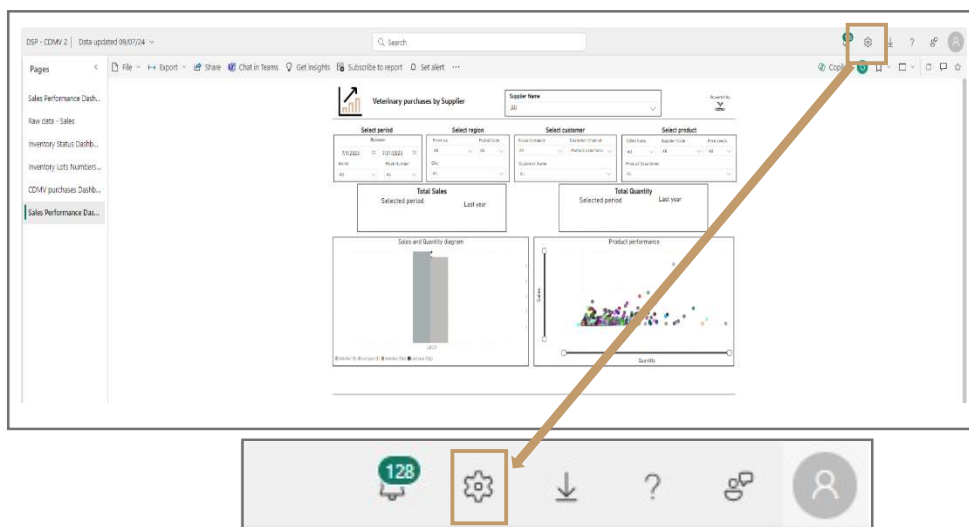


USER GUIDE

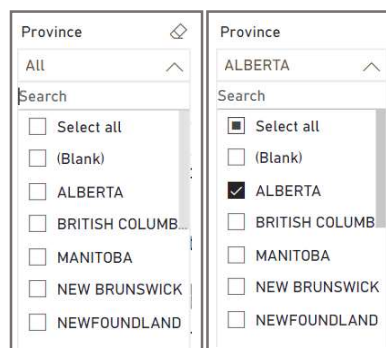
1. Select your language preference



- Click on 'Setting' button on the right top corner
- Go to 'General' / 'Select display language' to modify your display language
- Note that only French and English versions are available

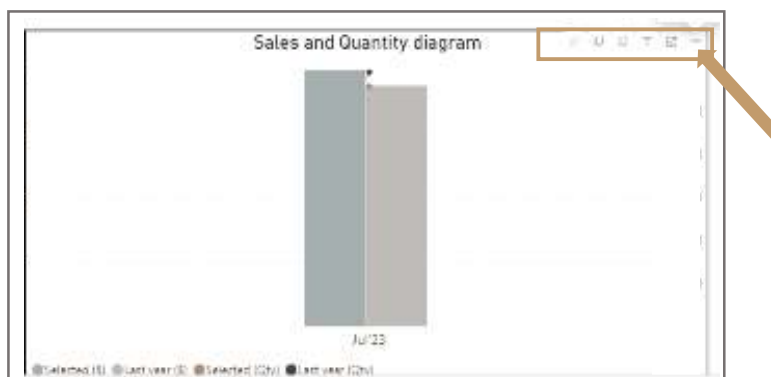
2. How to apply filters

- Click on *arrow* to see options
- Click on *checkboxes* to include options
- Click on *eraser* to clear selections



3. How to export data from diagrams or tables

- On the right top corner of the diagram or table, there is a hidden menu.
- Click on the '3 dots button' then 'Export data'



4. Definition of each dashboard / report

4.1 Veterinary purchases Dashboard

4.1.1 Veterinary purchases

- i) Dynamic dashboard with diagrams and product performance mapping based on sales in \$ and in units. It illustrates the sales of selected goods to customers over the selected period.
- ii) Note: Sales data are sell-out data from CDMV to customers
- iii) Note: Sales \$ are based on CDMV's Cost of Acquisition
- iv) Note: Quantity numbers are based on selling unit of measure
- v) Filters can be applied to selected date/product/item number
- vi) Filters can be applied to customer channel / group company of clinics

Definitions:

- (a) Group Company: Group to which a clinic is associated to
- (b) Free Goods: Y = item was 'sold' as free good
- (c) Customer Channel



Customer Channel	Description Defined by CDMV
B2B_Accumenex	eCommerce via myVETstore
B2B_Mobile_Vet	Mobile veterinary practices
B2B_Non_Vet_Estab	Non-veterinarian organizations (ex. SPCA, institutions)
B2B_Vet_Estab	Veterinarian practices
B2C	CDMV direct sale to customer
B2C_EMP_Staff_Feeding	Staff feeding
GOVT	Government institution
PHARMA	Pharmacy
VET_PERSO	Veterinarian personal use

4.1.2 Raw data - Dynamic raw data reports for extraction purposes

Field Title	Description Defined by CDMV
Invoice Line Id	Unique identification number within the invoice (one per line)
Invoice No	CDMV invoice number
Invoice Date	Invoice date
ShipTo	Account number associated with the ship-to address
Name	Customer name
Order No	CDMV Order number (when order is confirmed)
Warehouse	Warehouse from which most orders are shipped from
CDMV Code	CDMV item number
Supplier Code	Supplier item number
Item Description	Product description

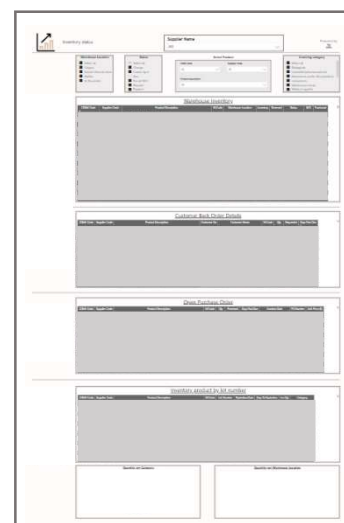
UOM	Unit of measure of the product sold
Qty	Quantity of product sold
Cost	Invoice cost per unit of product sold
Total Cost	Total value of cost per product sold on invoice (Qty x Cost)
Free Goods	Y = Free good offered by supplier
PO No	PO identification number provided by the customer

4.1.3 **Customers** - Customer directory with clinic group identified

Field Title	Description Defined by CDMV
Ship_To_Site_Id	Unique customer identification number
Number	CDMV customer account number
Name	Customer name
Address	Customer address
City	City
Postal Code	Postal code
Province	Province
Channel	Sales channel (B2B, B2C, etc)
Warehouse	Warehouse from which most orders are shipped from
Creation Date	Original date on which the account was created
Group	Group to which the customer is associated
ShipTo	Account number associated with the ship-to address

4.2 **Inventory Status Dashboard**

- Dynamic dashboard on inventory status at distribution centres, customer back orders & open purchasing orders
- Note: All data on this dashboard reflects the situation at 4 AM, not in real time
- To view the status of one selected item, click on one item on any of the three dashboards. The 3 dashboards will select all information related to that specific product only.



4.2.1 **Warehouse Inventory** – Inventory per DC

Field Title	Description Defined by CDMV
CDMV Code	CDMV item number
Supplier Code	Supplier item number
Product Description	Product description

W Code	Distribution centre Code
Warehouse location	Distribution centre
Inventory	Inventory on hand (including reserved quantity)
Reserved	Inventory reserved for customer or in picking process
Status	Item status at specific distribution centre (see table below)
B/O	Quantity on backorder
Purchased	Quantity on order

4.2.2 Customer Back Order Details – Pending quantities requested by customers

Field Title	Description Defined by CDMV
CDMV Code	CDMV item number
Supplier Code	Supplier item number
Product Description	Product description
W Code	Distribution centre Code
Qty	Quantity requested
Requested	Customer request date

4.2.3 Open Purchase Order – All open POs with promised dates and number of days past due

4.2.4 Inventory product by lot number

List of items per lot number per distribution centre with associated expiration date

Note: Each line represents one item per warehouse, per lot number

4.3 CDMV purchases Dashboard

List of all open POs requested by CDMV

- Click on one item on any of the two dashboards, will select information related to that specific only, or use the CDMV code / Supplier code filters on the top.

Field Title	Description
PO No	PO number issued by CDMV
Warehouse Destination	Distribution centre
W Code	Warehouse code
Creation_Date	PO creation date
Nb item	Number of sku on the PO
Days Past Due	Number of days past due date
Requested Delivery	Delivery date requested by CDMV
Promised (Older)	Promised date provided by supplier
Line No	Number of lines within PO

UOM	Unit of measure of product ordered
Unit Price	Unit price per unit of product ordered (by purchasing UOM) – Acquisition cost
Qty	Quantity ordered per product ordered
Total Price	Total price value (in acquisition cost) of product ordered
Qty Accepted	Quantity accepted by supplier per product ordered
Qty Billed	Quantity billed per product ordered
Qty Cancelled	Quantity cancelled per product ordered
Qty Received	Quantity received per product ordered
Qty Rejected	Quantity rejected per product ordered
Promised	Promised date provided by supplier

4.4 Definition of Product Status at Distribution Centre

Status	Definition Defined by CDMV
Régulier	Regular stock item
Disc/CDMV	Discontinued by CDMV
Disc	Discontinued by supplier
Change	Product replacing a current product
Comm-Spec	Special ordered product (not regularly stocked)
Non-stock	Product available and delivered from another DC
Pas de B/O	Back order quantities not kept / conserve (including controlled substances)
Rupture	Long-term out of stock from supplier

5. Frequently asked questions

- I. **At which frequency are the data updated?**
Data displayed are dated from the day before the actual date.
All data are refreshed at 4 to 6 am every day.
- II. **Which information are being extracted if there is an automatic extraction transfer?**
Refer to the CDMV Data solution portal contract, Appendix D, section F for more information.
- III. **For troubleshooting, to whom should I be reaching out?**
Contact CDMV Data Solution Portal Support at data.solution@cdmv.com