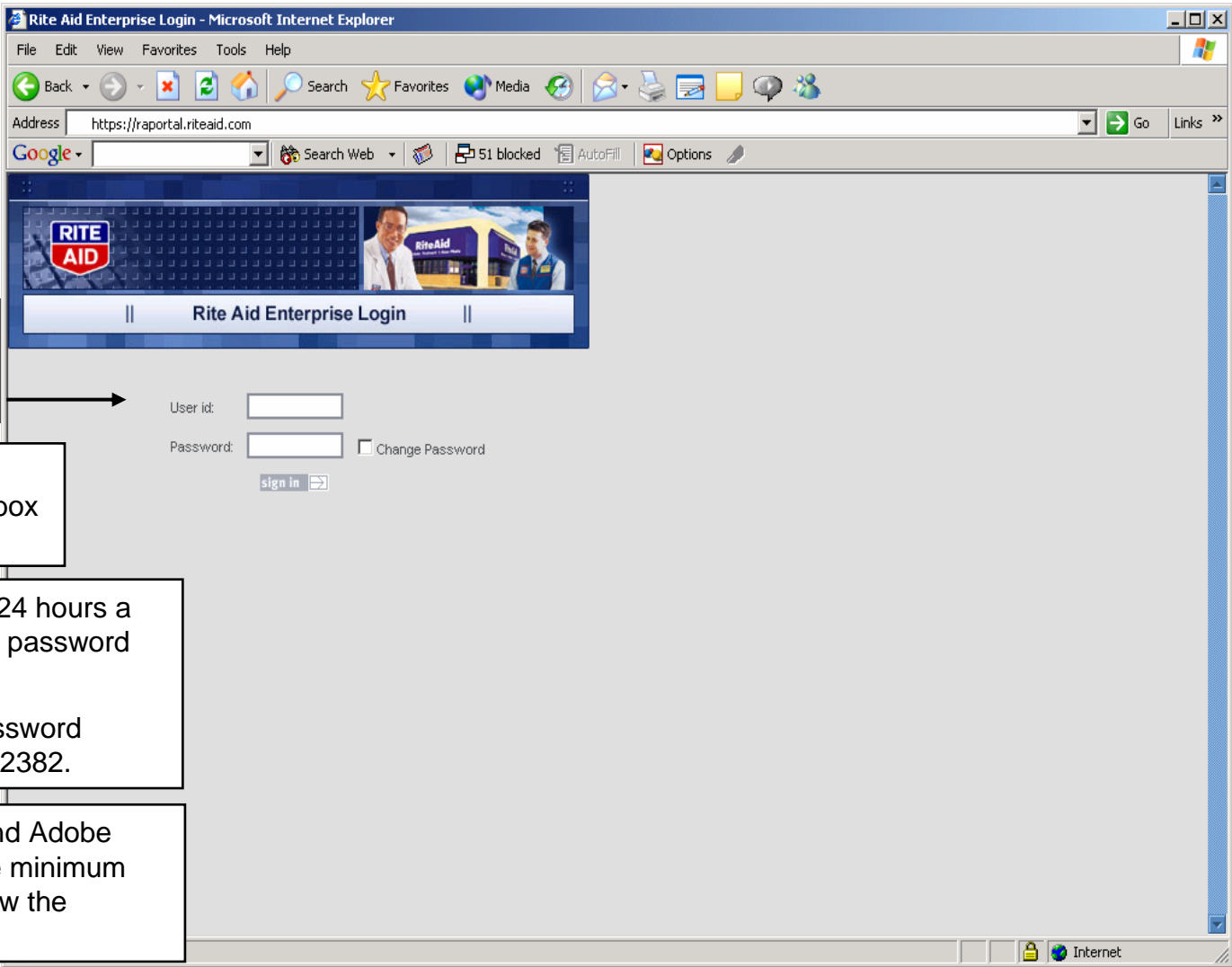




Logon Instructions

1.) Access the RiteAid Corporate Intranet at <https://raportal.riteaid.com>



2.) Enter the assigned Userid and password in the box to the right.

3.) To Change password, place a check mark in the box and follow the prompts.

4.) Assistance is available 24 hours a day/ 7 days a week for any password questions or issues.
Please call our toll free Password Hotline number 1-888-473-2382.

5.) Internet Explorer 5.5 and Adobe Acrobat Reader 6.0 are the minimum system requirements to view the scorecard information.

Clicking 'Sign in' will take you to

Next Page

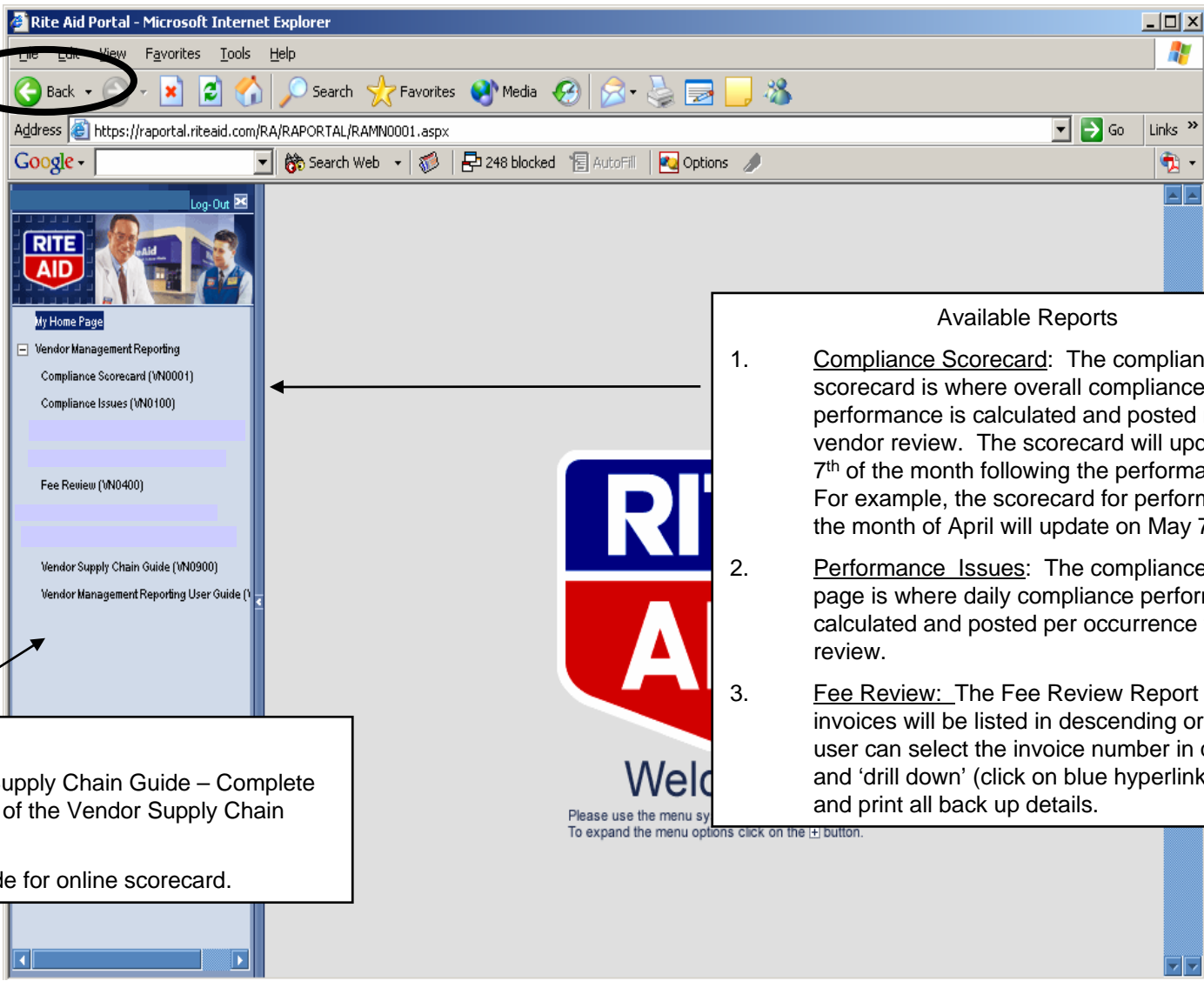


Main Menu Screen

A screenshot of the Rite Aid main menu interface. On the left is a vertical blue sidebar menu. The top of the sidebar features the Rite Aid logo and a photo of two people. Below this, the menu item "Vendor Management Reporting" is highlighted with a black oval. A box with an arrow points to this item, containing the text: "Click Vendor Management Reporting to access the vendor compliance report options page." The main content area on the right is light gray and features the large Rite Aid logo, the word "Welcome" in a large font, and a smaller instruction: "Please use the menu system on the left to begin. To expand the menu options click on the [plus] button." A small blue vertical bar is on the far right edge of the page, and a small window control icon is at the bottom right corner.



Report Menu Screen



You can always use the Back & Forward buttons to navigate thru screens. Button location will depend on your browser version.

- Available guides:
- Vendor Supply Chain Guide – Complete overview of the Vendor Supply Chain Guide.
 - User guide for online scorecard.

- Available Reports
1. **Compliance Scorecard:** The compliance scorecard is where overall compliance performance is calculated and posted monthly for vendor review. The scorecard will update on the 7th of the month following the performance month. For example, the scorecard for performance in the month of April will update on May 7th.
 2. **Performance Issues:** The compliance issues page is where daily compliance performance is calculated and posted per occurrence for vendor review.
 3. **Fee Review:** The Fee Review Report is where all invoices will be listed in descending order. The user can select the invoice number in question and 'drill down' (click on blue hyperlinks) to view and print all back up details.

Vendor Number Selection Screen



Compliance Scorecard (VN0001)

Vendor: Sort By: Vendor Number Vendor Name

Please enter Vendor Number or Choose one from list, then click Submit.

Search Options

The user can search for their vendor access in one of three ways and will need to use this search function on each of the report options (Compliance, Performance, Fee Review):

1. Use the drop down box to select the vendor (the list is sorted by vendor number)
2. Enter the vendor number and click 'Submit'
3. Change the Sort function from its' default of 'Vendor Number' to 'Vendor Name' and select the vendor from (the list is sorted alphabetically by vendor name)

Choose the vendor number from the list and click submit to continue.....

The screenshot shows a web application interface. On the left is a sidebar with a "My Home Page" section containing links for "Vendor Management Reporting", "Compliance Scorecard (VN0001)", "Compliance Issues (VN0100)", "Fee Review (VN0400)", "Vendor Supply Chain Guide (VN0900)", and "Vendor Management Reporting User Guide". The main content area is titled "Compliance Scorecard (VN0001)" and contains a search form with two input fields, a "SUBMIT" button, and a "Sort By" section with radio buttons for "Vendor Number" (selected) and "Vendor Name". A red instruction message is displayed below the form. A callout box titled "Search Options" is overlaid on the screen, providing instructions on how to use the search function. The browser's taskbar at the bottom shows the "Internet" icon.



Vendor Compliance Scorecard

Expected Goal
(per Metric)

Actual Achievement
(per Metric)

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RITE AID

Vendor Compliance Scorecard

Tuesday, April 26, 2005

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[To Performance Scorecard](#) [To Vendor](#)

Vendor:

Compliance Metrics	Goal	January				February				
		Achieved	Potential Offset Fee	Actual Offset Fee	Rank	Achieved	Potential Offset Fee	Actual Offset Fee	Rank	Achieved
INITIAL RECEIPT UNIT FILL RATE %	97.0%	99.97%	\$0	\$0	403	99.67%	\$0	\$0	570	98.21
ON TIME INITIAL RECEIPT FILL RATE	96.0%	99.97%	\$0	\$0	259	99.67%	\$0	\$0	435	98.21
ON TIME PO ARRIVAL	98.0%	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1	92.86
ON TIME APPOINTMENT	98.0%	100.0%	\$0	\$0	1	100.0%	\$0	\$0		
EDI 997 ACKNOWLEDGEMENT	100.0%	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1	100.0
ASN NOT RECEIVED WITHIN 24HRS	100.0%	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1	100.0
Totals			\$0	\$0			\$0	\$0		

Available compliance metrics

Rank Among other Vendors (by Metric)

Potential Offset Fee's
(if Fines Imposed)

Actual Offset Fee's
(Actual Offset Fee Vendor Owes)

Vendor Compliance Scorecard

Additional Scorecard information is available by scrolling to the right from the previous page.

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Compliance Scorecard

by, April 26, 2005

Quarter 1, 2005 [Next](#)

[To Performance Scorecard](#) [To Vendor Supply Chain Guide](#)

February				March				YTD			
Achieved	Potential Offset Fee	Actual Offset Fee	Rank	Achieved	Potential Offset Fee	Actual Offset Fee	Rank	Achieved	Potential Offset Fee	Actual Offset Fee	Rank
67%	\$0	\$0	570	98.21%	\$0	\$0	696	99.02%	\$0	\$0	617
67%	\$0	\$0	435	98.21%	\$0	\$0	441	99.02%	\$0	\$0	287
0.0%	\$0	\$0	1	92.86%	\$300	\$0	505	97.62%	\$300	\$0	307
0.0%	\$0	\$0	1	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1
0.0%	\$0	\$0	1	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1
0.0%	\$0	\$0	1	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1
Monthly Totals		\$0	\$0		\$300	\$0			\$300	\$0	

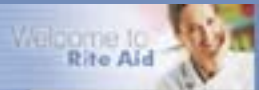
Year to Date Performance Levels

Monthly Totals

Year to Date Performance Levels



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Vendor Compliance Scorecard

Log-Out
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My Home Page

- Vendor Management Reporting
 - [Compliance Scorecard \(VN0001\)](#)
 - [Compliance Issues \(VN0100\)](#)
- Fee Review (VN0400)

Click Any Achieved Percentage in blue
(to view list of PO's related to the Metric)

This example uses "On Time PO Arrival"

Compliance Scorecard

y, April 26, 2005

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[To Performance Scorecard](#) [To Vendor Supply Chain Guide](#)

Fe				ch				YTD			
Achieved	Potential Offset Fee	Actual Offset Fee	Rank	Achieved	Potential Offset Fee	Actual Offset Fee	Rank	Achieved	Potential Offset Fee	Actual Offset Fee	Rank
67%	\$0	\$0	570	98.21%	\$0	\$0	696	99.02%	\$0	\$0	617
67%	\$0	\$0	435	98.21%	\$0	\$0	441	99.02%	\$0	\$0	287
0.0%	\$0	\$0	1	92.86%	\$300	\$0	505	97.62%	\$300	\$0	307
0.0%	\$0	\$0	1	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1
0.0%	\$0	\$0	1	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1
0.0%	\$0	\$0	1	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1
		\$0	\$0			\$300	\$0			\$300	\$0



On-Time PO Arrival Summary

Tuesday, April 26, 2005

Vendor:

[Previous](#) *March, 2005* [Next](#)

Summary

[Back to Compliance Scorecard](#)

Total POs: 42 **On-time POs:** 39
Goal: 98.0% **Achieved:** 92.86% **Potential Fee:** \$300 **Actual Fee:** \$0

PO	DC	Expected Arrival Date	Actual Receipt Date	Pieces Ordered	Total Pieces Received	On-time Pieces Recieved	On-time Received %
3295957	MID-ATLANTIC CSC	3/18/2005	03/19/05	9,480	9,480	6,888	72.66%
3295958	ALABAMA	3/18/2005	03/16/05	1,776	1,776	1,200	67.57%
3295959	WOODLAND DIST CTR	3/18/2005	03/16/05	4,224	3,864	3,000	71.02%

List of PO's

(having On-Time performance issues)

Click Any PO (for summary detail)



On-Time PO Arrival Detail

Tuesday, April 26, 2005

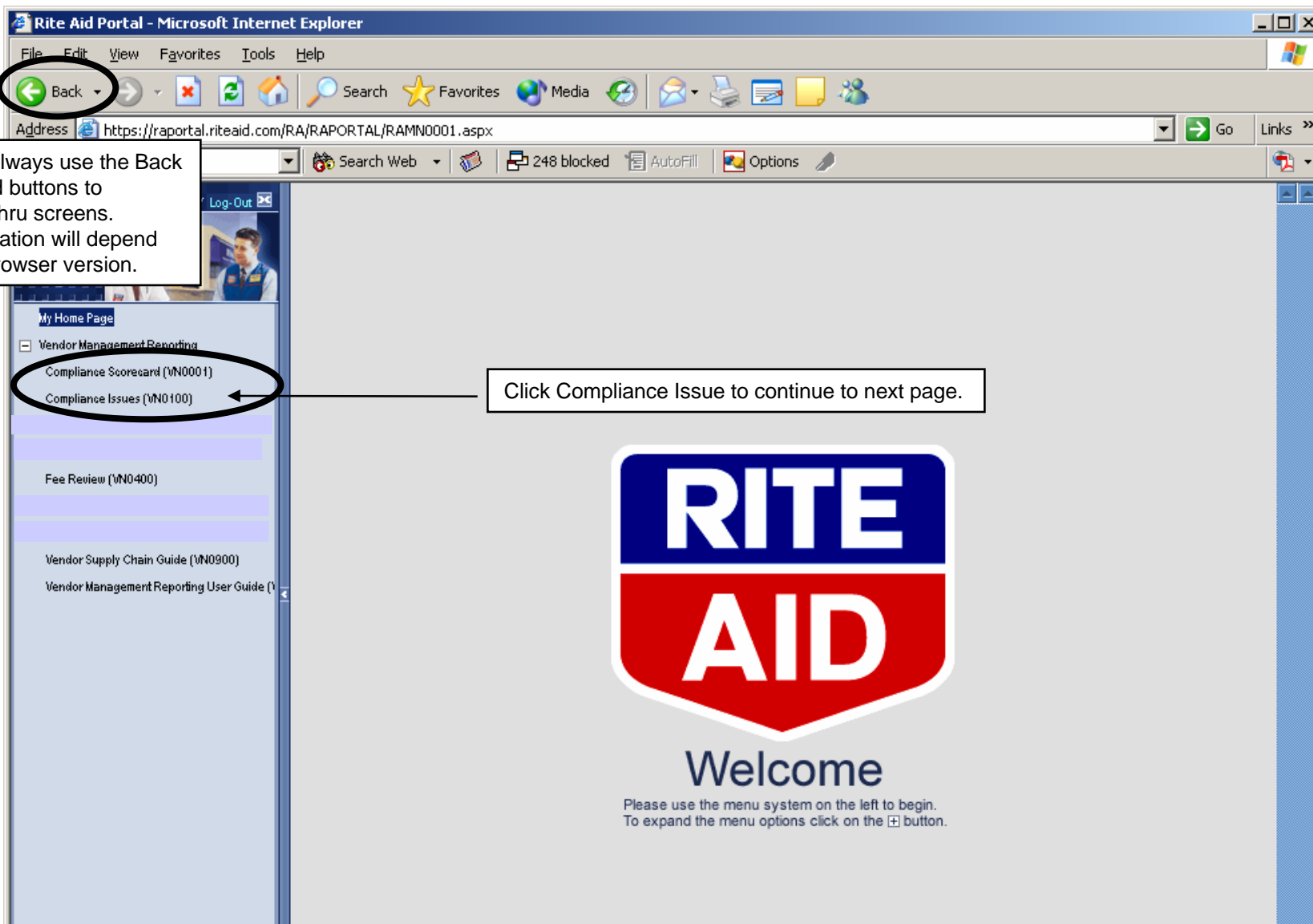
Vendor:

PO: 3295958 **Expected Arrival Date:** 3/18/2005
DC: ALABAMA **Receipt Date:** 3/16/2005

Vendor Item	Rite Aid Item	Description	Pieces Ordered	Total Pieces Received	On-time Pieces Recieved	On-time Received %	Late Pieces Received	Late Receipt Date
4685	125688	GENERIC 1	144	144	144	100.0%	0	
2530	420543	GENERIC 2	144	144	144	100.0%	0	
6262	423737	GENERIC 3	144	144	144	100.0%	0	
2375	423738	GENERIC 4	96	96	96	100.0%	0	
2377	423739	GENERIC 5	96	96	96	100.0%	0	
2835	424051	GENERIC 6	96	96	96	100.0%	0	
1046	424052	GENERIC 7	144	144	0	0.0%	144	03/25/05
1046	424053	GENERIC 8	144	144	0	0.0%	144	03/25/05
1046	424054	GENERIC 9	144	144	0	0.0%	144	03/25/05
1984	424055	GENERIC 10	144	144	0	0.0%	144	03/25/05
2530	424056	GENERIC 11	144	144	144	100.0%	0	
2530	424057	GENERIC 12	144	144	144	100.0%	0	

List of Items on PO 3295958
(having On-Time Performance issues)

How to view Performance Issues



Rite Aid Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://raportal.riteaid.com/RA/RAPORTAL/RAMN0001.aspx> Go Links >>

Search Web 248 blocked AutoFill Options


Log-Out

My Home Page

- Vendor Management Reporting
 - Compliance Scorecard (VN0001)
 - Compliance Issues (VN0100)
- Fee Review (VN0400)
- Vendor Supply Chain Guide (VN0900)
- Vendor Management Reporting User Guide (VN0100)

RITE AID

Welcome

Please use the menu system on the left to begin.
To expand the menu options click on the  button.

You can always use the Back & Forward buttons to navigate thru screens. Button location will depend on your browser version.

Click Compliance Issue to continue to next page.



Performance Issue Screen

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Vendor Compliance Issues

Tuesday, April 26, 2005

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Vendor:

Distribution Center	Incident Date	Status	PO #	PRO #	Worksheet #
---------------------	---------------	--------	------	-------	-------------

Total Outstanding Issues Not Reviewed: 0

ALABAMA DIST. CNTR.	4/5/2005	REVW	3309764	6724739991	3513778
MACSC	4/6/2005	REVW	3313000	6724740862	1040155
MACSC	4/12/2005	REVW	3317814	6724741816	1039108
LANCASTER DSTN. CTR.	4/18/2005	REVW	3317821	579908445	8839484
NEW YORK DIST. CNTR.	4/21/2005	REVW	3321663	6724743118	6012506

Total Outstanding Reviewed Issues: 5

Outstanding Issues that need to be reviewed and have been reviewed.

If outstanding issues exist, click on the blue 'Worksheet #' hyperlink to view details.

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Vendor Compliance Issue Detail

Tuesday, April 26, 2005

Vendor: [Return to Summary](#)

Worksheet Number: 3513778 PO Number: 3309764
 Report Status: REVW PRO Number: 6724739991
 Distribution Center: ALABAMA DIST. CNTR.

Issue Code	Issue Description	Number of Occurrences	Issue Area	Standard Fees	
				Admin	Additional
11	SHORTAGE PER PL/BOL QUANTITY	02	ITEM	\$0.00	\$0.00

Total Issues: 1

Enter Your Comments Here:

Worksheet Remarks:

4/11/2005 VNDPW11 REPORT VIEWED VIA INTERNET
 4/5/2005 DISJL5 SHORTAGE OF 4CS. PER PACKING LIST

This view shows the worksheet details including the issue/metric code and description.

Click on the blue 'Issue Code' hyperlink to view the PO details.

Please Note: The user will see any worksheet comments entered by the CSC/DC personnel and may enter their own comments; but these are not forwarded to, or reviewed by, the Vendor Management Team.



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SEARCH RITE
SEARCH

Performance Issue Screen

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Issue Code Description

Tuesday, April 26, 2005

Vendor:

Worksheet Number: 3513778	PO Number: 3309764
Worksheet Status: REVW	PRO Number: 6724739991
Distribution Center: ALABAMA DIST. CNTR.	

Issue Code: 00011
Issue Description: SHORTAGE PER PL/BOL QUANTITY


Issue Date	Item Number	Item Description	Case Quantity	Disposition Description
04/05/2005	0038138	GENERIC 1	1	NOT APPLICABLE
SHORTAGE				
04/05/2005	4698022	GENERIC 2	3	NOT APPLICABLE
SHORTAGE				

This final view shows the Purchase Order and item details including the item description, quantity reported and issue date.

This screen can be used as back up documentation and can also be accessed through the 'Fee Review' report for metrics with invoiced deductions.

Performance Issue Screen

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Vendor Performance Scorecard

Tuesday, April 26, 2005

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Vendor: [To Vendor Supply Chain Guide](#) [To Compliance Scorecard](#)

Non-Compliance Metrics	April				May				June				YTD	
	Nbr of Occ	Potential Offset Fee	Actual Offset Fee	Rank	Nbr of Occ	Potential Offset Fee	Actual Offset Fee	Rank	Nbr of Occ	Potential Offset Fee	Actual Offset Fee	Rank	Nbr of Occ	Potential Offset Fee
SHIPPED TO WRONG RITE AID	0	\$0	\$0	1	0	\$0	\$0	0	0	\$0	\$0	0	0	\$0
PACKING LIST/BOL	0	\$0	\$0	1	0	\$0	\$0	0	0	\$0	\$0	0	2	\$500
DAMAGED ITEM	2	\$0	\$0	317	0	\$0	\$0	0	0	\$0	\$0	0	9	\$0
ITEM NOT ORDERED OR CANCELLED	0	\$0	\$0	1	0	\$0	\$0	0	0	\$0	\$0	0	2	\$300
OVERAGE PER PL/BOL QUANTITY	0	\$0	\$0	1	0	\$0	\$0	0	0	\$0	\$0	0	5	\$0
OVERAGE PER PO QTY AND PL IS	0	\$0	\$0	1	0	\$0	\$0	0	0	\$0	\$0	0	2	\$150
SHORTAGE PER PL/BOL QUANTITY	6	\$0	\$0	457	0	\$0	\$0	0	0	\$0	\$0	0	18	\$0
EDI INVOICE NON-COMPLIANCE	0	\$0	\$0	0	0	\$0	\$0	0	0	\$0	\$0	0	12	\$75
Totals		\$0	\$0			\$0	\$0			\$0	\$0			\$1,025

This is an example of the Performance Scorecard metric page. The user can toggle to this section of the scorecard from the Compliance Scorecard by clicking the 'To Performance Scorecard' hyperlink.


The user can return to the Compliance Scorecard from the Performance Scorecard by clicking the 'To Compliance Scorecard' hyperlink.

Done

Compliance Scorecard Screen

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[Excel](#)



Vendor Compliance Scorecard

Tuesday, April 26, 2005

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[Quarter 1, 2005](#)
[Next](#)

[To Performance Scorecard](#)
[To Vendor Supply Chain Guide](#)

Vendor:

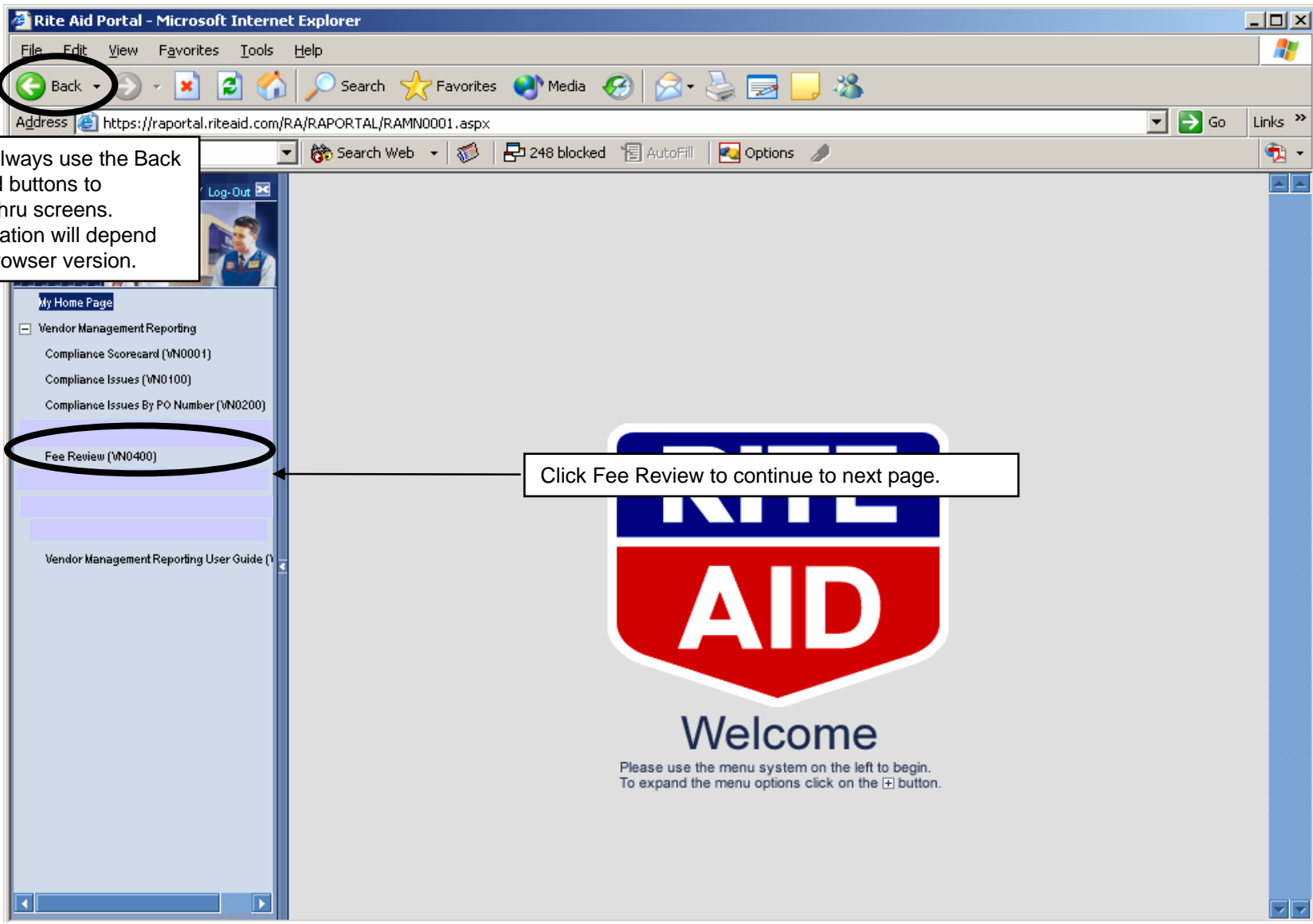
Compliance Metrics	Goal	January				February				March			
		Achieved	Potential Offset Fee	Actual Offset Fee	Rank	Achieved	Potential Offset Fee	Actual Offset Fee	Rank	Achieved	Potential Offset Fee	Actual Offset Fee	Rank
INITIAL RECEIPT UNIT FILL RATE %	97.0%	99.97%	\$0	\$0	403	99.67%	\$0	\$0	570	98.21%	\$0	\$0	696
ON TIME INITIAL RECEIPT FILL RATE	96.0%	99.97%	\$0	\$0	259	99.67%	\$0	\$0	435	98.21%	\$0	\$0	441
ON TIME PO ARRIVAL	98.0%	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1	92.86%	\$300	\$0	505
ON TIME APPOINTMENT	98.0%	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1
EDI 997 ACKNOWLEDGEMENT	100.0%	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1
ASN NOT RECEIVED WITHIN 24HRS	100.0%	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1	100.0%	\$0	\$0	1
Totals			\$0	\$0			\$0	\$0		\$300	\$0		

This is an example of the Compliance Scorecard metric page. This is a reverse view of the previous page to show a user can toggle to this section of the scorecard from the Performance Scorecard by clicking the 'To Compliance Scorecard' hyperlink .

The user can return to the Performance Scorecard from the Compliance Scorecard by clicking the 'To Performance Scorecard' hyperlink.



How to view Fee Review Report



You can always use the Back & Forward buttons to navigate thru screens. Button location will depend on your browser version.

Click Fee Review to continue to next page.



Vendor Compliance Fee Review

Tuesday, April 26, 2005

January | 1 | 2002 | April | 26 | 2005 |

Vendor:

Date	Invoice Number	Metric Name	Amin Fee	Occurence Fe	Invoice Amount	Refund Amount	Original Amount
3/14/2005	3594900095	ITEM NOT ORDERED OR CANCELLE	\$150.00	\$0.00	\$150.00		
3/1/2005	3594900094	PACKING LIST/BOL	\$150.00	\$100.00	\$250.00		
2/21/2005	3594900093	PACKING LIST/BOL	\$150.00	\$100.00	\$250.00		
2/4/2005	3594900092	OVERAGE PER PO QTY AND PL IS	\$150.00	\$0.00	\$150.00		
1/21/2005	3594900090	ITEM NOT ORDERED OR CANCELLE	\$150.00	\$0.00	\$150.00		
1/1/2005	3594900091	EDI INVOICE NON-COMPLIANCE	\$0.00	\$75.00	\$75.00		
11/12/2004	3594900089	ITEM NOT ORDER					
11/10/2004	3594900088	SHIPPED TO WRO					
11/5/2004	3594900087	PACKING LIST/BO					
10/1/2004	3594900086	EDI INVOICE NON					
9/1/2004	3594900085	EDI INVOICE NON					
8/27/2004	3594900084	ITEM NOT ORDER					
8/17/2004	3594900083	ITEM NOT ORDER					
8/16/2004	3594900082	ITEM NOT ORDERED OR CANCELLE	\$150.00	\$0.00	\$150.00		

This is an example of the Fee Review page. This report is made available for users to pull their own back-up documentation.

The invoice number listed is also included on all check stubs. It is highlighted in blue which indicates it is a hyperlink to additional details.

Clicking the invoice number will show all issues reported for the same issue/metric code within a month to assist with month end reconciliation.



ITEM NOT ORDERED OR CANCELLED ON

Tuesday, April 26, 2005

[Previous](#) August, 2004 [Next](#)

Vendor:

[To Fee Review](#)

Summary

Goal: 0.0% Incidents: 4 Potential Fees: \$450 Actual Fees: \$450

PO #	Distribution Center	Receipt Entry Date	Worksheet #	Occurrences
3171254	NEW YORK DIST. CTR.	8/16/2004	006014196	1
3171252	ALABAMA DISTRIBUTION CNTR.	8/17/2004	003508003	1
3175734	WEST VIRGINIA D/C	8/27/2004	005005306	2

By clicking on invoice 3594900084 on the previous page, the user will see that there were 3 infractions reported as Item Not Ordered or Cancelled in the month of August.

The purchase order and invoice number are cross-referenced by the 'Date' column on the previous screen and the 'Receipt Entry Date' on this screen. (i.e. 3594900084 = PO 3175734, 3594900083 = PO 3171252, 3594900082 = PO 3171254)

The Purchase Order and Worksheet number are highlighted in blue which indicates it is a hyperlink to additional details.

Clicking the hyperlinks will show the purchase order and item details referenced previously under the Compliance Issue review.