

# ANVYL

# Onboarding with Anvyl

## Anvyl Supplier Onboarding Documents

**Brand Team Manager**  
Confirming that you will have the packing list completed and uploaded on-time?  
**Task: Packing List**  
packing-list.pdf [View File](#)

**Supplier**  
The finalized packing list is complete!  
**Task: Packing List** Completed

- J8800-352 accepted
- Verify Artwork: Completed  
File uploaded
- Production Sample: Completed
- Bill of Lading: Completed  
File uploaded
- Invoice: Completed  
File uploaded
- Packing list: Completed  
File uploaded
- Container manifest

### All Shipped Orders

**Supplier Scorecard**

SUPPLIER	ON-TIME RATE
Big Wave Supply Co.	61%

**Engagement**  
Recently-shipped orders

Total: 93%

Legend: Late (grey), On-time (blue)

### Year-to-date spending

**USD \$259.8k**

Active | Shipped

### Orders

Open orders view

Order	Status	Supplier	Total Cost
<a href="#">K700-241</a>	Up to date	One Manufacturer	\$163.6k
<a href="#">XBU-8300-D2</a>	Needs update	Factory X	\$96.2k

## Supplier FAQs

### 1. What is Anvyl?

Anvyl is a production hub where brands collaborate with suppliers, oversee production, and track in-depth product data from procurement to delivery of inbound goods.

### 2. What will change for me?

Not much! You will still receive PDFs of POs and updates via email. Instead of emailing your client with updates, you will click a link in an Anvyl email to provide the update.

### 3. What do I need to do?

Keep an eye out for emails from Anvyl that will ask for updates throughout the production process.

Click the link in the email to provide the update in Anvyl.

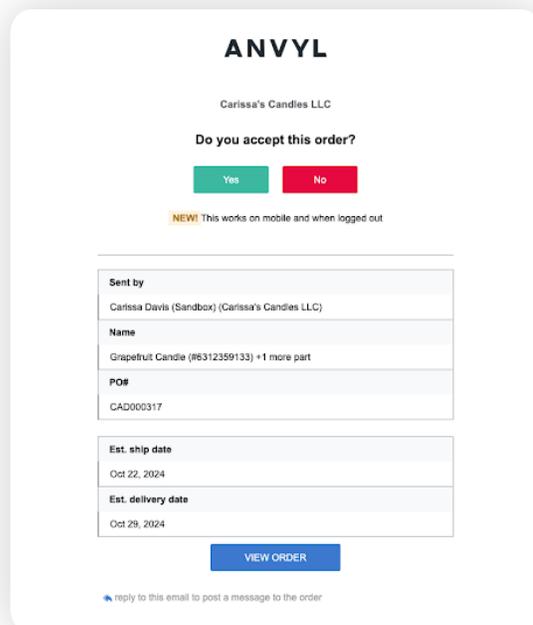
### 4. What are some other things I can do?

You can upload files and message your client directly in Anvyl or through your email.

You can also visit your dashboard to view reminders and metrics.

### 5. What are milestones?

Anvyl uses milestones to track production. At each of these milestones you'll receive an automated email from Anvyl asking for confirmation or an update. You'll click the link directly in the email which will take you to the Anvyl platform where you can provide the update.



Have more questions?

Supplier Training Video

[Watch Now](#)

Supplier Training Registration

[Register Today](#)

Email:

[support@anvyl.com](mailto:support@anvyl.com)

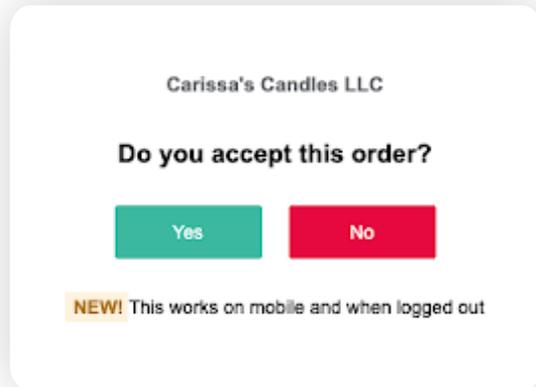
# Supplier How-Tos

## 1. How to login

Enter your email and password here: <https://forge.anvyl.com/login>

## 2. How to accept an order

In the email notification, click the button to review and accept the PO. To accept the order, simply enter a production start date and click save.



## 3. How to message a brand

Messages can be sent by replying directly to the email you receive or by clicking on the Open Order in Anvyl button to add a comment in the platform.

## 4. How to move a milestone forward

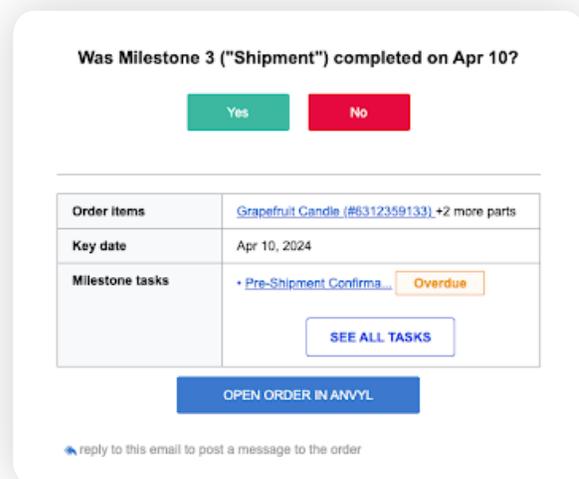
You may receive emails requesting you to confirm a milestone has occurred. Click Yes or No to confirm whether or not it has occurred.

To move the milestone forward, select the Review & Confirm button on the platform.

## 5. How to mark an order shipped

You may receive emails inquiring about shipment status.

Starting from the email you can confirm whether the order has shipped, input any quantity discrepancies, or provide a revised ship date if necessary.

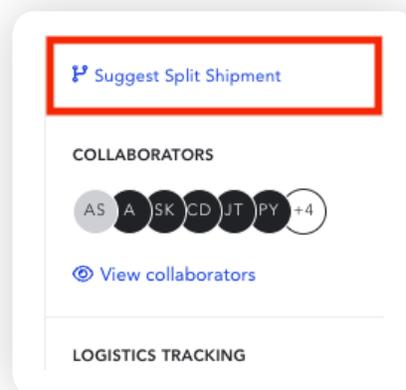


## Supplier How-Tos

### 6. How to suggest a Split Shipment

When logged into Anvyl, click on the Orders tab. Click into the Order you wish to suggest a split shipment for.

1. On the Order Detail Page, click Suggest Split Shipment.
2. Fill in quantities and ship dates for each split shipment you are suggesting.
3. If you would like to add another shipment, select Add another shipment.
4. Ensure that the shipment quantity inputs in all of the shipments all add up to the total quantity ordered.
5. Once completed, click Submit.



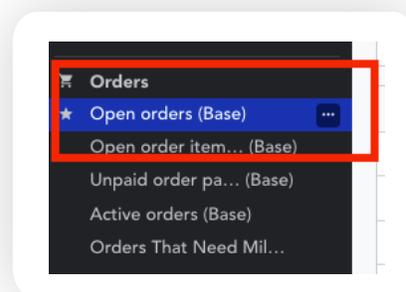
Your customer will receive an email notification and on-platform banner, like below, that alerts them of your suggested split shipment.

The brand must accept the split shipment before moving forward with splitting the shipments.

### 7. Keep everyone accountable with Tasks

Tasks on Anvyl are created, assigned, and used at the purchase order level. In order to use Tasks, you must have an issued purchase order in your account.

1. Navigate to the Open Orders View on the left panel
2. Select the Order you wish to add or edit a task
3. Click the Tasks tab > Select the Add Task button
4. Enter the task details > Click Save



You can now view all of your tasks by selecting the tasks view.