

# Vendor EDI Accreditation Testing Guideline



# Table of Contents

- INTRODUCTION..... 3**
- HARRIS SCARFE BUSINESS PROCESS 3
- HARRIS SCARFE BUSINESS RULES 5
- EDI MESSAGES 5
  
- ACCREDITATION PROCESS OVERVIEW..... 6**
- STEP 1: DATA CLEANSING PROCESS 6
- STEP 2: EDI TESTING PROCESS 6
- STEP 3: VENDOR ACCREDITATION 9
  
- REFERENCES..... 10**
- REFERENCE DOCUMENTS FOR HARRIS SCARFE EDI MESSAGING 10

# Introduction

The purpose of this guide is to provide vendors with the necessary information to complete their EDI accreditation testing for Harris Scarfe Electronic Trading.

## Harris Scarfe Business Process

Electronic trading removes manual processes and paper trails, replacing them with electronic transactions. Most of the transactions in this process consist of ordering, delivery and payment.

Diagram 1 depicts a simplistic display of the Harris Scarfe EDI ordering process for goods delivered into the Distribution Centres (DC) or Direct To Store (DTS).

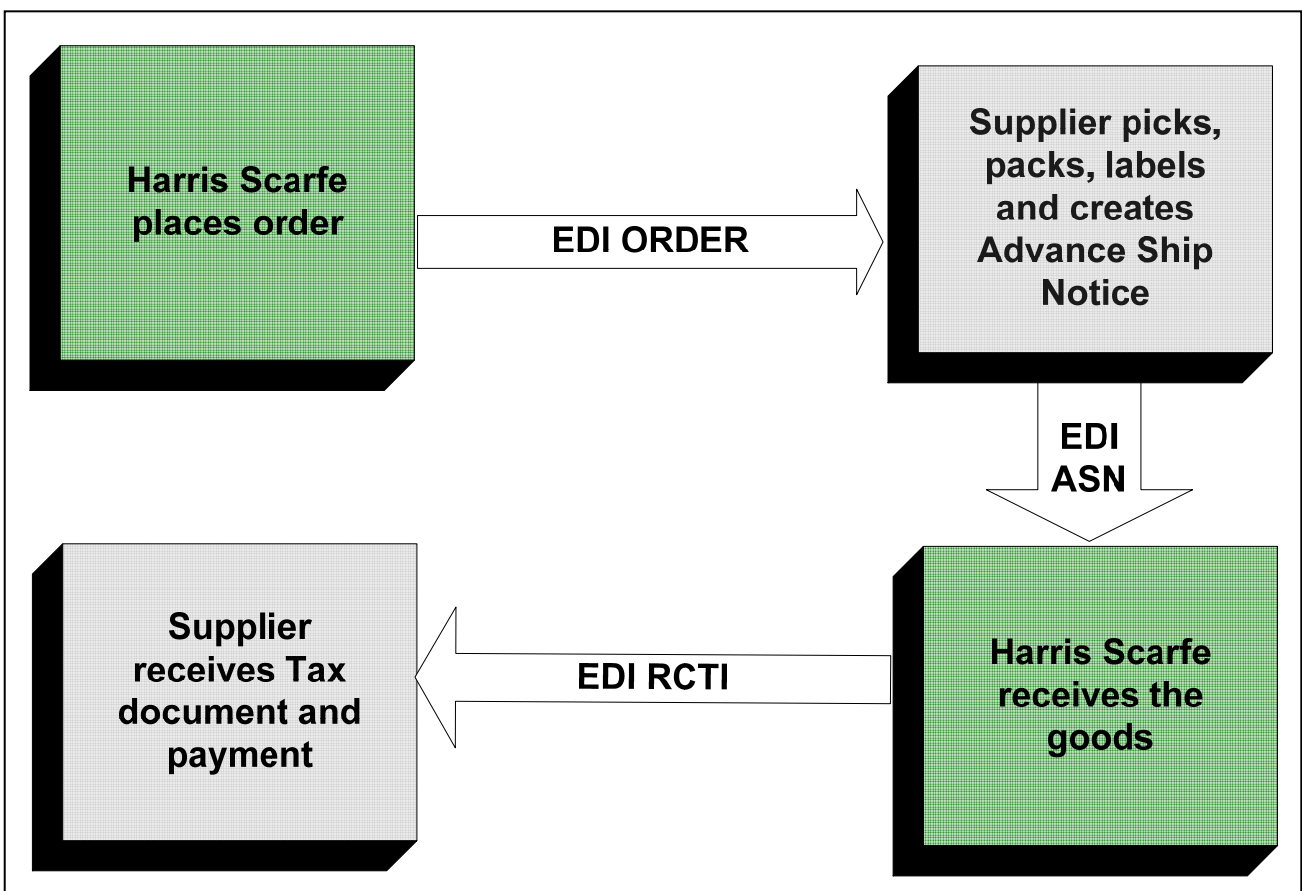


Diagram 1: Harris Scarfe EDI Ordering Process

This guide provides vendors with the necessary information to complete their accreditation process for Harris Scarfe Electronic Trading. Harris Scarfe is working with Leadtec, its EDI Solution partner to develop and implement Electronic Trading. At the time of publishing, EDI will be implemented in three phases.

Diagram 2 illustrates the mandatory electronic transactions used during the electronic trading process and the phases they will be implemented in:

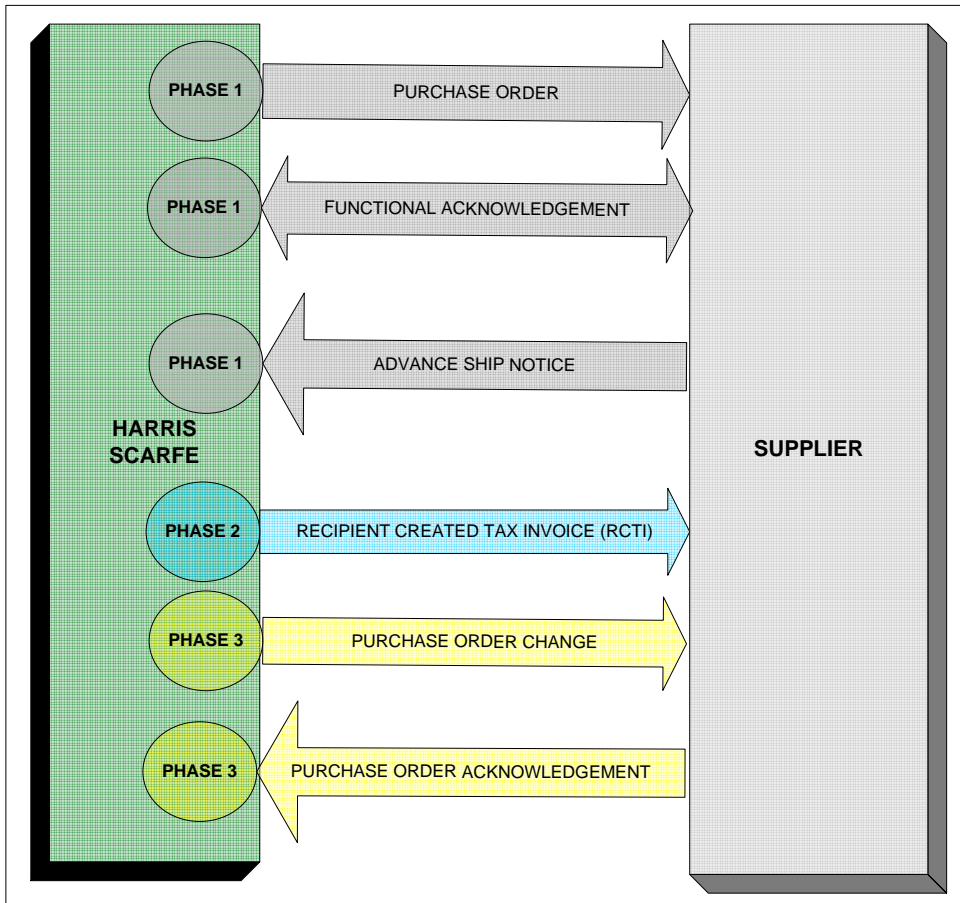


Diagram 2: Harris Scarfe Electronic Transactions – Phased Delivery

## Harris Scarfe Business Rules

### PURCHASE ORDERS (PO)

- a. Vendors must send a Functional Acknowledgement (FA) within 8 hours of receipt of the PO.
- b. Vendors must send a Purchase Order Acknowledgement within 48 hours detailing either acceptance of the order or requested price, quantity or delivery date changes.
- c. For vendors in transition to Purchase Order Acknowledgement capability, the vendor must contact their Harris Scarfe Buyer via telephone (confirmed by email) within 48 hours to negotiate requested price, quantity or delivery date changes.
- d. If vendors do not contact their Harris Scarfe Buyer within 48 hours as noted above, Harris Scarfe will deem the order to have been accepted in full, inclusive of price, quantity and delivery dates so specified.
- e. If Harris Scarfe issues a Purchase Order Change, it replaces the original purchase order in its entirety.

### ADVANCE SHIP NOTICE (ASN)

- a. Vendors must send the ASN in advance of requesting a booking at our DC or stores. Bookings will be refused if a valid ASN has not been received.
- b. Harris Scarfe will send an FA for the ASN within 1 hour of receipt of a valid ASN.

### EDI Messages

The Message Implementation Guides (MIGs) are published on the Harris Scarfe Vendor Portal on the following URL:

[http://www.shophs.com.au/suppliers\\_main.asp](http://www.shophs.com.au/suppliers_main.asp)

EDI messages require sender and receiver identification to allow routing of documents. The EDI addresses (Interchange IDs) for Harris Scarfe are:

**TEST:** 0605100015710

**PRODUCTION:** 0605100015720

# Accreditation Process Overview

Vendors will move through the accreditation process for the entire message set in phased stages.

**STAGE 1:** Purchase Order (PO) and Advance Ship Notice (ASN)

**STAGE 2:** Recipient Created Tax Invoice (RCTI)

**STAGE 3:** Purchase Order Change (POC) and Purchase Order Acknowledgement (POA)

To become an accredited vendor to the Harris Scarfe EDI process, the vendor is required to complete the following steps. Note that Leadtec will manage the accreditation process on behalf of Harris Scarfe. Vendors should contact Leadtec to arrange the accreditation testing process.

## **STEP 1: Data Cleansing Process**

The purpose of this test is to ensure that there is alignment between the vendor and Harris Scarfe systems regarding the data registered for each product. Prior to the EDI testing process, Harris Scarfe will provide the vendor with a complete range list in an Excel spreadsheet. This will be given to the vendor to verify that all item registration details held in Harris Scarfe system are correct. This list will include key product data fields such as EAN product numbers, product purchase cost, pack sizes etc.

If any of these details are incorrect, the vendor will need to make the necessary corrections on the Excel spreadsheet and return to Harris Scarfe so that the necessary changes can be applied. Synchronisation of the range list must be performed before any EDI testing can commence.

Step 1 is a pre-requisite to steps 2 and 3.

## **STEP 2: EDI Testing Process**

During this step a complete test will be performed commencing with an electronic test order and ending with receipt of the Recipient Created Tax Invoice, which is an indication of the payment approval in Harris Scarfe Accounting System.

Initially, the vendor will only be required to be accredited for Purchase Orders and Advance Ship Notice messages followed by RCTI and Order Confirmation either separately or together as directed by Harris Scarfe.

Successful completion of these processes will form the basis for final accreditation.

## **PURCHASE ORDER TESTING**

Harris Scarfe will send a test Purchase Order containing every article purchased from the vendor. The aim is to test the vendor's capability to receive the order, send a Functional Acknowledgment and successfully map the data contained in the order to the vendor's system. The vendor should take the following actions:

1. Review the order in details, paying particular attention to the cost price and quantity for each item, along with the delivery date.
2. Communicate any discrepancies related to item barcode, item price, quantity, delivery date and delivery location.

The purchase price is very important as with electronic trading, vendors do not send invoices. Instead Harris Scarfe will calculate the amount payable based on the unit price in the Purchase Order and the quantity received. Therefore the accuracy of product unit cost in Harris Scarfe's system is of high importance and the verification and acceptance of the unit price by vendors ensures this accuracy.

Harris Scarfe will then send a Purchase Order Cancellation to confirm it is interpreted correctly by the vendor's system.

## **RETAIL PRICE TICKET TESTING**

The vendor will submit Retail Price Tickets to Harris Scarfe for those PO lines requiring them. These will be verified for:

- a) Correct format
- b) Correct information
- c) Correct adhesive strength for "sticky labels"
- d) Bar code (where applicable) can be scanned

Details of the Retail Price Ticket requirements may be found in the following URL:

<http://shophs.com.au/suppliers/pdf/newsletter/HS%20Retail%20Price%20Ticket%20Standards.pdf>

## **ADVANCE SHIP NOTICE TESTING**

Creating Serial Shipping Container Code (SSCC) logistics labels and an Advance Ship Notice (ASN) requires that all merchandise is picked and packed by location as detailed on the Purchase Order.

An ASN must represent only one Purchase Order.

## **Structural Validation**

The structure of the ASN must conform to the Harris Scarfe agreed format. The format checks are to ensure compliance with the Harris Scarfe ASN MIG:

- a) Hierarchical structure is valid
- b) EDI address must be valid
- c) Document type and version is valid
- d) ASN created time stamp must exist
- e) All mandatory data elements in the MIG are present in the EDI document

## **SSCC LABEL TESTING**

The Vendor will submit SSCC labels for the test ASN to Harris Scarfe. These will be verified for:

- a) Correct format
- b) Correct information
- c) Bar codes can be scanned

Details of SSCC label requirements may be found in the following URL:

<http://shophs.com.au/suppliers/pdf/newsletter/SSCC%20Label%20Standards.pdf>

## **RECEIPIENT CREATED TAX INVOICE TESTING**

The RCTI is currently under development. RCTI documents are used instead of a paper based invoices. This functionality allows Harris Scarfe to send indication of future payment to the vendor based on the agreed Purchase Order, the vendor's Advance Ship Notice and the Harris Scarfe scan receiving process.

## **PURCHASE ORDER ACKNOWLEDGEMENT TESTING**

The POA is currently under development. A POA is required from the vendor in response to receipt of a Harris Scarfe Purchase Order. This is in addition to the automated Functional Acknowledgement expected for all documents transacted between Harris Scarfe and Vendors.

The purpose of the Purchase Order Acknowledgement is for the vendor to confirm what quantity of each item ordered the vendor commits to supply along with the pricing of the product and agreed delivery date.

## **PURCHASE ORDER CHANGE TESTING**

The POC is currently under development. A POC will be issued by Harris Scarfe to negate a previously sent PO.

## **STEP 3: Vendor Accreditation**

This is the final step of the vendor accreditation process and involves the following activities:

- a) Confirming with Harris Scarfe (via Leadtec) that testing is completed
- b) Agreeing on date to "Go Live".

Vendors become accredited after successfully fulfilling all of the above steps.

# References

## Reference Documents for Harris Scarfe EDI Messaging

The following links can be followed to obtain the detailed Message Implementation Guidelines (MIGs):

1. Harris Scarfe EDIFACT Guides  
[http://www.shophs.com.au/suppliers\\_main.asp](http://www.shophs.com.au/suppliers_main.asp)
2. Harris Scarfe ANSI Guides  
[http://www.shophs.com.au/suppliers\\_main.asp](http://www.shophs.com.au/suppliers_main.asp)

<Page left blank for notes>