



SOPs Harris Scarfe SSCC (Store Label) Creation – FRM©

Statement:

Vendor DOES NOT have the ability to create SSCC type labels that are required by Harris Scarfe. The labels are required on cartons delivered into the Harris Scarfe DC so the cartons can be cross docked to individual stores. The Vendor will still physically pick and pack the orders.

Procedures

1. Vendor Establishment Procedure – the Vendor must advise Harris Scarfe that Supply-LINQ will be providing SSCC store labels. The set up procedure involves running a testing process, producing labels for scanning verification.
2. Label Printing Procedure – as Vendors are not printing the labels themselves, they must notify Supply-LINQ directly the number of labels required by individual store. The labels are printed by Supply-LINQ and sent to the Vendor. The Vendor is responsible for picking and packing the stock and placing the correct SSCC labels on the correct cartons. The cartons are then delivered to the Harris Scarfe DC.

Order Notification Procedure (steps)

1. Order is received by the Vendor from Harris Scarfe
2. Vendor determines the number of labels by store required for the order
3. Vendor advises Supply-LINQ PO number and number of labels required
4. Supply-LINQ prints the labels as requested
5. Supply-LINQ mails labels by Express Post to the Vendor
6. Vendor places the correct SSCC label on the correct store carton
7. Vendor arranges despatch of the goods to ensure the delivery window is met

Important Supply-LINQ Contacts

Warehouse Administrator – this person is responsible for printing the labels and mailing them to Harris Scarfe.