

Product Webinar

# **Supplier onboarding:** How to work with suppliers

# Agenda

- Adding suppliers in ADMIN
- Step-by-step guide to inviting your supplier
- Delogue from a supplier's perspective
- Extracting style data as a supplier
- Adding supplier contacts through reports
- Communicating with your supplier in Delogue
  - Tips for group or collection-level communication with suppliers



**Pernille de Place Winther**

Product Strategist

Delogue PLM

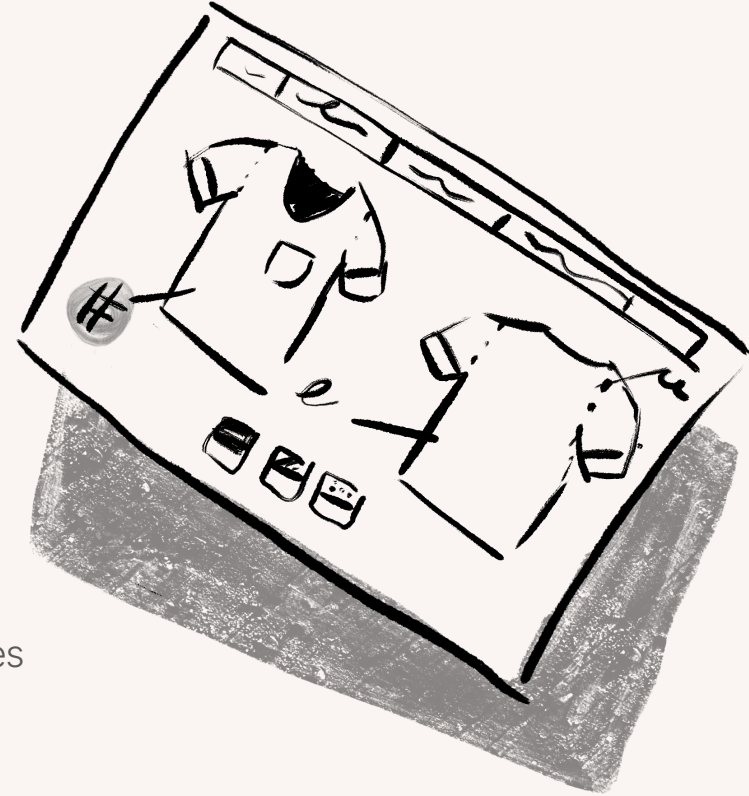


# Before inviting your suppliers



## Check list

- Create supplier companies
- Send out an introductory message to the supplier
  - [Email template for new Suppliers](#)
- Finalize the first style specification for the supplier
- Invite supplier users
  - Can be added through the Style Custom Report
- Is the first touchpoint with the supplier communication - Publish the styles
- Is the first touchpoint sample request, use Batch Action Sample Request and get your styles automatically published through this action
- Check up with the supplier




# Onboarding of the supplier



Delogue sends automated emails to the supplier one day after the invitation to the platform. Additional reminder emails are sent 7 and 14 days later


Delogue.

## Welcome to Delogue!



**We are thrilled to have you on board**


A quick guide on how to log in and activate your account.  
Click to watch the video:



**There is always help!**

Click [here](#) to read our articles made for you as a supplier


[Knowledge Base](#)



If you still need help, please write to:  
[support@delogue.com](mailto:support@delogue.com)


Delogue.

## Get started in Delogue




**How to find the style data**

Learn where to find the styles assigned to you. Click on the video below:




**How to Communicate and collaborate**



Start communicating and collaborating in Delogue PLM.  
Learn about Sample Requests and the Dashboard.  
Click to watch the video below:


Delogue.

## Work faster and smarter in Delogue PLM




**Get an easy overview with reports**

Learn how to use reports to get an overview of styles and sample deadlines.  
Click to watch the video below:



**How to fill in prices**



Your customer has asked you to fill in prices - learn how to do it.  
Speed up and work faster by doing it from a report! Click on the video below:

# Encourage your supplier to



- Only communicate through the platform for transparency
- Use the Delogue Knowledge Base and Delogue Support
- To print collection overview with the Thumbnail view print

BRAND: Delogue Garments  
BRAND CONTACT: Sara Johnson  
STYLE NAME: The Autumn Coat  
STYLE NO: 20001  
DESCRIPTION: -  
STATE: Published

WORKFLOW COMMUNICATION SAMPLE REQUEST STYLE FILES ITEM LIST MEASUREMENT

SEARCH

### Comments received

Hi Sara  
Ok, all clear - we will follow the style from SS22.  
James

Hi Andrea  
Pls, take a look at the style 12221 Jacket, from season SS22, it has the same finish/deta  
Best regards Sara

Hi Sara  
We have received your comments - thanks. We are glad you like our quality.  
Regarding your comment 2 - can you send us some more pictures of how you want th  
Best regards Andrea

## Delogue Resource Center

How can we help today?

Search for help articles

- Chat with us!**
- New features**  
Missed a release? Find info here.
- Help articles**  
Browse through help articles.
- Webinars**  
Watch our educational webinars on-demand and sign up for coming webinars.
- Tutorial videos**  
Short, sweet videos that will guide you through the nifty features of Delogue.

29.05.2024, 22:22

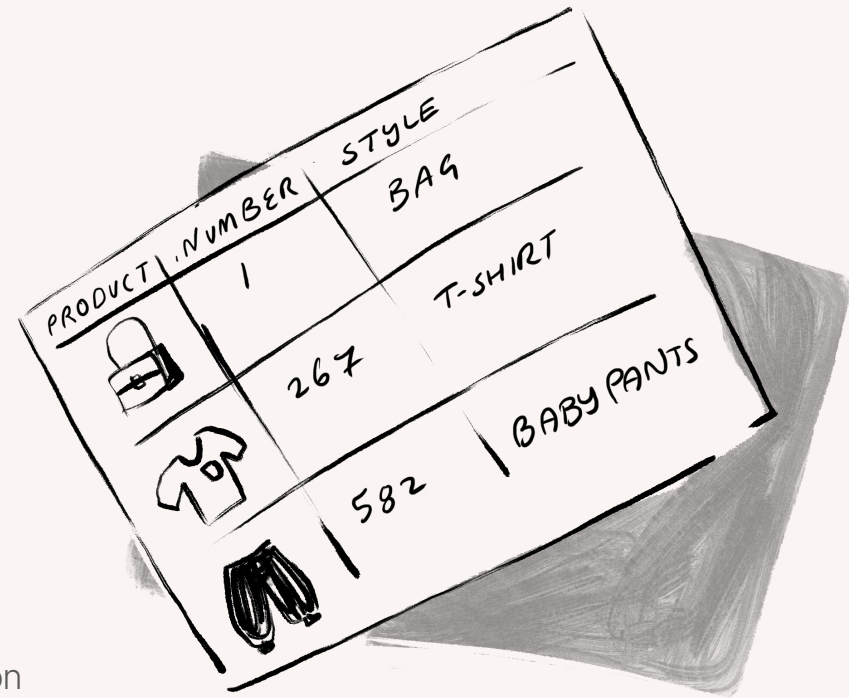
### Style Thumbnail View Print

<p>Brand: Delogue Garments Group: Woven Heavy Season: AW25 Style: The Autumn Coat Supplier: Stitch Textil Co. LDA. Number: 20001</p> <p>Description: - Size: XS-XL Colors: 960 Charcoal 642 Dark Navy</p>	<p>Brand: Delogue Garments Group: Woven Heavy Season: SS25 Style: The Olskin Coat Supplier: Stitch Textil Co. LDA. Number: 20002</p> <p>Description: - Size: XS-XL Colors: 960 Charcoal 642 Dark Navy</p>
<p>Brand: Delogue Garments Group: Woven light Season: AW25 Style: The Dress Supplier: Stitch Textil Co. LDA. Number: 20013</p> <p>Description: - Size: XS-XL Colors: 122 Sand 516 Lavender</p>	<p>Brand: Delogue Garments Group: Woven light Season: AW25 Style: The Dot Dress Supplier: Stitch Textil Co. LDA. Number: 20014</p> <p>Description: - Size: XS-XL Colors: 900 Blue Ode 901 Black Ode</p>

# Encourage your supplier to



- Learn how to use the **Reports** for
  - **Style Custom Report**
    - Overview of products in the specific season
    - Adding supplier cost prices
    - Filling out custom fields
  - **Item Custom Report**
    - Overview of items used on the specific season
  - **Style Sample Report**
    - Overview of the sample requests in the specific season
    - Status changes of the sample requests
  - **Sample Request Overview**
    - Overview of the sample requests in the specific season on SKU level



# Style states

Active versus inactive states



**Inactive style states**

**Active style states**



# Work in progress



The view of the company user

The screenshot shows a user interface for a company user. At the top, there is a header with a brand logo (By P), supplier information (Houng sew), and a 'Delogue.' button. Below this, a navigation bar contains tabs for WORKFLOW, COMMUNICATION (selected), SAMPLE REQUEST, STYLE FILES, ITEM LIST, MEASUREMENT CHART, CUSTOM FIELDS, PRICES, DESCRIPTION, SKUS, and CARE INSTRUCTIONS. A search bar is visible below the navigation. The main content area displays an email notification with the subject 'A LOT OF TEXT' and a 'REPLY' button. The email body contains two paragraphs of placeholder text. A large white 'Work in progress' watermark is overlaid on the center of the screen.

- The brand can send mails from a style in the state "Work in progress"

The view of the supplier user

The screenshot shows a user interface for a supplier user. It features the same header and navigation bar as the company user view. The main content area displays an email notification with the subject 'A LOT OF TEXT' and a 'REPLY' button. The email body contains two paragraphs of placeholder text. A large white 'Work in progress' watermark is overlaid on the center of the screen.

- The supplier can read the content in the mail notification, but they can only see this locked view in the platform




# Extracting style data

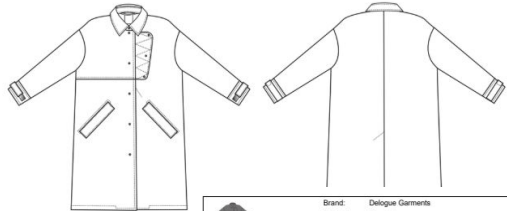


- Best format for files:
  - Landscape
  - Minimum size: 23 × 11,5 cm


## As PDF

	Brand: Delogue Garments Contact: Sara Johnson Style name: The Autumn Coat Style no: 20001 Description: Woven Heavy Size range: XS-XL	Supplier: Stitch Textil Co. LDA. Primary: Yes Contact: Andrea, Stitch Textil Season: AW25 Group: Woven Heavy Grading Size: S	Delogue. garments Printed 29-May-2024, 21:19
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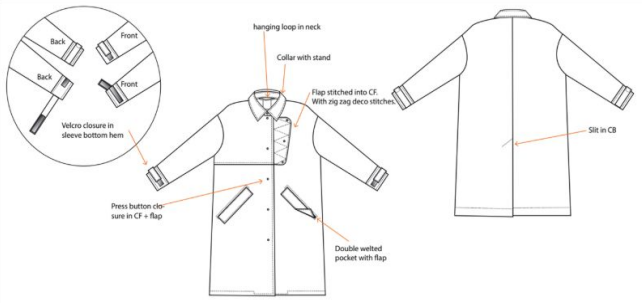
Style files (1 of 11) Style files: TheOliski\_Front-Back.pdf



FRONT

	Brand: Delogue Garments Contact: Sara Johnson Style name: The Autumn Coat Style no: 20001 Description: Woven Heavy Size range: XS-XL	Supplier: Stitch Textil Co. LDA. Primary: Yes Contact: Andrea, Stitch Textil Season: AW25 Group: Woven Heavy Grading Size: S	Delogue. garments Printed 29-May-2024, 21:19
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Style files (2 of 11) Style files: TheOliski\_Technical\_1.pdf



Page 2 of 29

## As Excel

	Brand: Delogue Garments Contact: Sara Johnson Style name: The Autumn Coat Style no: 20001 Description: Woven Heavy Size range: XS-XL	Supplier: Stitch Textil Co. LDA. Contact: Andrea, Stitch Textil Season: AW25 Group: Woven Heavy Sample size: S	Delogue. garments Printed 29-May-2024, 21:35
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Files (1 of 11) 05-Jun-2023, 17:10

Style files

[TheOliski\\_Front-Back.pdf](#)

Please notice that the preview is only of the first page of the PDF



FRONT

BACK

[theoliski front-back.pdf](#)

Files (2 of 11) 05-Jun-2023, 17:10

Style files

[TheOliski\\_Technical\\_1.pdf](#)

Please notice that the preview is only of the first page of the PDF




Style files
Item list
Measurement chart
Item artwork
Custom fields
SampleRequest 1 - 1st Proto Sam
SampleRequest 2 - SMS

# Extracting item artwork files



## Directly from the Item List



BRAND: Delogue Garments

BRAND CONTACT: Sara Johnson

STYLE NAME: The Dot Dress

STYLE NO: 20014

DESCRIPTION: -

STATE: Published

SUPPLIER

SUPPLIER CONTACT



SEASON

GROUP


CATEGORIES

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WORKFLOW
COMMUNICATION
SAMPLE REQUEST
STYLE FILES
ITEM LIST
MEASUREMENT CHART
CUSTOM FIELDS
PRICES
DESCRIF

	IMG	ITEM NAME	ITEM NUMBER	ITEM SUPPLIER	CATEGORY
		Dot AOP in cotton poplin	1021	HongKong Fashion Ltd.	Print

## In the Excel file

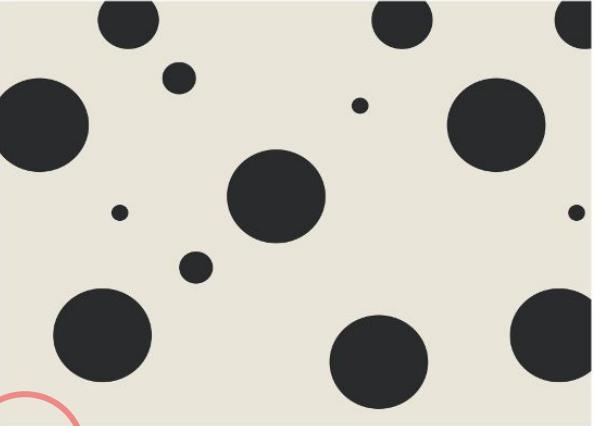
	Brand: Delogue Garments	Supplier: Stitch Textil Co. LDA.	Delogue Garments
	Contact: Sara Johnson	Contact: Andrea, Stitch Textil	
	Style name: The Dot Dress	Season: AW25	
	Style no: 20014	Group: Woven light	
	Description:	Sample size: S	
	Size range: XS-XL		Printed 29-May-2024, 21:50

Item artwork (3 of 13) 17-Nov-2023, 18:19

Artwork files


Dot AOP in cotton poplin

AOP-black-dots.pdf



[aop-black-dots.pdf](#)

## In the Item Artwork files



BRAND: Delogue Garments

BRAND CONTACT: Sara Johnson

ITEM NAME: Dot AOP in cotton poplin

ITEM NO: 1021

DESCRIPTION: -

STATUS: Active


READY FOR EXPORT: No

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COMMUNICATION
SIZES
DETAILS
ARTWORK
USED IN STYLES
CUSTOM FIELDS
PRICES


ARTWORK FILES

Drag and drop files here





AOP-black-dots.pdf  
aop-black-dots.pdf  
17-Nov-2023






AOP-blue-dots.pdf  
aop-blue-dots.pdf  
17-Nov-2023





DOT\_Artboard\_3.pdf  
dot\_artboard\_3.pdf  
17-Nov-2023



# Communicate with supplier on a general level



How to be able to communicate with suppliers on a general level (such as project, seasons, groups)

- Create in ADMIN:
  - a season called "supplier"
  - A brand called f.ex. "ALL"
  - When creating a category "Supplier" you will be able to have custom fields that are only visible on the category "Supplier"
- On style level
  - Create a style per supplier
  - Name the style - "General info + supplier name xxx"
  - Add the season "Supplier" + the Category "Supplier"
  - Use style files to add general information, such as supplier manuals, information on how to use the platform etc.
  - Use communication to communicate with the supplier on season, project, group, ect. Level

RECENT MAIN Supplier

BRAND: All

CONTACT PERSON: Pernille arb.

STYLE NAME: Houng sew

STYLE NO: General info -90002

DESCRIPTION: -

STATE: Published

SUPPLIER: Houng sew (0)

CONTACT PERSON: -

SEASON: SUPPLIER

GROUP: -

CATEGORIES: Suppliers

WORKFLOW COMMUNICATION SAMPLE REQUEST STYLE FILES ITEM LIST MEASUREMENT CHART CUSTOM FIELDS PRICES DESCRIPTION SKUS CARE INSTRUCTIONS

SEARCH



# Q&A

# Next webinar

Wednesday, June 12th, CET 11.00 - 11-55 am

## ESG webinar:

### Navigating the New Reporting Requirements in the Fashion Industry

