



Harris Scarfe Accreditation Testing Process For Full EDI– SUMMARY

Step 1. Data Cleansing:

- 1.1 To initiate this process, please send an email to Juliet David (HSEDIaccreditation@harrisscarfe.com.au) who shall assist you with completing the process
- 1.2 Harris Scarfe will inform the Leadtec HS Accreditation team at (hsaccreditation@leadtec.com.au) once step 1 is completed.

Step 2. Purchase Order Testing:

- 2.1 A test Purchase Order (PO) will be sent from Harris Scarfe (HSEDIaccreditation@harrisscarfe.com.au). This needs to be processed at your end with assistance from your EDI Solutions Provider.
- 2.2 Supplier will confirm receipt of the Purchase Order to HSEDI Team.
- 2.3 HSEDI Team will send an amended Purchase Order.

Step 3. Advance Shipment Notice Testing:

- 3.1 Advance Shipment Notice (ASN) needs to be sent to HS EDI based on the Amended Purchase Order. If the ASN received is in error, you will be informed by HS EDI/Leadtec of the error and need to inform your EDI Solutions Provider to assist with rectifying the error and resend.
- 3.2 Once HS EDI receives a successful ASN for the amended PO, HS EDI team will send confirmation via email to Leadtec and to yourself (and EDI Solution Provider, if contact provided) .

Step 4. SSCC Labels and Retail Price Tickets

- 4.1 A sample of the SSCC Label and the Retail Price Tickets are required based on the amended Purchase Order.
- 4.2 Scan and email the SSCC samples and Retail Price Tickets to Juliet David (HSEDIaccreditation@harrisscarfe.com.au) and cc to hsaccreditation@leadtec.com.au.
- 4.3 SSCC Label and Retail Price Tickets will be tested according to HS EDI Standards and requirements. HS EDI Team will notify Leadtec and yourself if there are any issues with the labels and tickets or HS EDI team will confirm approval of the SSCC labels and Retail Price Tickets.

Step 5. GO Live: Switching Vendor to ASN

- 5.1 Once all of the above steps have been successfully completed, the supplier will be accredited and ready to Go Live. Juliet David (HS EDI) will send confirmation to all stakeholders (Supplier, Leadtec, EDI Solutions Provider (if contact provided), the Buyer, Supply Chain and HS Finance).
- 5.2 The Go Live Date will be set and Juliet David will send out a notification to all relevant parties. This is to ensure that Supplier and the respective EDI Solutions Providers are ready to receive orders via EDI.
- 5.3 Once Vendor has been switched to ASN, HS Buyer may place the first order in a small quantity to confirm the first order have been successfully received and processed with no issues.