





What's Changing	What this means for Vendors	Who	When	Action or Information
<p>Atlas Go-Live August 3rd</p>	<p>Project Atlas Go-live: 3rd August...6 weeks to go!</p>	All	Atlas Go-Live August 3rd	Information
<p>Important! EDI Go-Live Accreditation Testing</p>	<p>Harris Scarfe Accreditation Guide Harris Scarfe Accreditation Guide is now available on the Vendor website</p> <p>Vendor Readiness & Go-Live Dates (Accreditation testing) Harris Scarfe is currently testing a small group of pilot vendors. Leadtec Supplier Engagement team will start contacting vendors in late June / early July to schedule the Accreditation test process. Please note that this will be done according to volume and vendor readiness.</p> <p>Thank you to all Vendors who have committed to becoming EDI ready and confirming a go-live date (via Accreditation testing). We appreciate your continued support in relation to our new ways of working.</p> <p>We still have a small number of Vendors who are yet to confirm their Go Live Date inclusive of accreditation testing. We require that you contact Leadtec no later than 1st July, and advise your go-live date (inclusive of accreditation testing) which must be before 1st August 2009.</p>	EDI	Immediate Action	Action
<p>Important! One invoice per PO</p>	<p>We need your help! As mentioned previously in our communications, our new process requires Vendors to provide one invoice per PO. This change will also assist Harris Scarfe to streamline processing of payments with less paperwork & easier management of purchases. Please work with your teams to implement this at your earliest possible convenience.</p>	Accounts	Immediate Action	Action
<p>Important! SSCC Labels</p>	<p>Thank you to the large majority of Vendors who are providing compliant SSCC Labels on their goods. We still have a small number of Vendors who are yet to comply with the SSCC Labels. Potential impacts of not having the appropriate labels can result in delivery delays and product being delivered to the incorrect site.</p> <p>As mentioned previously, continued non compliance will lead to Harris Scarfe fining Vendors at 10% of the order value to cover the manual labor costs required to process the delivery. Furthermore, non compliance post 20th July may also result in orders being rejected from the Harris Scarfe DC.</p> <p>Of course our preference is to continue to work effectively with you and if for any reason your company is unable to meet the requirements outlined below, please contact Rob Kukanovski , National Supply Chain Manager 03 8326 8906 urgently to discuss.</p>	Logistics	Immediate Action	Action

<p>Vendor Remittances</p>	<p>We are updating our database in preparation for SAP and as such would like to confirm the email address Vendor remittances should be sent to. Can you please forward this to accountspayable@harrisscarfe.com.au</p>	<p>Accounts</p>	<p>Immediate Action</p>	<p>Action</p>
<p> Vendor Invoices</p>	<p>Effective 3rd August, all invoices are to be sent directly to Accounts Payable, address details below: Harris Scarfe Australia Pty Ltd Att: Accounts Payable GPO Box 452 Adelaide SA 5001</p> <p>As Vendors transition to RCTI, invoices will then be delivered automatically to Vendors through EDI.</p>	<p>Accounts</p>	<p>Atlas Go-Live August 3rd</p>	<p>Action</p>
<p> Validate PO on Receipt - 48 hr rule</p>	<p>Our new process requires Vendors to validate the Purchase order on receipt, and contact Harris Scarfe within 2 working days regarding any discrepancies or errors related to the following:</p> <p>* Item barcode * Item price * Quantity * Delivery date * Delivery location</p> <p>For example: Purchase order received Tuesday night - Discrepancies accepted up until close of business Thursday Purchase order received Thursday night - Discrepancies accepted up until close of business Monday</p> <p>If no contact is made by the Vendor within 2 working days of the vendor receiving the order, then Harris Scarfe will consider the Purchase Order is accepted in its entirety.</p> <ul style="list-style-type: none"> - Invoices will be processed on the order value if this is less than the invoice value. - A claim will be raised for quantity and price discrepancies at the time of processing the invoice. 	<p>Sales</p>	<p>Atlas Go-Live August 3rd</p>	<p>Information</p>
<p>Retail Price Ticket Standards</p>	<p>In line with Vendor feedback, we have made a slight change to our description specification to create a more user friendly solution for our mutual customers. Please review the Retail Price Ticket Standards document on the Vendor website for further detail.</p>		<p>Atlas Go-Live August 3rd</p>	<p>Action</p>
<p> DC and DTS delivery embargo</p>	<p>To help our teams prepare for go-live, there is an embargo on all Domestic Orders deliveries into the DC and Stores during the period 27th July – 3rd August.</p> <p>Week 2 Orders – brought forward</p> <p>To effectively manage deliveries for Week 2 of the marketing calendar, deliveries will be brought forward from the 20th – 24th July. This will be highlighted on your Harris Scarfe order, and your Buyer will contact you to discuss further.</p>	<p>All</p>	<p>27th July – 3rd August</p>	<p>Information</p>

<p>Delivery Docket (Vendors transitioning to EDI only)</p>	<p>For Vendors transitioning to EDI, a single Delivery Docket is required per PO, and for those already on EDI, similar details are collected via your ASN.</p> <p>Delivery Dockets to include the following detail:</p> <ul style="list-style-type: none"> • Reference to the PO number • HS Article Number (IMPORTANT) • Display total Stock quantities • Breakdown of stock quantities, per store per PO • Docket Number (10 digits or less) 	<p>Logistics</p>	<p>Atlas Go-Live August 3rd</p>	<p>Action</p>
<p> Policy & Procedure Guide (PPG)</p>	<p>Harris Scarfe PPG now available on the Vendor website, and contains specifications Vendors require to make the necessary changes in their business, and a summary of these changes are outlined below:</p> <p>Electronic Data Interchange (EDI)</p> <ul style="list-style-type: none"> • HS EDIFACT MIGS • HS EDIFACT MIG Net Change • HS ANSI MIG • HS ANSI MIG Net Change <p>Carton & fashion bag labelling - SSCC label</p> <ul style="list-style-type: none"> • Vendors must apply a SSCC label to all cartons/packages and fashion bags delivered to Harris Scarfe. <p>Apparel deliveries into DC Fashion bag inbound deliveries into the distribution centre must now be between 7:00am and 8:30am Monday to Friday. Further details of the delivery requirements are outlined in the PPG.</p> <p>Price ticketing standards</p> <ul style="list-style-type: none"> • All delivered merchandise is to be store floor ready. All Merchandise is to be price labelled by the vendor. <p>Harris Scarfe store addresses</p> <ul style="list-style-type: none"> • A complete Harris Scarfe store listing with old and new store codes is available. 	<p>All</p>	<p>Now</p>	<p>Information & Action</p>