



# FACILITY DISCLOSURE AND MAINTENANCE GUIDE

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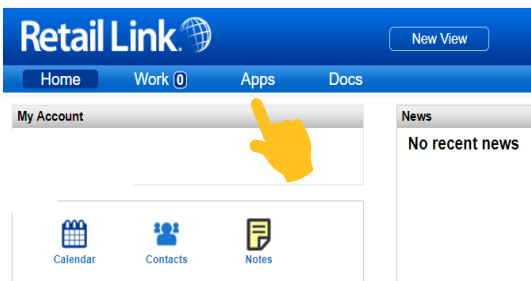
Review facility audit status, audit assessment and due dates

# FACILITY LIST

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**Purpose:** Review facilities associated with your Supplier Profile.

1. Log in to your Retail Link account. Click on **Apps > S > Supplier Profile**.



*Displays Supplier ID, Company Name and Address*

2. Scroll down to **Factory Overview**. Review the facility list for accuracy.



Factory Overview						
62 Records Found						
	Factory ID	Name	Status	Social Audit	FCCA	Security
<input type="radio"/>	11111111	Factory A	ACTIVE	YELLOW	B	PASS
<input type="radio"/>	22222222	Factory B	ACTIVE	AUDIT DUE	B	PASS
<input type="radio"/>	33333333	Factory C	ACTIVE	GREEN	PENDING	PASS
<input type="radio"/>	44444444	Factory D	ACTIVE	AUDIT DUE	B	PASS
<input type="radio"/>	55555555	Factory E	ACTIVE	YELLOW	B	PASS
<input type="radio"/>	66666666	Factory F	ACTIVE	AUDIT DUE	B	PASS

Request New Factory

# FACILITY DISCLOSURE



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**Purpose:** Add a new facility to your Supplier Profile.

1. Select **Request New Factory** from the dropdown menu, then click **Submit**.

▼ **Factory Overview**  
62 Records Found

Factory ID	Name	Status	Social Audit	FCCA	Security
11111111	Factory A	ACTIVE	YELLOW	B	PASS
22222222	Factory B	ACTIVE	AUDIT DUE	B	PASS
33333333	Factory C	ACTIVE	GREEN	PENDING	PASS
44444444	Factory D	ACTIVE	AUDIT DUE	B	PASS
55555555	Factory E	ACTIVE	YELLOW	B	PASS
66666666	Factory F	ACTIVE	AUDIT DUE	B	PASS

Request New Factory ▼  **Submit** 


2. Select the **Importer of Record (IOR)** from the dropdown menu.

**Register Factory / Production Facility**

Factory Information

---

*Items in bold are required*

**\* Importer Of Record** :  

**\* Factory Type** :  Primary  Component

If the supplier is responsible for customs clearance, select the IOR based on the country where the product is sold.

*Example: Product sold in USA: IOR = USA Supplier.*

If Walmart is responsible for customs clearance (Direct Import), select **Wal-Mart**.

# FACILITY DISCLOSURE

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## 3. Select **Factory Type**.

Factory Information

---

*Items in bold are required*

**\* Importer Of Record** :

**\* Factory Type** :  Primary  Component

**Primary:** where the main production/processing/packing of the product occurs

**Component:** when the facility makes a component of the product

## 4. Select **Factory Sub-Type** based on the type of process the facility uses to produce items.

**\* Factory Sub Type** :

**\* Operational Type** :  Year Long  Seasonal

Start Date :

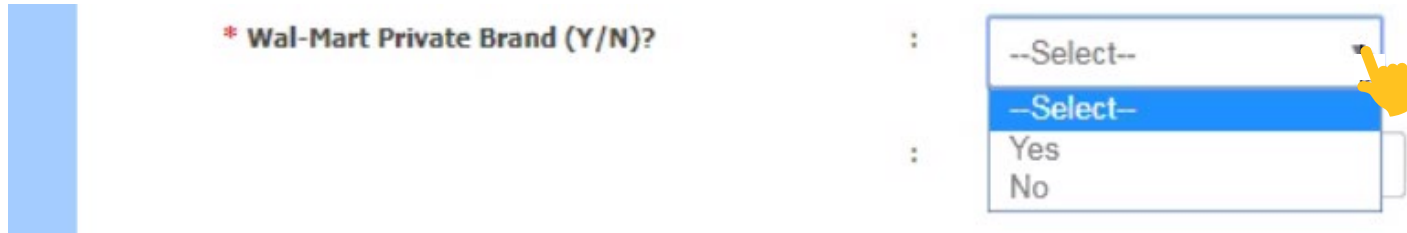
End Date :

Select **Operational Type** whether or not the facility operates all year or for certain periods of time. For Seasonal Facilities, select start and end month.

# FACILITY DISCLOSURE

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5. Select the **Brand** of the items being produced at the facility.



\* Wal-Mart Private Brand (Y/N)?

: --Select--

: --Select--

: Yes

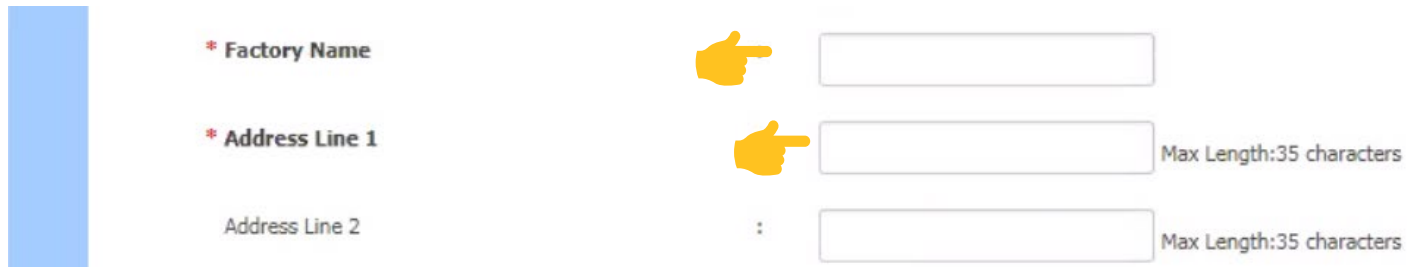
: No

Select **Yes** if: at least one of the items' brand is owned by Walmart or any of its subsidiaries.

*Examples: Marketside, George, Mainstays, Parent's Choice, Member's Mark, etc.*

Select **No** if: items' brand is owned by the supplier and not exclusive to Walmart.

6. Type the **Name** and **Address** of the facility.



\* Factory Name

\* Address Line 1

Address Line 2

Max Length:35 characters

Max Length:35 characters

**PO Box addresses are not accepted.** The address should be the physical location of the facility.

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7. Select the **Country** and **City** where the facility is located.

\* Country : --Select--

State / Province : --Select--

\* City : --Select--

If the city is not listed in the dropdown, leave the drop on **Select** and a box will appear below to type the city name.

8. Select the **Retail Market** based on the country where the product is being sold.

\* Retail Market : --Select--

\* Department : --Select--

\* Merchandiser/Buyer : --Select--

\* Brand Name : --Select--

Business License Information

Select the **Department** items are sold under.

--Select--


--Select--


- 1 - CANDY, TOBACCO, COOKIES
- 2 - HEALTH AND BEAUTY AIDS
- 3 - STATIONERY AND BOOKS
- 4 - HOUSEHOLD PAPER GOODS
- 5 - MEDIA AND GAMING
- 6 - CAMERAS AND SUPPLIES
- 7 - TOYS DEPT 007
- 8 - PETS AND SUPPLIES
- 9 - SPORTING GOODS
- 10 - AUTOMOTIVE
- 11 - HARDWARE
- 12 - PAINT AND ACCESSORIES
- 13 - HOUSEHOLD CHEMICALS
- 14 - KITCHEN
- 15 - ELECTRICAL APPLIANCES
- 16 - HORTICULTURE AND ACCESS
- 17 - HOME DECOR
- 18 - SEASONAL
- 19 - CRAFTS

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9. Type the **Buyer's** full name and **Brand** name the factory will be used for.

\* **Merchandiser/Buyer** 

\* **Brand Name** 

If there are multiple buyers or brands, list one or all.

10. Provide one of the following documents for the facility: Business License, Tax ID Certificate, Food Safety Certificate (all pages), Utility Bill (electric, water, gas), or other local government-issued document.

Business License Information 

Enter Current License

License Num :  Document Name :

Upload New License

**NOTICE :** Provide a scanned copy of the facility business license, tax certificate, OR other local government issued document that clearly identifies the facility name and its physical address.

1.) Click 'Browse / Choose File' button to select file containing scanned business license.  
2.) Click Attach button to attach license to the factory.

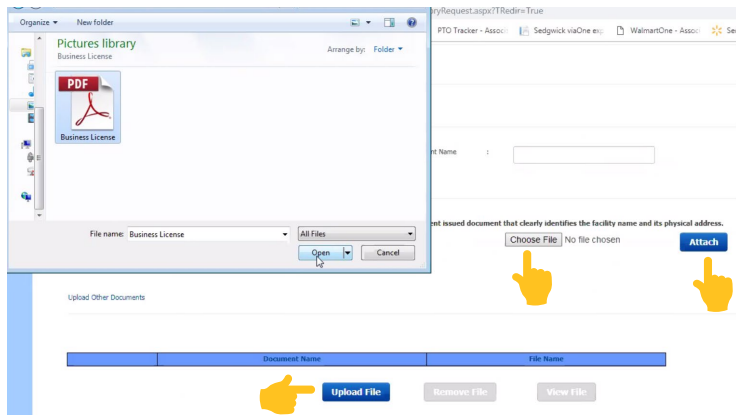
No file chosen

**IMPORTANT:** The **Name** and **Address** in the document must match the facility name and address submitted.

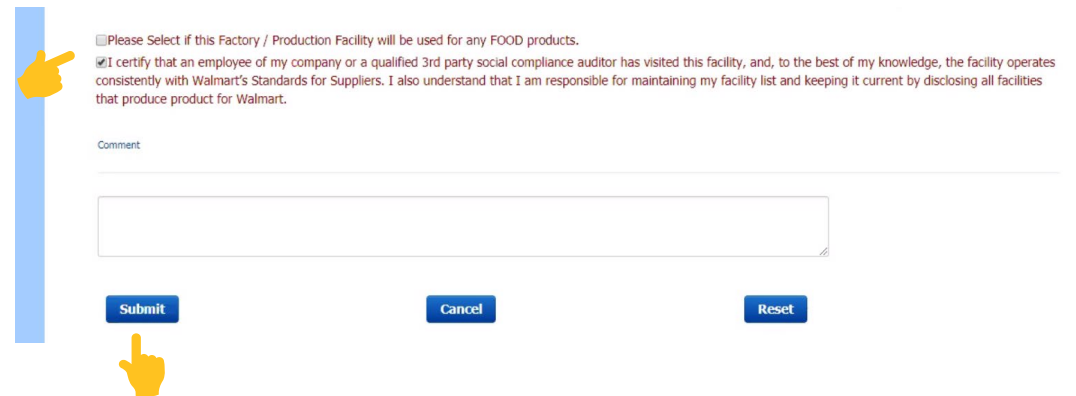
# FACILITY DISCLOSURE

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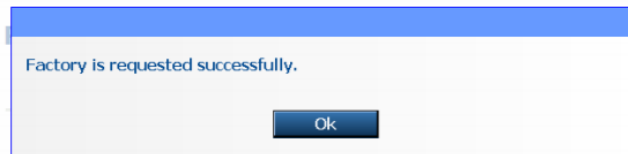
11. Attach the document in PDF format.



Check the disclaimer boxes, then hit **Submit**.



The below message will be displayed if you have successfully submitted your facility disclosure request.



Factory Overview				
4 Records Found				
	Factory ID	Name	Status	Social Audit
		Factory A	PENDING APPROVALS	PENDING
		Factory B	PENDING APPROVALS	PENDING

The facility will be displayed in your Factory Overview as **Pending Approvals**. Factory ID creation takes 24-48 hours.

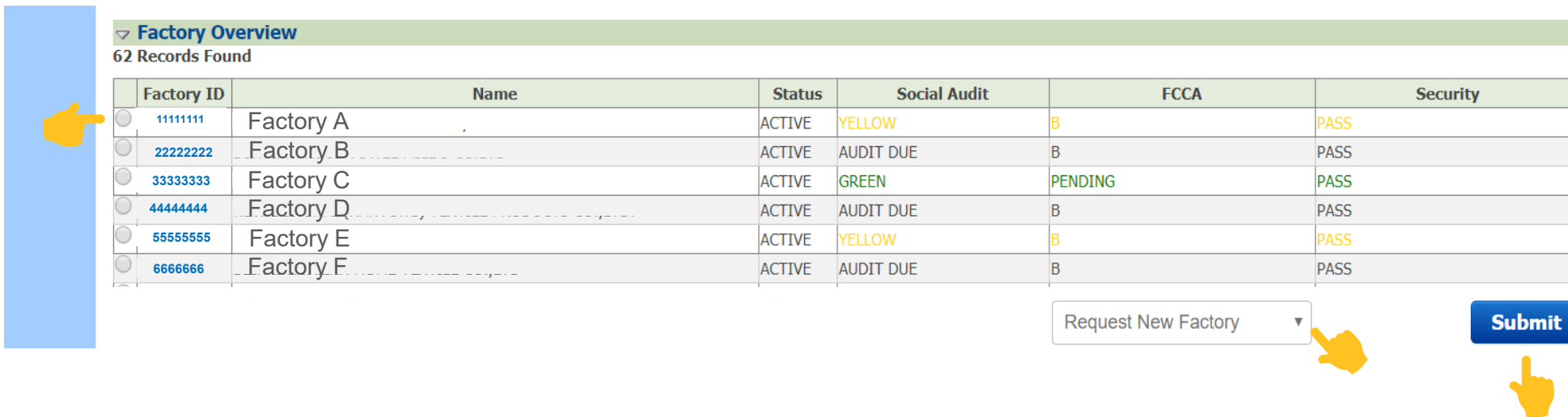


# FACILITY DISASSOCIATION / REACTIVATION

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**Purpose:** Remove a facility you are no longer using or activate an inactive facility.

1. Log in to your Retail Link account. Click on **Apps > S > Supplier Profile** and scroll to **Factory Overview**.



The screenshot shows the 'Factory Overview' section with 62 records found. A table lists six factories with their IDs, names, statuses, social audit results, FCCA ratings, and security statuses. A yellow hand icon points to the first row (Factory A). Below the table is a 'Request New Factory' dropdown menu with a yellow hand icon pointing to it, and a blue 'Submit' button with a yellow hand icon pointing to it.

Factory ID	Name	Status	Social Audit	FCCA	Security
11111111	Factory A	ACTIVE	YELLOW	B	PASS
22222222	Factory B	ACTIVE	AUDIT DUE	B	PASS
33333333	Factory C	ACTIVE	GREEN	PENDING	PASS
44444444	Factory D	ACTIVE	AUDIT DUE	B	PASS
55555555	Factory E	ACTIVE	YELLOW	B	PASS
66666666	Factory F	ACTIVE	AUDIT DUE	B	PASS

## To Disassociate:

Select the facility you want to disassociate from, then flick on the dropdown menu and select **Disassociate**.

## To Reactivate:

Select the facility you want to reactivate, then click on the dropdown menu and select **Activate**.

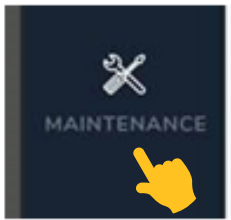
# FACILITY ID – ITEM ATTACHMENT

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**Purpose:** Link items to the facilities where the items are produced.

1. Log in to your Retail Link account. Click on **Apps > Item 360**

2. In the left navigation menu, select **Maintenance**, then select **Supply Chain** tile



then,



3. Enter item number(s), and select **Next**

A screenshot of a web form titled "< Maintenance Hub | Supply Chain Export". The form contains a text input field with the placeholder text "Provide the Product IDs for the items you would like to include in your spreadsheet". Below the input field, there is a label "Walmart Item Numbers (5,000 max)" and the text "575861967, 575862162". A blue callout box with a white arrow points to the input field, containing the text "Copy and paste up to 5,000 Walmart Item Numbers". A green "NEXT" button is located at the bottom right of the form.

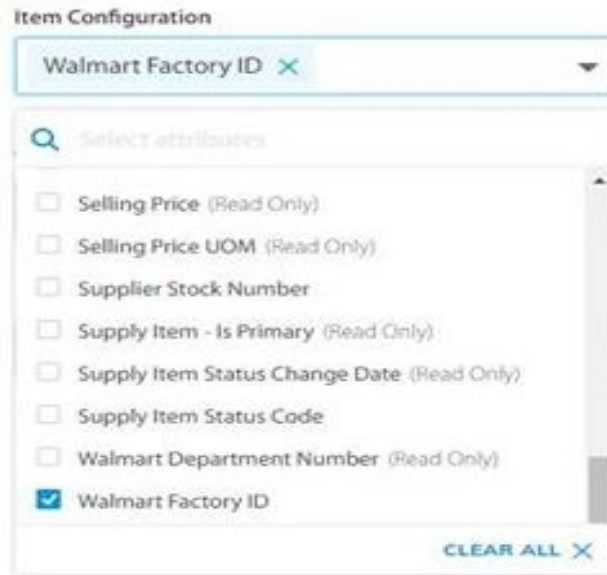
# FACILITY ID – ITEM ATTACHMENT

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## 4. Select **Export custom set of attributes**

Would you like to export all available attributes for your items? Or customize your spreadsheet?

- Export all available attributes
- Export custom set of attributes



Item Configuration

Walmart Factory ID ×

Select attributes

- Selling Price (Read Only)
- Selling Price UOM (Read Only)
- Supplier Stock Number
- Supply Item - Is Primary (Read Only)
- Supply Item Status Change Date (Read Only)
- Supply Item Status Code
- Walmart Department Number (Read Only)
- Walmart Factory ID

[CLEAR ALL](#) ×

Search for or select “**Factory ID**” under **Item Configuration**

## 5. Click the green **Download** button to export the Omni Spec Template

# FACILITY ID – ITEM ATTACHMENT

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6. On the 2<sup>nd</sup> tab (Trade Item Configuration), input **Factory ID** for each item

The screenshot shows an Excel spreadsheet with the following table structure:

Sellable GTIN	Unbranded	Contains Electronic Component?	Contained Battery Type	Rigid Plastic Packaging Container (RPPC)?	Contains Chemical, Aerosol or Pesticide?	Site Description	California Pre
05933722816831		No	Does Not Contain a Battery	No	No	Stay organized with the Mainstays Hook Rail. Pla	Warning: Cancer - wu

A yellow arrow points to the 'Trade Item Configurations' tab at the bottom of the spreadsheet.

The Walmart Factory ID is a Walmart-unique 8-digit number representing the factory where this item will be manufactured.

See previous slides for guidance on how to disclose a facility and obtain a Factory ID

# FACILITY ID – ITEM ATTACHMENT

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## 7. Select “Upload” to submit information for merchant approval and completion

By default, your spreadsheet will be named with the date and time it is created. Remember to save your spreadsheet in Excel Workbook, or .xlsx, format when you're done.

Sellable GTIN	GDSN Sync Status	Supplier Stock Number	Unit Cost	Walmart Factory ID (+)
551668784	VOILA G			
00078742060033	Not Synchronized	SAMPLEBABYFOOD1	1.00	None

To submit your file in Item 360:

- Click **UPLOAD** in the left navigation menu.
- Select **Spreadsheet**.
- Click the green **NEXT** button.
- Select the file from your computer.
- Provide a maintenance description.
- Click **SUBMIT**.

## 8. Resources:

- [Item 360 recorded training](#) – Recorded training for suppliers unable to attend training
- [Item 360 Help Docs](#) – Includes a variety of topics pertaining to Item 360
- [Create a Help Ticket](#) – For additional questions or technical issues, please submit a ticket

# FACILITY SOCIAL AUDIT STATUS

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**Purpose:** Review facility audit status, audit assessment and due dates.

1. Log in to your Retail Link account. Click on **Apps > S > Supplier Profile** and scroll to **Factory Overview**. Click on the **Factory ID #** of the facility you want to review, then scroll to **Social Audits**.

## Social Audits

Request Number	Supplier ID	Supplier Name	Request Date	Request Status	Auditor	Scheduled Date	Actual Audit Date	Asmnt Date	Audit Result	Audit Type	Expiration Date	Orange Count
10890102	5555	Factory E	01/22/2019	AUDIT DUE						Initial 3rd Party		

**Audit Due:** The Facility is required to submit a social audit to Responsible Sourcing. A valid audit report must be submitted within **120 days from the request date** to avoid inactivation.

**Example:** Request Date 01/22/19, Audit Due Date 05/20/19.

Request Number	Supplier ID	Supplier Name	Request Date	Request Status	Auditor	Scheduled Date	Actual Audit Date	Asmnt Date	Audit Result	Audit Type	Expiration Date	Orange Count
11133774	5555	Factory A	03/29/2019	AUDIT DUE						FOLLOW UP AUDIT		
10124104	5555	Factory C	08/01/2018	Assessed	BSCI	08/01/2018	07/23/2018	08/06/2018	Yellow	BSCI Audit	07/23/2019	0

**Follow-Up Audit:** The facility's current social audit needs renewed. A new valid audit report should be submitted before the expiration date to avoid inactivation.

Request Date	Request Status	Auditor	Scheduled Date	Actual Audit Date	Asmnt Date	Audit Result	Audit Type	Expiration Date	Orange Count
08/23/2018	Inspected	SMET	04/29/2019	02/27/2019			SMETA - SEDEX Audit		

**Inspected:** A valid audit report has been submitted and is under review.



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