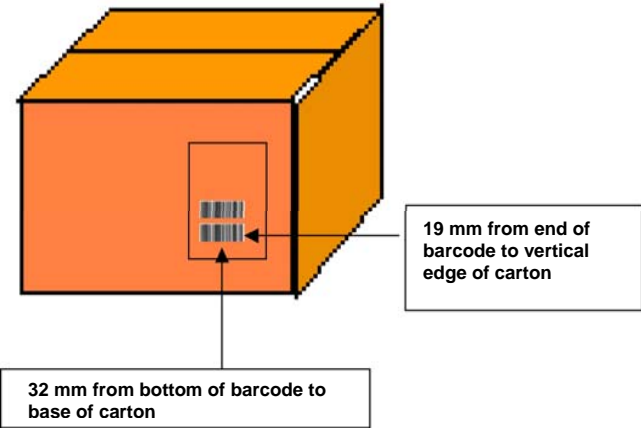


What's Changing	What this means for Vendors	Who	When	Action or Information
<p>Atlas Go-Live August 3rd</p>	<p>Project Atlas Go-live: 3rd August...3 weeks to go!</p>	<p>All</p>	<p>Atlas Go-Live August 3rd</p>	<p>Information</p>
<p>Important! EDI Go-Live Accreditation Testing</p>	<p>Vendor Accreditation testing EDI Vendor pilot testing will be completed this week, allowing the next group of Vendors to commence testing. Testing will be scheduled in two phases. Our plan is to have a small portion of Vendors on the new EDI message set for go-live, which will allow us to closely monitor the ordering process and ensure effective execution.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Those Vendors on the “old” or current EDI message will continue to receive orders in the legacy format until each is cutover to the new messages. • Please also note that from go-live we will be contacting all Vendors on EDI (both old and new messages) to ensure you have received our orders. <p>Once we are comfortable the process is working effectively, we will quickly transition the remainder of our Vendors onto our new EDI platform. Our plan is to have all Vendors EDI capable by the end of August.</p> <p>Again, 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>If you have any questions regarding the testing process, please contact Leadtec on 1300leadtec.</p>	<p>EDI</p>	<p>Immediate Action</p>	<p>Action</p>
<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>	<p>Accounts</p>	<p>Immediate Action</p>	<p>Action</p>
<p>Important! DC & DTS Delivery Embargo</p>	<p>To help our teams prepare for go-live, there is an embargo on all Order 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 to 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>NEW!</p> <p>SSCC Label Positioning</p>	<p>It is important that the labels are correctly placed on cartons to ensure the cartons scan and flow down the Sorter. Please see the diagram below for correct label positioning.</p>  <div data-bbox="1052 247 1675 678" style="border: 1px solid black; padding: 5px;"> <p>The label must be placed on one of the longest sides of each carton except for “Flat Pack” cartons where it must be placed on the top right side of the carton.</p> <p>The right hand end of the SSCC barcode must be no less than 19mm from the vertical edge of the carton.</p> <p>The bottom of the SSCC barcode must be no less than 32mm from the base of the carton.</p> </div> <p>Further details are outlined in Appendix 4 of the PPG, which is located on the Vendor website.</p> <p>Reminder: Vendors not providing SSCC Labels</p> <p>Thank you to the large majority of Vendors who are providing compliant SSCC Labels on their goods.</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 labour 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>	<p>Logistics</p>	<p>Immediate Action</p>	<p>Action</p>
Important reminders				
<p>Vendor Invoices</p>	<p>Effective 3rd August, all invoices are to be sent directly to Accounts Payable, address details below:</p> <p>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> <p>- 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>	<p>Sales</p>	<p>Atlas Go-Live August 3rd</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>