

# CONNECT

The premier Retailer website for Caleres brands.

[Connect.Caleres.com](http://Connect.Caleres.com)

# Connect.Caleres.com Quick Reference Guide

**Log in** From any web browser, type <https://connect.caleres.com>. Enter your **User ID** in the User field and your case sensitive **password** in the Password field. Press the **Enter** key, or click the **Log On** button.

Click the **logo** of the brand you want to work with to get started.

**Dashboard** Within Connect, your Dashboard provides quick access to your **Account History**, view **Products**, **Enter Orders**, access the **Marketing Center** and view **Pending Bags**.

The screenshot shows the Connect.Caleres.com dashboard. At the top, there is a navigation bar with 'Sales Org' set to '3101' and the 'Connect' logo. Below this is a secondary navigation bar with links: HOME, LINE SHEETS, PRODUCT, MY SHOPPING BAGS, ORDER ANALYTICS, CREDIT APP, and a welcome message 'Welcome TestID NAT BWS Connect'. A third navigation bar contains: DASHBOARD, ACCOUNT HISTORY, PRODUCT, ORDER ENTRY, CONTRACT OPTION, MARKETING CENTER, and PENDING BAGS. The main content area is divided into two panels. The left panel, titled 'ORDERS, RETURNS AND SHIPMENTS', has tabs for 'Orders', 'Returns', 'Contracts', and 'Shipments'. It features a 'Rqst Del In' dropdown set to 'Next 30 Days' and a table with columns: PO No., Order No., Req. Del. Date, and Order Value. The table lists 10 orders. The right panel, titled 'QUICK ORDER LOOKUP', has radio buttons for 'ORDER' (selected) and 'CONTRACT'. It includes input fields for 'PO No.', 'Order No.', 'Req. Del. Date Start', 'Req. Del. Date To', and 'Pattern'. There are 'SEARCH' and 'CLEAR' buttons. Below this is a 'MESSAGE' box with the text 'No Records found.' and a close button.

- A** Top Navigation links
- Home – Dashboard
  - Account History – Search for Orders, Returns, Contracts and Shipments
  - Product – Search by Brand and Pattern and more
  - Order Entry – Place orders
  - Marketing Center – Not used at this time
  - Pending Bags – Draft and Save for Later orders
  - Welcome – Log out of Connect.

- B** View Orders, Returns, Contracts and Shipments
- Orders Tab – Click the Order Number to:
    - Rqst Del In - Select the range of the data to be displayed – choose from Next 30, 60, or 150 Days.
    - Click the Order Number to view complete details
    - Download images, UPCs, Order Confirmation
    - Re-order products
  - Returns Tab (with Authorization only)
  - Contracts Tab – Same features as Orders Tab
    - Click the Order Number for complete details

**View Orders, Returns, Contracts and Shipments (Cont.)**

- Shipments Tab – Click the Shipment Number to:
  - Shipped In - Select the range of the data to be displayed – choose from Last 30, 60, or 150 Days.
  - Click the Order Number for complete details
  - Carrier and Bill of Lading information
  - Download UPCs

**Quick Order Lookup**

- Search for a PO Number, Order Number, or orders to be shipped in a specific date range.

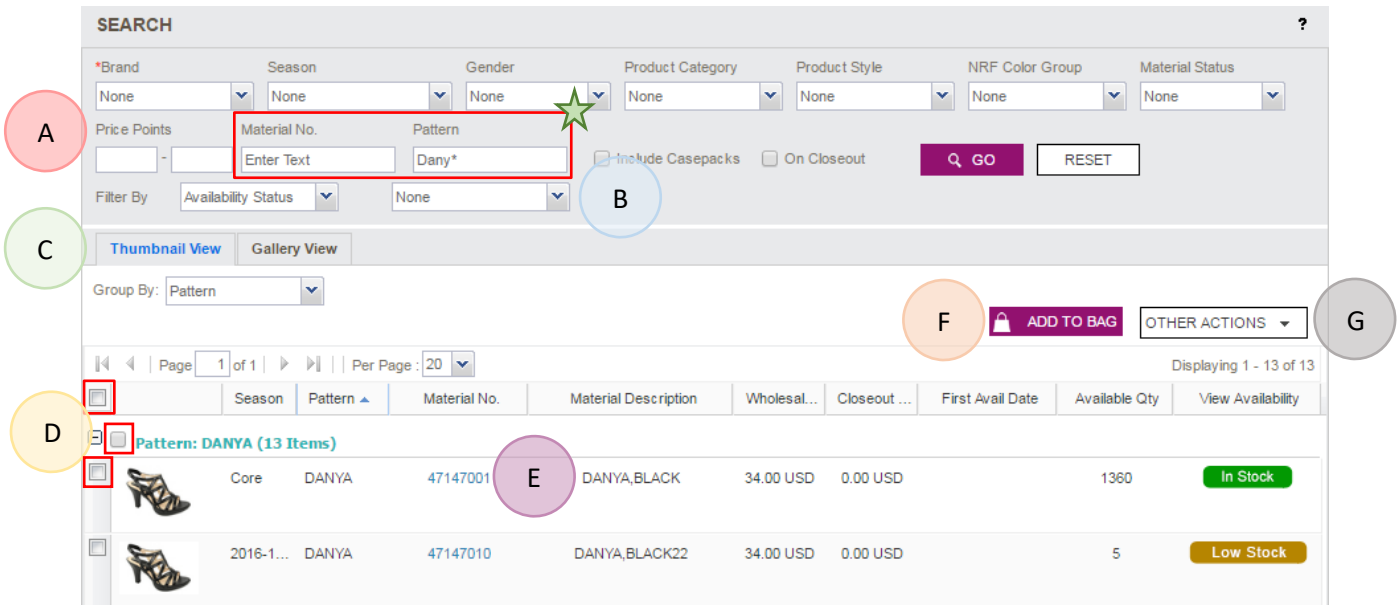
**Message**

- Comments from Caleres to our Business Partners.

# Connect.Caleres.com Quick Reference Guide

**Product Search** Click the **Product** tab at the top of the dashboard. If you are in an Order, click the **Add Products** button. Then click **Search**.

Use the Search Box options to choose a **Brand** from the dropdown, and type the **Pattern** name, and click the **GO** button. Other search criteria may be used. Checkboxes allow you to choose all results, a pattern, or specific products to **Add to Bag** or do **Other Actions**, like download UPCs or images.



**A Product Search**  
Search by **Material No.** or **Pattern name** – Enter the name or number and click the **Go** button. Wildcard searches (\*) are allowed.

- Or -

Search by **Brand** and **Season** – Choose a Brand and one or more Season, then click the **Go** button. Other criteria may be added as desired.

**B Filter By**  
Filter to subsequently limit results to **no stock**, **low stock** or **in stock** products.

**C Thumbnail and Gallery View Tabs**  
**Thumbnail View** – Results displayed with small images, grouped by pattern, and additional details such as availability. Click the Material Number link to see full product details.

**Gallery View** – Results displayed with larger images and key information. Click the product image to see even larger images, or click the Material Number link to see full product details.

**D Selection Boxes**  
Click the appropriate box to select **All Products**, select the **Pattern** or to select a specific **Product**. Once selected, then click the **Add to Bag** button (F), or click the **Other Actions** button (G) to download Images and UPCs.

**E Material No. Link**  
Click the blue Material No. link to display complete product details, larger images, size grids and

**F Add to Bag Button**  
Add the selected products to a new or an existing Shopping Bag. [Click here](#) to see how to create an order from a Product Search.

**G Other Actions Button**  
Download selected products' UPCs or Images.

**★ Wildcard Search** - Search using part of the **Material No.** or **Pattern** name, put an \* before and or after your entry. E.g., \*Ash\* for the Ashley.

# Connect.Caleres.com Quick Reference Guide

**Pattern Detail Page** Click the Material Number link to view complete product details. From the Product Details page, you may click the image to view larger pictures, select the Ship-to location, enter the Requested Ship Date, Cancel Ship Date, select Sizes, add Quantities, and add the product to a Bag.

**JAYE**

< PREVIOUS 1 of 3 NEXT >

**D6698L1001 - JAYE, BLACK VINTAGELTHR**

Brand: Naturalizer Product Id: JAYE 339550  
 Season: Core Colorway Id: 0291206  
 First Avail Date: 06/11/2015 Colorway Desc: BLACK  
 Status: OW-Out When Sold Primary Materials: Leather  
 Heel Height: 15 MM Sock Logo: NATURALIZER N5 CONTOUR  
 Wideshaft Boot:

Customer PO: Original Total Material Pairs: 22

Wholesale Price 36.50 Minimum Material Qty: 10

ADD TO FAVORITE GO TO BAG UPDATE BAG

Rqst Ship Dt: [ ] Cancel Ship Dt: [ ]

	Total	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	10.5	11
N 10/02/2017	500+					50+	50	50+	50+	50+	50+	50+	50+	50+		
Req. Qty.	10					1	1	1	1	1	1	1	1	1		1
M 10/02/2017	753+	50+	50+	50+	50+	50+	50+	50+	50+	50+	50+	50+	50+	50+	3	50+
Req. Qty.	0															
W 10/02/2017	450+					50+	50+	50+	50+	50+	50+	50+	50+			
Req. Qty.	0															
WW 10/02/2017	90					43	37	5	2	1						
Req. Qty.	0															

Casepacks	Status	UOM	OnHand Qty			PO Qty			Case Contents
			Rqst	Cases	Pairs	Cases	Pairs		
<input checked="" type="checkbox"/> D6698L10011214	OW	P12	1	2	24	0	0	12 PR WOMEN M	
<input type="checkbox"/> D6698L10011226	OW	P12	0	1	12	0	0	12 PR WOMEN M	

Click the casepack number to display availability.

- A Large Product Images**  
Click the product to view larger images.
- B Ship-to Location**  
Select the location from the dropdown. Use the **Split Order** at Checkout to ship to multiple locations.
- C Requested Ship Date and Cancel Ship Date**  
Use the calendar to enter the shipment start and end dates. Use the **Split Order** at Checkout to ship on multiple dates.
- D Availability and Requested Quantity Grid**
  - Availability Dates and Pairs:** Confirm sizes/width quantities will be available within your shipment window. If no Availability Date appears, the product will not be available.
  - Requested Quantity Grid:** Use the white fields to enter the desire quantity by size/width. Sizes not made/unavailable will be gray.
- E Casepack Availability and Order Quantity Grid**  
Enter the order quantity in the **Rqst** Column. Click the Casepack link to see casepack availability dates.
- F Bag/Order Details**  
Provides basic information about the Bag.
- G Add to Bag / Go to Bag Buttons**  
Complete the required information, then click the **Add to Bag** button add the product to the Order. Click the **Go to Bag** button view the Order or continue shopping.

# Connect.Caleres.com Quick Reference Guide

**Order Entry** There are three ways to create an order in Connect – from the Dashboard **Order Entry** Tab, **Product Search**, or from a **Suggested Bag**. Orders that are in progress will be automatically saved as drafts. Draft orders, called **My Bags**, can be subsequently accessed through the **Pending Bags** Tab, and click the Name of the Bag from the list.

## Create an Order from the Order Entry Tab

**Order Entry Tab** From your Dashboard, click **Order Entry** and then **Enter Order**. Complete ALL of the fields in the Create Order box and click the **Next** button. Use the dropdown to choose the **Ship-to** location. Use the calendars to enter the **Start** and **Cancel Dates**.

CREATE ORDER

200

Order Type: Standard Order | Ship-to Name: 300 | Draft Name: Spring 17 | Customer PO No.: Spring 17 | Start Date: 02/01/2017 | Cancel Date: 02/16/2017

Order Reason: None

CANCEL NEXT

 **Only select products from ONE Brand Family per order.**

CREATE ORDER - ADD/UPDATE ITEMS

200

DRAFT NAME: Spring 17 | REQ. DELIVERY DATE: 02/01/2017 | WHOLESALE: 0.00

CUSTOMER PO NO: Spring 17 | CANCEL DATE: 02/16/2017 | TOTAL NET VALUE: | HEADER NOTE:

FILTER BY: Product Description | GO

UPDATE BAG COPY HEADER DATES CHECKOUT

ADD PRODUCTS | OTHER ACTIONS

QUICK ENTRY  
SEARCH  
COPY WITH DATA  
COPY WITHOUT DATA

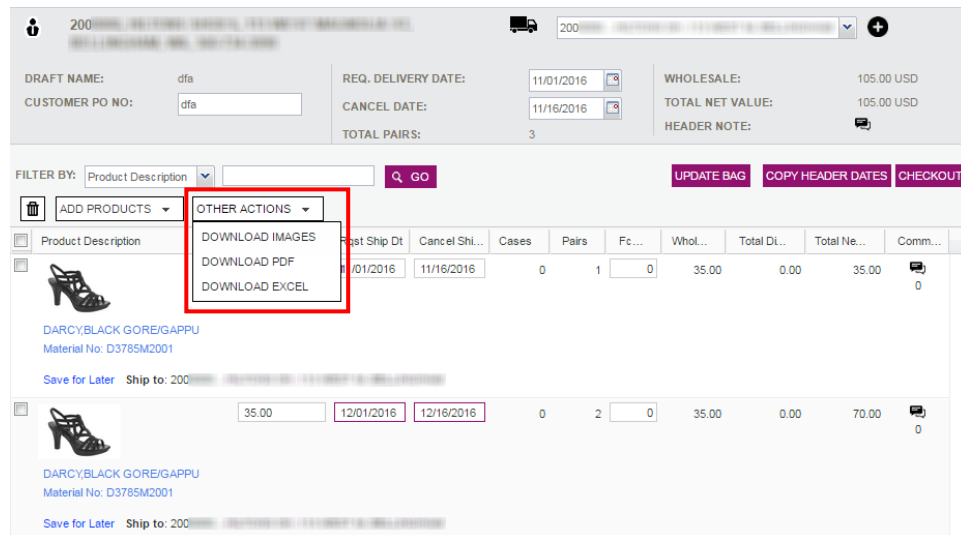
**Add Products:** Options to add products to an order:

- **Quick Entry** – Use this option to enter the exact Material Number of the product to be ordered.
- **Search** – Use this option to use the **Search** option to look up products to add to the order. [Click here](#) to review the Product Search features.
- **Copy with Data** – Use this option to add an existing material(s) and data to the bag subsequent times.
  - Process – **Check the pattern(s)** to be copied, click **Add Products** and then **Copy with Data**.
  - Sizing, Ship-to, Start and Cancel Dates will be copied, can be edited on the Pattern Details Page. Pattern Comments are NOT copied.
  - Use this feature to ship a pattern to multiple locations or across multiple dates.
- **Copy without Data** – Use this option to add an existing material(s) to the bag subsequent times.
  - Process – **Check the pattern(s)** to be copied, click **Add Products** and then **Copy without Data**.
  - Sizing, Ship-to, Start and Cancel Dates can be entered on the Pattern Details Page.
  - Use this feature to ship a pattern to multiple locations or across multiple dates.

**Order Header Information:** Fields in white may be edited until the order is submitted.

# Connect.Caleres.com Quick Reference Guide

**Remove Products** Delete: Click the **Selection Box** for the patterns to be removed from the bag then click the **Trash Can** icon.



**Header Dates** **Start Ship and Cancel Dates must be in the future, and they are REQUIRED for each product on the order.** Select the desired products and click the **Copy Header Dates** button to add the Requested Ship Date and Cancel Ship Date to the products on the order. Requested ship dates can be edited at the product level and the order can be split by delivery date. **Update draft orders with future dates, if needed, before they are submitted.**

**Size Order / Add Dates** Click the **Product Description** link to view the Product Details Page where you add pairs by size, width and/or casepacks to your order. **If needed, Requested Delivery Dates and ShipTo locations can be customized for every pattern on the order.** [Click here](#) for information about sizing an order.

**Review the Order / Other Actions** If desired, select some or all of the products on the order and then use the **Other Actions** button to download **IMAGES**, a **PDF** or an **Excel file** of the order. The PDF or the Excel file may be used to review the order before it is submitted, if desired.

**Rqst Ship Dt & Cancel Ship Dt** Requested Start and Cancel Ship Dates may be updated in the Order Summary screen. Click the **Update Bag** button to save changes made on the summary screen.

**Fcst Pairs** Forecast quantities may be updated in the Order Summary Screen. **(This feature is exclusively designed for our International Wholesale Partners.)**

**Checkout** Click the **Checkout** button when the order is ready to be submitted.

# Connect.Caleres.com Quick Reference Guide

## Final Review

## Split View

If unique Start Ship dates or ShipTos were specified, the materials will be shipped according to the date and/or location that you specified for the split POs.

**ShipTo + Dates** – Connect creates a unique Purchase Order Number for each **Ship To location and Start Ship Date** on the Order. Selecting **ShipTo + Dates** may combine multiple patterns onto one shipment.

**ShipTo + Dates + Pattern** – To ship an order separately by pattern, you must select this option. Connect creates a unique Purchase Order for each **Ship To location, Start Ship Date and Pattern** on the Order. Materials will ship to each location according to the start date you have specified.

- **Domestic Orders:** *An order will ship when the Customer fill rate is met for each PO.*
- **International Orders:** Please understand the unique requirements of for international orders and follow customer guidelines. *The order will ship when the Customer fill rate is met for the option selected.*

## Add/Update Items

Make edits to the Order.

## Submit Order

Click the **Submit Order** button when you are satisfied with all of the information on the Order. While the order submission is processing, do not close the browser, click back, or refresh. These actions could cause incorrect order processing. Connect acknowledges successful orders by displaying the Order Number and PO No(s).

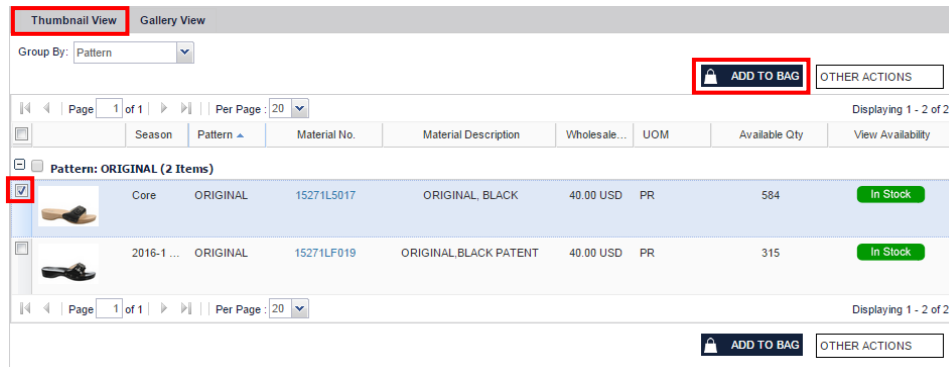
Order No.	Customer PO No.	Rqst Ship Dt	Cancel Ship Dt
4110291712	Example 1	03/01/2017	03/16/2017
4110291713	Example 1-1	03/01/2017	03/16/2017
4110291714	Example 1-2	03/01/2017	03/16/2017

**Once submitted, Orders appear on the Dashboard under the Orders Tab. Requested patterns will be reserved for the order. You may download an order confirmation using the link in Order. Click here to review how to [Download an Order Confirmation](#).**

# Connect.Caleres.com Quick Reference Guide

## Create an Order from a Product Search

From any Product Search, use the **Thumbnail View** and **check box** to select product(s) and then click the **Add to Bag** button.



Use the **Add To** box to select an **Existing** bag or **Create New** bag by completing the Header information as shown below. The **Customer Name** and **Ship To** fields feature auto-search, just start typing the number, name, address, etc. and the matching results will be displayed. Click the **Save** button.

ADD TO

Existing  Create New

Bag Type: ORDER

Order Type: Standard Order

Customer Name: 200

Ship To: 3002

Draft Order Name: Enter Text

Order Reason: None

Customer PO No.: Enter Text

Set Start Date: 08/30/2016

Set Cancel Date: 09/14/2016

SAVE CANCEL

Size and add a Start and Cancel ship date to each pattern on the order. Review the [Pattern Detail Page instructions](#) if needed, or [click here](#) for more information about adding more products and completing the order.

## Create an Order from a Suggested Bag

Your Account Executive may share a Line Sheet with you. If so, it will appear in Connect as a **Suggested Bag**, which you can turn into an order.

1. To access Suggested Bags, click the **Pending Bags** tab at the top of your Dashboard.
2. Locate the Suggested Bag and click the name link.
3. From this point, creating an order from a Suggested Bag works just like creating an order from a Product Search described above.



# Connect.Caleres.com Quick Reference Guide

## Working with Orders

Order confirmations, re-orders, download images & UPCs may all be done from the Dashboard.

Use the **Orders** tab to locate the Order and click the **Order No.** link. It is also possible to locate the order by clicking the **Account History Tab** and using the **Order History** search.

**ORDER DETAIL**

Order No: 4110310407 Status: OPEN Created On: 09/09/2015 Created By: BGXUSER

Customer Name: PORTAL Ship-To Name / Address: PORTAL

PO No. 654321-2 Total Pairs: 4

Reason: Total Wholesale: 160.00

Req. Del. Date: 09/14/2015 Total Net Value: 148.00

Cancel Date: 09/29/2015 Document Currency: USD

Payment Terms: 25th EOM 1 Month

Order Source: ISA

**RE-ORDER** **DOWNLOAD IMAGES** **DOWNLOAD UPC**

Line No.	Product Description	Total Units	Wholesale	MSRP	Total Di...	Total Net ...	Item Status
10	ORIGINAL_VaqueroSaddleLea,WHT 15271L5105	4 PR	40.00 USD	88.00 USD	-12.00 USD	148.00	OPEN

Size	6	7	8	9
Total	1	1	1	1
Open	1	1	1	1
Allocated	0	0	0	0
Delivered	0	0	0	0
Shipped	0	0	0	0
Cancelled	0	0	0	0
Status	OPEN	OPEN	OPEN	OPEN

A

### Download Order Confirmation

Click the link to download a PDF Order Confirmation.

B

### Details and Selection

**Display Details:** Click the plus sign to display details about the product, such as fill and shipping status. Click the minus sign to hide details.

**Selection:** Check the box  at the header to select all products or at product to select an individual product.

### Re-order and Download Buttons

**Re-order Button:** Select at least one product and click the re-order button. Complete the order header information, and the size grid information to re-order.

**Download Images:** Select at least one product and click the Download Images button. Images will be downloaded in a Zip file.

**Download UPCs:** Select at least one product and click the Download UPC button. UPCs will be downloaded in an Excel file.

★ UPCs and Images may also be downloaded using the **Other Actions** button from many places in Connect.

# Connect.Caleres.com Quick Reference Guide

## Save for Later



Save Products for Later Orders

While products may be removed from an order using the trashcan icon, they may also be removed from this order and saved to be ordered later. Click the **Save for Later** link to remove the product from the order, and add it to your **Saved for Later (SFLA)** bag located in your Pending Bags tab.

CREATE ORDER - ADD/UPDATE ITEMS


DRAFT NAME: Michelle Spring II    REQ. DELIVERY DATE: 08/30/2018    WHOLESALE: 0.00 USD  
CUSTOMER PO NO: Michelle Spring II    CANCEL DATE: 09/14/2018    TOTAL NET VALUE: 0.00 USD  
TOTAL SIZED PAIRS: 0    HEADER NOTE:

FILTER BY: Product Description    GO    REMOVE UNSIZED    UPDATE BAG    COPY HEADER DATES    CHECKOUT

Product Description	Rqst Ship Dt	Cancel Ship Dt	Cases	Pairs	Wholes...	Total Disco...	Total Net V...	Comments
 MICHELLE, BLACK LEATHER Material No: D6572L1002 Save for Later    Ship to: 3004869..99999..DESIGNER S..4150 EAST ..COLUMBUS			0	0	40.00	0.00	0.00	
 MICHELLE, BLACK SHINY Material No: D6572S1001 Save for Later    Ship to: 3004869..99999..DESIGNER S..4150 EAST ..COLUMBUS			0	0	40.00	0.00	0.00	

REMOVE UNSIZED    UPDATE BAG    COPY HEADER DATES    CHECKOUT

SAVED for LATER (1 items)

 D6572L1400 MICHELLE, NAVY LEATHER
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## Saved for Later Bags

Click **Pending Bags** at the top of the screen. The **Saved for Later Bag** will appear in the list with the naming convention SFLAcustomer#. Click the SFLA link to view the draft bag or click the **Copy Bag** icon to convert the bag into an Order.

DASHBOARD    ACCOUNT HISTORY    PRODUCT    ORDER ENTRY    CONTRACT OPTION    MARKETING CENTER    **PENDING BAGS**    MANAGE CONTENT

MY BAGS

Bag Name:    Order Type: ALL    Status: ALL    Start Date From:    Start Date To:    Cancel Date From:    Cancel Date To:    SEARCH    CLEAR

Bag Name	PO No.	Expiration Date	Order Type	Status	Actions
SFLA200	PO_SFLA200	02/24/2017	Standard Order	DRAFT	
Spring 1 2017		02/24/2017	Standard Order	SHARED	 

Page 1 of 1    Per Page: 10    Displaying 1 - 2 of 2

Complete the Order header information (Draft Name, Customer PO Number, and Dates) for the new order and click **Next** button. [Click here](#) to review how to process an order.

## Payments

Click **Make Payments** link in the top menu bar to access the payment system. Training and request for access to that site can be found on the Retailers page at [Caleres.com](http://Caleres.com).