



Production Tracker

User Manual



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WALMART

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Overview

This quick guide summarizes all data entry and risk rules for suppliers using the Production Tracker. It covers both General Merchandise (GM) and Apparels, including editable fields, upload modes, and how risk is determined for each PO.

Data Entry Modes

Modify Screen

The **Modify Screen** allows suppliers to update risk indicators and provide delay-related information for selected POs. Follow these rules when entering or editing data:

1. Editable Fields

Editable fields differ by category; however, the two fields shown below are always available for editing regardless of category.

- **Shipment Risk Indicator**
- **Comments** (*optional*)

2. Marking a PO “At Risk”

When a PO is set to “**At Risk**”, the system will:

- Turn on all Delay Reason fields for entry.
- Ask you to choose a value in each delay-related field (Reason, Sub-Reason, Detailed Description) from the dropdown lists.

Please ensure all Delay Reason fields are filled before continuing.

3. Editing Single POs or Multiple POs

You may:

- Update the delay details for **one or any of the selected** POs
- Once updates are entered, click **Next** to review the information before submitting.

4. Review Your Changes

Before submitting:

- The **Review Page** shows a summary of all edits you made.

- If everything looks correct → click **Submit**.
- If you need to make changes → click **Cancel** to return to the Modify Screen and continue editing.

This ensures your submission is accurate before it is final.

5. After Submitting

When you submit:

- You will be returned to the **Dashboard**
- If any POs were marked “**At Risk**”, the updated numbers will be visible in the **Shipment Risk Summary** section

This lets you quickly confirm that your updates were successfully applied.

6. If Your Delay Reason Isn't Listed

If the exact delay reason is **not available** in the dropdown options:

- Use the **Comments** field to describe the reason
- You may update the Comments field **at any time** before the PO is shipped

Bulk Upload Milestones

The **Bulk Upload Milestones** function allows users to update milestone dates and results for multiple POs at once using an Excel template. This feature is designed to simplify large-scale milestone updates while ensuring data accuracy.

1. Download the Excel Template

From the Dashboard page:

- Choose your **Download Level**:
 - **Header Level** → Download milestones at **PO level**
 - **Line Level** → Download milestones for **at PO – Item Level**
- Choose **appropriate option** based on your need.

2. Header Level vs. Line Level Templates

All Milestones updates are applicable at **PO Level** irrespective of which templates are used.

❖ **Header Level Template Update**

- Only PO level Field attributes are present here.
- Enter the Milestones and they will get applied to all line items automatically.

❖ **Line Level Template**

- The template includes PO item–level fields. Each PO may have multiple rows— one for each item associated with that PO.
- Only **PO Item Sl.No. = 1** requires data entry for Line-Level uploads for a PO.
- Any updates made on any other Line Items for a PO will be ignored.
- The system automatically applies these updates to all line items of the PO.

PO Item Sl.No.	SBU	Dept Nbr	PO Nbr
1	HARDLINES	9	0002100105
1	HARDLINES	9	0001007053
2	HARDLINES	9	0001007053
1	HARDLINES	9	0001007001
2	HARDLINES	9	C
1	HARDLINES	9	0001007700
2	HARDLINES	9	C
1	HARDLINES	9	0001007701

3. Understanding the Template Structure

The Excel file has **two distinct sections**:

❖ **Non-Editable Section (System Data)**

- This section displays the PO and shipment details already in the system.
- No data entry or changes are allowed in this section.
- This area serves as a guide to ensure you are updating the correct records.
- If any non-editable fields appear incorrect, do NOT correct them in Excel. Report to the support team instead.

❖ **Editable Section (Milestone Updates)**

This is where users can enter or update milestone information.

You may update:

- Editable Fields as applicable to the PO depending upon the category to which it belongs
- Shipment Readiness Indicator (At Risk or On Track, default value: On Track)
- Delay Reasons (only if previous value is set to “At Risk”)
- Refer to the Delay Matrix given in the “Delay Reason Reference” sheet for correct value combination.
- Comments (max char 240)

4. Entering Your Data Correctly

When entering milestone updates:

- Follow the required date format shown in the template.
- Only fill in fields in the editable columns.
- Do not use Formulas in the columns. Only values are considered for updates.
- Do NOT modify column names, headers or any of the non-editable fields.

5. Save and Upload the Completed File

Once your data entry is complete:

1. Save the Excel file
2. Return to the Bulk Upload screen
3. Drag the File or click on “Choose File” to upload the Saved File
4. Click **Save** to upload the file

6. Review and Confirmation

After uploading, the system will:

- Validate your entries
- Highlight any errors or missing required fields
- Prevent upload if any fields are having incorrect format or values

If the file is valid:

- You will receive a **successful confirmation**
- The updated milestones will reflect in the Dashboard and PO Details screens

If the file has any errors:

- You will receive a message indicating **how many records failed**, along with a clickable link that shows the detailed error reason and the corresponding PO Number.
- After correcting the errors in your Excel file, you can **re-upload the same file** to try again.
- You can submit the excel as many times as needed.

Best Practices

- ✓ Always use a **fresh template**—system data (non-editable section) may have changed since last time of download.
- ✓ Double-check milestone dates before uploading to avoid rework.
- ✓ Do not insert additional rows —uploads will fail.
- ✓ For Line-Level updates, ensure that only PO Item Sl. No = 1 is updated for the PO.
- ✓ If you want to apply filters such as **Vendor Stock #**, select the required values and also apply **PO Item Sl. No = 1**. This ensures that only the editable rows are selected for milestone entry.
- ✓ Ensure no cell contains formulas; convert formulas to values before upload.
- ✓ Use **Comments** in the Modify Screen (not Excel) if you need to add qualitative notes about the PO irrespective of whether it is at Risk or on Track.
- ✓ Ensure all 3 Delay Reasons are filled for the same row. Refer the reference sheet for accurate entries.
- ✓ Refresh the Dashboard after 1–2 minutes to allow the system to recalculate risk and update milestone statuses.
- ✓ Cross-check a few sample POs to ensure the upload applied as expected.
- ✓ If multiple files need to be uploaded, process them one at a time to avoid system conflicts.

General Merchandise (GM)

Editable Fields

Field Name	Notes
FI Planned Date	Applicable Only for FCHW Departments
At Risk 45/35/28/21/14/7 Days	Any one of the Fields will be editable depending upon number of days left for shipment
Delay Reason, Sub Reason, Delay Description	Editable if above At Risk values is set to “At Risk”
Comments	Optional field to communicate any information about the PO

Risk Rule Summary

Milestone Type	High-Risk Condition(s)	Notes
Final Inspection (FI)	- No FI Actual Date or FI Result, and shipment due in ≤ 14 days - FI Result = Fail	Applies to all PO types
Production Test (PT)	- No PT Actual Date or PT Result, and shipment due in ≤ 28 days - PT Result = Fail	Applies to all PO types
Pre-Production Test (PPT)	- No PPT Actual Date or PPT Result, and shipment due in ≤ 45 days - PPT Result = Fail	Applies only to PO Types 42 & 43

Apparel

Editable Fields

Field Names	Notes
Fabric ETD Planned & Actual Date	
Fabric ETA Planned & Actual Date	
Cutting Date Planned & Actual Date	
Sewn Qty Actual	Planned Qty is calculated dynamically
Packed Qty Actual	Planned Qty is calculated dynamically
Production Test Planned Date	Latest planned date among all items in the PO
Final Inspection Planned Date	Latest planned date among all items in the PO
At Risk 45/35/28/21/14/7 Days	Any one of the Fields will be editable depending upon number of days left for shipment
Delay Reason, Sub Reason, Delay Description	Editable if At Risk fields is set to "At Risk"
Comments	Optional field to communicate any information about the PO

Risk Rule Summary

Milestone Type	High-Risk Condition(s)	Notes
Fabric ETD / Fabric ETA	<ul style="list-style-type: none"> Actual ETD/ETA is blank AND Ship Date is ≤ 56 days away Actual ETD/ETA is later than the Planned ETD/ETA 	Applies to all POs
Planned Cut Date	<ul style="list-style-type: none"> Actual Cutting Date is blank AND Ship Date is ≤ 42 days away Actual Cutting Date is later than Planned Cutting Date 	Applies to all POs
Sewn Qty	<ul style="list-style-type: none"> Actual Sewn Qty is blank AND Ship Date is ≤ 28 days away Actual Sewn Qty is less than Planned Sewn Qty 	Applies to all POs

Packed Qty	<ul style="list-style-type: none"> • Actual Packed Qty is blank AND Ship Date is \leq 28 days away • Actual Packed Qty is less than Planned Packed Qty 	Applies to all POs
Production Test (PT)	<ul style="list-style-type: none"> • PT Actual Date/Result is missing, AND shipment is due in \leq 28 days • PT Result = Fail 	Applies to all POs
Final Inspection (FI)	<ul style="list-style-type: none"> • FI Actual Date/Result is missing, AND shipment is due in \leq 14 days • FI Result = Fail 	Applies to all POs

For further details or clarifications about the Application navigation, please refer to the training manual [Production Tracker in Supplier One](#), contact your Walmart support representative or mail Production Tracker Support group at lumera_support@walmart.com.