modifications to cases once the physical shipment has left your location.



1. Select the shipment you would like to modify or delete.
2. Click the View Shipment button.

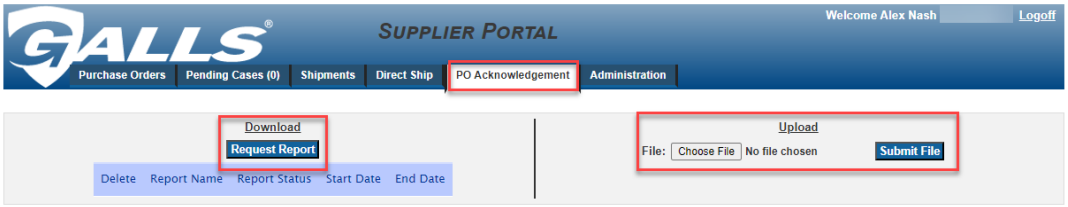
1. On the Shipment Details screen click the pencil of the case you would like to modify or delete.

3.5.1. Editing/Deleting Shipments Continued



1. To delete the case entirely click the Delete button.
    a. ****IMPORTANT** Once a case is modified you MUST remove and destroy the original case label.**
    b. Once a case is deleted it must be rebuilt from the Purchase Order tab.
2. To modify the quantity for this case, change the Ship Qty to the new amount.
3. Click the Save button.
    a. ****IMPORTANT** If you do not click the save button, your changes will not be saved.**
4. Click the Reprint Case button.
5. A warning message will appear telling you to destroy the original case label.
    a. ****IMPORTANT** Once a case is modified you MUST remove and destroy the original case label.**
6. Once the warning message is confirmed you will be prompted to download or open the new case label.
7. Print and attach the new label to the modified case.

3.6. PO Acknowledgement



Use this tab to download a list of open purchase orders and SKUs. Once downloaded fill out the required information and upload the document to have your ship dates automatically updated.

- Click the Request Report button to generate the report of all open purchase orders.
    - Depending on how many open orders you have, it might take a few minutes to compile.
    - Click the PO Acknowledgement tab again to refresh the page until the Report Status changes from Submitted to Completed.
- Once generated, open the spreadsheet, and fill in the last column with your expected ship date.
    - ****IMPORTANT**** Please ensure your upload conforms to the following criteria:
        - Delete the top two rows before saving and uploading.
        - Do not change or add any new headers or columns to your upload.
        - Save your upload as a **Text (Tab Delimited) (.txt)** file.
        - Limit your upload to 1000 lines or less.
        - Delete any rows that are not being uploaded with a date (blank cells in last column).
        - All dates should be in MM/DD/YYYY format.
- Once dates have been updated, save the spreadsheet as a **Text (Tab Delimited) (.txt)** file.
- On the PO Acknowledgement tab, click the Choose File button to select the updated spreadsheet, and click the Submit File button to upload your data to Galls.

****IMPORTANT****

Please save all uploads as a Text (Tab Delimited) (.txt) file.

Please delete the first two rows before saving.

Please do not change or add any new headers or columns to the spreadsheet.

Only use alphanumeric characters in any upload data. This includes all special characters including ™ and ®

The PO Acknowledgement download should not be used as a complete open order report.

For vendors that perform customization and/or VAS (hemming, customizing, etc.), specific line-item details relating to customization and/or VAS instructions are not visible in the PO Acknowledgement report. Please refer to the PDF of the PO for customization details. It is the responsibility of the vendor to ship all product in accordance with the PDF PO instructions.

4. SKU Content Management

Use this module to view and provide updates about your product assortment.

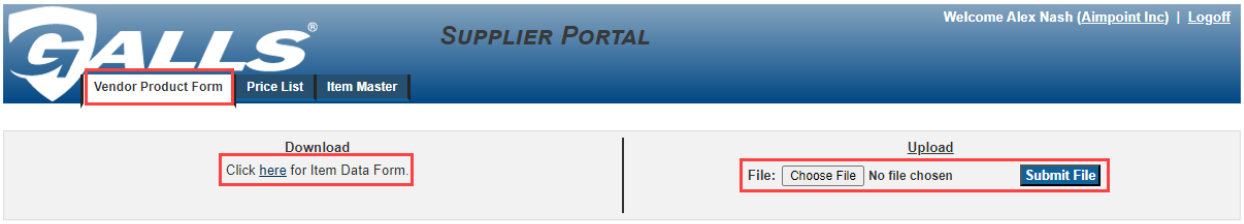
- The SKU Content Management page allows you to monitor and request changes to the product assortment that Galls has loaded in our inventory system.

****IMPORTANT****

Please save all uploads as a .CSV file.

Only use alphanumeric characters in any upload data. This includes all special characters including ™ and ®

4.1. Vendor Product Forms tab



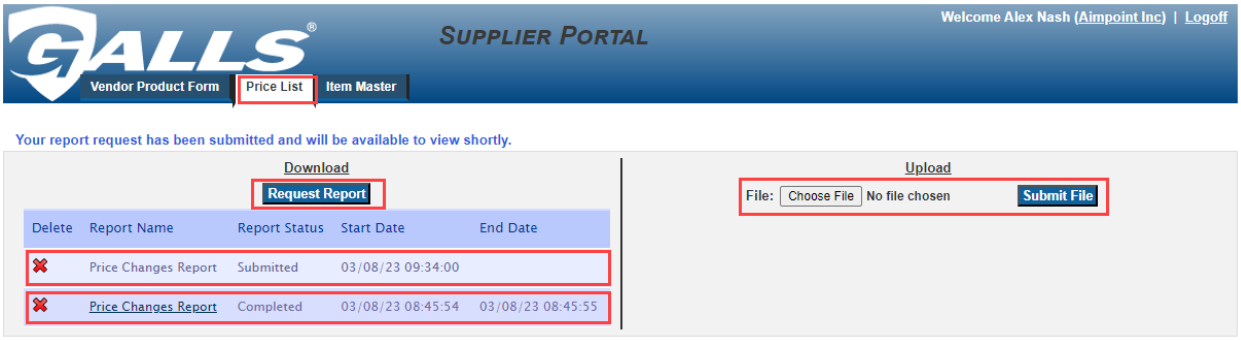
- On the Vendor Product Form tab, you can download an Excel/CSV spreadsheet allowing you to provide supply data for your product offerings to Galls.
- Once downloaded, you can fill out the spreadsheet with your product information.
    - When updates have been made, save the file, and upload it for your Galls merchant to review and update.
    - *Note* All items submitted via the Vendor Product Form spreadsheet are subject to review and approval by a Galls merchandiser before being added to the Galls product assortment.
- Galls will store this spreadsheet in the portal, allowing you to quickly and easily add or update items.
- Galls asks that this document be kept updated with all your new product launches and updates.
- This sheet should be used to upload any new items being added or significant changes to your assortment.
    - To make changes to items already in your Galls assortment, please use the Item Master form, see section 4.3.
- Galls will then archive the previous file and implement the updates.

****IMPORTANT****

Please save all uploads as a .CSV file.

Only use alphanumeric characters in any upload data. This includes all special characters including ™ and ®

4.2. Price List tab



The Price List tab allows downloading an Excel/CSV spreadsheet containing the active item and price list that Galls currently has in our inventory system. This form allows you to suggest updated costs, MAP, and MSRP values for these items.

- Click the Request Report button to have your report generated.
    - Depending on how many items are loaded in our system, this report might take a minute or two to generate.
    - Refresh the page and once the Report Status is Completed, click the file to open it.
- Upon opening the Excel sheet, the header will list your Galls Vendor Number, your company name, and the Effective Date range.
    - The report will generate data for the past 12 months from the run date.

****IMPORTANT****

Please save all uploads as a .CSV file.

Only use alphanumeric characters in any upload data. This includes all special characters including ™ and ®

4.2.1. Price Changes Report Details

	A	B	C	D	E
1	**Price Changes Report**				
2	Vendor No: Vendor Name: Effective Date: 03/06/23 to 03/05/24				
3	***GQ Item#***	***Current Mfg. #***	***Updated Mfg. #***	***Description***	***LTM Qty Sold***
4	LR971 BKBW BRS 36	227 BLK BW BRS 36		SHOULDER STRAP	0
5	LR971 BKBW BRS 37	227 BLK BW BRS 37		SHOULDER STRAP	0
6	LR971 BKBW BRS 38	227 BLK BW BRS 38		SHOULDER STRAP	2
7	LR971 BKBW BRS 39	227 BLK BW BRS 39		SHOULDER STRAP	0
8	LR971 BKBW BRS 40	227 BLK BW BRS 40		SHOULDER STRAP	0

A. GQ Item# – current Galls item number.
B. Current Mfg. # – your manufacturer item number currently in our system.
C. Updated Mfg, # – open field for updates. If no changes are required, leave blank.
D. Description – description of the item in our system.
E. LTM Qty Sold – units sold within the Last Twelve Months.

F	G	H	I	J	K	L
Current Cost	***Galls Current Retail***	***Current Margin %***	***Extended Cost***	***Extended Retail***	***Current MSRP***	***Current MAP***
$50.98	$101.95	50.00%	$0.00	$0.00	$101.95	$0.00
$50.98	$101.95	50.00%	$0.00	$0.00	$101.95	$0.00
$50.98	$101.95	50.00%	$101.96	$203.90	$101.95	$0.00
$50.98	$101.95	50.00%	$0.00	$0.00	$101.95	$0.00
$50.98	$101.95	50.00%	$0.00	$0.00	$101.95	$0.00

F. Current Cost – the current cost of the item in our system.
G. Galls Current Retail – Galls use only.
H. Current Margin % - Galls use only.
I. Extended Cost – Galls use only.
J. Extended Retail – Galls use only.
K. Current MSRP – the current Manufacture Suggested Retail Price we have for the item.
L. Current MAP – the current Minimum Advertised Price we have for the item.

M	N	O	P	Q	R

New Cost	*Galls New Retail*	*New MSRP*	*New MAP*	*New Margin %*	*New Extended Cost*
$0.00	$0.00	$0.00	$0.00	0%	$0.00
$0.00	$0.00	$0.00	$0.00	0%	$0.00
$0.00	$0.00	$0.00	$0.00	0%	$0.00
$0.00	$0.00	$0.00	$0.00	0%	$0.00
$0.00	$0.00	$0.00	$0.00	0%	$0.00

M. New Cost – used to change Galls' cost for the item.
N. Galls New Retail – Galls use only.
O. New MSRP – used to change your MSRP for the item.
P. New MAP – used to change your MAP for the item.
Q. New Margin % - Galls use only.
R. New Extended Cost – Galls use only.

S	T	U	V	W

New Extended Retail	*Cost Change*	*Margin % Change*	*Sales to MA*	*Sales to NMA & Ind*
$0.00	($50.98)	0%	0	0
$0.00	($50.98)	0%	0	0
$0.00	($50.98)	0%	2	0
$0.00	($50.98)	0%	0	0
$0.00	($50.98)	0%	0	0

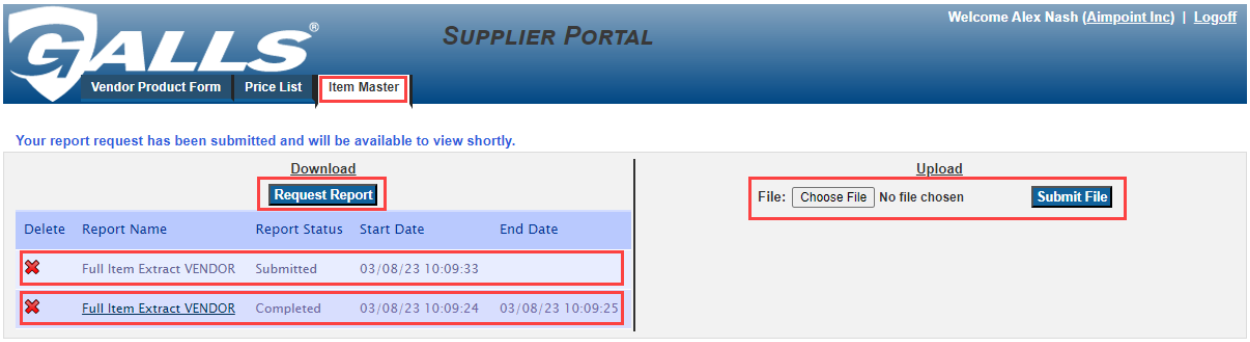
S. New Extended Retail – Galls use only.
T. Cost Change – cost change between new and old cost.
U. Margin % Change – Galls use only.
V. Sales to MA – Galls use only.
W. Sales to NMA & Ind - Galls use only.

X	Y	Z	AA
Components	*Current Vendor Item UPC*	*Updated Vendor Item UPC*	*Rank*
N			1
N			1
N			1
N			1
N			1

X. Components - Galls use only.
Y. Current Vendor Item UPC – the item UPC in our system.
Z. Updated Vendor Item UPC – used to change UPC for item.
AA. Rank – Galls use only.

Once you have filled out the sheet with updated information, you will upload the document to the Galls Supplier Portal. Your Galls merchant will then retrieve and review the changes, contacting and working with you as needed.

4.3. Item Master tab



The Item Master tab allows downloading an Excel/CSV document containing the active item listing of your current products set up in our inventory system, including some of the attributes for various areas of our business.

By downloading the spreadsheet, you will be able to review the item date and advise any updates that need to be completed. If an item line needs to be updated, use the blank cells on the far right of the sheet to update the item line with the new information.

****IMPORTANT****

Please save all uploads as a .CSV file.

Only use alphanumeric characters in any upload data. This includes all special characters including ™ and ®

4.3.1. Item Master Report Details

GALLS APPROVAL	EDP	MERCHANDISER	CREATION DATE	CURRENT STATUS	E3 CODE 1	VENDOR 1	STYLE	SKU CODE
	'1002875312	BEHNKERA	5/9/2018	Active	BR07		BC1576	BC1576
	'1003232356	BEHNKERA	4/16/2021	Active	BR07		BG1024	BG1024 NAV
	'1003111810	BEHNKERA	8/21/2019	Active	BR07		BG1750	BG1750 BLK
	'1003168197	BEHNKERA	3/17/2020	Active	BR07		BG1821	BG1821 CLBL
	'1003136844	BEHNKERA	10/31/2019	Active	BR07		GF1222	GF1222
	'1003014912	BEHNKERA	2/8/2019	Active	BR07		JW1202	JW1202 FLG
	'1003107115	BEHNKERA	8/14/2019	Active	BR07		UA2946	UA2946 NAV

- Galls Approval – for Galls use only.
- EDP – Unique Galls Identifier.
- Merchandiser – your Galls category merchant.
- Creation Date – the date the item was created with Galls.
- Current Status – Active; this report is an active item listing of your current products.
- E3 Code 1 – your Galls vendor number.
- Vendor 1 – your company name.
- Style – Galls style for a group of items.
- SKU Code – Galls item number

DESCRIPTION (ITEM)	VENDOR 1 ITEM NUMBER	VENDOR 1 UOM	VENDOR COST 1	MSRP	MAPP
DURACELL LITHIUM 1/3N, 3V, 10 PACK	'10903	EACH			
AIMPOINT 6XMAG-1 MAGNIFIER WITHOUT RING	'200272	EACH			
STANDARD SPACER	'12192	EACH			
AIMPOINT MICRO SPACER 39MM	'12358	EACH			
AIMPOINT ACRO P-2 RED DOT REFLEX SIGHT	'200691	EACH			
AIMPOINT ACRO MOUNT PLATE FOR RMR INTERFACE	'200602	EACH			
AIMPOINT 3XMAG-1 MAGNIFIER W/39MM FLIPMOUNT & TWISTMOUNT BASE	'200334	EACH			
AIMPOINT DUTY RDS RED DOT SIGHT - ONE-PIECE TORSION NUT MOUNT, 39MM	'200759	EACH			
Patrol Rifle Optic w/ LRP	'200374	EACH			
BOF AIMPOINT PATROL RIFLE OPTICS	'200374 BF	EACH			
LaRUE TACTICAL LT-660 MOUNT T-1	'11465	EACH			
AIMPOINT MICRO T-2	'200170	EACH			
AIMPOINT M4 (2 MOA/RED-DOT SIGHT)	'11972	EACH			
OUTER RUBBER COVER COMP M3/ML3 ONLY	'12225	EACH			

- Description (Item) – the product description.
- Vendor 1 Item Number – your manufacturing item number.
- Vendor 1 UOM – the item unit of measure.
- MSRP – MSRP; a value of zero means we do not have data.
- MAPP – minimum advertised price; a value of zero means we do not have data.

4.3.2. Item Master Report Details continued

VENDOR 1 ITEM UPC	GENDER	CUSTOMIZED	PRIVATE LABEL	COUNTRY OR ORIGIN	MATERIAL CONTENT	SERIAL REQUIRED	SERIAL # REQ QTY
'5000394903326	None		No			No	0
'7350004385157	None		No	SWEDEN	Aluminum	No	0
'7350004382347	None		No			No	0
'7350004382125	None		No			No	0
'350004386567	None		No		7075-T6 High-strength Aluminum Hard-anodized	No	0
'	None		No		7075-T6 High-strength Aluminum Hard-anodized	No	0
'7350004385355	None		No		Hard anodized aluminum	No	0
'7350004386963	None		No		ALUMINUM	No	0
'7350004385492	None		No	SWEDEN		No	0
'	None		No	SWEDEN		No	0
'7350004383283	None		No			No	0
'7350004384563	None		No		ANODIZED ALUMINUM	No	0
'7350004381395	None		No		ANODIZED ALUMINUM	No	0
'7350004382873	None		No		RUBBER	No	0

- Vendor 1 Item UPC – the UPC assigned to the item.
- Gender – will either be Men's, Women's, Unisex, or None.
- Customized – Y/N - if the product is a single customer/agency item only; embellished with their name.
- Country of Origin – the country of origin for the item.
- Material Content – the material content for the item.
- Serial Required – Y/N – does this item require any end user serial number tracking.
- Serial # Req Qty – quantity of serial numbers needing to be collected upon shipment.

MINIMUM ORDER QUANTITY	MINIMUM ORDER DOLLAR	HAZMAT CODE	ECCN	SCHEDULE B	P&H CHARGE
0	0	Lithium Metal Battery Only	EAR 99	8506.50.0000	0
1	1		EAR 99	9013.90.0000	0
1	1		DO NOT EXP	DO NOT EXPORT	0
1	1		DO NOT EXP	DO NOT EXPORT	0
1	1	Lithium Metal Battery Equip	ITAR	STATE DEPT	0
1	1		ITAR	STATE DEPT	0
1	1		EAR 99	8518.10.0000	0
1	1		0A504	9305.20.9500	0
0	0		0A987	9013.10.4000	0
1	1		DO NOT EXP	DO NOT EXPORT	0
1	1		EAR 99	9305.99.6600	0
1	1		DO NOT EXP	DO NOT EXPORT	0
0	0		0A504	9305.20.9500	0
1	1		EAR 99	4016.99.6000	0

- Minimum Order Quantity – minimum quantity for ordering if applicable.
- Minimum Order Dollar– minimum dollar value for ordering if applicable.
- Hazmat Code – 4-digit numeric code identifying hazardous substances.
- ECCN – export control classification number.
- Schedule B – 10-digit classification code for exporting outside of the United States.

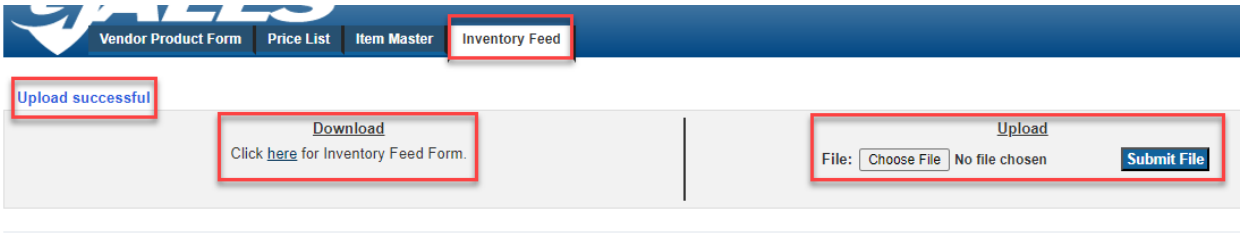
4.3.3. Item Master Report Details continued

UNIT LENGTH	UNIT WIDTH	UNIT HEIGHT	UNIT WEIGHT	UPDATED	VENDOR FUTURE STATUS	VENDOR STATUS EFF DATE	VENDOR TRANSITION REASON	VENDOR SUGGESTED ALTERNATE
3.76	0.7	4.51	0.235	0				
6	2	2	0.6	0				
10	6	1	0.5	0				
10	6	1	0.5	0				
2	1.5	1.5	0.25	0				
3	1.5	1	0.1	0				
5	2	2	1	0				
3	2	2	0.38	0				
6.75	4.5	3.5	1.25	0				
6.75	4.5	3.5	1.25	0				
5	4.5	2.5	8.5	0				
6.75	4.5	3.5	1.25	0				
3	2	2.5	1.9	0				
8	5	4	0.5	0				

- Unit Length – individual unit of sale packaged length, inches.
- Unit Width– individual unit of sale packaged width, inches.
- Unit Height– individual unit of sale packaged height, inches.
- Unit Weight– individual unit of sale packaged weight, pounds.
- Blank Updated Fields (multiple) – Use the blank Updated fields to update any product information that needs to be changed. Each column corresponds to a specific value to update.
    - When updating an item's information, ensure that the information needing to be updated is added to the correct Updated column.
- Vendor Future Status – open field for you to identify an item that should no longer be active.
- Vendor Status Eff Date – open field for you to assign a date to discontinue.
- Vendor Transition Reason – open field for you to advise reason for being discontinued.
- Vendor Suggested Alternate – open field for you to advise an alternative option for an item being or having been discontinued.

Once you have completed the spreadsheet with updated info, you will be able to upload to the Galls Supplier Portal. Your Galls merchant will then retrieve and review the changes, contacting and working with you as needed.

4.4. Inventory Feed



The Inventory Feed tab is used to provide Galls updated inventory levels. If you do not see the Inventory Feed tab, please contact VendorCompliance@Galls.com to activate set up.

Set up must be completed before the Inventory Feed tab will be visible/available.

- Click the download button to download a blank Inventory Feed spreadsheet.
- Fill out the spreadsheet with the item's UPC and the quantity you currently have available.
    - Please ensure that column A is formatted as a number with no decimals.
    - You may send data for your entire assortment, and Galls will exclude any data for items Galls does not currently carry.
- Once completed, save the spreadsheet as a **Text (Tab Delimited) (.txt)** file.
- In the Upload field choose the saved file and click the Submit File button to transmit.
- You will receive a message on the left stating Upload successful.

****IMPORTANT****

Before saving, please ensure that column A is formatted as a number with no decimals. Then save the Inventory Feed upload as a Text (Tab Delimited) (.txt) file.

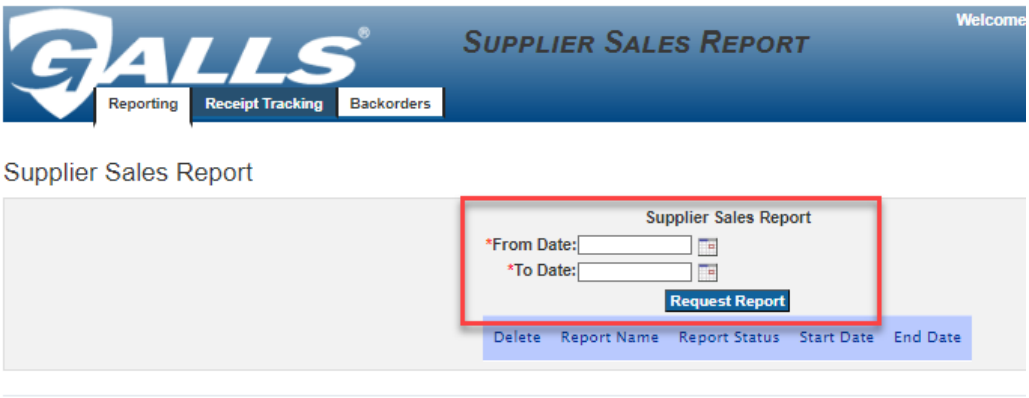
Do not change or add any headers or information other than UPC and Quantity before upload. Your Inventory Feed file should look exactly like the example below before upload.

A	B
UPC	Quantity
123456789012	360
987654321098	42
567890123456	1080

5. Business Reporting

Use this module to retrieve reports pertinent to your business with Galls.

5.1. Supplier Sales Report



The Supplier Sales Report is used to review sales movement for a specified time period. This report will break down each SKU that was sold within the date range with various information such as units sold, units on order, order date, and item costs.

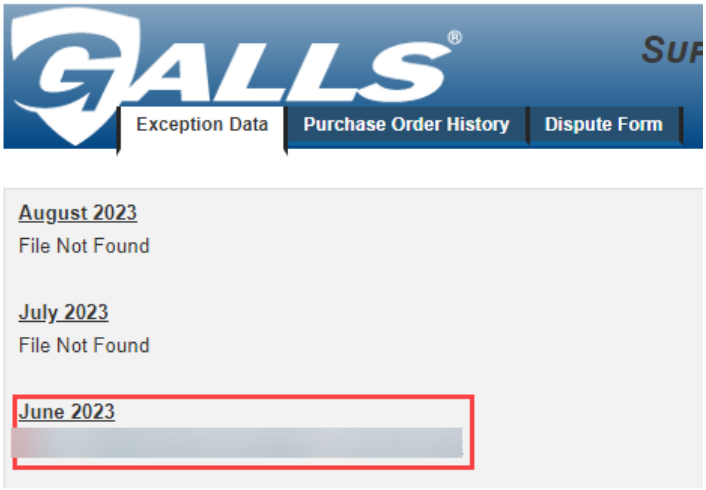
- Use the calendar prompts to your requested date range.
- Click the Request Report button.
- Refresh screen to obtain completed report.
    - Please note: it may take 1 – 2 minutes finish building the report.
- When the report is completed, click the link to open the spreadsheet.

Intentionally left blank for further enhancements to Business Reporting

6. Vendor Compliance

Use this module to view inbound exception data for the previous rolling twelve months.

6.1. Exception Data



- Click the report name to download an Excel/CSV spreadsheet listing exception data for the selected month.

6.1.1. Exception Data Details

See below for detailed breakdowns of the information within the Exception Data spreadsheet.

vendor Name	supplier_no	E3_Vendor_Code	PO#	Create Date	Closed Date	Reference 1	Reference 2
			2875965	12/28/2022	6/14/2023	682602	
			2876218	12/27/2022	6/14/2023	682484	
			2885329	12/7/2022	6/14/2023	677399	
			2886707	6/27/2023	6/27/2023	745286	736891
			2906488	12/13/2022	6/14/2023	678979	
			2911541	3/22/2023	6/7/2023	713569	
			3008897	3/22/2023	6/26/2023	713607	

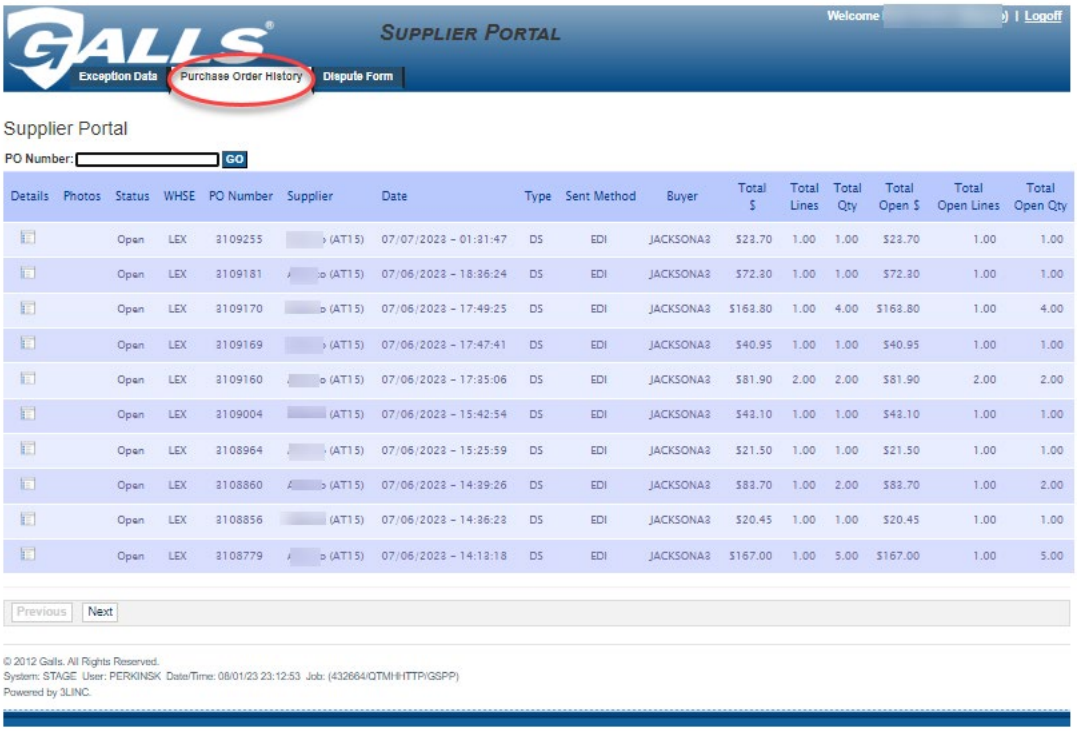
- Vendor Name – your vendor name.
- Supplier Number – your supplier number in the Galls system.
- E3 Vendor Code – your identifier in the Galls system.
- PO# – PO number on which the exception occurred.
- Create Date – date that the exception was identified.
- Closed Date – date that the exception was resolved.
- Ticket ID – Galls internal ticket number for exception.
- Original Ticket ID – Galls internal ticket number if ticket needed to be duplicated for tracking purposes.
    - This will be changed to Original Ticket Number when the portal goes live.
    - **Any exceptions listing two ticket numbers are only counted once for compliance purposes.**

6.1.2. Exception Data Details continued

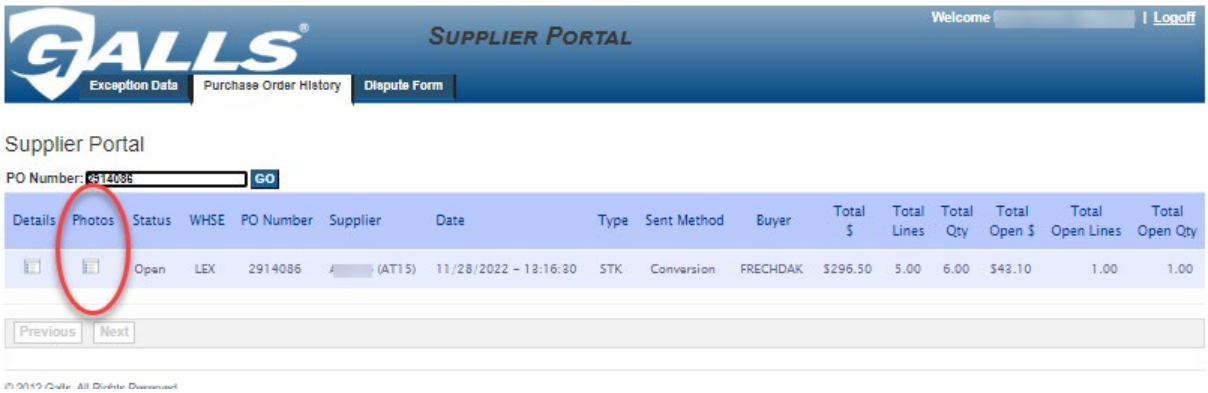
Conversion PO	Galls SKU #	Vendor Item Number	VNC code	warehouse	Location	Total Chargeback $	QTY
			PO-40 (Shortage in shipment)	MDF	MDF	250	34
			PO-40 (Shortage in shipment)	PGN	PGN	250	22
			PO-20 (Unauthorized Overages)	LXA	LXA	250	1
			PO-20 (Unauthorized Overages)	LEX	LEX	250	13
			PO-40 (Shortage in shipment)	RVS	RVS	250	3
			PO-40 (Shortage in shipment)	LXA	LXA	250	2
			PO-20 (Unauthorized Overages)	SCD	SCD	250	6
			PO-40 (Shortage in shipment)	NWK	NWK	250	1
			PO-40 (Shortage in shipment)	MKE	MKE	250	4

- Conversion PO – lists the original PO number if it was originally placed by an entity prior to being acquired by Galls (uncommon).
- Galls SKU – Galls SKU involved in the exception.
    - Occasionally SKUs might be listed as “Multiple” or variations thereof, these will need to be handled on a case-by-case basis.
- Vendor Item Number – your item number as pulled from the Galls inventory system.
    - If no SKU is listed, the SKU in the Galls SKU # column could not find an exact match to your item number in our inventory system.
    - These can be researched by viewing the PO on the Purchase Order History tab in GSP (described below) and/or by reaching out to your internal customer service rep assigned to the Galls account.
- VNC Code – the reason for the exception.
- Warehouse – the Galls location that reported the exception.
- Location – original location if the exception originated from a warehouse different from the previous column (uncommon).
- Total Chargeback – total amount for the non-compliance chargeback, in dollars, for that specific line.
- Qty – quantity of items affected.
- Using the information from the Exception Data spreadsheet you are able to utilize the Purchase Order History tab or any email communication with Galls to research the particular issue.
    - Email communication between Galls and vendors regarding exception issues will always have the subject line “PO Number – Ticket Number – Location”
    - If your customer service team has had any contact with Galls regarding a particular exception, they can use any of those search terms to find previous communication.

6.2. Purchase Order History tab

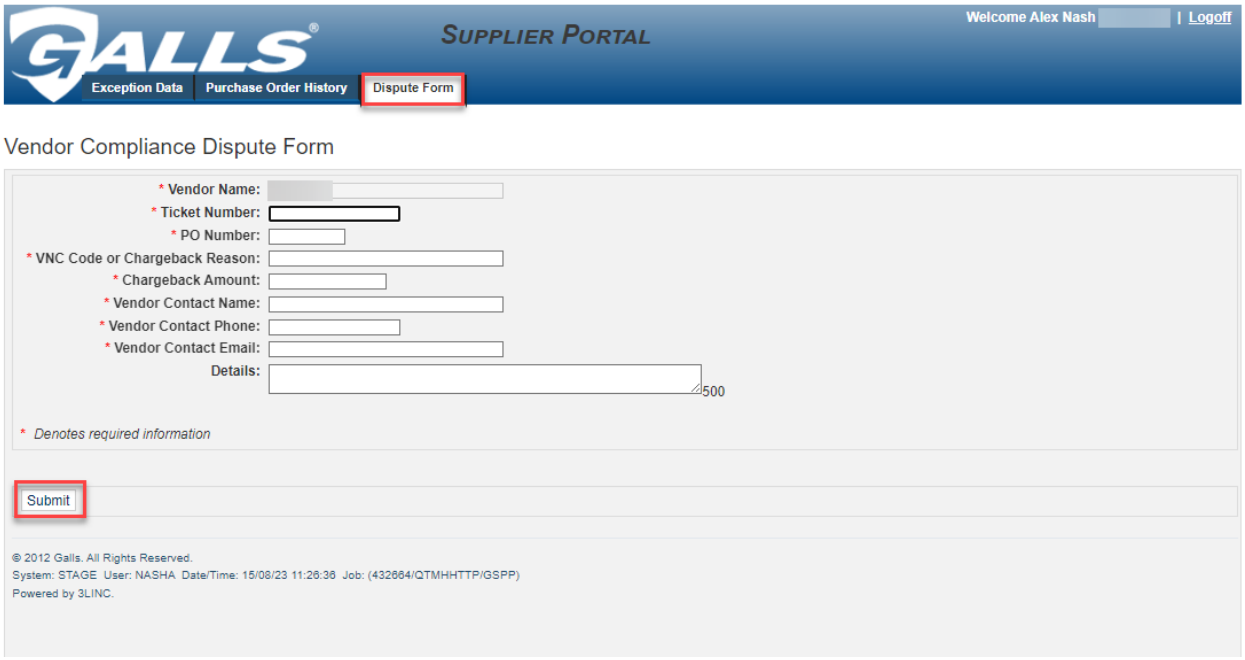


- In the Purchase Order History tab, you can view the details of purchase orders.
- Click the paper icon in the Details column to view the PO details.
- If the purchase order has any photos attached, click the paper icon in the Photos column to view the photos.
    - If the Photos column is blank, then no photos are available for that PO exception.



6.3. Dispute Form tab

Use this form to dispute any reported chargebacks found on the Exception Data spreadsheet.



- Fill out the required fields on the Dispute Form, including details of why this dispute was filed.
    - You may find the data for the required fields on the Exception Data spreadsheet.
- Once the form is completed and submitted, the Vendor Compliance team will conduct research into the dispute and contact the submitter directly with updates.
    - Please ensure a valid contact name and email address is filled out on the form or the dispute may be denied.

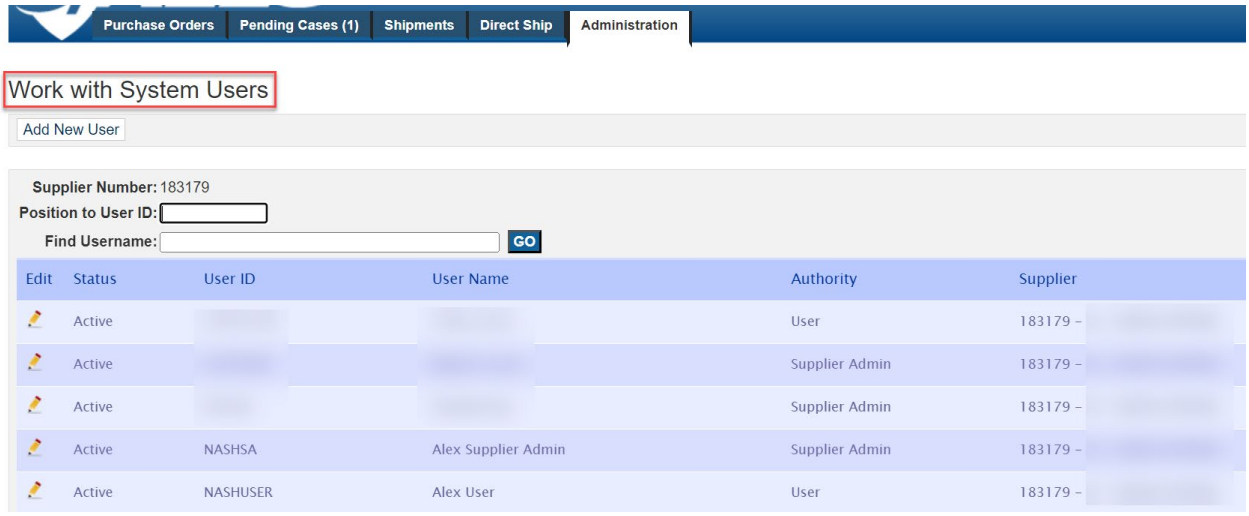
7. Administration

The Administration tab can only be accessed via the Purchase Order Portal module from the landing page. Use this tab to add new users or edit existing user profiles.

- Only Supplier Admins have access to the Administration tab.

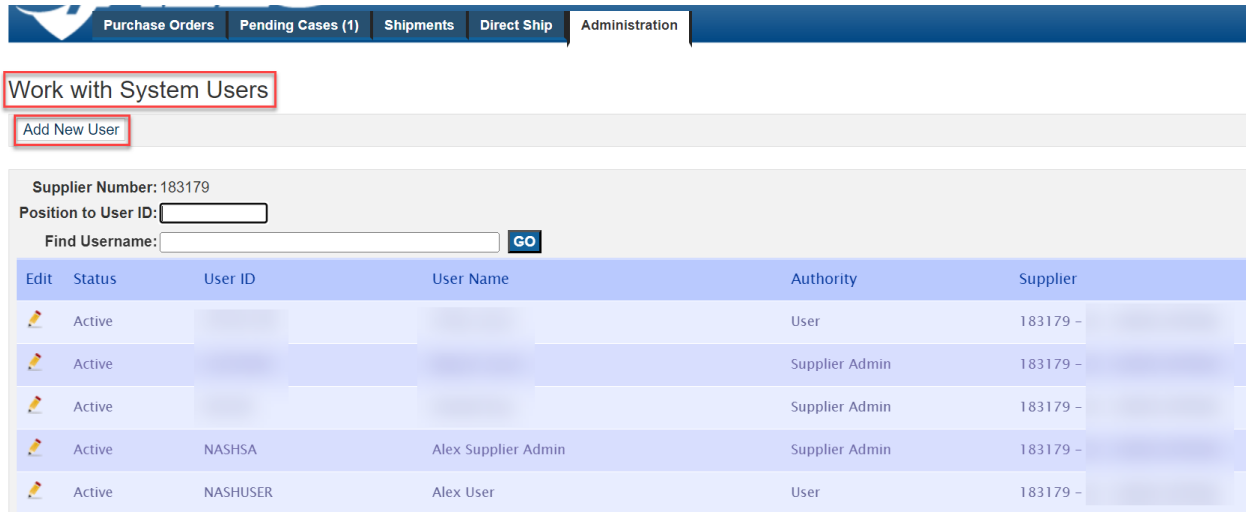
EDI VENDORS SHOULD ONLY USE THE ADMINISTRATION TAB IN THE PURCHASE ORDER PORTAL MODULE. EDI VENDORS SHOULD NOT PROCESS SHIPMENTS FOR POs IN THIS MODULE.

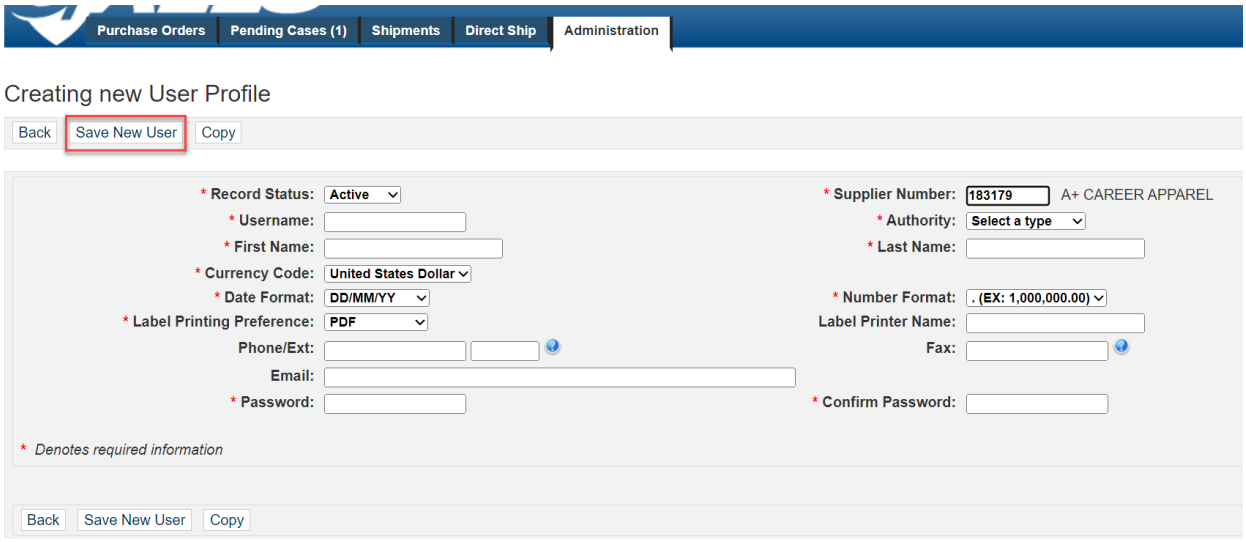
7.1. Administration Details



- Edit – modify a current user's information.
- Status – status of the user.
- User ID – ID that a user uses to log in and the display name for modifications on various detail screens.
- User Name – user's name.
- Authority – degree of access user has.
    - Supplier Admin – administrator for your specific organization.
    - User – general user.

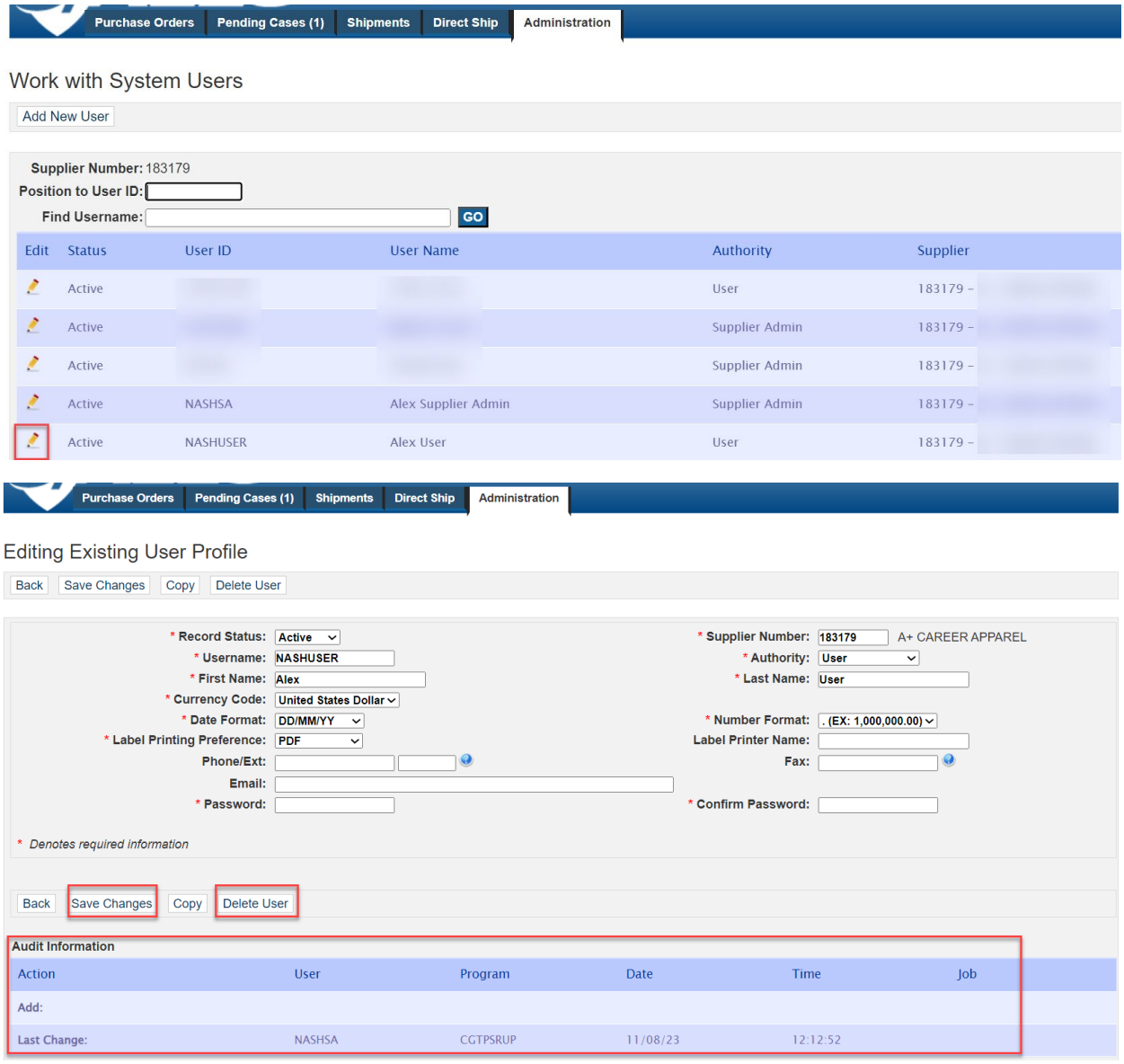
7.2. Add New User





- Click the Add New User button.
- Complete the form with the new user you want to add.
    - Record Status – should this user be Active or Inactive.
    - Supplier Number – your organization's supplier number.
    - Username – ID used to log into GSP and the display name for modifications on various detail screens.
    - Authority – level of access a user has.
        - Supplier Admin – administrator for your organization.
        - User – general user.
    - First and Last Name
    - Currency Code – US Dollar is the only currency supported.
    - Date Format – the format GSP will use to display the date for a specific user.
    - Number Format – the format GSP will use to display numbers.
    - Label Printing Preferences – how GSP will print labels.
        - PDF – GSP will export a PDF of the label for you to print manually.
        - Zebra Printer – print label directly to a Zebra Printer automatically.
    - Label Printer Name – name of the label printer.
    - Phone number – phone number of user.
    - Fax – fax number, if applicable.
    - Email – email address for user.
    - Password – password that user will use along with their Username in order to log into GSP.
    - Confirm Password – password validation.
        - Passwords must be alphanumeric with a maximum of 10 characters.
- Click the Save New User button to complete the new user set up.

7.3. Editing Existing User Profile



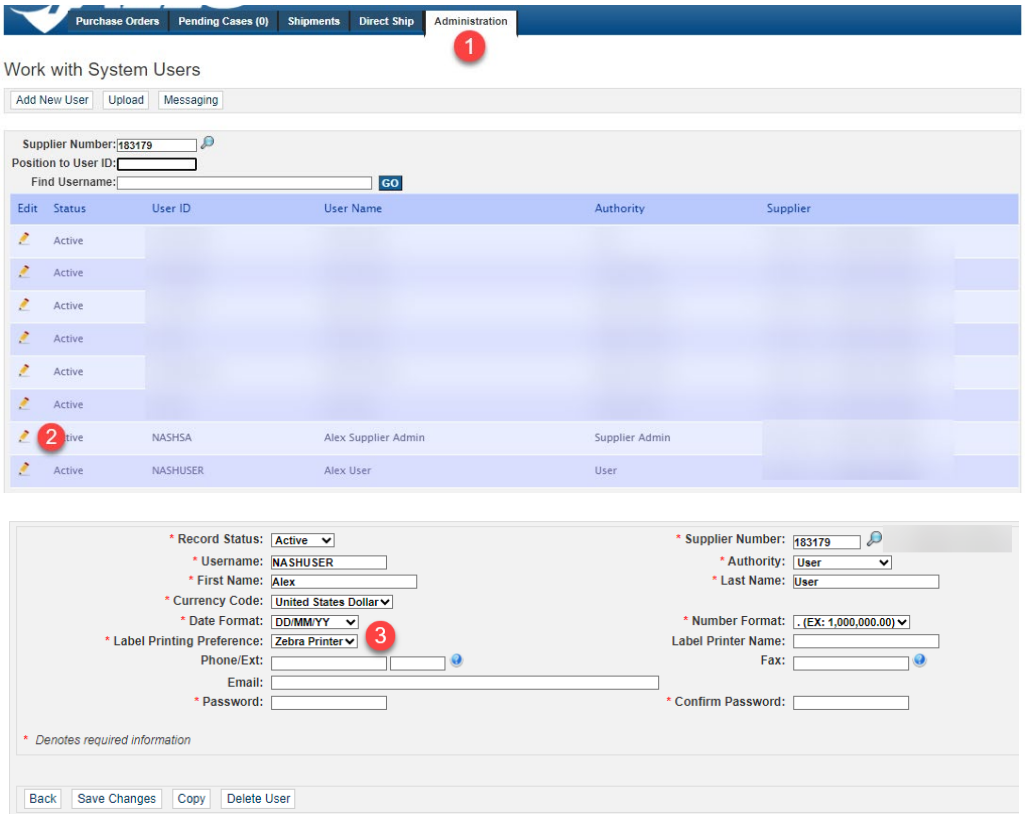
- Click the pencil icon to modify a user's profile, including changing a user's password.
- Make the desired changes in the fields described in the Add New User section of this guide.
- Click the Save Changes button to save your updates.
- Alternatively, if you would like to delete a user profile completely, click the Delete User button.
- The Audit Information at the bottom of the screen will display previous modifications that have occurred for this user.

8. Printing to Zebra Printer

Use the following instructions to set up the Galls Supplier Portal to print labels directly to a Zebra printer. Only Supplier Admins can update a user account to use a Zebra printer.

Note To print to a Zebra printer, the Zebra Browser Print software must be **installed and running** on the computer being used to print. Browser Print software is required for both networked and USB connected printers.

7.1. Changing User Printing Preferences



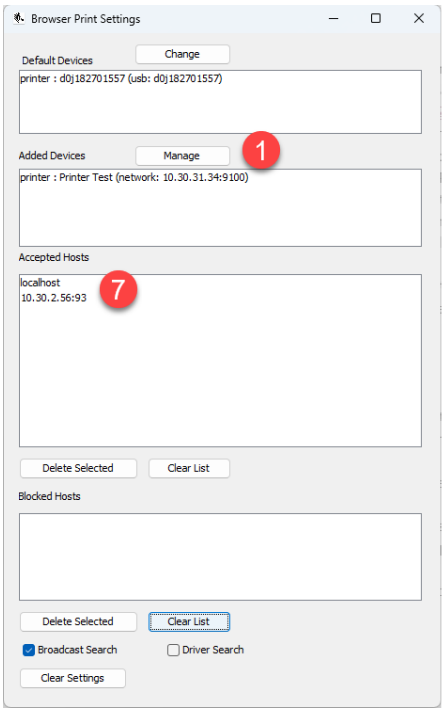
1. In the GSP menus, navigate to the Administration tab within the Purchase Order Portal module.
    a. GSP Home Page > Purchase Order Portal > Administration.
2. Select the User profile you would like to set up for Zebra printing.
    a. If multiple users need to print to Zebra printers, each user must have their settings changed in the Administration tab individually.
3. Select the Label Printing Preferences dropdown and choose Zebra Printer.
4. Specify a name for the label printer.

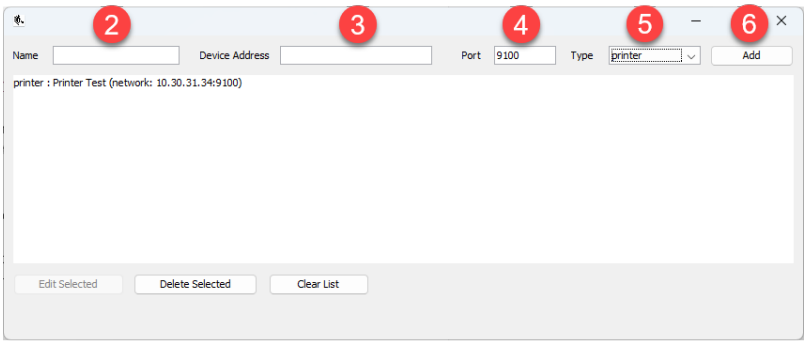
7.2. Installing Zebra Browser Print Software

Download the Browser Print software by visiting Developer Tools: Browser Print | Zebra, or searching Zebra Browser Print in a search engine. Once Browser Print has been downloaded, open and install the program. *Note* Zebra Browser Print must be running to print.

- For assistance in setting up the Browser Print program, partner with your IT department.
- For a more comprehensive guide to installing the Browser Print program visit Zebra Browser Print User Guide, or searching for Zebra Browser Print User Guide in a search engine.

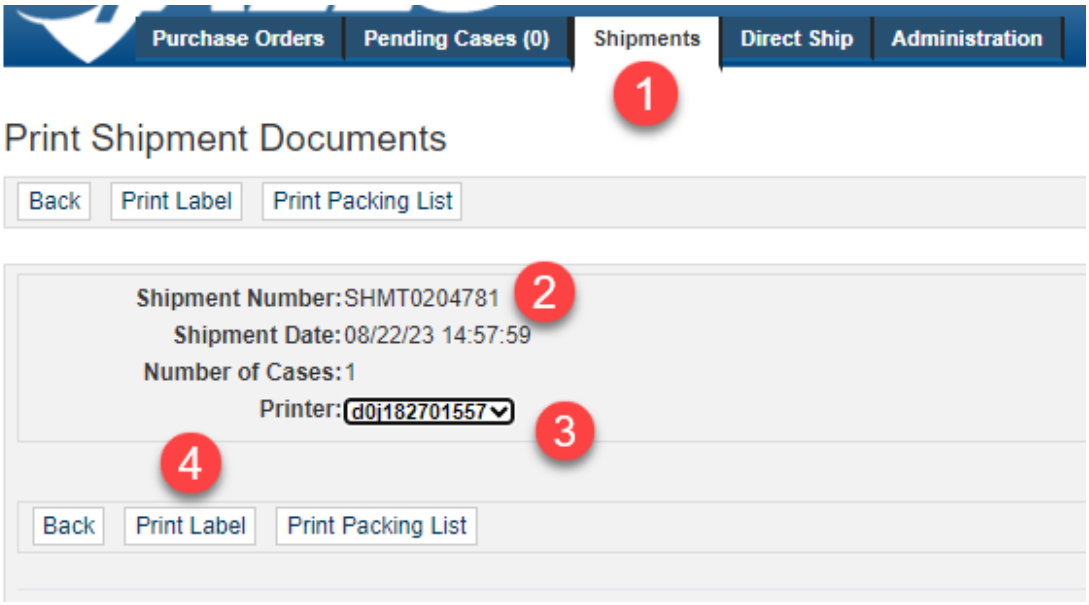
7.3. Connecting a Networked Zebra Printer





1. In the Added Devices header click the Manage button.
2. In the Manage Devices menu, define a name for your printer.
    a. This will be the name displayed in the printer name dropdown when printing in GSP.
3. For the Device Address you will enter the IP address of the desired printer.
4. Choose 9100 for Port.
5. Choose printer for Type.
6. Click the Add button.
7. The printer should then appear in the main menu in the Browser Print program.

7.4. Print Shipment Documents



1. Navigate to the Shipments tab.
2. Locate the shipment you would like to print the label for.
3. Select the Printer dropdown and choose the printer that is connected to your computer or network.
    a. The printer name in the dropdown will be listed as the printer's serial number if the printer is connected via USB, or the Printer Name you set up in the Zebra Browser Print program if the printer is connected to your network.
        i. In this example the printer is connected via USB and is identified as d0j182701557.
4. Once the printer is chosen, click the Print Label button to have the label printed.

Note The Zebra Browser Print software must be **installed and running** on the computer being used to print from. If Zebra Browser Print is not running, you will receive a blank error message and be unable to print to the Zebra printer.

8. Vendor Portal FAQs

8.1. General

Q. How to I return to the main menu?

A. Click the Galls logo in the top left corner of the page.

Q. Why has Galls implemented a new portal?

A. The Galls Supplier Portal helps to provide our vendors with a convenient and streamlined approach for managing your product assortment, viewing, accepting, and shipping purchase orders, and monitoring your vendor compliance statistics.

Q. Where can I find information on how to use the portal?

A. Please see our GSP Manual for step-by-step instructions on all of the available functions within the portal. If you need a copy of the GSP Manual, please email VendorPortal@Galls.com.

Q. Why can't I access the Business Reporting or Contact Management modules?

A. These two modules are still under construction. We will let all our vendors know when they become available.

Q. I've forgotten my username and/or password.

A. Contact your company's Supplier Admin to have your password reset or username provided to you. If a Supplier Admin account needs to be recovered, please send an email request to VendorPortal@Galls.com. See section 6 in the GSP Manual for more information on changing passwords.

Q. I'm trying to reach the Administration tab so I can edit my user profile, but the tab is not there.

A. Only Supplier Admins can view or modify user profiles. If you are logged in as a normal user, the Administration tab will not appear at all.

Q. Do you have more information on what the portal is used for beyond the general summary we received announcing the portal?

A. Every vendor should have received a GSP Manual along with your first login info. If you have not received this GSP Manual, please email VendorPortal@Galls.com for a copy.

Q. Is invoice data viewable in the portal?

A. Not currently. We do plan on implementing invoicing into the portal at some point, but we do not have a timeline for that yet.

Q. Is a login/PW all that is needed to access the portal, or does it operate on a specific platform that would need to be installed?

A. All you need is a login. No special software is required. The portal is entirely web based; the only software required is a web browser.

Q. Do vendors incur a cost to be able to use the portal?

A. There is no cost for a vendor to use the portal.

Q. How can I receive support if I have issues with the portal?

A. Please email VendorPortal@Galls.com if you have any questions that are not covered by the GSP Manual or this FAQ.

8.2. Purchase Order Portal

Q. Currently we receive manual POS from Galls, can this continue with the new portal?

A. No. All PO information will be housed in the portal. When a new PO is submitted by Galls, you will receive an automated email informing you that you have a new PO in the portal. You will then log in to view, accept, and ship that PO.

Q. I cannot find the PO that I'm looking for in the Purchase Order Portal.

A. Make sure you are looking in the correct tab. Stock orders will only appear in the Purchase Orders tab, and Drop Ship orders will only appear in the Direct Ship tab. See the GSP User Manual for more navigation info.

Q. How can I print my ASN labels directly to a Zebra label printer?

A. In the Administration tab, change your Label Printing Preferences to Zebra Printer, fill in the Label Printer Name, and save changes. From there, please refer to Section 7 in our GSP User Manual for information on setting up the printer for use in GSP.

8.3. SKU Content Management:

Q. I tried to upload one of the forms but after hitting Submit, nothing happens.

A. Look to the left side of the page, just under the Galls logo and you will see a message stating, "Upload Successful". If you see that message, your upload was completed successfully.

Q. I keep receiving an error when I attempt to upload anything.

A. Files being uploaded must either be in .CSV format or Text (Tab Delimited) (.txt), depending on the file. Any other formats will receive an error message. Please refer to the specific file uploads in the guide above for which format to use.

Q. What happens to my information once I upload it to the portal?

A. Once received and reviewed, the data will be used to make necessary updates in our system as needed. For new item data, sent via the vendor product form, the data is stored by Galls, allowing us to add new items into our product offering.

Q. How often should I send new information?

A. We ask that documents be kept up to date with all your new product launches, closeouts, etc. Galls will be archiving previous files to maintain historical information.

Q. What info do I need to complete for price change upload?

A. All fields must be completed on a price change upload, with some exceptions. **Do not delete any rows.**

Updated Mfg#. – only required if value is changing, otherwise leave blank.
New Cost – Required field. This field should always be populated with the item's cost.
New MSRP – if applicable. If not, leave blank.
New MAP – if applicable. If not, leave blank.

8.4. Vendor Compliance

Q. In the Vendor Compliance module on the Exception Data tab it states File Not Found. Does that mean I don't have any compliance issues?

A. That's correct! If there is no file listed under a particular month, then that means there were no compliance violations for that specific month. Thanks for keeping your shipments compliant!

Q. When I downloaded the Vendor Compliance sheet some of the lines say TAGXXX or BNTXXX instead of a ticket number. What does that mean?

A. These are codes Galls uses for items that are missing Tags or need to be Bag and Tagged. Items missing bags and/or tags are sent through our bag and tag desk to have bags and/or tags applied to them when they arrive without them. Due to the amount of product flowing through our warehouse daily, TAG and BNT compliance violations do not have photos taken, nor is the product stopped for a ticket to be made. For this reason, both TAG and BNT lines on your Vendor Compliance report are unable to be disputed.

Q. In the Vendor Compliance module Purchase Order History tab, I don't see an icon for pictures for the PO that I'm looking at.

A. If a PO does not have any pics attached to it, the photo icon will not be present. Photos are only captured for certain compliance violations such as Damaged items, Incorrect Item Shipped, Unacceptable Packaging, etc.

Q. Can you tell me what your shipping requirements are?

A. There is a link to all our shipping documentation at the bottom of the GSP Home Page. You can also access these documents by visiting Galls.com, scrolling to the bottom, and clicking the Vendor Relations link.

Q. Is there a list of what each Vendor Non-Compliance Code means?

A. Please review our Routing Guide by visiting the Vendor Relations page on Galls.com. Within the routing guide are requirements for all shipments coming into Galls, as well as a list of what each VNC Code means.

Q. Can you explain more about the chargebacks process you mentioned?

A. More info on the chargeback process can be found in our Routing Guide by visiting Galls.com, scrolling down to the bottom of the page, and clicking on the Vendor Relations link.

Q. Is there an opportunity given for us to correct any exceptions before a chargeback is levied?

A. Chargebacks are issued due to exceptions causing us inefficiency in our receiving process. For that reason, any chargebacks are not able to be corrected, because they have already occurred and have been resolved by the time they would show up on the report. However, if you are issued a chargeback and do not think that it is valid, you are able to file a dispute from within the portal. More info on the dispute process is available in the GSP Manual.

9. Changelog

- 2025/02/10 – Ver. 1.4
  - Added note regarding items that have already been shipped. Page 14.
  - Added description of new In Process status. Page 8.
- 2024/10/28 – Ver. 1.3
  - Added note that EDI orders will be disabled from shipping via GSP. Page 13.
  - Added new section on Business Reporting. Section 5.
  - Updated some screenshots to display new functions to the portal.
  - Added note about log out due to inactivity. Section 1.
- 2024/09/12 – Ver. 1.2
  - Fixed typo and clarified “last column” for PO Acknowledgment upload. Section 3.6.
  - Updated Price Changes Report Details. Section 4.2.1.
  - Updated Item Master Report picture. Section 4.3.1.
  - Changed amount of viewable vendor compliance data from rolling past 3 months to rolling past 12 months. Section 6.
- 2023/11/13 – Ver. 1.1
  - Added Inventory Feed to SKU Content Management. Section 4.4.
  - Added PO Acknowledgment to Purchase Order Portal. Section 3.1.5 and 3.6.