

# Private Label Merchandising Guidelines

Winman Processes  
Delivery Schedules  
Product Spec Sheets  
Gold Seal Procedure  
Customer Systems  
Customer Portals  
Label Ordering

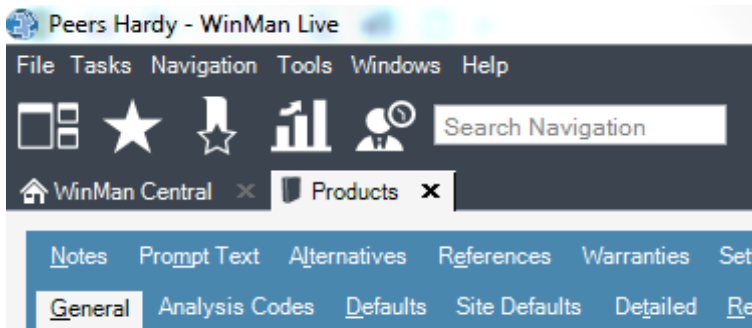
<u>Winman Processes</u>		Page
<b>1</b>	<b>Creating a Product</b>	4
1.1	Finding the product menu	4
1.2	Entering product details	4
1.3	Tabs to be completed	4
1.4	Analysis Codes	4
1.5	Defaults	5
1.6	Options	5
<b>2</b>	<b>Adding a Supplier Reference</b>	5
2.1	Choosing a supplier	5
2.2	Entering the correct cost	5
<b>3</b>	<b>Creating a Structure</b>	5
3.1	Finding the structure menu	5
3.2	Adding a component/routing	5
3.3	Add a routing	6
3.4	Add a component	6
3.5	Creating additional versions	6
3.6	Adding a cosmetic, production and testing version	6
<b>4</b>	<b>Updating the labour and non stock costs of a product</b>	7
<b>5</b>	<b>Raising a Sub-Contract PO</b>	7
5.1	Generate a new order	7
5.2	Enter a product code	7
5.3	Enter a supplier	7
5.4	Enter qty/due date	7
5.5	Adding required samples	7
5.6	Further tabs to be completed	8
5.7	Firming an order	8
5.8	Saving/Printing an order	8
<b>6</b>	<b>Raising a Purchase Order</b>	9
<b>7</b>	<b>Raising a Sales Order</b>	9
7.1	Creating an order	9
7.2	General tab	9
7.3	Additional tab	9
7.4	Shipping tab	9
7.5	Adding a product	
<u>General Processes</u>		10
<b>8</b>	<b>Delivery Schedules</b>	10
8.1	Breakdown of the schedule	10
8.2	Maintaining the schedules	10
8.3	Amending the schedules	10
<b>9</b>	<b>Sample/QC Chasers</b>	10
9.1	Breakdown of the reports	10
9.2	Cross-reference with schedules	10
<b>10</b>	<b>QC Results Report</b>	10
10.1	Reviewing the report	10
10.2	Packing confirmations	

<u>General Processes</u>		Page
<b>11</b>	<b>Spec Sheets</b>	12
11.1	Uses of the spec sheet	12
11.2	Amending the spec - general changes	12
11.3	Amending the spec - QC issues	12
 <u>Gold Seal Procedures</u>		
<b>12</b>	<b>Gold Seal Process</b>	13
12.1	PHUK Responsibilities	13
12.2	Supplier Responsibilities	13
12.3	HIL Responsibilities	13
12.4	Accepting production samples	13
12.5	Packed samples	13
12.6	Higher Priority Accounts	13

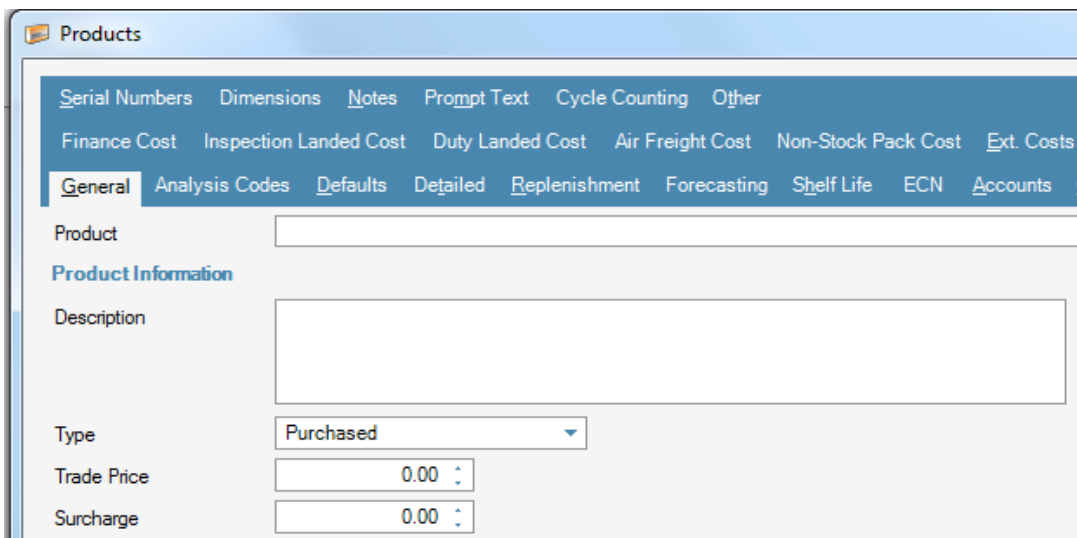
Winman Processes

**1. Creating a product**

1.1 - Navigate to products in winman and add a product using the right hand menu



1.2 - Enter the product code and watch description, the type should always be standard assembly as the whole product should include a movement and/or packaging. Examples where type would be purchased is when raising a product for a watch box, because this is being bought as is and there are no other components associated with the product



1.3 - When creating a new product there are 3 other tabs which need to be completed. These are Analysis Codes, Defaults and the options tab

1.4 - Analysis Codes (fields that need to be completed)

Brand - Enter the customer name

Style - Gents, Ladies or Kids

WEEE - If creating a watch product then this will be 2 - Small Household, NA for packaging

Movement - Select the movement used e.g PC21SY or 2035, NA for packaging

Stock Category - Enter the customer name

Product Type - OEM

Status - If creating a new product then enter "new" or for packaging enter "packaging"

### 1.5 - Defaults (fields that need to be completed)

Department - Retail FOB (if an FOB account) or Retail Domestic (if a landed account)

Commodity Code - If creating a watch product this should be 9102110000, packaging 442090900

### 1.6 - Options

Tick the box marked sub contract, this allows structures to be created against the product such as adding a movement or packaging, this is for watches only

## 2. Add a Supplier Ref

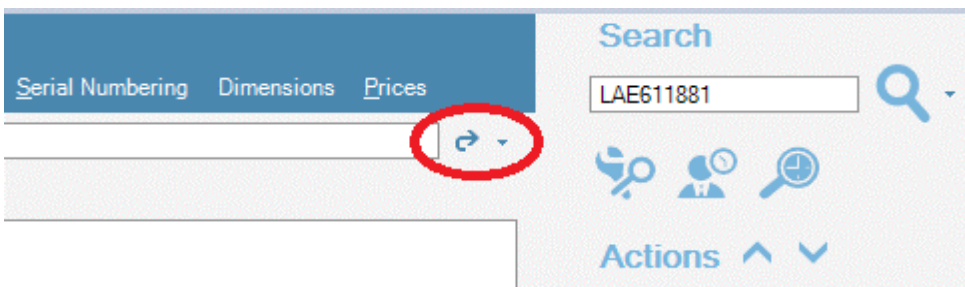
2.1 - Enter the name of the supplier, some have multiple entries with different currencies, select the correct one

2.2 - Enter the correct cost under the unit price and save

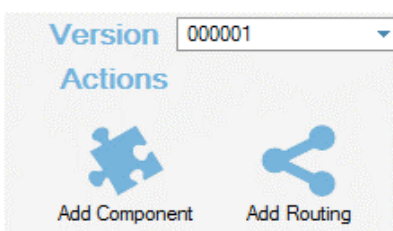
Cross Reference Info	Quantity	Unit Of Measure	Unit Cost
Normal Cost Info	1	EACH	£ 0.00
Unit Of Measure Info	1	[Default]	£ 0.00

## 3. Creating a Structure

3.1 Navigate to the small arrow in the corner and select go to structures



3.2 Add a component / routing



### 3.3 - Add a routing

From the process drop down menu select "watch make up" and click save

### 3.4 - Add a component

This is where components associated with the final product are added such as movements or packaging. Type the component to be added and tab down, once selected then save it and repeat the process to add more components. See image below as an example where 606-0008 has been added as packaging and 2034 has been added as a movement. Note that each component must be setup as a product before this stage

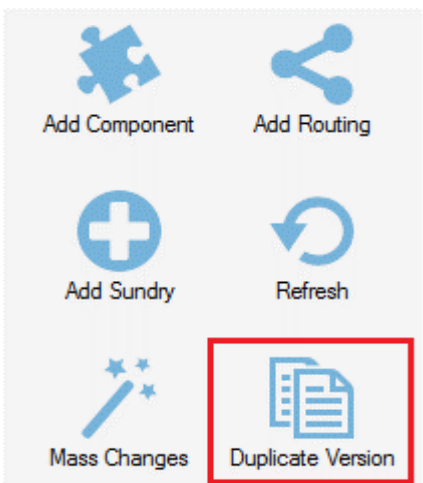
Components			
Product		LAE611881	
Description		ASOS Watch with Aeroplane Second Hand	
Components			
Item	Item Description	Product Id	
WATCH MAKE UP	WATCH MAKE UP	LAE611881	
2034	2034 MOVEMENTS	LAE611881	
606-0008	New ASOS Gents Box	LAE611881	

### 3.5 - Adding additional versions

Now the default version has been created we need to create a cosmetic, production and testing version. This allows these entries to be added once the sub contract PO has been raised and covers each set of samples needed to complete the order

### 3.6 - Adding "Cosmetic" version

While still in the structures menu select the duplicate version from the right hand side menu



In the following menu click next and then next again. In the version text box enter Cosmetic and click finish. Repeat these steps and enter a Production version and then again for a Testing version. Production version should only include watch make up and movement. Cosmetic and Testing should only include watch make up

#### 4. Updating the labour and non stock costs of a product

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Product

**Non-Stock Pack Landed Cost**

Type

Absolute Value

Percentage Uplift

Level Cost

Standard Cost

Cost Account

In the products menu on winman you can enter an individual sku to update the non stock and labour costs . In the non-stock pack cost tab change the Type to absolute value and then change the Absolute Value to reflect the non stock packaging cost in the Account Costings sheet

Account	Jenna labour Packing Cost £	Handling Costs	Jenna Non Stock Packaging cost
Accessorize	£0.12	PH - \$0.05/pc passed to supplier	£0.05
ALDI - watches	£0.12	PH - \$0.05/pc passed to supplier	£0.01
ALDI - Gift sets	£0.17	PH - \$0.05/pc passed to supplier	£0.00
ASOS GENTS	£0.12	PH - \$0.05/pc passed to supplier	£0.05
ASOS LADIES	£0.12	PH - \$0.05/pc passed to supplier	£0.05
AVON	£0.12	PH - \$0.05/pc passed to supplier	£0.00
B&M	£0.17	PH - \$0.05/pc passed to supplier	£0.02
DEBENHAMS	£0.12	PH - \$0.05/pc passed to supplier	£0.05
Esska	£0.12		£0.42
Forever New	£0.12	PH - \$0.05/pc passed to supplier	£0.03
Harrods	£0.12	PH - \$0.05/pc passed to supplier	£0.05
Lambretta	£0.12	PH - \$0.05/pc passed to supplier	£0.02
Luke	£0.12		£0.24
M&S	£0.12	PH - \$0.05/pc passed to supplier	£0.24
New Look LADIES	£0.12	PH - \$0.05/pc passed to supplier	£0.07

Under the Costs tab amend the labour figure to reflect the labour packing cost shown in the Account costings sheet

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Product

**Standard Costs**

Material

Labor

Freight

## 5. Raising a Sub Contract PO

5.1 - In the sub contract menu click on New from the right hand side menu. The next available number will be generated, click next

5.2 - Enter the product code and select next

5.3 - Choose the correct supplier. Note that there may be 2 or more entries here as the product may have changed factories for a repeat order

5.4 - Choose the qty of the order, the price should already be entered if the supplier ref has been completed earlier in the process. Select a due date, this would be the expected QC date of the product

5.5 - Once returned to the order overview screen you can right click on the line that has been created and add cosmetic, production and testing samples

Item Number	Item	Item Description	Due Date
1	LAE611881	ASOS Watch with Aeroplane Second Hand	01/05/2017
2	LAE611881	COSMETIC SAMPLE - Cosmetic	01/03/2017
3	LAE611881	PRODUCTION SAMPLE - Production	01/04/2017
4	LAE611881	TESTING SAMPLE - Please see TRF - Testing	10/03/2017

5.6 - Further tabs that need to be completed are Order, Additional, Delivery, Notes, Documents Required and Spares (if needed)

Order Tab - Closure date needs to be added and shipping terms - FOB or Retail Domestic for landed orders

Additional Tab - Department to be amended to Retail FOB or Retail Domestic

Delivery Tab - Enter the forwarders address or HIL if raising a packaging order

Notes - Under the messages text box you can right click to add pre-defined messages such as Pack at Hil, Send production samples to HIL and Free Issue Movement

Documents Required - If raising a watch order then select Invoice, Test, Shipping Authorisation, Plating Certificate. If raising packaging then leave out Plating Certificate

Documents Required	
Invoice + Packing List	<input type="checkbox"/>
Test + Insp. Report	<input type="checkbox"/>
Shipping Authorisation	<input type="checkbox"/>
Certificate Of Origin	<input type="checkbox"/>
Plating Certificate	<input type="checkbox"/>

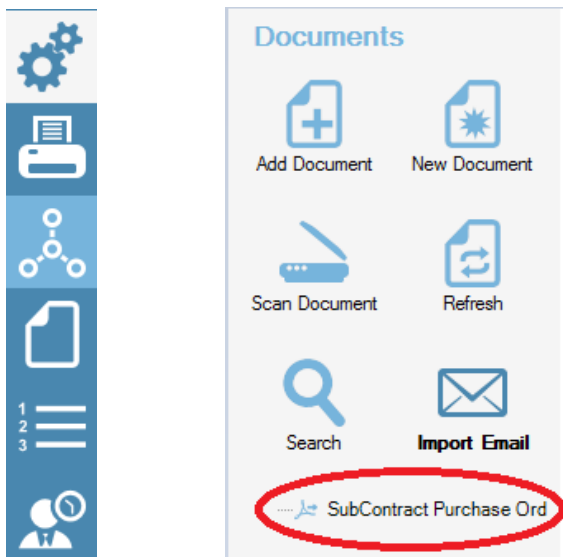
Spares Required - Enter % needed and confirm if free of charge

### 5.7 - Firm the order

Once all details have been completed, firm the order on the right hand side menu, if the value of the order is above the users limits it will be sent to a manager to be "firmed". Purchase Orders should not be sent until firmed. Any changes to the order such as dates or costs mean the order should be re-firmed, this will create a new version and is identifiable as having changes made on the pdf copy

### 5.8 - PDF and Save/Print the order

Select the printer icon from the right hand side menu, select archive and click ok. This will then create a pdf on file. If this is required to be sent to a supplier then click the document icon and open the file and resave to appropriate destination



## 6. Raising a Purchase Order

6.1 - Enter the Purchase Order menu and follow steps as per 4.1 to 4.6 amending as necessary

## 7. Raising a Sales Order

7.1 - In the Sales Order menu, select the new order icon on the right hand menu. Tabs to be completed are general, additional and shipping

### 7.2 - General Tab

On the order number drop down select FOB or VAD for landed orders

For customer enter the customer name (note that some customers will have FOB and Landed accounts, select the correct one)

Amend Delivery requested and Delivery due to the expect handover date

Under Customer order enter the PO number

### 7.3 - Additional Tab

Change department to Retail FOB or Retail Domestic

### 7.4 - Shipping Tab

Amend shipping terms to FOB

### 7.5 - Add a product to the created sales order

Once returned to the order overview screen click on add item on the right hand menu. On the next screen add the product code, qty and sell price. Then select set order to held on the right hand side menu. Record the new order number created and enter onto relevant delivery schedule

## **8. Delivery Schedules**

8.1 - Each account has its own delivery schedule (1). These detail order numbers, model numbers, qtys, buy and sell prices, sample due dates, freight methods, handover dates and packaging and labelling records (2)

8.2 - Maintaining the schedules

As each order is confirmed, it is added to the delivery schedule along with packaging requirements. Sometimes not all details are available at initial order confirmation therefore maintaining the schedules is important to ensure the most current information is available to all departments in the business such as testing due dates, and cosmetic/production sample due dates

8.3 - Amending the schedules

During the order process certain factors may change such as the sell price to the customer or the freight method to be used to deliver the stock. Changes can be highlighted and notes added to document who may be at fault or who is responsible for any extra costs, this can be a useful reference if it needs to be revisited some time later. Ensure that POs and Sales Orders are also amended accordingly

## **9. Sample/QC Chasers**

9.1 - There is a weekly report generated from winman which details cosmetic/production samples that are due or overdue based on the dates in winman. These can be amended as required and sent to suppliers as an easy summary of the most urgent samples due or quality inspections to be booked. The most urgent requirements can be chased as a priority

9.2 - Cross Reference with Delivery Schedules

If changes are made to the outlook of a watch then the expected dates of samples and QC can move out, if winman is then updated to correspond with the delivery schedule then the reports generated are more accurate and avoid multiple emails needing to be sent or old emails rechecked

## **10. QC Results Report**

This is normally sent every working day and details all models that have been inspected on that day with results, it also details other inspections booked for the following days of that week.

10.1 - Reviewing the report

For any pass results, update accordingly in the schedule. Failures may need to be discussed further internally. If acceptable then update the QC team and attach any further documents such as spec sheet amends confirming the fail point is accepted

10.2 - Packing confirmations

This report also details any orders that have been packed and the intended freight method, this can be used as a reference that a specific model is now ready to meet the expect closure date and pending successful handover the order process is complete for that model

1.

Name
Old schedules
Unused 2016
ALDI DELIVERY SCHEDULE
ASOS DELIVERY SCHEDULE
AVON DELIVERY SCHEDULE
Debs Schedule FOB
ESSKA DELIVERY SCHEDULE
FOREVER NEW DELIVERY SCHEDULE
LAMBRETTA DELIVERY SCHEDULE
M&S DELIVERY SCHEDULE
NEW LOOK GENTS DELIVERY SCHEDULE
NEW LOOK LADIES DELIVERY SCHEDULE
NEXT LADIES DELIVERY SCHEDULE
PEACOCKS DELIVERY SCHEDULE
PENNEYS DELIVERY SCHEDULE
PENNEYS GENTS DELIVERY SCHEDULE
PRIMARK GENTS DELIVERY SCHEDULE
PRIMARK LADIES DELIVERY SCHEDULE
RIVER ISLAND DELIVERY SCHEDULE
ZALANDO DELIVERY SCHEDULE

2.

Model no.	Description	PO	Supplier	Kit Price	SOP	SKU No.
LAEB38516	ASOS Bracelet Watch in Brushed Gold	34656	TY		FOB0006329	04511080
LAEB38516	ASOS Bracelet Watch in Brushed Gold	34656	TY		FOB0006330	04511080
LAE915444	ASOS Watch with Mesh Strap in Silver and Gold	34657	TY		FOB0006331	05224878
LAE915444	ASOS Watch with Mesh Strap in Silver and Gold	34657	TY		FOB0006332	05224878

PS Due	PS Rec	QC Due	QC Result	Pack Result	LATEST CLOSURE	Freight
25-Nov	Pass 13/12	20-Dec	Pass 26/12	Pass 4/1	06-Jan	AIR
25-Nov	Pass 13/12	20-Dec	Pass 26/12	Pass 4/1	06-Jan	AIR
01-Dec	Pass 19/12	25-Dec	Pass 4/1	Pass 4/1	06-Jan	AIR
01-Dec	Pass 19/12	25-Dec	Pass 4/1	Pass 4/1	06-Jan	AIR

Stock Take HIL Jan 17			1560		
31-Mar		325	1235	34794	EWA891733
31-Mar		175	1060	34794	EWA891733
31-Mar		325	735	34803	EWA906171
31-Mar		175	560	34803	EWA906171
07-Apr		325	235	34432	EWA955062
07-Apr		175	60	34432	EWA955062

Asos Gents	Asos Ladies	606-0003	606-0008	606-0010	606-
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## 11. Spec Sheets

### 11.1 - Uses for the spec sheet

Whenever a purchase order is sent (repeat or new order) spec sheets should be attached. This includes a technical and aesthetic breakdown of the product along with a picture or cad for reference. Each product will have its own spec sheet, these are separated by account and can be found on the server under PEERS-FS > SpecSheets > Private Label Spec Sheets (1)

### 11.2 - Amending the spec sheet - Changes

As a model progresses along the critical path changes can occur such as amends to the outlook. It is important to keep the spec updated to the latest confirmed details, this should then be sent on to the supplier and qc team. When a spec is amended, the field that has changed should be highlighted in red for easy reference along with updating the issue no. and saving as pdf with the new issue no. (2)

### 11.3 - Amending the spec sheet - QC issues

As mentioned in point 9.1 there are daily inspections and if the product inspected does not match against the spec it will fail the inspection pending acceptance by PHUK. This could be due to small issues such as the buckle material changing from brass to stainless steel. In these instances the spec should be amended as per point 10.2 and sent to the QC team confirming acceptance and attaching the spec for their reference. The supplier should also be cc to ensure they aware the fail point has been accepted and packing can be arranged

1.

<b>PeersHardy Group</b>			
Description		ASOS Watch and Bowtie Gift Set in Charcoal	
<b>AESTHETICS</b>			
<b>CASE</b>		<b>DIAL</b>	
Material	Zinc Alloy	Main finish/colour	Printed Felt Photo Dial - see artwork
Surface colour	Black	Sub-dials	NA
Surface Finish	Matte	Indexes/numbers	Printed black batons at 5 minute markers
Stones - type	NA	Logo	Yes - See artwork
Stones - shape/colour	NA	Stones - type	NA
Stones - qty/size	NA	Stones - shape/colour	NA
Case Size	40mm	Stones - qty/size	NA
Case Reference	Same as existing LAE838505 - Sending sample to TY to follow	Extra Details	time quartz' printed black at 6 position - Please match dial back to existing LAE838505
<b>CROWN with Stopper</b>			
Material	Zinc Alloy	<b>HANDS</b>	
Surface colour	Black	Main dial hands Style	Simple with pointed tip
Shape	Flat Top / Serrated Edge	Main dial hands Colour	Dark Gun
Logo	NA	Second hand Style	Simple Straight
Pushers	No		

2.

<b>CASE</b>	
Plating substrate	1-2mic copper x 0.3mic WCS
Type of plating	Black Spray + Protector
Water Resistant	Construction
Fixture to band	SS Universal Spring Bar
<b>STRAP</b>	
LOGO	Yes - See artwork
Additional Markings	NA
Fixture to Case	SS Universal Spring Bar

## **12. Gold Seal Procedure**

### 12.1 - PHUK Responsibilities

Once a cosmetic sample has been approved by the customer we should send an approved sample to HIL for their reference.

### 12.2 - Supplier Responsibilities

For all accounts the supplier must submit the production samples via HIL, these are firstly reviewed on overall quality and rejected if not acceptable. The supplier should then rework correcting the issue before resubmitting.

### 12.3 - HIL Responsibilities

HIL will send a daily gold seal report detailing pass/reject report for all samples as they are submitted. For aesthetic issues these are either rejected or conditionally accepted by HIL, PHUK are then responsible to review the difference to spec or approved sample. If approved, specs are amended to ensure no failure at QC. If rejected the supplier would be expected to rework before resubmitting.

### 12.4 - Accepting production samples with differences to spec/approved samples

In some cases PHUK will review and accept differences to spec or CS upon receipt of samples. It should then be agreed with the supplier if a CPR is necessary.

### 12.5 - Packed samples

When production samples are sent to PHUK the number of requested packed gold seals should be included in this package, this varies across each account and the breakdown can be found on the next tab.

### 12.6 - Higher Priority Accounts

Certain accounts require PHUK final gold seal approval before completing production / applying for QC. This also means that packaging / labels are sent loose and gold seals are packed in house at PHUK after Sales / QA have determined which samples are most suitable to send to the customer. Currently these accounts are Debenhams, M & S and Next.

## Gold Seal Procedure Breakdown

Customers	INITIAL ORDER - Packed Samples	REPEAT - Packed Samples	Comments
<b>HIL - To hold 1 packed sample from the initial order for reference and use on inspections. Send to PHUK - Samples to be packed with the below quantities, and balance to be sent loose</b>			
DEBS	3 *	2 *	
M&S	2 *	1 *	
Next	4 *	0	
* Gold Seal Packaging to be sent with watches not in boxes (PHUK to add after review) - Include all non stock (labels, RRP's, guarantees etc) in position and ready to be sent to customer.			
Accessorize	1	1	
ALDI	1	1	
ASOS GENTS	1	1	Please send stickers/labels with packaging for the PO with the largest quantity/first hit only. 1 x Gents 2 x Ladies
ASOS LADIES	2	1	
B&M	1	0	
Forever New	4	2	Samples to be sent with varied destinations, Ever New Carding must be submitted as option if required for specific destination
Harrods	4	4	2 packed samples will be returned from Harrods to be resubmitted to SGS  For repeats please re-confirm
Lambretta	1	1	AW to provide packaging x 1 with PS
New Look LADIES	2	2	Please send stickers/labels with packaging for the PO with the largest quantity/first hit only.  ASOS - Send 1 extra ASOS packaged sample for Ladies Gents include an ASOS packed sample if applicable
New Look GENTS	3	2	
Peacocks	3 *	3 *	* Pack Ratio Pack - Check on schedule
Primark Gents	3	3	Use both currencies - split 2 x £ and 1 x € If only 1 currency, send full quantity in 1 currency only
Primark Ladies	5	3	Use both currencies - split equally If only 1 currency, send full quantity in 1 currency only
Penney's Ladies	2	2	
Penney's Gents	2	2	
Primark/Penneys License (Disney/WB)	4	2	In addition to the above packed quantities for individual Primark/Penney's accounts
QVC	2	2	
River Island	1	1	
TOFS	1	1	
Topman	4 *	1	* Pack Ratio - Check Delivery Schedule
Urban UK	1	1	
Urban US	1	1	
USC	1	1	
Zalando	2	1	
AVON	NA	NA	All samples provided by TY/YF Direct

**Account Details - Accessorize**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	Accessorize	
<i>Junior Buyer</i>	Linda Molnes	<a href="mailto:lmolnes@monsoon.co.uk">lmolnes@monsoon.co.uk</a>
<i>Assistant Buyer</i>	Lauren Whitmore	<a href="mailto:lwhitmore@monsoon.co.uk">lwhitmore@monsoon.co.uk</a>
<i>Merchandiser</i>		
<i>Quality Contact</i>	Charlotte Cook	<a href="mailto:ccook@monsoon.co.uk">ccook@monsoon.co.uk</a>
<b>PH Details</b>		
<i>PH Sales</i>	Laura Caves	
<i>PH Administrator</i>	Dan Jellicoe	
<i>PH Quality Contact</i>	Paula Wozna	
<b>Testing</b>		
<i>Requirements</i>	Basic Normal Testing	
<i>Deadline for reports</i>	No	
<i>Factories required to be Audited</i>	No	
<i>Watch specific details</i>	MOQ 500pcs. All models are flash plating	
<b>Packaging details</b>		
<i>Specific details</i>	<p>Packed into separate watch boxes Each box to have a separate Barcode &amp; Dr Tag (Security Tag). Micro-pak sleeve to be added into the box</p> <p>Boxes ordered from Mei Lee Shung (We also order boxes to cover Source Orders that they buy from us)</p> <p>Barcodes ordered from ITL Gorup</p> <p>DR Tags ordered from Tyco Integrated Security. Amanda @ T&amp;I to arrange the delivery of DR Tags direct to China Amanda @ T&amp;I to arrange the delivery of DR Tags direct to China</p>	<p><a href="mailto:info@meileeshung.corp.com.hk">info@meileeshung.corp.com.hk</a></p> <p><a href="mailto:celiasu@itl-group.com.cn">celiasu@itl-group.com.cn</a></p> <p><a href="mailto:emilyliu@itl-group.com.cn">emilyliu@itl-group.com.cn</a></p> <p><a href="mailto:ewan@tycoint.com">ewan@tycoint.com</a></p> <p><a href="http://www.tyco.com">www.tyco.com</a></p> <p><a href="mailto:tandi@biznetvigator.com">tandi@biznetvigator.com</a></p>
<i>Packaging Spec available</i>	YES	
<b>Purchase Order</b>		
<i>Source of PO</i>	E-mail from Customer	
<i>Lead Time</i>	Standard Lead Time	
<b>Deliver details</b>		
<i>FOB or Landed</i>	FOB	
<i>Number of Locations</i>	1	
<b>Process</b>		
	<p>Initial Sales Selection</p> <p>Costing</p> <p>Lines are selected</p> <p>Complete PCF Form</p> <p>Receive PO from Customer</p> <p>Place PO with supplier</p> <p>Order Packaging and Labels</p> <p>Accept PO's on Lima System</p> <p>Chase PS &amp; QC</p> <p>HIL Book in with Allport using Lima, email to CargoFE</p>	<p>Lima Details</p> <p><a href="https://monsoon.allportlima.com">https://monsoon.allportlima.com</a></p> <p>Username: Lauren.Drewe</p> <p>Password: peershardy</p>

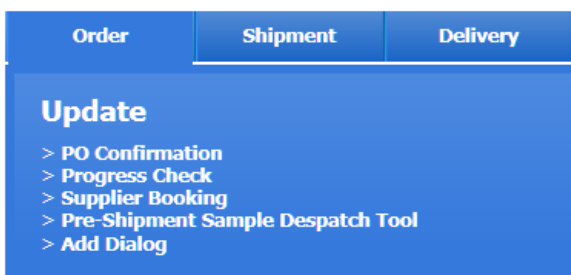
**Accessorize- Lima (https://monsoon.allportlima.com )**

User: Lauren.Drewe

Password: peershardy

**Confirming a PO**

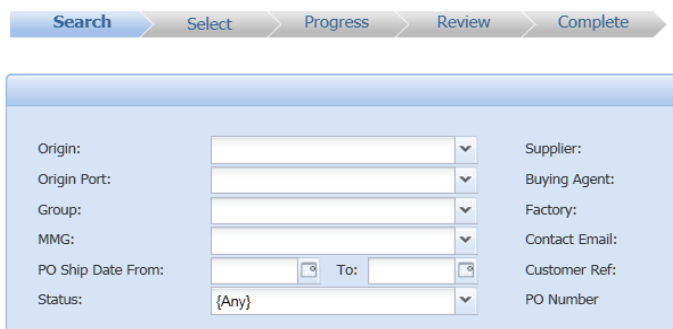
Hover over the order tab and select PO confirmation, use the search tab to search for any outstanding Pos that need to be confirmed (date and cost). Tick any Pos to be confirmed and use the confirmation tab. Once the confirmation is complete use the complete tab to save



**Progress Check**

Once the cosmetic sample has been approved and production has begun the handover date needs to be confirmed in progress check. This needs to be completed before the Pos can be booked

**Progress Check**



**Account Details - ASOS Gents**

	<b>Details</b>	<b>Additional Information</b>
<b>Customer</b>	ASOS - Gents	
<b>Buyer</b>	Clare Thompson	<a href="mailto:clarethompson@asos.com">clarethompson@asos.com</a>
<b>Buyer Assistant</b>	Josh Jeffrey	<a href="mailto:joshua.jeffrey@asos.com">joshua.jeffrey@asos.com</a>
<b>Assistant Merchandiser</b>	Phil Smith	<a href="mailto:PhilS@ASOS.com">PhilS@ASOS.com</a>
<b>Merchandising Administrator</b>	Chancellor Kusuasana	<a href="mailto:chancellor.kusuasana@asos.com">chancellor.kusuasana@asos.com</a>
<b>Quality Contact</b>	Kosta Pendakis Emma Hammett	<a href="mailto:kosta.pendakis@asos.com">kosta.pendakis@asos.com</a> <a href="mailto:emma.hammett@asos.com">emma.hammett@asos.com</a>
<b>PH Details</b>		
<b>PH Sales</b>	Matt Phillips	
<b>PH Administrator</b>	Dan Jellicoe	
<b>Testing</b>		
<b>Requirements</b>	Nickel/Lead/Cadmium/Rohs/Leather Testing/PAH	
<b>Deadline for reports</b>	Before Gold Seal is sent	Uploaded to Lighthouse
<b>Factories required to be Audited</b>	YES	Yi Feng Watch & Jewellery / Shamtime
<b>Watch specific details</b>	MOQ - 500pcs	
<b>Packaging details</b>		
<b>Specific details</b>	606-0008 - Watch Box/ 606-0011 - Pillow Box Various Custom Gift Box Packaging	
<b>Packaging Spec available</b>	Yes for both- micropak sleeve/guarantee placed in packaging. Labels ordered from Label on	<a href="http://asos.1-label.com/Login.aspx">http://asos.1-label.com/Login.aspx</a>
<b>Purchase Order</b>		
<b>Source of PO</b>	Automatic through stated email address	
<b>Lead Time</b>	11 weeks repeat / 13 weeks with change / 15 weeks new	
<b>Deliver details</b>		
<b>FOB or Landed</b>	FOB	
<b>Port</b>	Sea - Yantian / Air - HK	
<b>Number of Locations</b>	UK/Ger/	
<b>Process</b>		
	Initial Sales Selection Costing Lines are selected Place PO Send c/s - comments/approval through Lighthouse Gold seals submitted through HIL for final approval before sending to PHUK Send gold seal to customer- comments/approval through Lighthouse Booking through Lima/Email to Allport once MDA is received HIL Will arrange delivery and documents to freight forwarders	

**Account Details - ASOS Ladies**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	ASOS - Ladies	
<i>Buyer</i>	Chloe Burrage	<a href="mailto:Chloe.Burrage@asos.com">Chloe.Burrage@asos.com</a>
<i>Buyer Assistant</i>	Jenna Coutts	<a href="mailto:jenna.coutts@asos.com">jenna.coutts@asos.com</a>
<i>Merchandiser</i>	Amy Chawner	<a href="mailto:Amy.Chawner@asos.com">Amy.Chawner@asos.com</a>
<i>Quality Contact</i>	Dan Constantine	DanC@asos.com
<b>PH Details</b>		
<i>PH Sales</i>	Laura Caves / Steph Cullum	
<i>PH Administrator</i>	Dan Jellicoe	
<b>Testing</b>		
<i>Requirements</i>	Nickel/Lead/Cadmium/Rohs/Leather Testing/PAH	
<i>Deadline for reports</i>	Before Gold Seal is sent	Uploaded to Lighthouse
<i>Factories required to be Audited</i>	YES	Yi Feng Watch & Jewellery / Shamtime
<i>Watch specific details</i>	MOQ - 500pcs	
<b>Packaging details</b>		
<i>Specific details</i>	606-0008 - Watch Box	
<i>Packaging Spec available</i>	Yes for both- micropak sleeve/guarantee placed in packaging. Labels ordered from Label on	<a href="http://asos.1-label.com/Login.aspx">http://asos.1-label.com/Login.aspx</a>
<b>Purchase Order</b>		
<i>Source of PO</i>	Automatic through stated email address	
<i>Lead Time</i>	11 weeks repeat / 13 weeks with change / 15 weeks new	
<b>Deliver details</b>		
<i>FOB or Landed</i>	FOB	
<i>Port</i>	Sea - Yantian / Air - HK	
<i>Number of Locations</i>	UK/Ger	
<b>Process</b>		
	Initial Sales Selection Costing Lines are selected Place PO Send c/s - comments/approval through Lighthouse Gold seals submitted through HIL for final approval before sending to PHUK Send gold seal to customer- comments/approval through Lighthouse Booking through Lima/Email to Allport once MDA is received HIL Will arrange delivery and documents to freight forwaders	

**ASOS - Lighthouse (<https://asos.etlighthouse.com/>)**

User: djellicoe@peershardy.co.uk

Password: pa55word

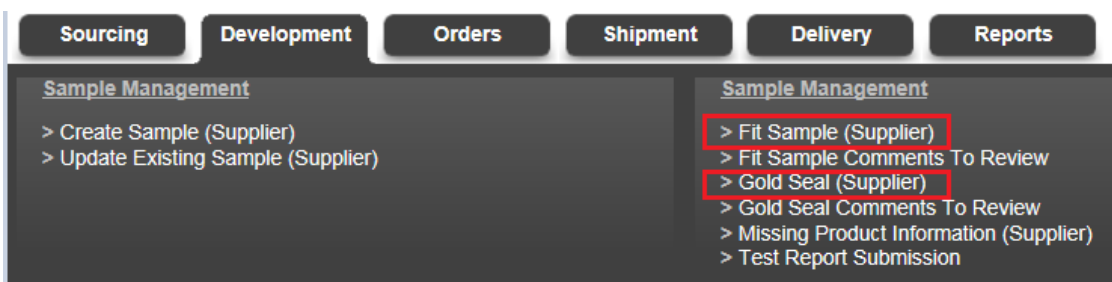
**1.1 - Lighthouse Workflow**

On the front page of lighthouse there is a workflow for sample management, the 2 main areas for review are Fit Sample Comments to Review and Gold Seal Comments to Review. If any new comments or responses are made by ASOS these fields will update with the number of comments left per sku (fit sessions are Tuesday and Thursday, comments can be updated the following day). Clicking any of these numbers takes you to a summary page where you can view all skus where comments have been made

	Expected	Due	Critical
Fit Sample Submission	2	0	37
Fit Sample Comments To Review	0	0	0
Missing Product Information	1	0	76
Grading Rules Submission	0	0	0
Graded Specification Confirmed	0	0	0
Confirm Revised Graded Specification	0	0	0
Test Report Submission/Review	4	0	48
Gold Seal Submission	2	0	22
Gold Seal Comments To Review	0	0	0

**1.2 - Navigating to an individual sku**

Sometimes you may need to navigate to an individual sku to check for approval or to review fit sample comments against the production samples when received. To do this hover over the Development tab and use either fit sample or gold seal depending on which stage of the product you want to review



The sku number for the product is also known as the merrit style ID, take away LAE or EWA from any ph model and enter the number and use the select tab to search, tick the selection and use the update tab to enter the sku and review/leave comments. Once complete use the complete tab to save any amends made

**Gold Seal (Supplier)**

**Search** → **Select** → **Update** → **Complete**

**\* Click on the tabs to proceed**

**Search Parameters**

Supplier Reference(s)	<input type="text"/>
Merret Style ID(s):	678331

## 2. ASOS - Lima (<https://asos.allportlima.com/>)

### 2.1 - Confirming a PO

Hover over the order tab and select PO confirmation, use the search tab to search for any outstanding Pos that need to be confirmed (date and cost). Tick any Pos to be confirmed and use the confirmation tab. Once the confirmation is complete use the complete tab to save

<b>Order</b>	<b>Shipment</b>	<b>Delivery</b>
<p><b>Update</b></p> <ul style="list-style-type: none"> <li>&gt; PO Confirmation</li> <li>&gt; Availability</li> <li>&gt; Supplier Booking</li> <li>&gt; Add Dialog</li> </ul>		

### PO Confirmation

Search → **Select** → Confirmation → Complete

### 2.2 - Reviewing an Individual PO

To check on any individual Pos use the quick search option at the top of the page, this will detail forwarder, freight method, port, handover date, cost and product description, this can be cross referenced against the delivery schedule to ensure all details are correct

PO Search ▼

**Quick Search**

## 7. ASOS - Labelon (<http://asos.1-label.com/Login.aspx>)

ASOS Gents and ladies lines both require a barcode label and a fibre composition label. These are both ordered from Labelon

### 7.1 - Finding the correct label

On the main overview screen you can type the PO number into the ASOS Order search box, once loaded click the PO number itself to go into the ordering screen

ASOS Order	PO Qty	Supplier Code	Customer Po Ref
<a href="#">0410025218</a>	165	PEERFOB	EWA1032416
<a href="#">1050008837</a>	341	PEERFOB	LAE1023831
<a href="#">1050008941</a>	275	PEERFOB	LAE915450
<a href="#">1050007830</a>	248	PEERFOB	LAE940512
<a href="#">1050007828</a>	248	PEERFOB	LAE940512

### 7.2 - Completing the order details

Details to be completed:

Customer order reference: -Enter the PH model number here

Location Code - Enter HK here as this is where the label is produced

Requested Dispatch Date - Enter the required delivery date here

Invoice Detail - This a drop down menu with only one option, select Peers Hardy

Delivery Detail - This is a drop down menu with only one option, select Peers Hardy

Country of Origin - This should always be made in China

Item Code 1 - This is the polybag barcode label and will always be ASBAR1

Item Code 2 - This is the fibre composition label and will usually be ASJWL2 if ordering for a watch. If there is a set which contains 2 items e.g Watch and Bowtie set then ASGIFT should be ordered

**Record [ 1 ]**

Order Information

ASOS Order Ref	<input type="text" value="0410025218"/>
Supplier Code	<input type="text" value="PEERFOB"/>
Supplier Name	<input type="text" value="Peers Hardy Group"/>
Country Of Origin *	<input type="text" value="MADE IN CHINA"/>
Item Code 1 *	<input type="text" value="ASBAR1"/>
Item Code 2	<input type="text" value="ASJWL2"/>

Fibre Instructions - If ordering for a normal watch then the component is main, this covers all fabrics for the watch makeup. As per the example below all fabrics must total 100% or the order cannot be confirmed

Fibre instructions		
Component	Fabric	%
MAIN	PLASTIC	80
	BRASS	10
	STAINLESS STEEL	10

### 7.3 - Confirming the label qtys

At the bottom of the screen the qtys of the labels need to be confirmed. In the example below we have added ASBAR1 and ASJWL2, the qty needed for both labels is the same. Ensure the number is correct and includes a small buffer qty

Size Table [ 1 ]		
Size	Qty Required	
EDI size		No Size
SKU		05862978
Supplier Ref		Casual541
Supplier Colou		Multi
ASBAR1		165
ASJWL2		165

### 7.4 - Wash care symbols

There are no wash care items required unless specifically advised by ASOS

### 7.5 - Confirming the order

Once all details have been entered the order can be saved to be placed later or confirmed immediately. Once confirmed a summary page loads and an email is sent detailing the full order. Labelon will send a PI to be checked and confirmed, payment must be made before the labels are dispatched

[SAVE and Continue](#)

[View / Print Draft](#)

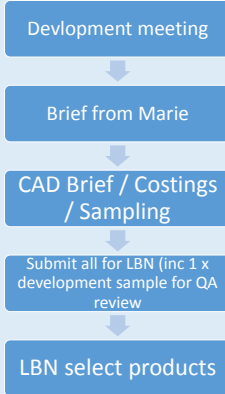
[Confirm Order](#)

**Account Details - AVON**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	AVON	
<i>Buyer</i>	Marie Rodgers	<a href="mailto:marie.rogers@avon.com">marie.rogers@avon.com</a>
<i>Assistant Buyer</i>		
<i>Merchandiser</i>	Leanne Gallagher - WE Anna Calisti - CE / EE	<a href="mailto:leanne.gallagher@avon.com">leanne.gallagher@avon.com</a> <a href="mailto:anna.calisti@avon.com">anna.calisti@avon.com</a>
<i>Quality Contact</i>	Anne-Marie Harvey,	<a href="mailto:Anne-Marie.Harvey@avon.com">Anne-Marie.Harvey@avon.com</a>
<b>PH Details</b>		
<i>PH Sales</i>	Jessica Carter	
<i>PH Administrator</i>	Joint account	
<i>PH Quality Contact</i>	Paula Wozna	
<b>Testing</b>		
<i>Requirements</i>		
<i>Deadline for reports</i>	eg. Does this need to be prior to shipment	Does this need to be logged onto a specific site
<i>Factories required to be Audited</i>	YES	TY Enterprise (all watches), Yi Feng (Silver only)
<i>Watch specific details</i>	MOQ must be 2k for initial but, 1k for repeat.	
<b>Packaging details</b>		
<i>Specific details</i>	eg Supplier, packaging requirements, label details	
<i>Packaging Spec available</i>	Summary of packaging details	
<b>Purchase Order</b>		
<i>Source of PO</i>	Horizon - Used throughout the process	<a href="https://exthorizon.avon.com">https://exthorizon.avon.com</a>
<i>Lead Time</i>	Must meet 9 weeks for New Lines, 6 weeks for Repeats	User Name =s_peershardy_1 Password = Fall2012
<b>Deliver details</b>		
<i>FOB or Landed</i>	FOB	
<i>Port</i>	Sea - Yantian, Air- Hong Kong	
<i>Number of Locations</i>	UK, NE, EE, IMED, TURKEY, NAMI	
<b>Process</b>		
	Initial Sales Selection Costing Action Concept Samples Lines are selected Send Supplier Product sheet to complete all details Update Necessary Details in Horizon regarding the product - Ron to re-confirm 8 Production samples sent to Avon (Request 10 from Supplier) Testing Completed via SGS which is released directly to AVON IPQ (Initial Purchase Quantity) and PO sent via email - Sent to Avon Horizon group email Confirm all details with Supplier and Avon Place PO HIL Will arrange delivery and documents to freight forwarders	

## AVON - PROCESS

**Initial Development and Selection**  
Responsibility - Sales Team



**PH Review of Selected Products**  
Responsibility - Sales / QA / Merch

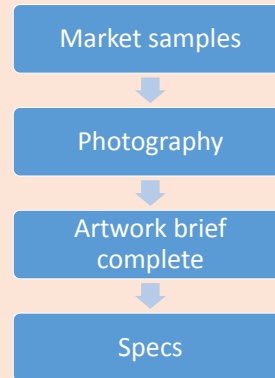
Review selected products and all associated details

### Confirming Details

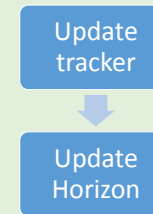
QA



Sales



Merch



**PPS Procedures**  
Responsibility - QA

PPS x 3 received

1 x submitted to AVON  
(orange tags)

1 x sent to SGS

1 x kept at PHUK

**Test Reports and Declarations**  
Responsibility - QA

Test reports from supplier

Create declaration per FSC

Submit to AVON QA

Packaging and waste doc completed

Send test reports to AVON

Artwork sent to AVON

Pre-shipment check list sent to SGS once reports are approved

**Finalising Artwork**  
Responsibility - QA

Artwork received from ICP

Sent to supplier to add FSC and production date

Final artwork from supplier approved by PH QA

**Initial Orders and Rebuys**  
Responsibility - Merch

Order enquiry received from AVON

Review dates and qtys with supplier, confirm back to AVON planner

PO raised and sent to supplier, include PS and dates on IPQ orders

Delivery schedule updated and other processed completed i.e SOPs

Upon receipt of PS, 1 x sent to AVON (green label)

**Booking Inspection and Handover**  
Responsibility - QA / Merch

Inspection of bulk booked with SGS, 7 days prior to inspection date

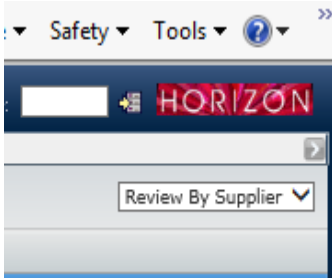
Inspection to be booked 7 days before HOD

Report or skip report is received, confirm with HIL to release

Upon pass report handover is made to meet expected shipment date

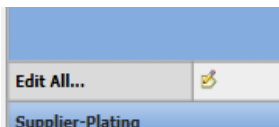
**AVON - Horizon (<https://exhorizon.avon.com>)**

All products are listed as the 'Product Number' and can have several colourways under each. Each style will move between Supplier and Avon until 'Awarded', which can be viewed on the top right selection list

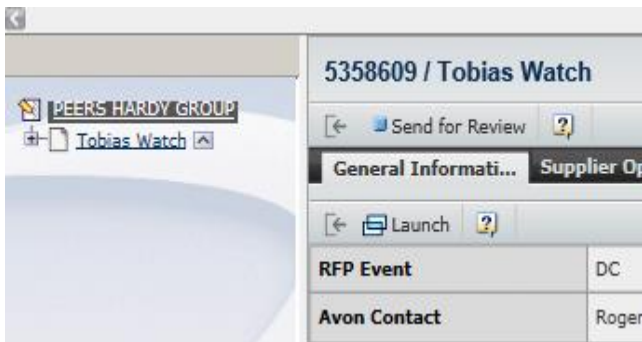


By selecting a product line, the breakdown of all details will open as a new tab. Select the product name in the top left corner which will allow you to view the details of product.

Edit the details as required by selecting the 'edit all' button on each section and follow the confirmed details from the COP sheet supplied by the supplier



Once completed all details or need to push the Product back to Avon for their review. Select the Peers Hardy section at the top right and then 'Send for Review'.



**Account Details - B&M**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	<i>B&amp;M</i>	
<i>Buyer</i>	<i>Sky Wong</i>	<a href="mailto:Sky.Wong@bmstores.co.uk">Sky.Wong@bmstores.co.uk</a>
<i>Assistant Buyer</i>	<i>Lucy Rimmer</i>	<a href="mailto:Lucy.rimmer@bmstores.co.uk">Lucy.rimmer@bmstores.co.uk</a>
<i>Merchandiser</i>	<i>Simon Buckley</i>	<a href="mailto:Simon.Buckley@bmstores.co.uk">Simon.Buckley@bmstores.co.uk</a>
<i>Quality Contact</i>		
<b>PH Details</b>		
<i>PH Sales</i>		
<i>PH Administrator</i>		
<i>PH Quality Contact</i>	<i>Paula Wozna</i>	
<b>Testing</b>		
<i>Requirements</i>	<i>Basic Normal Testing</i>	
<i>Deadline for reports</i>	<i>No</i>	
<i>Factories required to be Audited</i>	<i>No</i>	
<i>Watch specific details</i>	<i>Watches mainly supplied by Yi Feng. Occassionally get the odd one done by someone else</i>	
<b>Packaging details</b>		
<i>Specific details</i>	<i>Packed into separate watch boxes and then packed in 12's into a CDU. Each box to have a separate RRP Sticker and CDU to have 2 Boxes, CDU's and RRP Stickers all from Mei Lee Shung</i>	
<i>Packaging Spec available</i>		
<b>Purchase Order</b>		
<i>Source of PO</i>	<i>E-mail from Customer</i>	
<i>Lead Time</i>	<i>Standard Lead Time</i>	
<b>Deliver details</b>		
<i>FOB or Landed</i>	<i>FOB</i>	
<i>Number of Locations</i>	<i>1</i>	
<b>Process</b>		
	<i>Initial Sales Selection</i> <i>Costing</i> <i>Lines are selected</i> <i>Place PO with supplier (Usually straight to PS)</i> <i>Order Packaging and RRP Labels from Mei Lee</i> <i>Dials etc approved by e-mail</i> <i>Chase PS &amp; QC</i> <i>HIL Book in with B&amp;M Freight forwarders</i>	

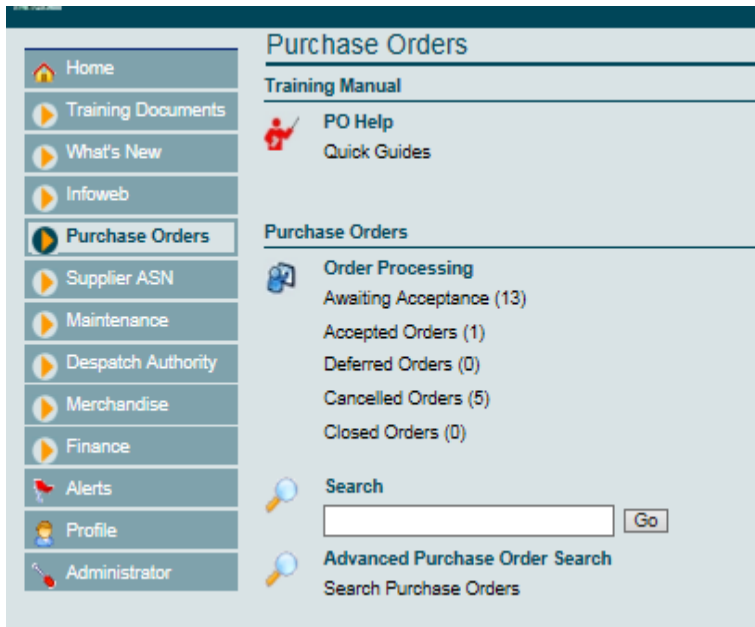
**Account Details - Debenhams**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	Debenhams	
<i>Buyer</i>	Richard Maynes	<a href="mailto:Richard.Maynes@debenhams.com">Richard.Maynes@debenhams.com</a>
<i>Trainee Assistant Buyer</i>	Elle Poutney	<a href="mailto:Eleanor.Pountney@debenhams.com">Eleanor.Pountney@debenhams.com</a>
<i>Assistant Merchandiser</i>	Suzie Coulman	<a href="mailto:Suzanne.Coulman@debenhams.com">Suzanne.Coulman@debenhams.com</a>
<i>Quality Contact</i>	Kwai Pang	<a href="mailto:Kwai.Pang@debenhams.com">Kwai.Pang@debenhams.com</a>
<b>PH Details</b>		
<i>PH Sales</i>	Danielle Insley/Laura Caves	
<i>PH Administrator</i>		
<i>PH Quality Contact</i>	Paula Wonza	
<b>Testing</b>		
<i>Requirements</i>	Basic Testing	
<i>Deadline for reports</i>	Yes. Need pass reports to ship	Tech Files need to be sent to Sophie
<i>Factories required to be Audited</i>	Yes	YF, AW, TY, KOT
<i>Watch specific details</i>	MOQ 500PCS. 2% Spares	
<b>Packaging details</b>		
<i>Specific details</i>	Packed into separate watch boxes Each box to have a separate Barcode, RRP and security sticker	
	Boxes ordered from Lei Lung & Well Packaging (see tabs on schedule)	<a href="mailto:peony@leilung.com">peony@leilung.com</a>
<i>Packaging Spec available</i>	Barcodes ordered by Debenhams and delivered direct to HIL YES	<a href="mailto:jerry@wellpackaginghk.com">jerry@wellpackaginghk.com</a>
<b>Purchase Order</b>		
<i>Source of PO</i>	E-mail from Customer & B2B	
<i>Lead Time</i>	Deliver on 22nd week	
<b>Deliver details</b>		
<i>FOB or Landed</i>	Landed	Delivered already packed
<i>Number of Locations</i>	1	
<b>Process</b>		
	Initial Sales Selection Costing Lines are selected Receive Selection Sheet from Customer (Used as a PO) Place PO with supplier Order Packaging Chase CS,PS & QC Need Gold Seal Approval to ship Sent by Unique	Send Debs sealing docs for CS & PS
	Weekly Spreadsheet confirming what needs to be booked in sent by Stephanie Dubois as initial delivery schedule not normally kept to Catherine in VAD team makes booking and arranges delivery	

**Debenhams - Extranet (<https://www.debenhamsb2b.net>)**

Login to the portal will allow access to view PO's and sales reports. Note there is a login for both the FOB (5089) and Landed (6524)account

Select Purchase Orders on the left hand side selection, and then searching for the required PO number will find the PO for review



Sales reports can be viewed and run by selecting the Merchandise tab on the left, selecting Sales Files, and then download Fashion Sales Files to view reports



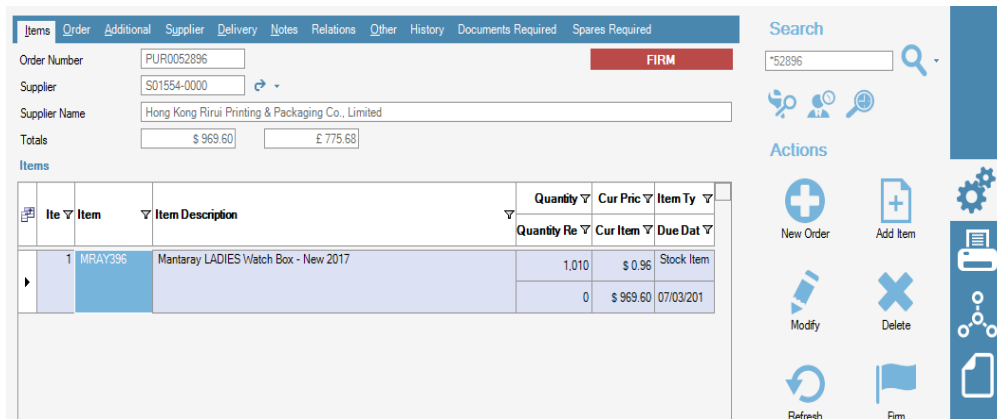
Debenhams – Segura – Raising Packaging/ Labels

**Debenhams - Segura (<http://debenhams.segurasystems.com>)**

Winman - Product Order

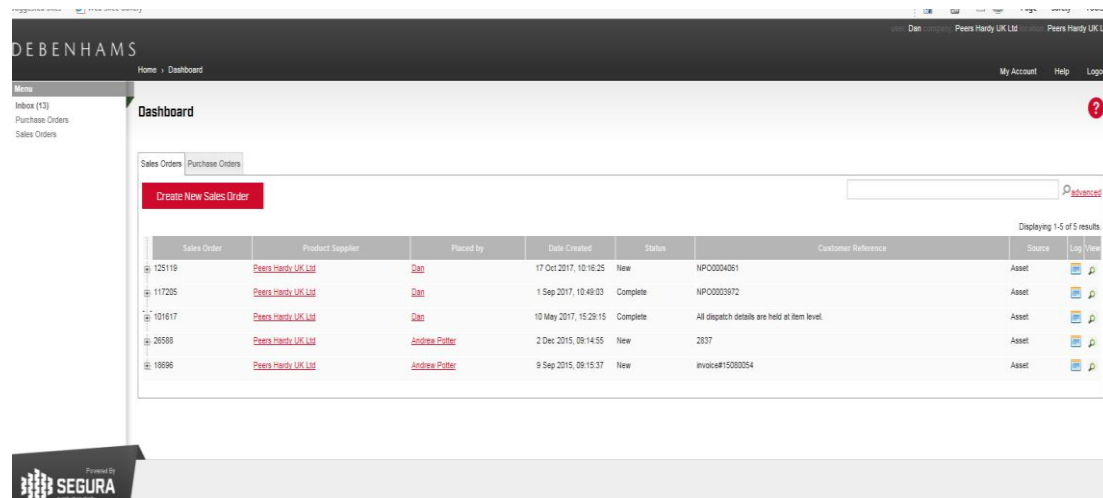
1

Create Non-Stock order (see page 8 for guideline) listing the item(s) you wish to action. Make note of the order number as this will be added on Segura order as reference.



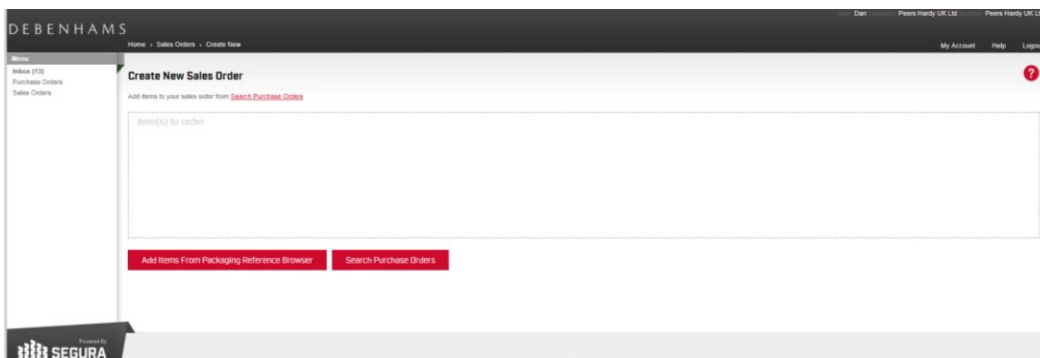
2.

Log in onto to Segura. Select ‘Create New Sales Order’



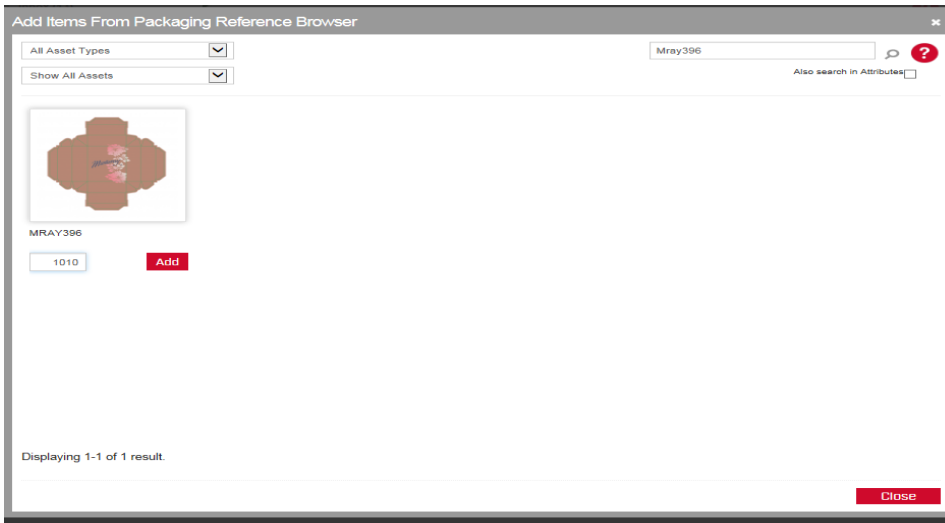
3.

Select ‘Add Items From Packaging Reference Browser’



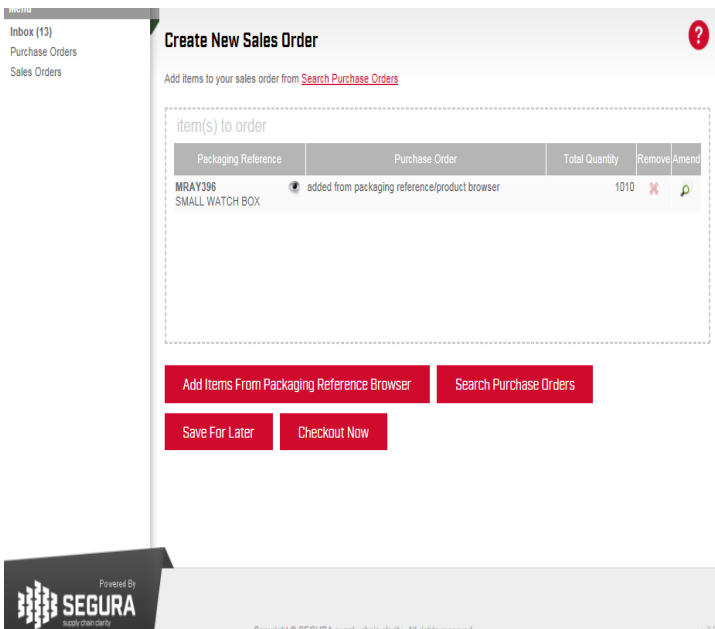
4

In search box (top right), enter packing item code you require as per Winman – E.G. MRAY396 and click the search icon. A CAD drawing will appear of the item. Check images is correct and add total quantity amount in box below image. Click ‘Add’ to add into basket. Repeat this process with all items you are raising per supplier. Once complete, click ‘Close’ at the box right of the box.



5

You will be taken back to the Sales Order page. All items you have added will be listed here for you to check before confirming the order. Once checked, select ‘Checkout Now’.



6

Sales Order Header Information' - Once below is complete, select 'Review and Confirm Order'.

Customer Reference – Enter the PO/NPO you raised order on Winman.

Required Date – QC Date.

Invoice – Peers Hardy

Delivery – HIL

Notes – Fill in if any addition detail required for the order.

Packaging Supplier – Select supplier you are raising the order with.

The screenshot shows a web form titled "Sales Order Header Information". At the top left, it says "Fields with \* are required" next to a red question mark icon. The form has several rows, each with a label and a value:

- Customer Reference \***: PUR0052896
- Required Date \***: 2018-03-07
- Invoice Location \***: Peers Hardy L (dropdown menu)
- Delivery Location \***: HIL (dropdown menu)
- Notes**: F.A.O Helen Lau (text area)
- Packaging Supplier \***: DONG FENG (dropdown menu)

Below the "Packaging Supplier" field, there is a disclaimer: "You are not expected to pay on the site and your existing relationship with the supplier in terms of invoicing etc. has not changed. Payment for packaging will remain offline." At the bottom of the form, there are two red buttons: "Review and Confirm Order" and "Close".

7

Review Your Sales Order – Check all details is correct before submitting. Click 'Confirm Order' to proceed.

8

Click 'OK' to confirm order.

9

You will be taken back to the Dashboard. This is where you will see the status of the order and check at later date.

**Account Details - USC/Firetrap**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	USC FIRETRAP/SOUL CAL	
<i>USC Buyer</i>	David Epstein	<a href="mailto:David.Epstein@flannels.com">David.Epstein@flannels.com</a>
<i>Soul Cal Buyer</i>		
<i>Firetrap Merch/Supply Chain</i>	Joe Ellis	<a href="mailto:Joe.Ellis@sportsdirect.com">Joe.Ellis@sportsdirect.com</a>
<b>PH Details</b>		
<i>PH Sales</i>	Matt Phillips	
<i>PH Administrator</i>	Dan Jellicoe	
<i>PH Quality Contact</i>	Paula Wozna	
<b>Testing</b>		
<i>Requirements</i>	Basic Testing	
<i>Deadline for reports</i>	No	
<i>Factories required to be Audited</i>	No	
<i>Watch specific details</i>	MOQ 500PCS	
<b>Packaging details</b>		
<i>Specific details</i>	Watches packed in box with barcode sticker on base  Firetrap boxes orderd from Worthpak - Sing Lo, Soul Cal from Long Chang  Barcodes released from Sportsdirect website, HIL to print	
<i>Packaging Spec available</i>	Motex (sale stickers) ordered from Hague Print Can be arranged by Hague Print YES	<a href="mailto:Francesca.Leatham@hagueprint.com">Francesca.Leatham@hagueprint.com</a>
<b>Purchase Order</b>		
<i>Source of PO</i>	Sports Direct Website	<a href="http://external.sports-soccer.co.uk">http://external.sports-soccer.co.uk</a>
<i>Lead Time</i>	Standard Lead Time	<a href="#">Login@DWILLIA1 Password:pa55word123</a>
<b>Deliver details</b>		
<i>FOB or Landed</i>	FOB	
<i>Number of Locations</i>	1	
<b>Process</b>		
	Initial Sales Selection Costing Lines are selected Receive PO from Customer Place PO with supplier Order Packaging Order Labels from Hague (Payment must be received before they will dispatch) Chase CS,PS & QC HIL Book in with Freight Forwarders -Ensign via PFE	<a href="mailto:jacky.szx@ensign.com.hk">jacky.szx@ensign.com.hk</a> <a href="mailto:k.massink@pfe-express.co.uk">k.massink@pfe-express.co.uk</a>

**Account Details - Forever New**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	<i>Forever New</i>	
<i>Buyer</i>	<i>Emma Wassell</i>	<a href="mailto:Emma.Wassell@forevernew.com.au">Emma.Wassell@forevernew.com.au</a>
<i>Buyer Assistant</i>	<i>Steph Tang</i>	<a href="mailto:Stephanie.Tang@forevernew.com.au">Stephanie.Tang@forevernew.com.au</a>
<i>Quality Contact</i>	<i>N/A</i>	
<b>PH Details</b>		
<i>PH Sales</i>	<i>Laura Caves / Steph Cullum</i>	
<i>PH Administrator</i>	<i>Dan Jellicoe</i>	
<i>PH Quality Contact</i>	<i>Paula Wozna</i>	
<b>Testing</b>		
<i>Requirements</i>	<i>Basic testing</i>	
<i>Deadline for reports</i>	<i>no</i>	
<i>Factories required to be Audited</i>	<i>No</i>	
<i>Watch specific details</i>	<i>MOQ 500PCS</i>	
<b>Packaging details</b>		
<i>Specific details</i>	<i>Boxes for Forever New and Ever New - ordered from Arts Grand</i>	<a href="mailto:eric@artsgrand.com">eric@artsgrand.com</a>
	<i>Barcodes &amp; Carton Labels ordered by Non Stock PO from Real Packaging - Wendy</i>	<a href="mailto:business07@realpkg.com">business07@realpkg.com</a>
<i>Packaging Spec available</i>	<i>YES</i>	
<b>Purchase Order</b>		
<i>Source of PO</i>	<i>E-mail from Customer with PO and Barcodes</i>	
<i>Lead Time</i>	<i>Standard Lead Time 15 WEEKS to Handover</i>	
<b>Deliver details</b>		
<i>FOB or Landed</i>	<i>FOB</i>	
<i>Number of Locations</i>	<i>up to 8</i>	
<b>Process</b>		
	<i>Initial Sales Selection</i>	
	<i>Costing</i>	
	<i>Lines are selected</i>	
	<i>Receive PO from Customer</i>	
	<i>Place PO with supplier</i>	
	<i>Order Packaging</i>	
	<i>Chase CS,PS &amp; QC</i>	
	<i>Send 4 x PS SAMPLES, 3 x Forever New, 1 x Ever New</i>	
	<i>HIL Book in with Forever New Freight forwarders - DHL for all locations except RSA which is Santova</i>	<a href="mailto:benjamin.chan@santova.com">benjamin.chan@santova.com</a>
		<a href="mailto:edghk-dgf-fashiondesk@dhl.com">edghk-dgf-fashiondesk@dhl.com</a>

**Account Details - Harrods**

	<b>Details</b>	<b>Additional Information</b>
<b>Customer</b>	HARRODS	
<b>Buyer</b>	Elizabeth Massarella	<a href="mailto:Elizabeth.Massarella@harrods.com">Elizabeth.Massarella@harrods.com</a>
<b>Buyer Assistant</b>		
<b>Compliance</b>	Justine Phipps	<a href="mailto:Justine.Phipps@harrods.com">Justine.Phipps@harrods.com</a>
<b>Quality Contact</b>		
<b>PH Details</b>		
<b>PH Sales</b>	Matt Phillips	
<b>PH Administrator</b>	Dan Jellicoe	
<b>Testing</b>		
<b>Requirements</b>	Nickel/Lead/Cadmium/Rohs/Leather Testing/PAH	
<b>Deadline for reports</b>	Before Gold Seal is sent	
<b>Factories required to be Audited</b>	YES	Yi Feng Watch & Jewellery
<b>Watch specific details</b>	MOQ - 500pcs	
<b>Packaging details</b>		
<b>Specific details</b>	HRDS-BX01 - ordered from Mei Lee Shung Harrods box to include address label, guarantee booklet and 'guarantee inside' sticker	
<b>Packaging Spec available</b>	Yes - HIL to print barcode labels with data on schedule via bartender - ensure low tack labels used	
<b>Purchase Order</b>		
<b>Source of PO</b>	Automatic through stated email address	
<b>Lead Time</b>	11 weeks repeat / 13 weeks with change / 15 weeks new	
<b>Deliver details</b>		
<b>FOB or Landed</b>	Landed	
<b>Port</b>	Sea - Yantian / Air - HK via Unique	
<b>Number of Locations</b>	UK	
<b>Process</b>		
	Initial Sales Selection Costing Lines are selected Place PO Send c/s - comments/approval through email. Gold seals submitted through HIL for final approval before sending to PHUK. Submit 4 gold seals to Harrods, receive 2 signed back. 1 for our reference and 1 sent to the JV to have on hand for 3rd party inspection by Intertek Booking through email to HarrodsTVDCBookings@harrods.com with booking form attached Label at HIL and custom cartons used, VAD to process booking/adding booking ref to cartons and pallet before delivery	

**Account Details - Lambretta**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	<i>Lambretta (Capella)</i>	
<i>Buyer/Head of Design</i>	<i>Andre Olovsson</i>	<i>andre.olvsson@capellaind.com</i>
<i>Merchandiser/Orders</i>	<i>Lina Zhang</i>	<a href="mailto:lina.zhang@capellaind.com"><i>lina.zhang@capellaind.com</i></a>
<b>PH Details</b>		
<i>PH Sales</i>		
<i>PH Administrator</i>	<i>Dan Jellicoe</i>	
<i>PH Quality Contact</i>	<i>Paula Wozna</i>	
<b>Testing</b>		
<i>Requirements</i>	<i>Basic Testing</i>	
<i>Deadline for reports</i>	<i>No</i>	
<i>Factories required to be Audited</i>	<i>No</i>	
<i>Watch specific details</i>	<i>MOQ 500PCS (Normally 10k order qty in full) - Use Monita. 2% Spares</i>	
<b>Packaging details</b>		
<i>Specific details</i>	<i>Packed by Supplier. Packaging provided by Customer Barcodes and Carton Labels done by Terry</i>	
<i>Packaging Spec available</i>	<i>YES</i>	
<b>Purchase Order</b>		
<i>Source of PO</i>	<i>E-mail from Customer</i>	
<i>Lead Time</i>	<i>Standard Lead Time</i>	
<b>Deliver details</b>		
<i>FOB or Landed</i>	<i>FOB</i>	<i>Deliver direct to Beacon Logistics HK</i>
<i>Number of Locations</i>	<i>1</i>	
<b>Process</b>		
	<i>Initial Sales Selection Costing Lines are selected Receive PO from Customer Place PO with supplier Chase Packaging Chase CS,PS &amp; QC HIL Book in with Beacon</i>	

**Marks and Spencers - Account Details**

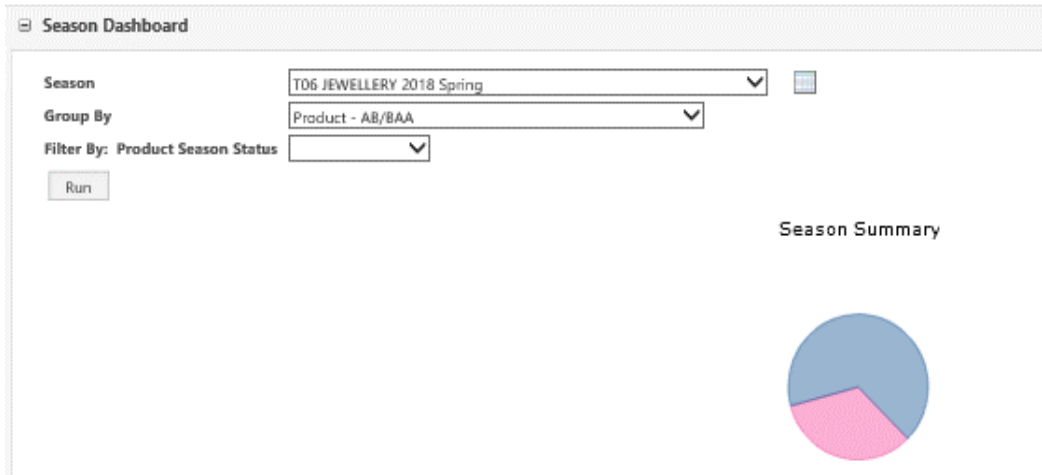
	<b>Details</b>	<b>Additional Information</b>
<b>Customer</b>	<b>Marks and Spencers</b>	
Buyer	Beecham, Karen <Karen.Beecham@marks-and-spencer.com>	
Assistant Buyer		
Quality Contact	Gallant, Victoria <Victoria.Gallant@marks-and-spencer.com> Jones, James <James.Jones@marks-and-spencer.com> Lu, Lucy Q. <Lucy.Q.Lu@marks-and-spencer.com> Liu, Sammi <Sammi.Liu@marks-and-spencer.com>	
Other Customer contacts		
<b>PH Details</b>		
PH Sales		
PH Administrator		
PH Quality Contact	Paula Wozna	
<b>Testing</b>		
Requirements	Standard Testing requirements	
Deadline for reports	Fit logs after CS (Contract Seal) - Specification Updates	Contracts.com
Factories required to be Audited	Yes	Belly Watch
Watch specific details	Must be Belly Watch (Kotronix)	
<b>Packaging details</b>		
	Box - K833 - Real Packaging RRP - Tagit Guarantee - Arranged by HIL BEL93 (Box end label) - 1 per carton + 1 per ratio pack of 10 - Avery Dennison RFID - 1 per watch box (barcode visible) - Avery Dennison OTCL - 1 per carton - To be printed in house (Arrange printer) Carton - Specific Size, approved as MSC10882 (350mm x 240mm x 310mm) 10 Watch boxes in a polybag, 50 watch boxes per carton (5 packs)	Avery Dennison - Lyn Wu <lyn.wu@ap.averydennison.com> Tagit - Ross Goring <Ross@tagitltd.com> Real Packaging - Jade-Real Packaging <pmc03@realpkg.com>
Specific details		
Packaging Spec available	Yes, see Tab below. Box K833	
<b>Purchase Order</b>		
Source of PO	<a href="https://tradinggrid.gxs.com/">https://tradinggrid.gxs.com/</a>	Username: klallie@peershardy.co.uk Password: Peershardy1!
Lead Time	Standard - 15 weeks	
<b>Deliver details</b>		
FOB or Landed	FOB	
Number of Locations		1 UK
<b>Required websites and logins</b>		
N ACCOUNT - Same login/password for all sites from N account	<a href="https://external2.mnscorp.net/">https://external2.mnscorp.net/</a>	<b>Contracts Login ID:</b> N6755638 Password: london17 PIN: 1234
GXS	<a href="https://tradinggrid.gxs.com/">https://tradinggrid.gxs.com/</a>	Username: klallie@peershardy.co.uk Password: Peershardy1!
PackSpec	<a href="http://www.gmpackspec.com">www.gmpackspec.com</a>	Username: Daniel.Williams Password: P@sswOrd
Editrack	<a href="https://mands.tactivity.com">https://mands.tactivity.com</a>	Username: Daniel.Williams Password: Peershardy
<b>Process</b>		
	<ol style="list-style-type: none"> <li>1. PO Raised through GXS</li> <li>2. Place orders with supplier (Belly Watch)</li> <li>3. 6x Cosmetic samples for approval (5 submitted for M&amp;S, all to be signed with required tag). 1 Signed sample to be sent to factory for reference and use with firewall</li> <li>4. Details completed on CMS- Style file viewer - Fit logs, product specification, images, Care label details, Corporate labels and packaging, transit modularity,</li> <li>5. 6x Production samples received for approval. 1 fully packed sample sent for approval with M&amp;S (re. Rack Sample)</li> <li>6. Update CMS with testing results, legal declaration (Nickel), Test results (additional testing)</li> <li>7. Complete 10 point drop test and email to M&amp;S contact</li> <li>8. All packaging ordered and received in sufficient time. For specific carton size, refer to Packspec</li> <li>9. BPM (Business Process Management) which is accessed through CMS to be completed to state carton sizes and weights</li> <li>10. Packing lists submitted on editrack - This will release data required for OTCL's</li> <li>11. M&amp;S Firewall team booked 3 weeks prior to shipment for inspection prior to shipment.</li> <li>12. Handover booked with Damco - minimum 7 days prior to HOD</li> <li>13. Goods to handover 7 days prior to FOB date</li> <li>14. Upload invoices on GXS after/on FOB date (not before)</li> </ol>	

**M&S PROCESS GUIDE**

**PLM**

Login <https://msflex-aws-prod.ptcmscloud.com/Windchill/rfa/jsp/main/Main.jsp>

Search Season and Department to view product raised.



Costs will need to be agreed once products have been selected.

Select sourcing and scroll down to the below section, where comments can be added to confirm costs.

NOTE - No notifications are sent if buyer adds comments

Development Comments:

Source To Season:	
Comments Type	Comments
Contract Seal Comments	Comments - strap to tight around lugs - keeper should be folded and stitched or more secure - will send artwork for case back. - want to see one sample in packaging - subsequent orders should be sk test for bracelet
Development Comments	Based on order of 500pcs as advised by Andy, the best we can offer is \$15.87. Please confirm
Development Comments	can you get nearer to \$15?

**Once agreed, add costs and breakdown**

Cost Price History:

Source:					
Colourway	Size	Start Date	End Date	FOB	FOB C
T4 - GREY MIX 23285 GREY		04/08/2017	31/12/9999	15.87	USD

Under the SOURCING section, Care label details, Corporate and Non Corporate need completing, which will create Commodity Details

Use the below details as a guide

**Care Label**

Source To Season:

Colourway	Size - Do Not Complete if Size is Used	Do Not Complete if Colourway is Used	Description	Care Label	Care Instructions	Main Fiber Composition	Country Of Origin	Wash Care Phrases	Caution Codes - Safety Standards	Fire Warnings	Multi Part Set	Other Words/Phrases	Other Fiber Composition	Remarks
			Modern Watch Set	Not Required	Not required	100% N20-NONE REQUIRED	CHINA							

Corporate Labels and Packaging

Corporate Labels & Packaging:			
Source To Season:			
Colourway - Do Not Complete if Size is Used	Size - Do Not Complete if Colourway is Used	Label / Packaging	Remarks
T4 - GREY MIX 23285 GREY		UPC/G05945RF	

Non Corporate - Not required

Non Corporate Labels & Packaging:			
Source To Season:			
Description	Label / Packaging	Promotional Category	Remarks

Transit Modularity is also required, which is on the bottom of the DETAILS tab. See below for example details

Transit Modularity:							
Product:							
Size	Transit Mode	Stock Room Pack Dimensions	Stock Room Pack / Set Qty	Store Min Order Multiple	Label Ref	Qty Per Display Pack	Effective Date UoM
	Boxed	H 100.00, W 255.00, L 410.00	10	1	BEL93	1	11/10/2017 MM

Transit Mode - Boxed

Stock Room Dimensions - Carton Size - 100 x 255 x 410

Stock Room Qty - 10 (10pcs in a polybag, within the carton)

Carton Qty - 50pcs

Min Order - 1

Label Ref - BEL93

Display Pack - 1

Once all details are complete, you must self approve the product.

On the main line sheet which lists all products on that season, change the view to 'Packaging and Labelling'

T06 JEWELLERY 2018 Spring > Development > Line Sheet

Planning Line Sheet Calendar Dashboards

T06 JEWELLERY 2018 Spring : Line Sheet Editor

Actions:

Views: Packaging & Labelling

Results 1-3 of 3 in 2.116 Seconds

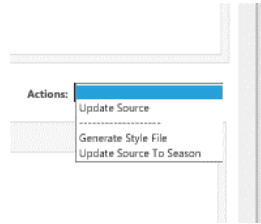
Check all details are correct, adding in new weight of the products. Once complete, change the 'Packaging and Labelling Approved to 'YES'

Packaging and Labelling Approved		Pz
		L
		A
Packaging and Labelling Approved	Yes	06/
New	<input type="text"/>	
Packaging and Labelling Approved	Yes	03/
New	<input type="text"/>	
Packaging and Labelling Approved	Yes	03/
New	<input type="text"/>	

This will allow you to create a STYLE FILE.

Return to the original view on line sheet and select a product.

Select SOURCING tab and see second 'Action's drop down menu on the right of the screen. From this, select Generate Style File



**PACK SPEC**

[www.gmpackspec.com](http://www.gmpackspec.com)

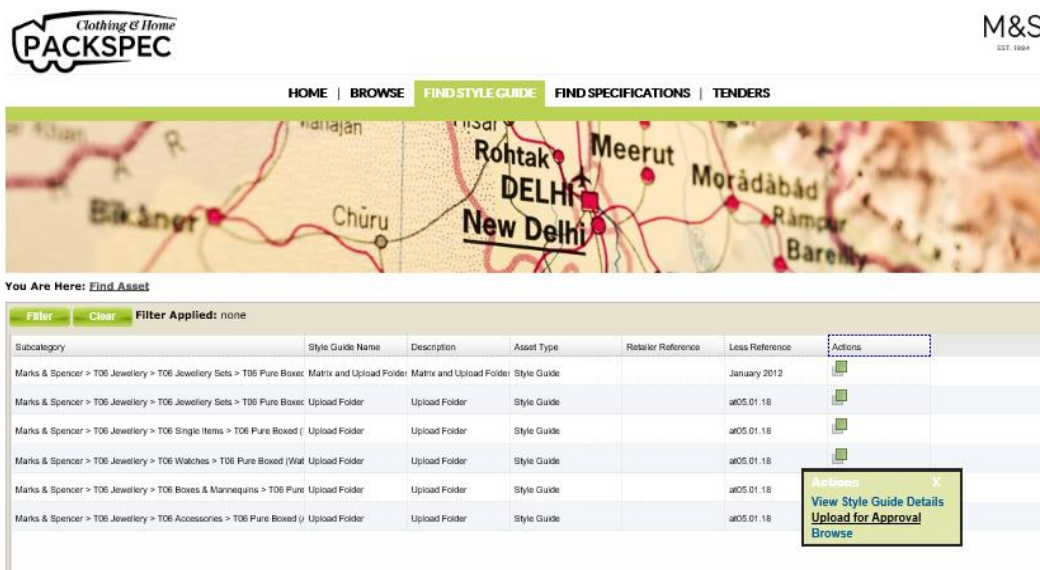
A Custom Box size for the carton had previously been used and a Transit Packaging Specification Form was completed, now the below sizes must be used.

New M&S requested Sizes				
Code	Length	Width	Height	Max Weight 5ply
MSS101	590	380	380	18
MSS102	590	380	290	14
MSS103	480	380	380	18
MSS104	480	380	290	13
MSS105	380	380	290	13
MSS106	380	290	190	7
MSS109	520	380	380	18
MSS110	590	330	380	18

New Template is saved in below folder, as 'Boxed & FPGOH Upload Form V6 - NEW TEMPLATE 15.02.18'

[\\PEERS-FS\OEMTeam\ACCOUNTS\M&S\LADIES\PACKAGING INFO\PACKSPEC - input templates](#)

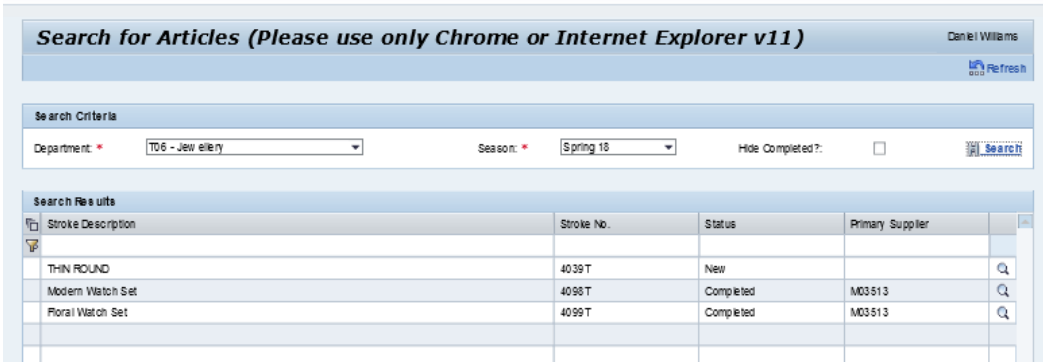
This document can also be found by the BROWSE tab, then select the correct options to gain the correct document. Guidelinbes, Forms and Specifications, then Matrix S, then Matrix S Upload Form. Complete document and upload on to Packspec by selected, the FIND STYLE GUIDE tab, then on the Watch option select the actions tab and UPLOAD FOR APPROVAL and follow steps required



**BPM (Business Planning Management)**

<https://bpm-external.mnscorp.net/iri/portal>

Logon and select the department and season required for detail upload



Complete the details per product and submit for approval.

Size - 1 Size

BPM UPC Size Detail - Size and weight of 1 boxed product

Outer Transit Carton - Details as per the approved MSC Carton ref from PackSpec

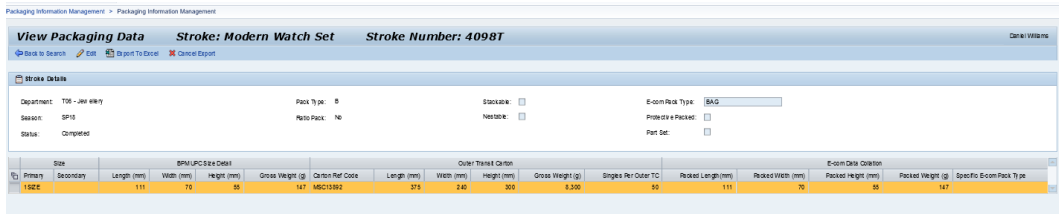
Singles - TBC, dependant on carton detail confirmed

E-Com Data - Size and weight of 1 Packed product

Ratio Pack - NO

Stackable/Netsable/Protective Packed/Part Set - Leave blank

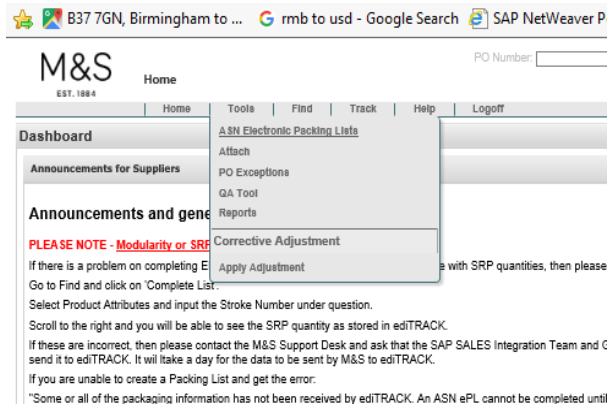
E-Com Pack Type - BAG



**EDITRACK**

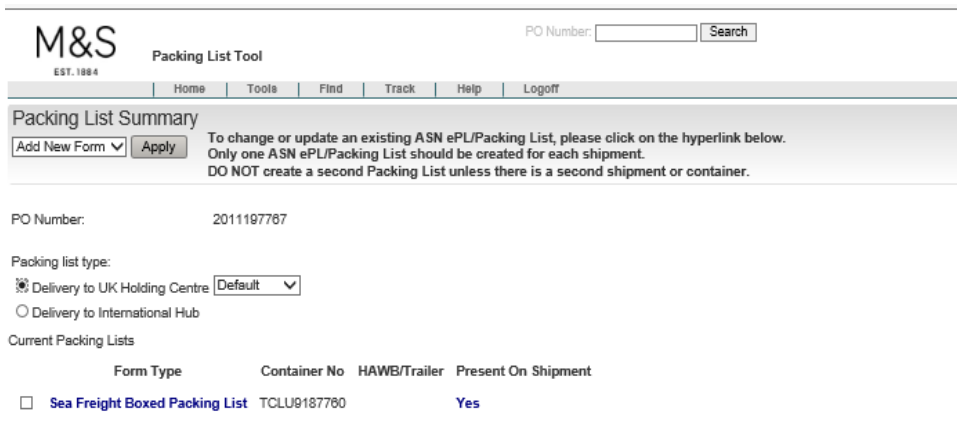
<https://mands.tactivity.com>

Logon and select TOOLS tab and ASN Electronic Packing List



Search for PO required

Select Apply with 'Delivery to UK Holding centre selected'



Input all fields required. These will be the number of cartons, shipment date and to confirm qty, weight and cbm.

Once completed, SAVE. Then select PRINT and save the copy of the carton labels that will be generated in pdf and in text format.

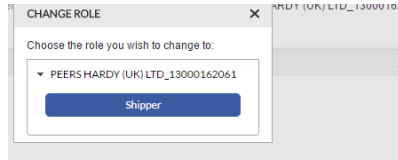
Send the label details to HIL, to print for use on cartons, which will then be sent to the factory. Note - HIL has a specific printer that was bought from M&S to print these labels. We are unable to print these using any other printer/format

Also send a copy of the Packing List to PHHK team, who will then complete the final details on the P required for shipment.

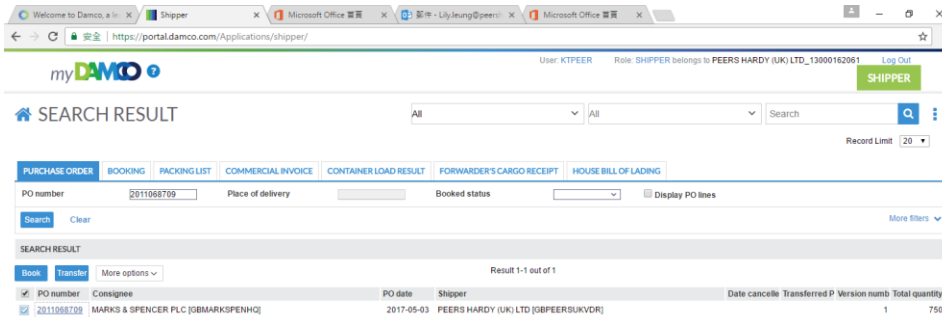
**DAMCO - Booking Shipment**

Forwarder name : Damco  
 User name : KTPEER  
 Password : Chd4Bcc2  
 PIN Code : 2017

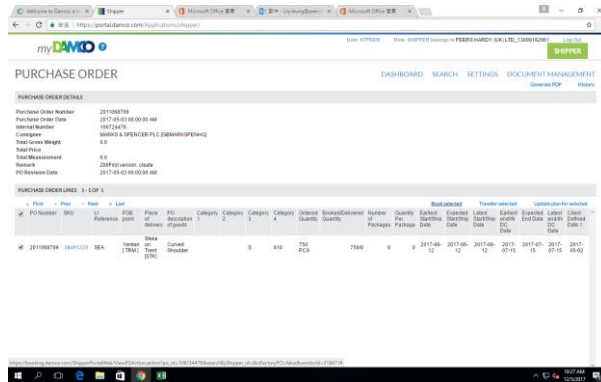
Press --> Shipper



Search --> PO# 2011XXXXXX



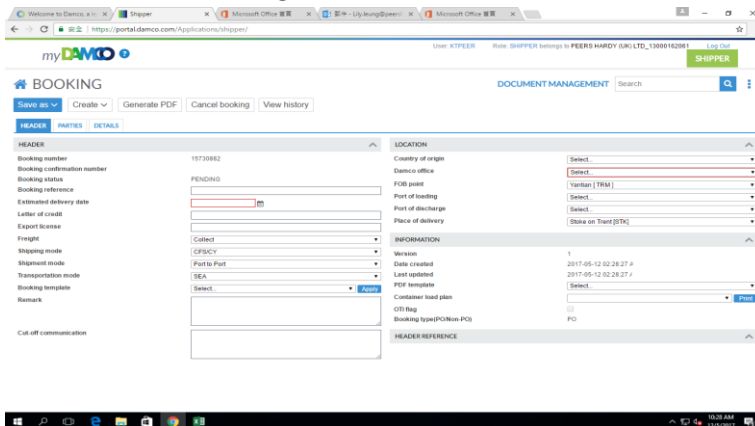
Press --> Book selected



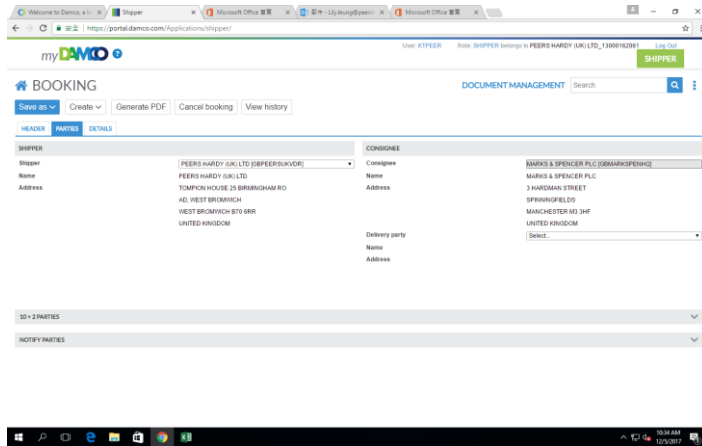
Mainly Input --> Estimated delivery date (= M&S SHIP DATE)

Shipping mode --> Collect / Shipment mode : CFS /CFS ----> Country of origin : China

Damco office : Yantian / Port of Loading : YTN



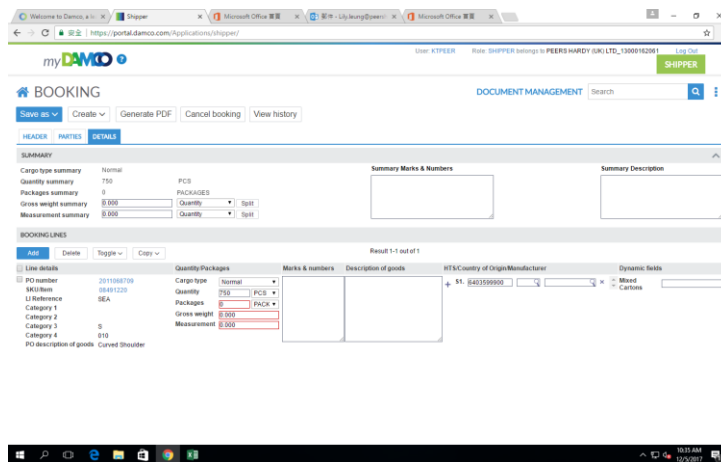
Parties : nothing to input



Details : Mainly input --> Packages > Gross weight > Measurement

Then press --> Finished

The system will come out the Booking number : 1xxxxxxx



Next step, we need to email to Damco side whether the SO is confirmed or not.

**Forwarder contact :**

Ruby Guo  
Marks &  
Chengdu,  
Tel: +86

**Booking cutoff schedule**

Yantian  
Booking  
Cargo

**CFS cut-off: Thursday 12:00 noon for GOH cargo; 15:00 for BOX cargo (FOB date-11 days)**

**Time Slot booking deadline: 2 days before delivery date**

**FCR combine form deadline: Wednesday 12:00 noon (FOB date-5 days)**

After confirmed by Damco.

We can download the Booking confirmation at Damco system.

Go to Booking > if see booking status is confirmed > press Generate PDF > Download the Booking confirmation file and save as our M&S folder

## Private Label Merchandising Guidelines

Then we need to proceed the Slot booking file and email to the following persons:

hokan.he@damco.com;

Apple.Yang@damco.com

After checked by Hokan and Apple, they will fill in the slot booking number and send back the file to us.

Release SO should email to the following persons & files

KTL-RITA <rita@kotronix.com.hk>; Katharine Tam;cc7712@hkstar.com; Hokan, apple, cc7712@hkstar.com;

以下是去M&S 的SHIPMENT,

Please deliver the goods not later than xxxxx 12:00/nn

Reminder : Pls don't arrange delivery until you got Dan's release shipment confirmation.

Otherwise, you need to bear all responsibilities, kindly note.

Enclosed pls find xxx BOOKING CONFIRMATION + E-PACKING LIST (xx2 SETS) + SLOT TIME BOOKING FORM (1 SET) +新系统交仓指引 to accompany cargo for delivery.

### 進倉要求文件

@Booking Confirmation (Make 4 copies per each BKG Confirmation)

@M&S E-Packing List (Make 4 copies per each E-Packing List )

Slot time booking form (Make 1 copy is enough)

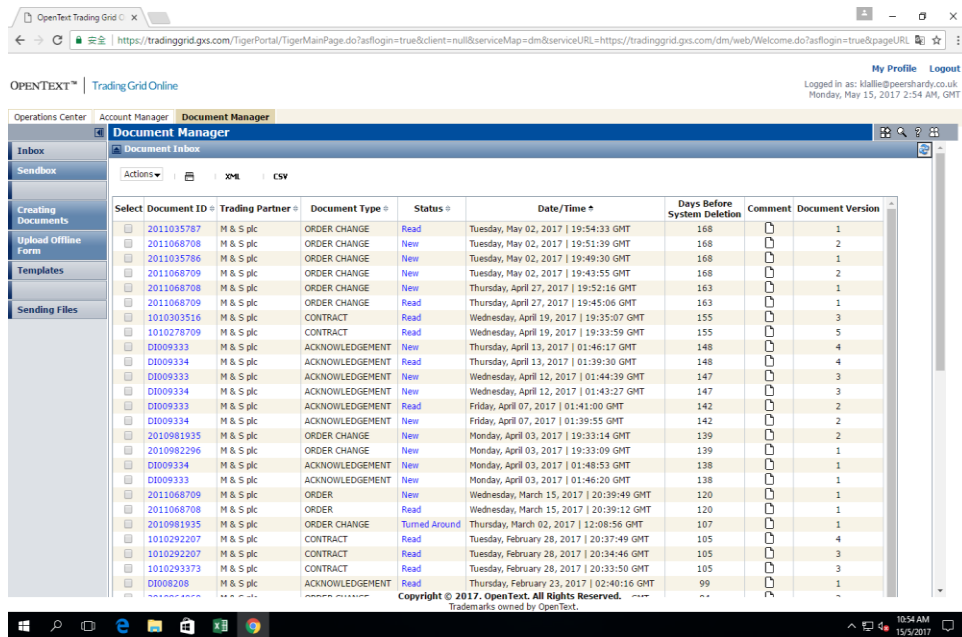
**\*\*Upon receiving the local charges invoice from Damco, we need to pass invoice and FCR copy to our PHUK - A/C for payment settle arrangement\*\***

**PHUK - A/C -->( Anita Devi, Jenna Rothen , Ben Crawshaw, Charlotte Thomas )**

# Private Label Merchandising Guidelines

GXS

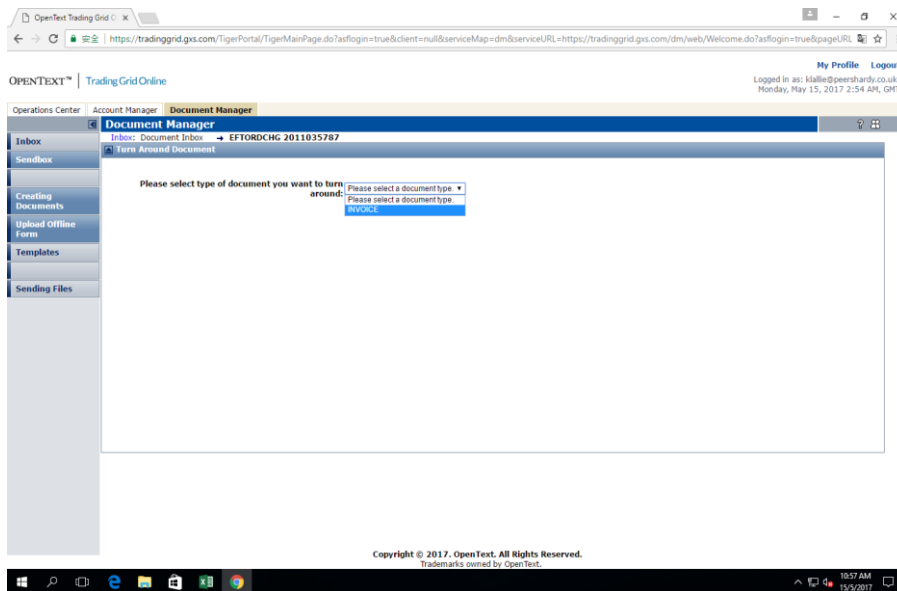
To gain PO's, login into GXS and select document Manager



Select PO and action PDF, which will be sent to the assigned email address

Once goods have been shipped, and Invoice must be generated.

Select the PO and the document stating turned around document - Then select INVOICE from drop down menu



**Account Details - Next**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	Next	
<i>Assistant Buyer</i>	Charlotte Wilson	<a href="mailto:Charlotte_Wilson@next.co.uk">Charlotte_Wilson@next.co.uk</a>
<i>Buyer Assistant</i>	Elizabeth Mitchell	<a href="mailto:Elizabeth_Mitchell@next.co.uk">Elizabeth_Mitchell@next.co.uk</a>
<i>Merchandiser</i>	Scott Saunders	<a href="mailto:Scott_Saunders@next.co.uk">Scott_Saunders@next.co.uk</a>
<i>Assistant Merchandiser</i>	Sophie Gray	Sophie_Gray@next.co.uk
<i>Trainee Assistant Merchandiser</i>		
<i>Quality Contact</i>	Laura Currie	Laura_Currie@next.co.uk
<b>PH Details</b>		
<i>PH Sales</i>	Laura Caves	
<i>PH Administrator</i>	Dan Williams	
<i>PH Quality Contact</i>	Paula Wozna	
<b>Testing</b>		
<i>Requirements</i>	Basic Testing	
<i>Deadline for reports</i>	Yes. Need pass reports to ship.	Evaluation Reports have to be completed
<i>Factories required to be Audited</i>	Yes	YF & TY
<i>Watch specific details</i>	MOQ 500PCS. 2% Spares	
<b>Packaging details</b>		
<i>Specific details</i>	Packed into separate watch boxes Each box to have a separate Barcode, RRP, Swing Tag and Guarantee sticker	
	Boxes, Swing Tags & RRP's ordered from Real Packaging	<a href="mailto:gmc07@realpkg.com">gmc07@realpkg.com</a>
	Barcodes need to be released off SML Website	<a href="http://ep.sml.com/eplatform/">http://ep.sml.com/eplatform/</a> User Name: apotter@peershardy.co.uk Password:ticket
<i>Packaging Spec available</i>	YES	
<b>Purchase Order</b>		
<i>Source of PO</i>	Contract from customer	
<i>Lead Time</i>	15 weeks to ex-factory for New, 11 weeks for repeats	
<b>Deliver details</b>		
<i>FOB or Landed</i>	FOB	
<i>Number of Locations</i>	1	
<b>Process</b>		
	Initial Sales Selection	
	Costing	
	Lines are selected	
	Receive Contract from Customer (Used as a PO)	
	Place PO with supplier	
	Check what box required for each model & RRP for each model	
	Order Packaging & RRP's	
	Update weekly progression report	
	Chase CS,PS & QC (CS Known as Black Seal)	
	Need Gold Seal Approval to ship	
	HIL Book in with Freight Forwarders	

**Next - SML (<http://ep.sml.com/eplatform/>)**

SML is the website where labels for Next are released and confirmed

14.1 - Main screen and options

Once logged in there is a menu system with some options. To release labels select Release EDI Order. On the next screen there is a search option with multiple criteria, only Brand > All and Data Line > Order need to be selected.

Welcome to SML's On-Line Ordering System:

## E-Platform

Need help?

Manual Order >>  
 Release EDI Order >>  
 E-Order Advanced Tracking >>  
 Find a product >>  
 help >>

Brand: All

Contract No:

Stationary Type:

POS Ref:

Retailer PO#:

Supplier Code:

EDI Receive Date From:

EDI Receive Date To:

Customer Code:

Data Line: ORDER

Search

14.2 - Selecting and releasing an order

EDI PENDING ORDERS					
<input type="checkbox"/>		Main Program	Supplier Code	EDI Receive Date	Retailer PO#
<input type="checkbox"/>	<a href="#">View Release</a>	NX - NEXT	D39150	26/01/2017	<a href="#">FJ8449032</a>
<input type="checkbox"/>	<a href="#">View Release</a>	NX - NEXT	D39150	26/01/2017	<a href="#">FJ8449045</a>
<input type="checkbox"/>	<a href="#">View Release</a>	NX - NEXT	D39150	11/01/2017	<a href="#">FJ8449074</a>
<input type="checkbox"/>	<a href="#">View Release</a>	NX - NEXT	D39150	11/01/2017	<a href="#">FJ8449100</a>

Once a search is complete, outstanding labels will be shown. Choose a line to be ordered and select the Release hyperlink. The next screen is general order information, this is mostly pre-populated. Fields to be confirmed are as below:

Requested Date - Expected delivery date

Order Remarks - Can be left blank

Email Notification List - RetailOEM for OEM orders

Billing/Shipping Address - Billing to be PHUK address, Shipping to be HIL (Option D)

On the following screen the qtys of the barcode and carton end label need to be confirmed. These are pre-populated based on the PO information. Double check the barcode qty is correct and ensure that enough carton end labels are ordered to cover packing of 50pcs per carton

## Private Label Merchandising Guidelines

Item Selection				
#		Item Callout	Wastage Percentage(%)	Style Desc
1		BW	0.0	BDC BOX END STICKER
2		GF	0.0	U1 DUEL LAYER STICKER

Stock Keeping Unit (SKU) Selection					
#		Retailer Order Qty	*Contract No	*Item Number	Primary Size
1		27	FJ8449032	148891016	one size

Check the Duel Layer Sticker matches the PO qty plus spares.

Box end sticker must be enough to cover 50pcs per carton, initial qty will need to be increased.

The next screen is an overview of all details entered for the order, if happy with all details then confirm the order. This screen will also detail the intended RRP which can be updated on the delivery schedule for reference. Repeat previous steps to confirm other outstanding orders

**Account Details - New Look Ladies**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	<i>New Look Ladies</i>	
<i>Buyer</i>	<i>Lauren Mason</i>	<i>Lauren.Mason@NewLook.com</i>
<i>Buyer Assistant</i>	<i>Cliantha Charalambous</i>	<a href="mailto:Cliantha.Charalambous@NewLook.com">Clantha.Charalambous@NewLook.com</a>
<i>Merchandiser</i>	<i>Emma Coles</i>	<a href="mailto:Emma.Coles@NewLook.com">Emma.Coles@NewLook.com</a>
<i>Merchandiser - 3rd Party</i>	<i>Harriet King</i>	<a href="mailto:Harriet.King@NewLook.com">Harriet.King@NewLook.com</a>
<i>Quality Contact</i>	<i>Jayesh Lad</i>	<i>Jayesh.Lad@NewLook.com</i>
<b>PH Details</b>		
<i>PH Sales</i>	<i>Laura Caves / Steph Cullum</i>	
<i>PH Administrator</i>	<i>Dan Jellicoe</i>	
<i>PH QA</i>	<i>Paula Wozna</i>	
<b>Testing</b>		
<i>Requirements</i>	<i>Nickel/Lead/Cadmium/Rohs/Leather Testing/PAH</i>	<i>Sent via email</i>
<i>Deadline for reports</i>	<i>Before Shipment</i>	
<i>Factories required to be Audited</i>	<i>YES</i>	
<i>Watch specific details</i>	<i>MOQ - 500pcs</i>	
<b>Packaging details</b>		
<i>Specific details</i>	<i>624-0096 - Watch Box / 624-0097 - Watch Pouch</i>	
<i>Packaging Spec available</i>	<i>Yes for both</i>	
<b>Purchase Order</b>		
<i>Source of PO</i>	<i>Available through Editrack</i>	
<i>Lead Time</i>	<i>11 weeks repeat / 13 weeks with change / 15 weeks new</i>	
<b>Deliver details</b>		
<i>FOB or Landed</i>	<i>FOB</i>	
<i>Port</i>	<i>Sea - HK &gt; UK and HK &gt; Changi / SeaAir - HK / Air - HK</i>	
<i>Number of Locations</i>	<i>UK/Changi</i>	
<b>Process</b>		
	<i>Initial Sales Selection</i>	
	<i>Costing</i>	
	<i>Lines are selected</i>	
	<i>Place PO</i>	
	<i>Send c/s - comments/approval through email</i>	
	<i>Send gold seal - approval through Editrack - Rejection via Email</i>	
	<i>Booking through Email to CargoFE / Packing lists in editrack</i>	
	<i>HIL Will arrange delivery and documents to freight forwraders</i>	

**Account Details - New Look Gents**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	New Look Gents	
<i>Buyer</i>	Hayley Geddes	<a href="mailto:Hayley.Geddes@NewLook.com">Hayley.Geddes@NewLook.com</a>
<i>Buyer Assistant</i>	Sophie Hazelwood	<a href="mailto:Sophie.Hazelwood@NewLook.com">Sophie.Hazelwood@NewLook.com</a>
<i>Merchandiser</i>	Harriette Hartleryan	<a href="mailto:Harriette.HartleRyan@NewLook.com">Harriette.HartleRyan@NewLook.com</a>
<i>Merchandiser - 3rd Party</i>	Elise Seah	<a href="mailto:Elise.Seah@NewLook.com">Elise.Seah@NewLook.com</a>
<i>Quality Contact</i>	Jayesh Lad	<a href="mailto:Jayesh.Lad@NewLook.com">Jayesh.Lad@NewLook.com</a>
<b>PH Details</b>		
<i>PH Sales</i>	Matt Phillips	
<i>PH Administrator</i>	Dan Jellicoe	
<b>Testing</b>		
<i>Requirements</i>	Nickel/Lead/Cadmium/Rohs/Leather Testing/PAH	Sent via email
<i>Deadline for reports</i>	Before Shipment	
<i>Factories required to be Audited</i>	YES	
<i>Watch specific details</i>	MOQ - 500pcs	
<b>Packaging details</b>		
<i>Specific details</i>	624-0202 - Watch Box	
<i>Packaging Spec available</i>	YES	
<b>Purchase Order</b>		
<i>Source of PO</i>	Available through Editrack	
<i>Lead Time</i>	11 weeks repeat / 13 weeks with change / 15 weeks new	
<b>Deliver details</b>		
<i>FOB or Landed</i>	FOB	
<i>Port</i>	Sea - HK > UK and HK > Changi / SeaAir - HK / Air - HK	
<i>Number of Locations</i>	UK/Changi	
<b>Process</b>		
	Initial Sales Selection	
	Costing	
	Lines are selected	
	Place PO	
	Send c/s - comments/approval through email	
	Send gold seal - approval through Editrack - Rejection via Email	
	Booking through Email to CargoFE / Packing lists in editrack	
	HIL Will arrange delivery and documents to freight forwarders	

**New Look - Editrack (<https://newlook.tactivity.com/default.aspx>)**

**The Dashboard/Workflow**

There are 4 options here which are used regularly, these are Commitment Review, Purchase Orders, Sample Approval and Weight and Care Guidelines

**Action List**

- [3rd Party Ecommerce](#)
- [Amendment Authorisation](#)
- [Commitment Review](#)
- [Purchase Orders](#)
- [Sample Approval](#)
- [SAN Search](#)
- [Packing Lists](#)
- [Weight and Care Guidelines](#)

**Commitment Review**

This is where all current orders are detailed and any date amends can be made if agreed by New Look. The new FOB date, a comment on why the date is changing, who is at fault and the reason need to be entered. Once all amends are made click the apply option in the top right of the screen to save

NewFOB	NewDel	Comments	Resp	Reason	P.O.
<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	▼	2468051
<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	▼	2468044
<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	▼	2468141

**Purchase Orders**

Any order that is raised by New Look will be detailed here (descending order, newest first). Any amended Pos will also appear on the list here.

**Sample Approval**

This details all current models for New Look, once a production sample is approved from their side the status will be updated, email confirmation is also sent for reference

UserID	Styles	VPN	StyleDescriptions	Dev	Confirmation	Prod	Achieved
MENSWEAR1	3832515		RUBBERISED LINK WTCH	-	TBA	Pass	06 Jul 2016
MENSWEAR1	3832459		SUEDE STRAP WATCH	-	TBA	Pass	06 Jul 2016
MENSWEAR1	3832471		ROSE GOLD FACE WATCH	-	TBA	Pass	07 Jun 2016

### Weight and Care Guidelines

All current models are listed here, before handover of the goods the weight and fabric composition need to be updated for each model

PONumber	StyleDescription	DELDate	ProductAttributes
2460917	WHITE HANDS WATCH	30 Jun 2017	<a href="#">Click to Update</a>
2460936	BROWN SUEDE WATCH	30 Jun 2017	<a href="#">Click to Update</a>
2460922	MESH STRAP WATCH	30 Jun 2017	<a href="#">Click to Update</a>
2460893	DIGI WATCH	30 Jun 2017	<a href="#">Click to Update</a>

Example shown below

**Weights**

Item Weight (grams):

---

**Care Guidelines**

Guidelines:

N/A
▼
Add
Delete

Guideline

N/A

Washcare Instructions:  ▼

▼
Add

**New Look Gents - Critical Path**

New Look Gents require a weekly critical path document to be sent detailing all current lines with updated sample sending dates and reconfirmation of FOB dates. The document also allows comments to be made from both sides in relation to any specific model. The document can be found in the New Look Gents account folder under trackers

STYLE NUMBER	STYLE NAME	DATE RAISED	IMAGE	COLOUR	PO NUMBER	QUANTITY	FACTORY	BARCODES	-
5098520	MESH STRAP WATCH	27-Sep			2416983/2419528/2419506	2550	Yi Feng Watch and Jewellery		<b>Sending</b>
									<b>Received</b>
									<b>Approved</b>
5098516	MINIMAL FACE WATCH	27-Sep			2416977/2419537/2419509	2550	Yi Feng Watch and Jewellery		<b>Sending</b>
									<b>Received</b>
									<b>Approved</b>

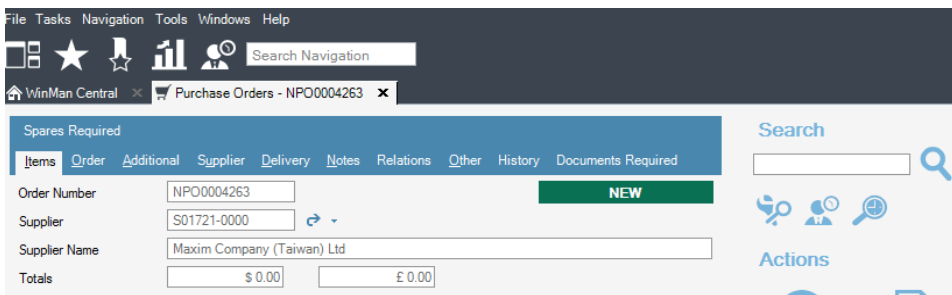
CAD	DEVELOPMENT SAMPLE	PP SAMPLE IN BULK FABRIC	REVISED PPS SENDING DATE	CUT DATE	PRODUCTION SAMPLE	EX FACTORY DATE	FOB DATE
		w/c 07/11		14-Nov	Sent 14/12	11-Jan	21-Jan
Approved	Approved	09/11/2016			20/12/2016		
		Sent 10/11		14-Nov	Sent 22/12	11-Jan	21-Jan
Approved	Approved	16/11/2016			BAed 6/1/17		

**New Look - Ordering non stock packaging items (<http://newlook.maxim-dps.com/SignIn.aspx>)**

All lines for both New Look Ladies and Gents will require labels. Barcodes will be action by HIL. Remaining labels will need to be order though Maxim. All item codes you will find in the New Look folder under OEMTeam 'Maxim Price Point Sticker- PDF'.

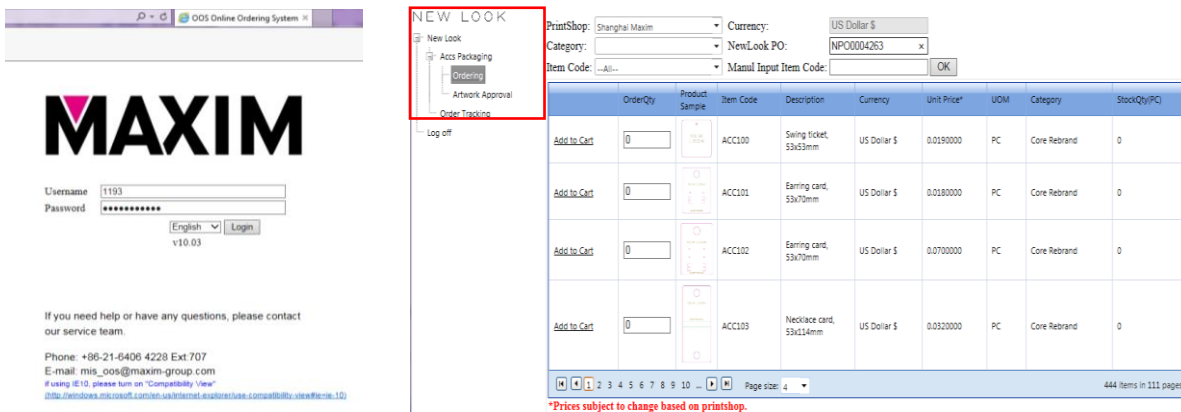
- **New Look Ladies:** - will require RRP, 'Made in China' and Fibre Composition labels.
- **New Look Gents:** - will require RRP and 'Made in China' labels.

**1. Winman Product Order** - Create Non-Stock order (see page 8 for guideline). If you are order Pouches then you will need to raise Purchase order (PUR). This is for Purchase Leger to cross ref when making payment. Items can be added once you have completed your order on Maxim. Make note of the order number, as this will need to be added on the Maxim order as reference.



**2. Ordering New Look labels** - Log in using the username and password.

In the top left corner, select 'Ordering'. This will open the shopping cart page. Under 'NEWLOOK PO' enter the NPO or PUR number you have action on Winman.



**3. Manual Input Item Code:-** Using the code ref from the price pint sheet, enter item code you wish to order and click 'OK'. This will generate the label. Enter the total quantity in the 'OrderQty' box provides and select 'Add to Cart'. Repeat this process for each label you are placing. Please note you total quantity will include additional for an spares, GS, damages.

# Private Label Merchandising Guidelines

**NEW LOOK**

PrintShop: Shanghai Maxim    Currency: US Dollar \$  
 Category:    NewLook PO: NPO0004263  
 Item Code: --All--    Manul Input Item Code: nlmich    OK

OrderQty	Product Sample	Item Code	Description	Currency	Unit Price*	UOM	Category	StockQty(PC)
15000		NLMICH	MADE IN STICKER GOLD 30*7.5MM	US Dollar \$	0.0041000	PC	STICKERS FOR CORE LADIES(GOLD)	0

**\*Prices subject to change based on printshop.**

Shopping Cart Items:

Item Code	Description	OrderQty	Category
No records to display.			

Ordering Now

**NEW LOOK**

PrintShop: Shanghai Maxim    Currency: US Dollar \$  
 Category:    NewLook PO: NPO0004263  
 Item Code: All    Manul Input Item Code:    OK

OrderQty	Product Sample	Item Code	Description	Currency	Unit Price*	UOM	Category	StockQty(PC)
15000		NLMICH	MADE IN STICKER GOLD 30*7.5MM	US Dollar \$	0.0041000	PC	STICKERS FOR CORE LADIES(GOLD)	0

**\*Prices subject to change based on printshop.**

Shopping Cart Items:

Item Code	Description	OrderQty	Category
NLMICH	MADE IN STICKER GOLD 30*7.5MM	15000	STICKERS FOR CORE LADIES(GOLD)
MUC01	MATERIAL COMPOSITION STICKER 30*7.5MM	15000	STICKERS FOR CORE LADIES(GOLD)
MUC02	NEW LOOK STICKER GOLD 30*7.5MM	5000	STICKERS FOR CORE LADIES(GOLD)
NLMICH	MADE IN STICKER GOLD 30*7.5MM	4500	STICKERS FOR CORE LADIES(GOLD)
NLMICH	MADE IN STICKER GOLD 30*7.5MM	10000	STICKERS FOR CORE LADIES(GOLD)

Ordering Now

## 4. Check billing/ shipping details are as below

- Billing – Peers Hardy
- Shipping -HIL (Ping Hu)

If you are raising fabric compositions label, you will need to give detail of the material. Click 'Select Variation'.

**NEW LOOK**

PrintShop: Shanghai Maxim    NewLook PO: NPO0004263  
 Billing To: Peers Hardy (2111)    Ship To: HIL Shipping  
 Billing Address: PROCTER AND GAMBLE, 20000 W. WALKER DRIVE, SCHILLER, IL 60176-2400  
 Shipper Address: 100, No. 12, Xinhai Road, Jiangsu, Suzhou, PRC

ORDER QTY	PRODUCT SAMPLE	ITEM CODE	DESCRIPTION	CURRENCY	UNIT PRICE	UOM	CATEGORY	STOCK QTY(PC)
15000		NLMICH	MADE IN STICKER GOLD 30*7.5MM	US Dollar \$	0.0041000	PC	STICKERS FOR CORE LADIES(GOLD)	0
15000		MUC01	MATERIAL COMPOSITION STICKER 30*7.5MM	US Dollar \$	0.0003000	PC	STICKERS FOR CORE LADIES(GOLD)	15000 Label positioned
5000		MUC02	NEW LOOK STICKER GOLD 30*7.5MM	US Dollar \$	0.0006000	PC	STICKERS FOR CORE LADIES(GOLD)	0
4500		NLMICH	MADE IN STICKER GOLD 30*7.5MM	US Dollar \$	0.0009000	PC	STICKERS FOR CORE LADIES(GOLD)	0
10000		NLMICH	MADE IN STICKER GOLD 30*7.5MM	US Dollar \$	0.0004000	PC	STICKERS FOR CORE LADIES(GOLD)	0

Calculate    Total Cost: \$1770.0

Submit to Confirm Artwork    Confirm Shipping    Cancel

New Look Ladies PU straps are the only watches that will need a fabric composition label. Select Polyurethane 100%. Click OK. The composition box will disappear. Make note of Total Cost as this will be added onto NPO/ PUR order. Select 'Submit to Confirm Artwork'.



## Private Label Merchandising Guidelines

Item	Product Number	Is Private Label	Is Private Label	Is Private
1	100000	Yes		View
2	100001	No		View
3	100002	Yes		View
4	100003	Yes		View
5	100004	Yes		View

Submit Order Cancel Order

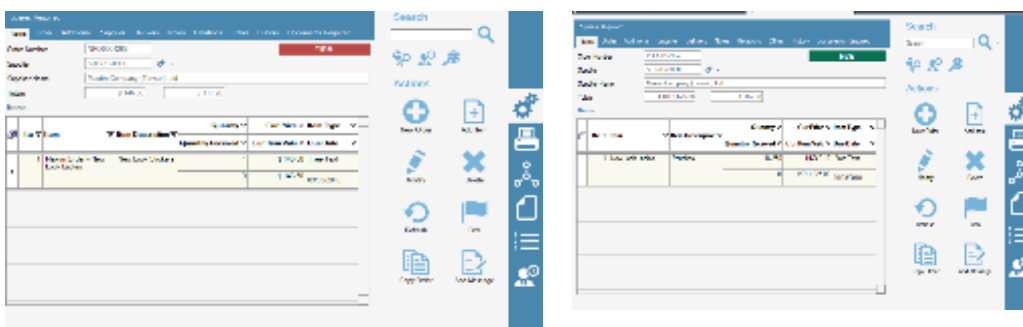
The page will confirm your order has been submitted and OEMMerch email will receive confirmation of the order.

Save successfully! Maxim OOS OrderNo. is **NL1802140386**

Your order was received and the Proforma Invoice will be sent for your confirmation from our merchandiser by email later, thanks.

### 5. Winman - Check details and 'Firm'.

The total quality count you can now input on the NPO/PUR that was created at the start. Using 'Free Text', input the item as per image (based on the account) and the full total quantity. Check details and currency is correct. Select Firm.



6. Maxim Contact - You can contact Jennifer at Maxim ([kelly.xu@maxim-group.com](mailto:kelly.xu@maxim-group.com)) who will help clear up any queries on the system. Once she has confirmed the order, she will email the pro forma, check details and price is correct before forwarding invoice to Purchase Ledger.

**Account Details - Peacocks**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	Peacocks	
<i>Senior Buyer</i>	Rhoen Nicholson	<a href="mailto:rhoen.nicholson@peacocks.co.uk">rhoen.nicholson@peacocks.co.uk</a>
<i>Assistant Buyer</i>	Megan Ellerman	<a href="mailto:megan.ellerman@peacocks.co.uk">megan.ellerman@peacocks.co.uk</a>
<i>Merchandiser</i>		
<i>Quality Contact</i>	Fran Whitmarsh Fiona Sheppard	<a href="mailto:fran.whitmarsh@peacocks.co.uk">fran.whitmarsh@peacocks.co.uk</a> <a href="mailto:fiona.sheppard@peacocks.co.uk">fiona.sheppard@peacocks.co.uk</a>
<b>PH Details</b>		
<i>PH Sales</i>	Laura Caves	
<i>PH Administrator</i>	Dan Jellicoe	
<i>PH QA</i>	Paula Wozna	
<b>Testing</b>		
<i>Requirements</i>	Basic testing	
<i>Deadline for reports</i>	Yes	Must Be approved by Fran
<i>Factories required to be Audited</i>	No	
<i>Watch specific details</i>	MOQ 500PCS	
<b>Packaging details</b>		
<i>Specific details</i>	Packed into watch boxes with barcode, RRP Sticker and Self Adjustable Bracelet sticker if applicable  Boxes ordered from Mei Lee Shung	
<i>Packaging Spec available</i>	All labels ordered by Non Stock from A&H HK  YES	<a href="mailto:laura.marks@aandheurope.com">laura.marks@aandheurope.com</a>
<b>Purchase Order</b>		
<i>Source of PO</i>	E-mail ORDER from Customer	
<i>Lead Time</i>	Standard Lead Time 15 WEEKS to Handover	
<b>Deliver details</b>		
<i>FOB or Landed</i>	FOB	
<i>Number of Locations</i>	1	
<b>Process</b>		
	Initial Sales Selection Costing Lines are selected Receive PO from Customer Place PO with supplier Order Packaging & labels Chase CS,PS & QC Send 3 x PS SAMPLES (as a ratio pack of 3) Ensure that testing has been done and that Paula has sent reports to Fran HIL Book in with Freight forwarders	

**Account Details - Primark Ladies**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	<i>Primark Ladies</i>	
<i>Senior Buyer</i>	<i>Emma McIntyre(Maternity Leave)</i>	<a href="mailto:emcintyre@primark.co.uk">emcintyre@primark.co.uk</a>
<i>Acting Senior Buyer</i>	<i>Molly Jones</i>	<a href="mailto:mjones@primark.co.uk">mjones@primark.co.uk</a>
<i>Trainee Buyer</i>	<i>Eleanor Willets</i>	<a href="mailto:ewillets@primark.co.uk">ewillets@primark.co.uk</a>
<i>Trainee Buyer</i>	<i>Charlotte Stanbridge</i>	<a href="mailto:cstanbridge@primark.co.uk">cstanbridge@primark.co.uk</a>
<i>Merchandiser</i>		
<i>Quality Contact</i>		
<b>PH Details</b>		
<i>PH Sales</i>	<i>Jess Carter</i>	<a href="mailto:icarter@peershardy.co.uk">icarter@peershardy.co.uk</a>
<i>PH Sales Assistant</i>	<i>Tiaghan Drew</i>	<a href="mailto:tdrew@peershardy.co.uk">tdrew@peershardy.co.uk</a>
<i>PH Administrator</i>	<i>Dan Williams</i>	<a href="mailto:dwilliams@peershardy.co.uk">dwilliams@peershardy.co.uk</a>
	<i>Khalisha Hazel</i>	<a href="mailto:khazel@peershardy.co.uk">khazel@peershardy.co.uk</a>
<i>PH QA</i>	<i>Paula Wozna</i>	<a href="mailto:PWozna@peershardy.co.uk">PWozna@peershardy.co.uk</a>
<b>Testing</b>		
<i>Requirements</i>	<i>Basic testing</i>	
<i>Deadline for reports</i>	<i>Yes</i>	
<i>Factories required to be Audited</i>	<i>Yes</i>	<i>Fama audit for Disney Approvals</i>
<i>Watch specific details</i>	<i>MOQ 500PCS</i>	
<b>Packaging details</b>		
<i>Specific details</i>	<i>Long backing card for staps and mesh lines</i> <i>Short backing card for bracelets</i> <i>Box packaging will be confirmed by buyer if required</i> <i>Barcodes, RRP's, Battery and season sticker required on all orders</i>	
<i>Supplier</i>	<i>Boxes ordered from Tagit</i> <i>RRP's and season stickers ordered by Non Stock Tagit</i>	<a href="mailto:orders@tagitltd.com">orders@tagitltd.com</a> <a href="mailto:helena@tagitltd.com">helena@tagitltd.com</a>
	<i>Barcodes ordered by Non Stock Byways</i>	<a href="https://www.byways.co.uk/">https://www.byways.co.uk/</a> <a href="mailto:amandad@byways.co.uk">amandad@byways.co.uk</a>
<i>Packaging Spec available</i>	<i>YES</i>	
<b>Purchase Order</b>		
<i>Source of PO</i>	<i>Available through Enterprise</i>	<a href="https://n3g.4projects.com/">https://n3g.4projects.com/</a>
<i>Lead Time</i>	<i>Standard Lead Time 15 WEEKS to Handover</i> <i>Component Approval 13 WEEKS to Handover</i> <i>Repeats/Straight to Production 11 WEEKS to Handover</i>	
<b>Deliver details</b>		
<i>FOB or Landed</i>	<i>FOB</i>	
<i>Number of Locations</i>	<i>3 (NE , BOR, UK)</i>	
<b>Process</b>		
	<i>Initial Sales Selection</i> <i>Lines are selected</i> <i>Costing</i> <i>Receive PO from Customer - Primark Extranet</i> <i>Place PO with supplier</i> <i>Order Packaging &amp; labels</i> <i>Chase CS,PS &amp; QC</i> <i>Submit PS onto Tarriftel</i> <i>Send 4 x PS SAMPLES (split 2 x £ and 2 x €). Additional 3 PS if needs</i> <i>Disney Approval</i> <i>Receive GS Approval/ Disney Approval from buyer</i> <i>Ensure that testing has been done and that Paula has uploaded the</i> <i>report to allow Helen to book in on Supl-i-view</i> <i>Extension request form to be completed and sent if required</i> <i>Air approval form submitted if freight amend is required</i> <i>HIL Book in with Freight forwarders</i>	<a href="mailto:helen.lau@peershardy.com.hk">helen.lau@peershardy.com.hk</a>

**Account Details - Primark Gents**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	<i>Primark Gents</i>	
<i>Senior Buyer</i>	<i>Rosalyn Turfrey</i>	<a href="mailto:rturfrey@primark.co.uk">rturfrey@primark.co.uk</a>
<i>Assistant Buyer</i>	<i>Cassie Thompson</i>	<a href="mailto:cthompson@primark.co.uk">cthompson@primark.co.uk</a>
<i>Trainee Buyer</i>	<i>Sarah Fleming</i>	<a href="mailto:sfleming@primark.co.uk">sfleming@primark.co.uk</a>
<i>Merchandiser</i>	<i>Andra Leahu</i>	<a href="mailto:aleahu@primark.co.uk">aleahu@primark.co.uk</a>
<i>Quality Contact</i>		
<b>PH Details</b>		
<i>PH Sales</i>	<i>Matt Phillips</i>	<a href="mailto:mphillips@peershardy.co.uk">mphillips@peershardy.co.uk</a>
<i>PH Administrator</i>	<i>Dan Williams</i>	<a href="mailto:dwilliams@peershardy.co.uk">dwilliams@peershardy.co.uk</a>
	<i>Khalisha Hazel</i>	<a href="mailto:khazel@peershardy.co.uk">khazel@peershardy.co.uk</a>
<i>PH QA</i>	<i>Paula Wozna</i>	<a href="mailto:PWozna@peershardy.co.uk">PWozna@peershardy.co.uk</a>
<b>Testing</b>		
<i>Requirements</i>	<i>Basic testing</i>	
<i>Deadline for reports</i>	<i>Yes</i>	
<i>Factories required to be Audited</i>	<i>Yes</i>	<i>Fama audit for Disney Approvals</i>
<i>Watch specific details</i>	<i>MOQ 500PCS</i>	
<b>Packaging details</b>		
<i>Specific details</i>	<i>Long backing card Box packaging will be confirmed by buyer if required Barcodes &amp; RRP's required on all orders</i>	
<i>Supplier</i>	<i>Backing card ordered from Tagit RRP's ordered by Non Stock Tagit</i>	<a href="mailto:orders@tagitltd.com">orders@tagitltd.com</a> <a href="mailto:helena@tagitltd.com">helena@tagitltd.com</a>
	<i>Barcodes ordered by Non Stock Byways</i>	<a href="https://www.byways.co.uk/">https://www.byways.co.uk/</a> <a href="mailto:amandad@byways.co.uk">amandad@byways.co.uk</a>
<i>Packaging Spec available</i>	<i>YES</i>	
<b>Purchase Order</b>		
<i>Source of PO</i>	<i>Available through Enterprise</i>	<a href="https://n3g.4projects.com/">https://n3g.4projects.com/</a>
<i>Lead Time</i>	<i>Standard Lead Time 15 WEEKS to Handover Component Approval 13 WEEKS to Handover Repeats/Straight to Production 11 WEEKS to Handover</i>	
<b>Deliver details</b>		
<i>FOB or Landed</i>	<i>FOB</i>	
<i>Number of Locations</i>	<i>3 (NE , BOR, UK)</i>	
<b>Process</b>		
	<i>Initial Sales Selection Lines are selected Costing Receive PO from Customer - Primark Extranet Place PO with supplier Order Packaging &amp; labels Chase CS,PS &amp; QC Submit PS onto Tarriftel Send 3 x PS SAMPLES (split 2 x £ and 1 x €). Additional 3 PS if needs Disney Approval Receive GS Approval/ Disney Approval from buyer Ensure that testing has been done and that Paula has uploaded the report to allow Helen to book in on Supl-i-view Extension request form to be completed and sent if required Air approval form submitted if freight amend is required HIL Book in with Freight forwarders</i>	<a href="mailto:helen.lau@peershardy.com.hk">helen.lau@peershardy.com.hk</a>

**Account Details - Penney's Ladies**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	<i>Penney's Ladies</i>	
<i>Senior Buyer</i>	<i>Fiona Curtis</i>	<a href="mailto:fcurtis@primark.ie">fcurtis@primark.ie</a>
<i>Assistant Buyer</i>	<i>Jessika Irwin</i>	<a href="mailto:jiirwin@primark.ie">jiirwin@primark.ie</a>
<i>Trainee Buyer</i>	<i>Eleanor Willets</i>	<a href="mailto:ewillets@primark.co.uk">ewillets@primark.co.uk</a>
<i>Trainee Buyer</i>	<i>Kathy McCabe</i>	<a href="mailto:kmccabe@primark.ie">kmccabe@primark.ie</a>
<i>Merchandiser</i>	<i>Matheus Santoro</i>	<a href="mailto:msantoro@primark.ie">msantoro@primark.ie</a>
<i>Quality Contact</i>		
<b>PH Details</b>		
<i>PH Sales</i>	<i>Jess Carter</i>	<a href="mailto:icarter@peershardy.co.uk">icarter@peershardy.co.uk</a>
<i>PH Sales Assistant</i>	<i>Tiaghan Drew</i>	<a href="mailto:tdrew@peershardy.co.uk">tdrew@peershardy.co.uk</a>
<i>PH Administrator</i>	<i>Dan Williams</i>	<a href="mailto:dwilliams@peershardy.co.uk">dwilliams@peershardy.co.uk</a>
	<i>Khalisha Hazel</i>	<a href="mailto:khazel@peershardy.co.uk">khazel@peershardy.co.uk</a>
<i>PH QA</i>	<i>Paula Wozna</i>	<a href="mailto:PWozna@peershardy.co.uk">PWozna@peershardy.co.uk</a>
<b>Testing</b>		
<i>Requirements</i>	<i>Basic testing</i>	
<i>Deadline for reports</i>	<i>Yes</i>	
<i>Factories required to be Audited</i>	<i>Yes</i>	<i>Fama audit for Disney Approvals</i>
<i>Watch specific details</i>	<i>MOQ 500PCS</i>	
<b>Packaging details</b>		
<i>Specific details</i>	<p><i>Blister packs</i></p> <p><i>Box packaging will be confirmed by buyer if required</i></p> <p><i>Barcodes, season stickers &amp; RRP's required on all orders</i></p>	
<i>Supplier</i>	<p><i>Backing card ordered from Tagit</i></p> <p><i>RRP's ordered by Non Stock Tagit</i></p> <p><i>Barcodes ordered by Non Stock Byways</i></p>	<p><a href="mailto:orders@tagitltd.com">orders@tagitltd.com</a></p> <p><a href="mailto:helena@tagitltd.com">helena@tagitltd.com</a></p> <p><a href="https://www.byways.co.uk/">https://www.byways.co.uk/</a></p> <p><a href="mailto:amandad@byways.co.uk">amandad@byways.co.uk</a></p>
<i>Packaging Spec available</i>	<i>YES</i>	
<b>Purchase Order</b>		
<i>Source of PO</i>	<i>Available through Enterprise</i>	<a href="https://n3g.4projects.com/">https://n3g.4projects.com/</a>
<i>Lead Time</i>	<p><i>Standard Lead Time 15 WEEKS to Handover</i></p> <p><i>Component Approval 13 WEEKS to Handover</i></p> <p><i>Repeats/Straight to Production 11 WEEKS to Handover</i></p>	
<b>Deliver details</b>		
<i>FOB or Landed</i>	<i>FOB</i>	
<i>Number of Locations</i>	<i>4 (NE , BOR, UK, IB)</i>	
<b>Process</b>		
	<p><i>Initial Sales Selection</i></p> <p><i>Lines are selected</i></p> <p><i>Costing</i></p> <p><i>Receive PO from Customer - Primark Extranet</i></p> <p><i>Place PO with supplier</i></p> <p><i>Order Packaging &amp; labels</i></p> <p><i>Chase CS,PS &amp; QC</i></p> <p><i>Submit PS onto Tarriftel</i></p> <p><i>Send 2 x PS SAMPLES (split 1 x € and 1 x \$). Additional 3 PS if needs</i></p> <p><i>Disney Approval</i></p> <p><i>Receive GS Approval/ Disney Approval from buyer</i></p> <p><i>Ensure that testing has been done and that Paula has uploaded the report to allow Helen to book in on Supl-i-view</i></p> <p><i>Extension request form to be completed and sent if required</i></p> <p><i>Air approval form submitted if freight amend is required</i></p> <p><i>HIL Book in with Freight forwarders</i></p>	<p><a href="mailto:helen.lau@peershardy.com.hk">helen.lau@peershardy.com.hk</a></p>



**Primark - TariffTel (<https://sys.suppliview.com/tarifftel/>)**

All models that will be delivered should be listed on this portal. All models need to be completed with a breakdown of item type, materials used and their percentages, construction and other details. A picture should also be uploaded again each model for a visual reference. This images cannot be a CAD.



Username:

Password:

[Forgotten Password?](#)

**UK/ Europe Login**

Username:

Password:

[Forgotten Password?](#)

**USA Login**


All Europe orders will be listed under the UK/ Europe Login. All US order ( Will be listed under USA Login. Both process is the same, but the composition breakdown is listen differently.

**The Workflow**

Any models that are sitting in completed have already been confirmed and submitted, any model in pending are still awaiting details to be confirmed and uploaded.

**Quicklinks** [Refresh links](#)

- Questions my team need to answer (0)
- [Bags & Accessories with status COMPLETED \(276\)](#)
- [Bags & Accessories with status PENDING / INPROGRESS \(26\)](#)
- Questions awaiting a response (0)
- Questions with Recent Responses (0)
- Products with Undefined Product Type (0)



**Updating a product - UK/ Europe Login**

In the overview screen, select the line you wish to submit and right click to bring up drop box. click on 'Sets/Packs' and select 'Product is set or sold as a pack' and updated. Right click the product line again and select update product.

RAG	PO Numbers	Product Code	Status	Q/S	Description	Line ID	COF	COM	Sets/Packs	Set/Pack
	A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK	1	CN	CN	Y	4
	A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK	2	CN	CN	Y	4
	A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK	3	CN	CN	Y	4
	A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK	4	CN	CN	Y	4
	A143423	69617	INPROGRESS		GLITTER FACE PU WATCH	1				
	A143423	69617	INPROGRESS		GLITTER FACE PU WATCH	2				
	A143423	69617	INPROGRESS		GLITTER FACE PU WATCH	3				
	A143423	69617	INPROGRESS		GLITTER FACE PU WATCH	4				
	A143417	69606	INPROGRESS		PRETTY PEARL PU WATCH	1				
	A143417	69606	INPROGRESS		PRETTY PEARL PU WATCH	2				
	A143417	69606	INPROGRESS		PRETTY PEARL PU WATCH	3				
	A143417	69606	INPROGRESS		PRETTY PEARL PU WATCH	4				

- Sets/Packs...
- Update Set Item...
- Product Managed at Size
- Questions
- Copy Details
- Images
- Options...
- Submit Item

**Item type** - (If Mechanical Movement) Wrist Watch, Electrically Operated, Mechanical Display / . If Digital Movement (Wrist Watch, Electrically Operated, Mechanical Display

**Material** - Select and add all materials that make up the watch including their %

**Construction** - Hand-made

**Unit Cost** - Enter the selling price to the customer. You will find on the schedule.

**Preference** - No

**BCM:** 0.00

**Manufacturer Origin** - China

**Material Origin** - China

**Update Details...** ✕

Item Type: Watches - Wrist Watch - Electrically Operated - Mechanical Display Only 🔍

Material: 45% Zinc, 25% Polyurethane Coated Textile (Visible), 10% Stainless Steel, 10% Brass, 10% Glass

%  ⓘ

Construction: Hand-made ▼

Unit Cost: 2.75

Preference: N ⓘ

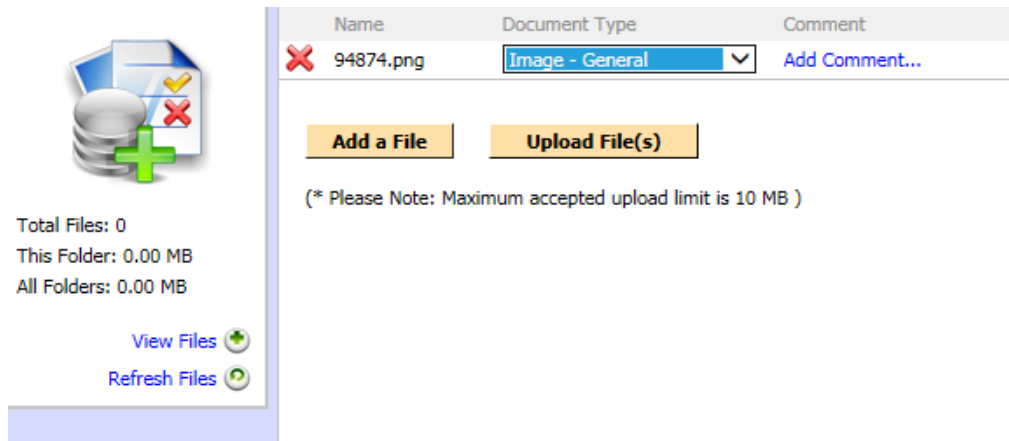
BCM%: 0.00 ⓘ

Manufacturer Origin: CN - CHINA ▼

Material Origin: CN - CHINA ▼

### Uploading an image

Right click on the line and select 'Images' and then 'Manage Images'. Find image file to upload (JPEG or PDF only). Select image. On the drop box next to the file name, select 'Image - General'. Upload the file.



### Confirming a product

Once all of the above steps have been completed right click the product again and select submit item. If successful then it should move in the workflow to completed items. All lined need to be submitted 21 days prior to HOD. Without TariffTel being completed, HIL will not be allowed to book the goods in. Keep in mind HIL booking window opens 14 days prior and closes 7 days prior to HOD.

### Updating a product - USA Login

In the overview screen, select the line you wish to submit and right click to bring up drop box. Click on 'Sets/Packs' and select 'Set/Pack item for this product' and on the drop box select '4' and updated.

**Product is not a set or sold as a pack.**  
 **Product is a Set or a Pack where items have differences.**  
 Set/Pack items for this Product:    
 **Product is sold as a pack of identical items.**  
 Number of identical items in a pack:

If the product contains different fabric/material compositions across sizes and colours please use 'Product Managed At Size' option

The line will split into 4 which will allocate the set you selected. Details for the Update Set will be the same information as UK login but this will need to be split across the 4 lines.

**Update Details...** ✕

Description:

Unit Cost:

Net Weight (kg):

Preference:

BCM%:

Manufacturer Origin:

Material Origin:

**Description** - The composition will need to be split across the 4 lines as per description below.

- Battery
- Quartz Movement or Digital movement if digi watch
- Strap Material e.g. PU Strap
- Alloy Case

**Unit Cost** - the total cost price will need to be split equally across the 4 lines. E.g. above - \$2.75 the price will be split across the 4 lines = \$0.68 per line.

**Net Weight** - The watch will need to be weighed and split the total weight across 4 lines

**Preference** - No

**BCM:** 0.00

**Manufacturer Origin** - China

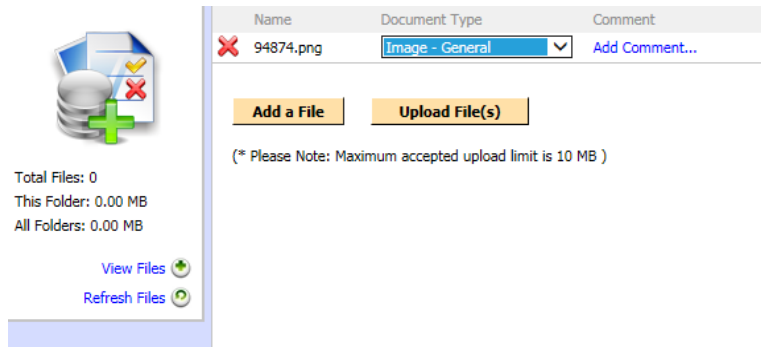
**Material Origin** - China

PO Numbers	Product Code	Status	Q/S	Description	Line ID	COF	COM	Sets/Packs	Set/Pack Items	Gender	Item Type	Material	Print Method	Item Description	Construction	Shoe Coverage	Uppers	Loweres	Unit Cost 1	Unit Cost 2	Net We
A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK 1	1	CN	CN	Y	4					Battery					0.68	0.75	
A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK 2	2	CN	CN	Y	4					Alloy Case					0.68	0.75	
A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK 3	3	CN	CN	Y	4					Quartz Movement					0.68	0.75	
A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK 4	4	CN	CN	Y	4					PU Strap					0.68	0.75	

Once all details are broken down, you will have the 4 line with all details equally split as per below.

### Uploading an image

Select one line out of the 4. Using the same process as UK/Europe Login, right click on the line and select 'Images' and then 'Manage Images'. Find image file to upload (JPEG or PDF only). Select image. On the drop box next to the file name, select 'Image - General'. Upload the file.



Using the same line that the image has been uploaded, right click again. Select image and 'Copy image across set item'. This will copy all items across all 4 lines.

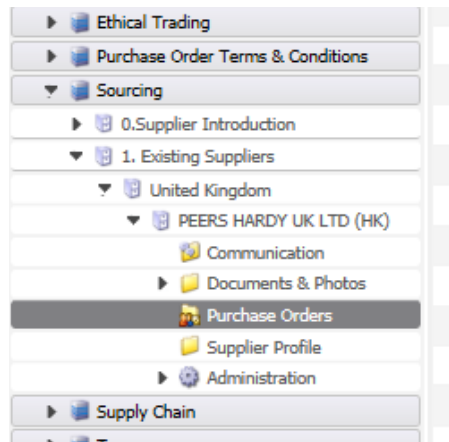
RAG	PO Numbers	Product Code	Status	Q/S	Description	Line ID	COF	COM	Sets/Packs	Set/Pack Items	Gender	Item Type	Material	Print Method	Item Description
	A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK	1	CN	CN	Y	4		Battery			Battery
	A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK	2						Alloy Case			Alloy Case
	A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK	3						Quartz Movement			Quartz Movement
	A145931	77276	INPROGRESS		CLEAN FACE PU WATCH PINK	4						PU Strap			PU Strap
	A143423	69617	INPROGRESS		GLITTER FACE PU WATCH	1						Battery			Battery
	A143423	69617	INPROGRESS		GLITTER FACE PU WATCH	2						Alloy Case			Alloy Case
	A143423	69617	INPROGRESS		GLITTER FACE PU WATCH	3						Quartz Movement			Quartz Movement
	A143423	69617	INPROGRESS		GLITTER FACE PU WATCH	4						PU Strap			PU Strap
	A143417	69606	INPROGRESS		PRETTY PEARL PU WATCH	1						Battery			Battery
	A143417	69606	INPROGRESS		PRETTY PEARL PU WATCH	2						Alloy Case			Alloy Case
	A143417	69606	INPROGRESS		PRETTY PEARL PU WATCH	3	CN	CN	Y	4		Quartz Movement			Quartz Movement

### Confirming a product

Once all of the above steps have been completed hold down 'Ctrl' on the keyboard and select all 4 lines. Right 'Submit Items'. If successful then it should move in the workflow to completed items. Again, all lines need to be submitted 21 days prior to HOD. Without Tarifftel being completed, HIL will not be allowed to book the goods in. Keep in mind HIL booking window opens 14 days prior and closes 7 days prior to HOD.

**Primark - Extranet (<https://n3g.4projects.com/>)**

To obtain the PO's and KTO's (Kimble Ticket Order) from Primark's extranet, log in to the portal and select Sourcing - Existing Suppliers - Peers Hardy UK - Documents and photos - Purchase Order



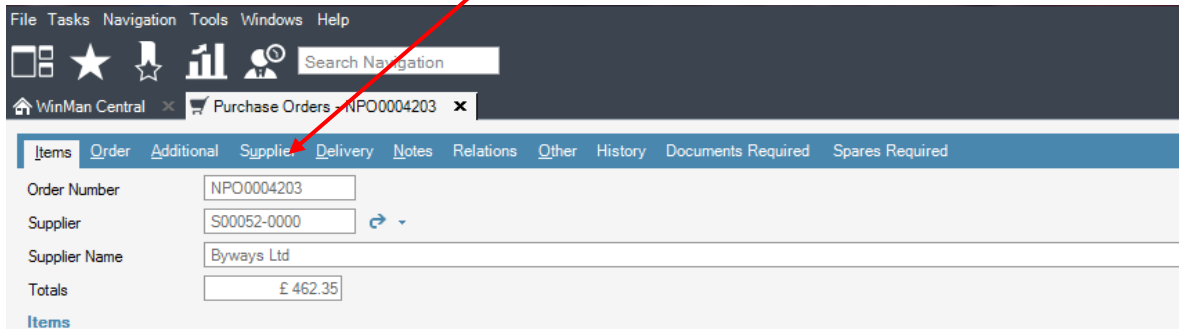
By selecting the PO or KTO from the list then generated, it will download and open the document

	Name	Description	Revision	Organisation Name	Author	Revision Date Modified	State
	RBO-MENS ACCESSORI	Document uploaded vi...	A	Viewpoint UK	4P System	03 February 2017 14:25	Active
	Ticket_request_023	Document uploade...	A	Viewpoint UK	4P System	03 February 2017 1...	Active
	RBO-MENS ACCESSORI	Document uploaded vi...	A	Viewpoint UK	4P System	03 February 2017 14:24	Active
	Ticket_request_023	Document uploade...	A	Viewpoint UK	4P System	03 February 2017 1...	Active
	RBO-MENS ACCESSORI	Document uploaded vi...	A	Viewpoint UK	4P System	03 February 2017 14:22	Active

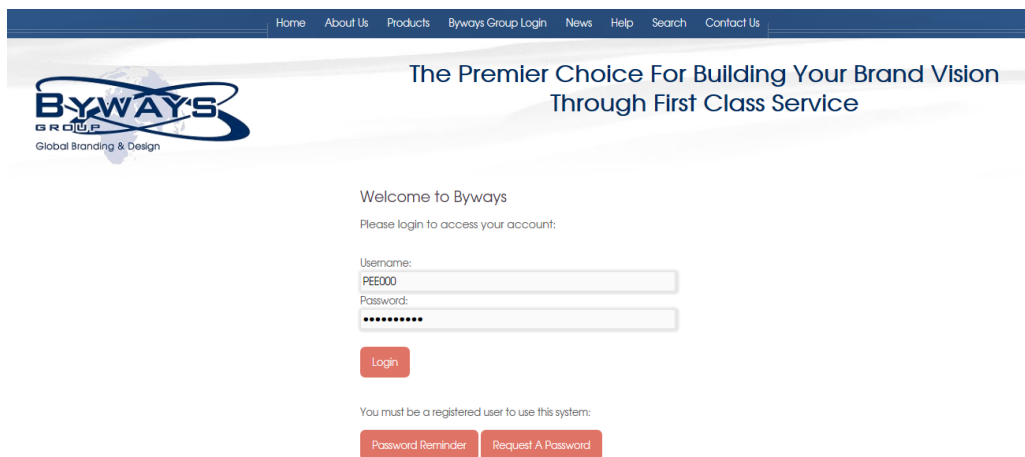
**Primark / Penney's – Byways (https://www.byways.co.uk/)**

All lines across all 4 accounts of Primark and Penney's will require a barcode label. Quantities are placed against each destination code listed on the schedules.

**1. Winman Product Order** - Create Non-Stock order (see page 8 for guideline). This is for Purchase Leger to cross ref and process payment. Item can be added once you have completed your order on Byways. Make note of the order number (NPO), as this will need to be added on the Byways order as reference.



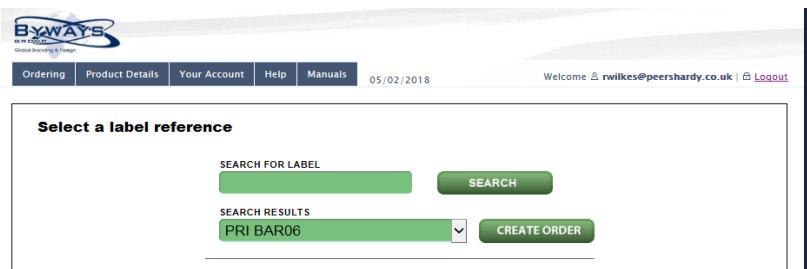
**2. Ordering Primark/Penney's barcodes** - Log in using the username and password.



In top right corner, under 'Ordering' tab, select 'Place Order'. Click on 'PENNEY'S/ PRIMARK' logo.

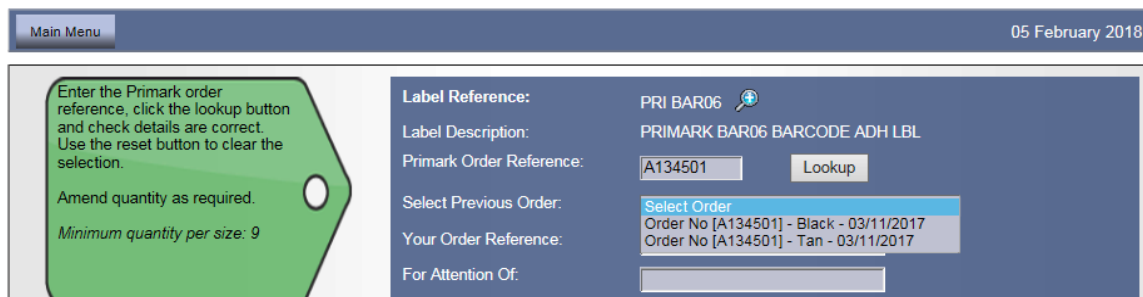


Select 'Search for Label' and enter code 'PRI BAR06' and click search. All barcodes order will be raised under this code. 'Search Result' bar will drop down with code generated. Click 'Create order'.



**3. Raising Orders** – Main order Page will generate as per below.

Primark Order Ref: - Enter destination code you wish to order and select 'Lookup'. If there more than one colourway raised under one destination, you will need to select the colour from the dropdown box. Once colour is selected, click 'Lookup' again. If the style is just one colourway, the box will generate all the details required once you confirmed destination code.

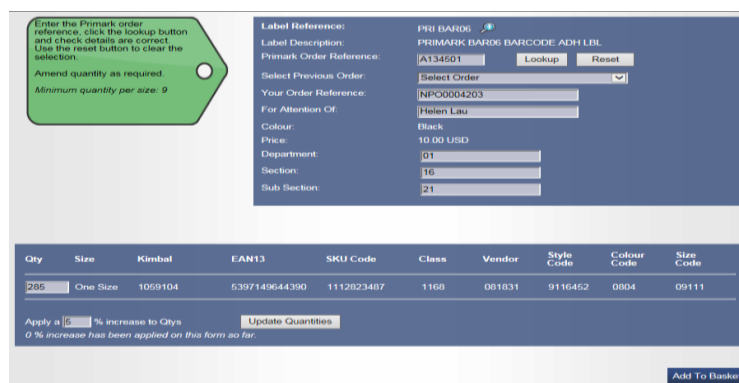


**Your Order Ref** – Enter full NPO number.

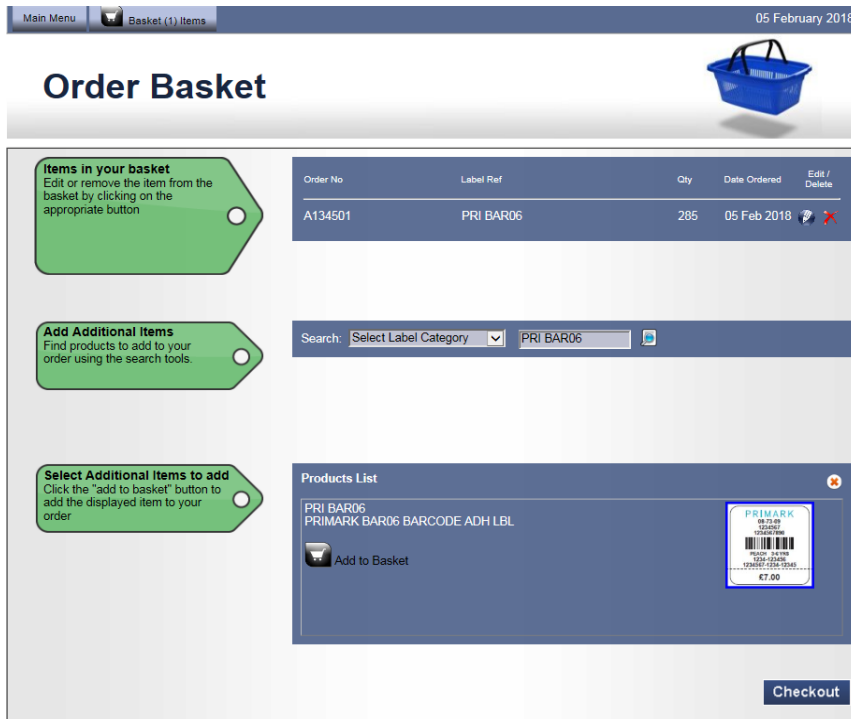
**For Attention Of** – Helen Lau

Double check all details generated below is correct against KTO (Kimball Ticket Number. See page 8). Ensure all details in red boxes are correct as these will be the barcodes details for the store to scan.

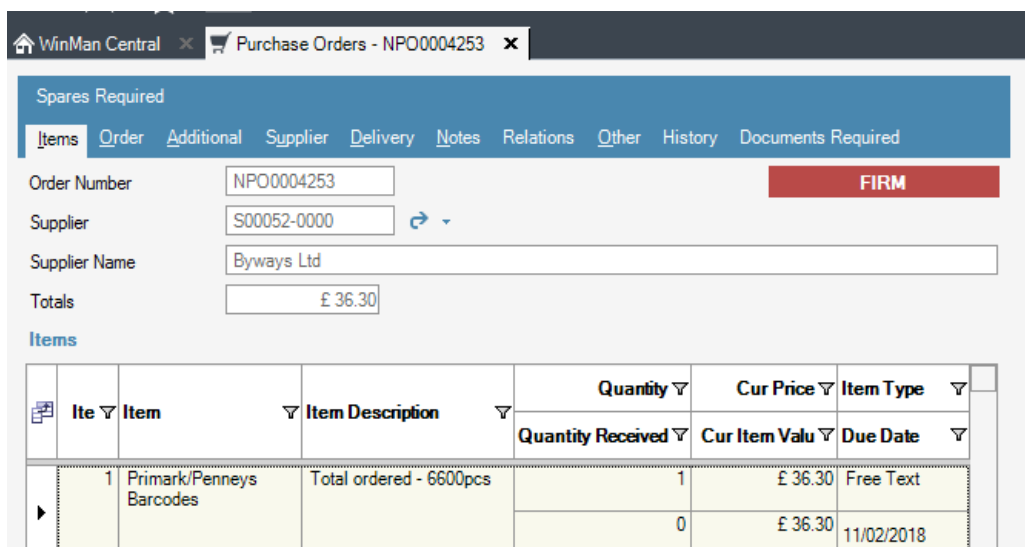
**Quantity** – The quantity that will generate will be roughly amount required for the destination. You will need to add another 50-100pc. (depending on how big the qty is). This will cover any samples and spare they may be required. Once checked, click 'Add to Basket'.



**4. Basket/ Checkout -** The basket will show what you have added. To add additional items to the basket, type the code in again (PRI BAR06) as per red box below and click the icon search button next to it. Product List box will drop down below which you can select 'Add to Basket' This will take you back to .3. Repeat this process per destination until you have raised all lines you require. Count and make note of the total quantity that you are ordering. Once order complete you can select 'Checkout'.



Checkout will show all line you raised. Check 'Invoice' is addressed to PHUK address and 'Delivery' is addressed to HIL. You will need to change delivery address by clicking on the button below and selecting HIL (Ping Hu Street). Once checked, tick both confirmation boxes below and confirm order. You will receive a confirmation email per destination detail all the barcode information for you ref.



## Private Label Merchandising Guidelines

The total quality count you can now input on the NPO that was created at the start. Using 'Free Text', input the item as per image (based on the account) and the full total quantity.

**Note the cost is £5.50 x 1000 pcs.** Work out cost and add total into the value. Check details and 'Firm'.

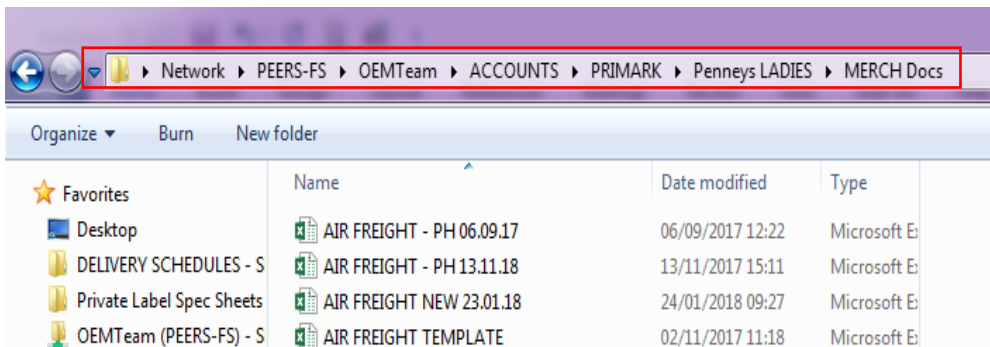
**5. Incorrect Details** – If you notice information generated from the destination code is incorrect e.g. kimball number, you will need to inform the buyer to re-raise the file for Byways to update their system. Once the buyer issue the amended files to Byways, you will be able to action correct details the following day.

**Penney’s AIR Freight Approval.**

The buyer may wish to change the freight to AIR prior to the good handing over. To keep HOD, the buyer will need to query this request minimum 2 week prior to HOD to ensure good will ship on time. Due to Primark/Penney's system, HIL will always require a 7 day booking window prior to HOD on all lines. Please always consider this booking window when making changes to date near agreed HOD.

For this process, an Air Authorisation Request Form will have to be filled out and sent to the buyers to realise the booking form correctly. Without this form, the buyer will not process the amendments for HIL to book the goods on time.

You will find the form under the following folders in red below. Both Penney’s account folder will have ‘MERCH Doc’ which you will find the request forms. Select ‘AIR FREIGHT TEMPLATE’ to raise new request.



Below are the details you will have to fill out on the form. Each order you will request per each destination. Most information you will find on the schedule.

**Destination** – Customer order number on the schedule.

**Carton and Dimension Details** – Helen will send over the booking forms on all shipments. By doing a search of the destination code on your email, you will be able to find the documents to collect this information. If the form has not been sent, then continue to fill the rest of the form and inform the buyer of missing details.

**Contact Name & Supplier Email** – Dan Williams or Khalisha Hazel/. Use the OEM Merch email as per below.

**Cost Price & Kimball** – You will find both details on the schedule. Cost price will be the price we are selling to Penney's.

**Handover Date** – As per the schedule. The date may need to change due to this request form and time left to book in. In this case, add the new date which you are requesting. An extension form will have to be filled out alongside HOD need pushing out. See next page for details

**Supplier** - Peers Hardy

Destination	Carton dimension(mm) Height x Length x Breadth	Gross weight per carton (kg)	Cost price \$	Supplier Contact Name	Supplier email	Kimball	Handover Date	Supplier Name
D743754	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 04	31-Jan	Peers Hardy
S759473	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 04	31-Jan	Peers Hardy
N723397	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 04	31-Jan	Peers Hardy
D743755	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 04	31-Jan	Peers Hardy
S759474	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 04	31-Jan	Peers Hardy
N723398	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 04	31-Jan	Peers Hardy
D743754	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 03	31-Jan	Peers Hardy
S759473	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 03	31-Jan	Peers Hardy
N723397	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 03	31-Jan	Peers Hardy
D743755	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 03	31-Jan	Peers Hardy
S759474	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 03	31-Jan	Peers Hardy
N723398	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	10591 03	31-Jan	Peers Hardy
A134805	80 x 415 x 320	1.30	\$3.63	Dan Williams	OEMmerch@peershardy.co.uk	43275 02	31-Jan	Peers Hardy
A134805	80 x 415 x 320	1.30	\$3.56	Dan Williams	OEMmerch@peershardy.co.uk	43275 01	31-Jan	Peers Hardy
A134816	80 x 415 x 320	1.70	\$4.96	Dan Williams	OEMmerch@peershardy.co.uk	43309 01	31-Jan	Peers Hardy
A134808	80 x 415 x 320	1.30	\$3.22	Dan Williams	OEMmerch@peershardy.co.uk	43279 01	31-Jan	Peers Hardy

Save the form in the folder and email this across to the buying team. Ensure the PH Sales Staff who deals with the account is CC'd into the email. Once approved, the buyers will amend the freight to AIR and re-issue the PO's on Enterprise.

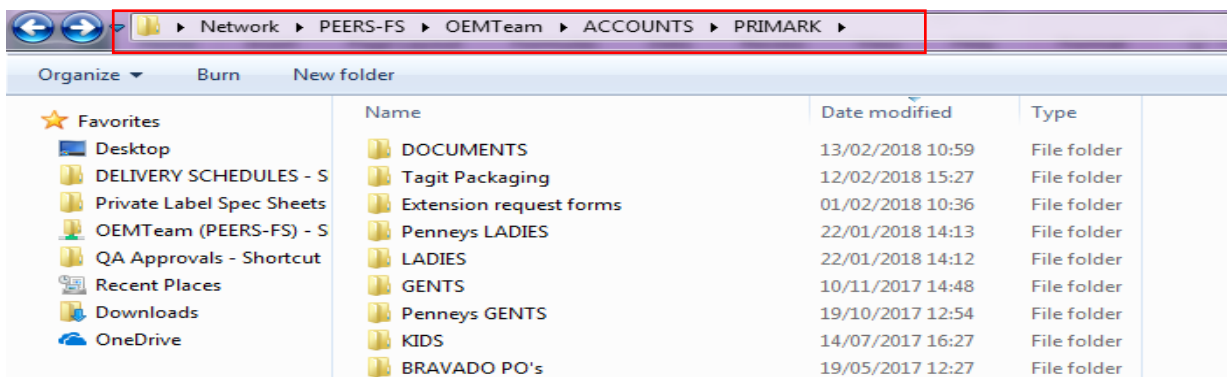
## Private Label Merchandising Guidelines

### Primark & Penney's Extension Form

Order on all 4 accounts may require an extension for if we are unable to have the good ready at the agreed HOD. This could be due to several reason e.g., pending testing or late CS approval.

This process will require filling out and Extension Form explaining why the dates need to change. This will be sent to the buyer for them to review and confirm new dates.

You will find the form under the following folders in red below. The same form you can use across all 4 accounts.



As per the Air Freight Form, the request will be against each destination. Details will need to be filled out as follow: -

**Supplier** - Peers Hardy.

**Kimball & Description** – Details on the schedule.

**Order Number & Quantity** - Customer order number on the schedule. Quantity allocated to destination number.

**Original Shipment Date** – Initial Hando order was raised.

**Requested new Shipment Date** – New Handover date lines that you are requesting to buyer.

**Reason** – explain the reason why the HOD need to be amended.

<b>Shipment Extensions/Early Shipments</b>									
Please note that shipment extensions will be subject to agreement by The Senior Buyer or Dept Merchandiser.									
Supplier Name	Kimball Number/Supp ref	Order Number	Quantity	Description	Original Shipment Date	To be Filled in by Buyer Intake Week	Requested New Shipment Date	To be Filled in by Buyer New Intake Week: B.L.A.L.B.L. L6GK	Reason
Peers Hardy	28520 01	G821316	1968	BASIC DIAL BOYFRIEND WATCH - SILVER	03 Mar		08/03/2018		
Peers Hardy	28520 01	B811562	1968	BASIC DIAL BOYFRIEND WATCH - SILVER	03 Mar		08/03/2018		
Peers Hardy	28520 01	C813592	1788	BASIC DIAL BOYFRIEND WATCH - SILVER	03 Mar		08/03/2018		
Peers Hardy	28520 02	G821315	756	BASIC DIAL BOYFRIEND WATCH - GOLD	03 Mar		08/03/2018		
Peers Hardy	28520 02	B811561	1152	BASIC DIAL BOYFRIEND WATCH - GOLD	03 Mar		08/03/2018		
Peers Hardy	28520 02	C813591	780	BASIC DIAL BOYFRIEND WATCH - GOLD	03 Mar		08/03/2018		
Peers Hardy	28520 03	G821317	2340	BASIC DIAL BOYFRIEND WATCH - RG	03 Mar		08/03/2018		
Peers Hardy	28520 03	B811563	2352	BASIC DIAL BOYFRIEND WATCH - RG	03 Mar		08/03/2018		
Peers Hardy	28520 03	C813593	2136	BASIC DIAL BOYFRIEND WATCH - RG	03 Mar		08/03/2018		
Peers Hardy	53908 01	B748955	1452	Mickey Watch	03 Mar		08/03/2018		
Peers Hardy	53908 01	G774136	240	Mickey Watch	03 Mar		08/03/2018		
Peers Hardy	53908 01	C767610	216	Mickey Watch	03 Mar		08/03/2018		
Peers Hardy	28388 01	B811487	1740	INSECT FLORAL DIAL WATCH	03 Mar		08/03/2018		
Peers Hardy	28388 01	C813551	1344	INSECT FLORAL DIAL WATCH	03 Mar		08/03/2018		
Peers Hardy	28388 01	G821267	1296	INSECT FLORAL DIAL WATCH	03 Mar		08/03/2018		
Peers Hardy	31389 01	G823096	348	LARGE FACE SKINNY WRAP WATCH	03 Mar		08/03/2018		
Peers Hardy	31389 01	B813978	408	LARGE FACE SKINNY WRAP WATCH	03 Mar		08/03/2018		
Peers Hardy	31389 01	C815413	312	LARGE FACE SKINNY WRAP WATCH	03 Mar		08/03/2018		
Peers Hardy	31876 01	G823896	252	MNI BOYFRIEND WATCH	03 Mar		08/03/2018		
Peers Hardy	31876 01	B815189	420	MNI BOYFRIEND WATCH	03 Mar		08/03/2018		
Peers Hardy	31876 01	C816187	264	MNI BOYFRIEND WATCH	03 Mar		08/03/2018		
Peers Hardy	30364 01	G822137	324	POLISHED BANGLE WATCH	03 Mar		08/03/2018		
Peers Hardy	30364 01	B812747	636	POLISHED BANGLE WATCH	03 Mar		08/03/2018		
Peers Hardy	30364 01	C814432	336	POLISHED BANGLE WATCH	03 Mar		08/03/2018		

Customs declaration not possible for 5/March - Please allow a 3 day extension for us to complete this and handover

Save the form in the folder and email this across to the buying team. Ensure the PH Sales Staff who deals with the account is CC'd into the email. If the extension form is approved, the buyers will amend the dates and re-issue the PO's on Enterprise.

**Account Details - QVC**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	QVC	
<i>Junior Buyer</i>	Julie Magill	<a href="mailto:JULIE.MAGILL@QVC.COM">JULIE.MAGILL@QVC.COM</a>
<i>Assistant Buyer</i>	Chelsea Tamburini	<a href="mailto:Chelsea.Tamburini@qvc.com">Chelsea.Tamburini@qvc.com</a>
<i>Merchandiser</i>	Becky Gardner	<a href="mailto:Rebecca.Gardner@qvc.com">Rebecca.Gardner@qvc.com</a>
<i>Quality Contact</i>		
<b>PH Details</b>		
<i>PH Sales</i>	Jessica Carter	
<i>PH Administrator</i>	Dan Jellicoe	
<i>PH Quality Contact</i>	Paula Wozna	
<b>Testing</b>		
<i>Requirements</i>	Basic Normal Testing	
<i>Deadline for reports</i>	No	
<i>Factories required to be Audited</i>	No	
<i>Watch specific details</i>	MOQ 500pcs per case, split over different strap colourways	
<b>Packaging details</b>		
<i>Specific details</i>	<p>Packed into QVC Ophia watch boes. Each box to have a white sleeve with barcode on the reverse</p> <p>Boxes ordered from Mei Lee Shung and come with an Ophia insert which sits on top of the watch</p> <p>Barcodes produced on bartender from HIL with data from the schedule</p>	<a href="mailto:info@meileeshung.corp.com.hk">info@meileeshung.corp.com.hk</a>
<i>Packaging Spec available</i>	YES	
<b>Purchase Order</b>		
<i>Source of PO</i>	E-mail from Customer	
<i>Lead Time</i>	Standard Lead Time, 11 weeks STP or repeat, 15 weeks with cosmetic sample	
<b>Deliver details</b>		
<i>FOB or Landed</i>	FOB	
<i>Number of Locations</i>	1	
<b>Process</b>		
	<p>Initial Sales Selection</p> <p>Costing</p> <p>Lines are selected</p> <p>Receive PO from Customer</p> <p>Place PO with supplier</p> <p>Order Packaging and Labels</p> <p>Complete spec card for each model and send to QVC</p> <p>Chase PS &amp; QC - Send 2 x gold seals for approval</p> <p>HIL Book in with Toll Group</p>	<a href="mailto:Joanne.Tang@tollgroup.com">Joanne.Tang@tollgroup.com</a>

**Account Details - River Island Boys**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	<i>River Island Boys</i>	
<i>Buyer</i>	<i>Kelly Hoskins</i>	<i>Kelly.Hoskins@river-island.com</i>
<i>Assistant Buyer</i>		
<i>Merchandiser</i>	<i>Rebecca Bruce</i>	<i>Rebecca.Bruce@river-island.com</i>
<i>Quality Contact</i>		
<b>PH Details</b>		
<i>PH Sales</i>	<i>Matt Phillips</i>	
<i>PH Administrator</i>	<i>Dan Jellicoe</i>	
<b>Testing</b>		
<i>Requirements</i>	<i>Nickel/Lead/Cadmium/Rohs/Leather Testing/PAH</i>	
<i>Deadline for reports</i>	<i>Prior to shipment</i>	<i>Sent via email</i>
<i>Factories required to be Audited</i>	<i>YES</i>	<i>Yong ze Cheng</i>
<i>Watch specific details</i>	<i>MOQ - 500 pcs</i>	
<b>Packaging details</b>		
<i>Specific details</i>	<i>RI-CBAC02</i>	
<i>Packaging Spec available</i>	<i>Yes. Labels ordered from Byways</i>	
<b>Purchase Order</b>		
<i>Source of PO</i>	<i>Automatic via Email</i>	
<i>Lead Time</i>	<i>11 weeks repeat / 13 weeks with change / 15 weeks new</i>	
<b>Deliver details</b>		
<i>FOB or Landed</i>	<i>Landed</i>	
<i>Port</i>	<i>Unique Air HK</i>	
<i>Number of Locations</i>	<i>UK</i>	
<b>Process</b>		
	<i>Initial Sales Selection</i> <i>Costing</i> <i>Lines are selected</i> <i>Place PO</i> <i>Weekly critical path is sent</i> <i>Send c/s - comments/approval through email</i> <i>Send gold seal - comments/approval through email</i> <i>Booking via email to River Island DC</i> <i>VAD will arrange packing/delivery to DC</i>	

**Account Details - River Island Gents**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	River Island Gents	
<i>Buyer</i>	Charlotte Gilmour-Smith	Charlotte.Gilmour-Smith@river-island.com
<i>Assistant Buyer</i>	Isaac Spurway-Thorp	Isaac.Spurway-Thorp@river-island.com
<i>Merchandiser</i>	April Harper Chris Laflin	April.Harper@river-island.com Chris.Laflin@river-island.com
<i>Quality Contact</i>	Patricia Williams	Patricia.Williams@river-island.com
<b>PH Details</b>		
<i>PH Sales</i>	Matt Phillips	
<i>PH Administrator</i>	Dan Jellicoe	
<b>Testing</b>		
<i>Requirements</i>		
<i>Deadline for reports</i>	Prior to shipment	Sent via email
<i>Factories required to be Audited</i>	YES	Yong ze Cheng
<i>Watch specific details</i>	MOQ - 500 pcs	
<b>Packaging details</b>		
<i>Specific details</i>	RI-MNQX03 - Watch Box	
<i>Packaging Spec available</i>	Yes. Labels ordered from Byways	
<b>Purchase Order</b>		
<i>Source of PO</i>	Automatic via Email	
<i>Lead Time</i>	11 weeks repeat / 13 weeks with change / 15 weeks new	
<b>Deliver details</b>		
<i>FOB or Landed</i>	Landed	
<i>Port</i>	Unique Air HK	
<i>Number of Locations</i>	UK	
<b>Process</b>		
	Initial Sales Selection Costing Lines are selected Place PO Weekly critical path is sent Send c/s - comments/approval through email Send gold seal - comments/approval through email Booking via email to River Island DC VAD will arrange packing/delivery to DC	

**River Island Kids - Critical Path**

River Island Kids require a weekly critical path document to be sent detailing all current lines with updated sample sending dates and reconfirmation of handover dates. The document also allows comments to be made from both sides in relation to any specific model. The document can be found in the River Island Kids account folder under trackers

PO #	PROD #	Description	Colour	Quantity	FOB Cost Price	Retail Price	Shipping term	COO	XF
617542	413129	WHITE SPORTS WATCH	WHITE	1000	\$4.99	£12.00	SEA	CHINA	20-Jan
617545	413128	BLACK SPORTS WATCH	BLACK	1200	\$4.99	£12.00	SEA	CHINA	20-Jan
617546	413130	BLUE SPORTS WATCH	BLUE	800	\$4.99	£12.00	SEA	CHINA	20-Jan

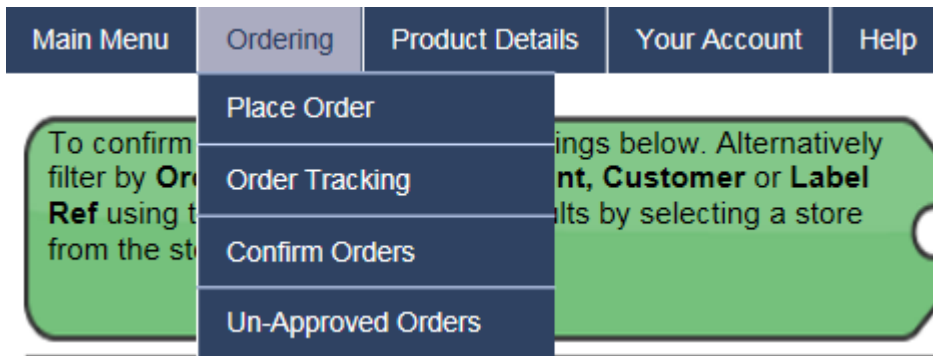
COMMENTS - 05/12 Peers Hardy	COMMENTS - DANIELLE 6.12	COMMENTS - 13/12 Peers Hardy
PP Samples sent 02/12 - please confirm approval asap?	PP sample approved 6.Dec. why is test date after production date this should be sent before production please advise?	Confirming with factory on production sample sending date. Noted that test reports need to be sent with or before the production samples. Ex-factory is unaffected
PP Samples sent 02/12 - please confirm approval asap?	PP sample approved 6.Dec. why is test date after production date this should be sent before production please advise?	Confirming with factory on production sample sending date. Noted that test reports need to be sent with or before the production samples. Ex-factory is unaffected
PP Samples sent 02/12 - please confirm approval asap?	PP sample approved 6.Dec. why is test date after production date this should be sent before production please advise?	Confirming with factory on production sample sending date. Noted that test reports need to be sent with or before the production samples. Ex-factory is unaffected

**River Island Gents and Kids - Byways (<http://www.byways.co.uk/mybyways.asp>)**

All River Island Gents & Kids models require 3 types of sticker. A barcode label, a price point and a carton end label. The requirements for Gents and Kids are slightly different due to the packaging being different (boxes for Gents and cards for Kids)

**Ordering for River Island Gents**

Under the ordering menu tab there is an option to confirm orders, any orders waiting to be confirmed are then loaded



<u>Order No</u>	<u>Customer</u>	<u>Byways Ref</u>	<u>LabelRef</u>	<u>Qty</u>
617545	PEERS HARDY UK LTD	617545261016072103284	RI TYPE 31N	1620
612072	PEERS HARDY UK LIMIT	61207206101607255852	RI TYPE 31N	1080
612065	PEERS HARDY UK LIMIT	612065031016083457571	RI TYPE 31N	1296

**Confirming the order**

Each order is broken down by PO, once a PO has been chosen the following details need to be confirmed

Customer Internal Reference - This is the PH model number

For Attention Of - This will be the relevant HIL contact as the labels will be delivered direct to China

Care Label Required - Select the option No and the reason is that there is no requirement for a care label for this product

The 3 labels to be ordered will already be selected, these are :

RI TYPE 36 - This is a kimball label which is attached to the buckle and a price point to be used on the box - the qty should match the total pcs ordered with a slight buffer qty

RI TYPE 60 - This is a carton end label and the qty should cover enough cartons with a apack qty of 75, so an order of 500 pcs would require 9-10 of these labels allowing for a small buffer

RI TYPE 99 - This is a polybag barcode label and the qty needed is 1 per watch

If the label types and qtys are correct click continue and then select the delivery address and the order is confirmed

**Ordering for River Island Kids**

The process is exactly the same as the Gents so the previous steps can be followed. The types of labels are slightly different, the breakdown is below:

RI TYPE 31N - This is a card barcode and rrp sticker, the qty should be 1 per watch

RI TYPE 60 - This is a carton end label and the qty should cover enough cartons with a pack qty of 100-200 pcs

RI TYPE 99 - This is a polybag barcode label and the qty needed is 1 per watch

**Account Details - Urban UK**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	<i>Urban Outfitters UK</i>	
<i>Buyer</i>	<i>Nicola Prince</i>	<a href="mailto:NPrince@urbanoutfitters.com">NPrince@urbanoutfitters.com</a>
<i>Assistant Buyer</i>	<i>Laura Brand</i>	<a href="mailto:LBrand@urbanoutfitters.com">LBrand@urbanoutfitters.com</a>
<i>Merchandiser</i>	<i>Amber Critchley-Hair</i>	<a href="mailto:ACritchley@urbanoutfitters.com">ACritchley@urbanoutfitters.com</a>
<i>Quality Contact</i>		
<b>PH Details</b>		
<i>PH Sales</i>	<i>Matt Phillips</i>	
<i>PH Administrator</i>	<i>Dan Jellicoe</i>	
<i>PH QA</i>	<i>Paula Wozna</i>	
<b>Testing</b>		
<i>Requirements</i>	<i>Nickel/Lead/Cadmium/Rohs/Leather Testing/PAH</i>	
<i>Deadline for reports</i>	<i>Prior to shipment</i>	<i>Sent via email</i>
<i>Factories required to be Audited</i>		
<i>Watch specific details</i>	<i>MOQ - 500 pcs</i>	
<b>Packaging details</b>		
<i>Specific details</i>	<i>645-0006 - Watch card ordered from Jin Young Stationery</i>	
<i>Packaging Spec available</i>	<i>Labels are released from Checknet</i>	
<b>Purchase Order</b>		
<i>Source of PO</i>	<i>Automatic via Email</i>	
<i>Lead Time</i>	<i>11 weeks repeat / 13 weeks with change / 15 weeks new</i>	
<b>Deliver details</b>		
<i>FOB or Landed</i>	<i>FOB</i>	
<i>Port</i>	<i>Allport HK</i>	
<b>Process</b>		
	<i>Initial Sales Selection</i>	
	<i>Costing</i>	
	<i>Lines are selected</i>	
	<i>Pos received through Tradestone</i>	
	<i>Send c/s - comments/approval through email</i>	
	<i>Send gold seal - comments/approval through email</i>	
	<i>Booking via Lima and email to Allport - HIL to arrange</i>	

Urban UK - Tradestone (<https://tradestone.urbanout.com/login.do>)

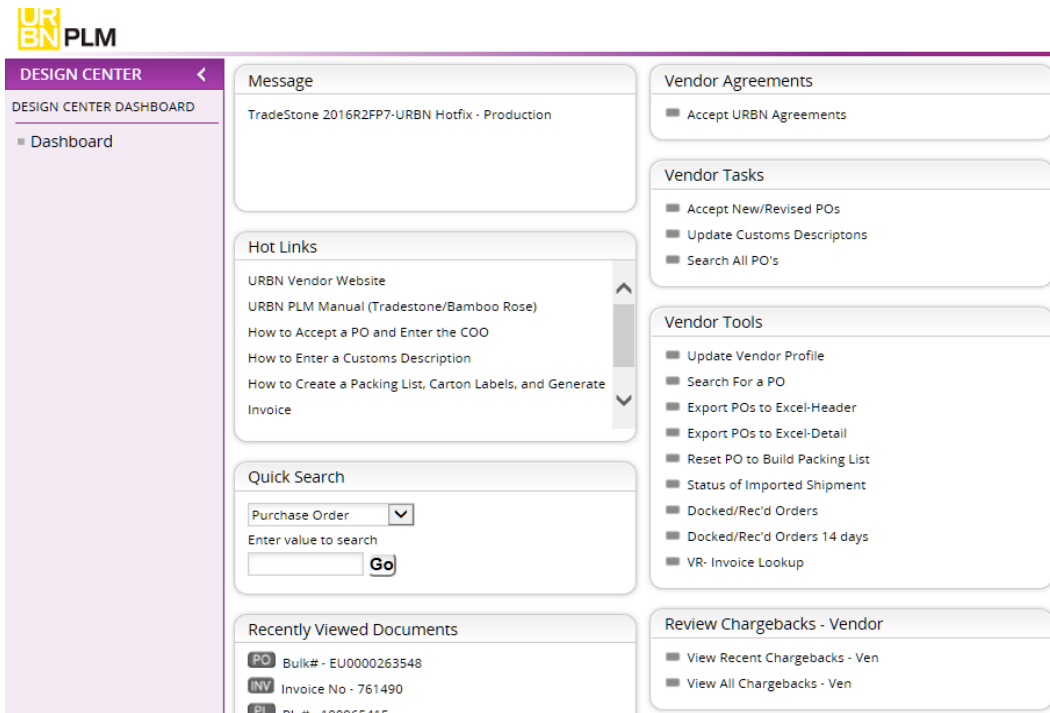
User: VEN-61465-01

Password: 61465URBN

All Purchase orders are visible on tradestone. These can be printed for reference and need to be accepted ensuring details such as HOD and cost are correct

Packing lists are also generated via Tradestone (This is completed by HIL)

Chargebacks are also found on tradestone so any non compliances will be listed here



Urban UK - Checknet (<https://checknet.checkpt.com/Login>)

User: URBN61465 UK

Password: peershardy1!

Labels are triggered onto Checknet by Urban ready to be called off by us, these can be found under orders and staged orders. Tick off labels that are needed and confirm delivery addresses. Qtys are already locked in so if the details are correct each label can be released

### Staged Orders

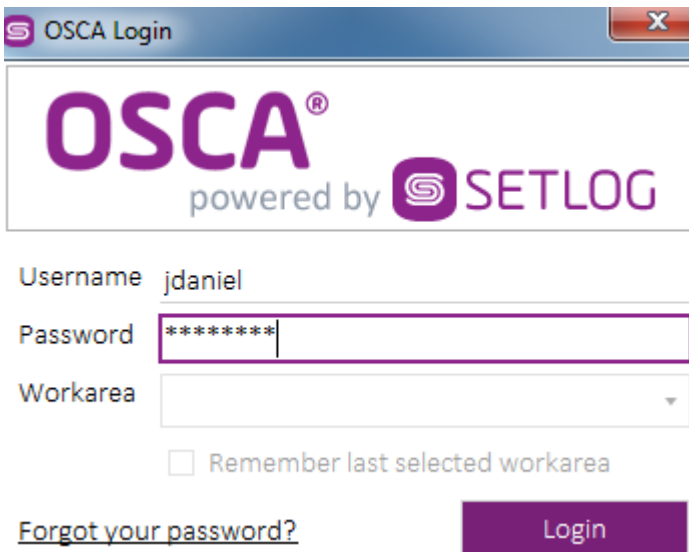
Order Type:	Factory:
<input type="text" value="Unreleased Staged Orders"/>	<input type="text" value="No Selection"/>
Order Number :	Vendor Ref:
<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Clear Search"/>

**Account Details - Zalando**

	<b>Details</b>	<b>Additional Information</b>
<i>Customer</i>	Zalando	
<i>Buyer</i>	Katrin Switala	<a href="mailto:katrin.switala@zlabels.de">katrin.switala@zlabels.de</a>
<i>Product Development</i>	Louise de Groot	<a href="mailto:louise.de.groot@zlabels.de">louise.de.groot@zlabels.de</a>
<i>Buying Assistant</i>	Steffi Wang	<a href="mailto:steffi.wang@zlabels.de">steffi.wang@zlabels.de</a>
<i>Quality Contact</i>	Jeremy Populaire	<a href="mailto:jeremy.populaire@zlabels.de">jeremy.populaire@zlabels.de</a>
<b>PH Details</b>		
<i>PH Sales</i>		
<i>PH Administrator</i>	Dan Jellicoe	
<i>PH QA</i>	Paula Wozna	
<b>Testing</b>		
<i>Requirements</i>	Nickel/Lead/Cadmium/Rohs/Leather Testing/PAH 3rd Party inspection/testing required for Zalando nominated skus Prior to shipment	Sent via email/OSCA
<i>Deadline for reports</i>		
<i>Factories required to be Audited</i>		
<i>Watch specific details</i>	MOQ - 500 pcs	
<b>Packaging details</b>		
<i>Specific details</i>	Box/Pouch packaging required depending on Zalando brand e.g. Kiomi/Brooklyn/Your Turn Barcode labels are released from Checknet and fibre composition are printed via HIL(Mr Liao)	
<i>Packaging Spec available</i>		
<b>Purchase Order</b>		
<i>Source of PO</i>	Sent via email	
<i>Lead Time</i>	11 weeks repeat / 13 weeks with change / 15 weeks new	
<b>Deliver details</b>		
<i>FOB or Landed</i>	FOB	
<i>Port</i>	Panalpina for Air - HK, Schenker for Sea - Yantian	
<b>Process</b>		
	Initial Sales Selection Costing Lines are selected Pos received and confirmed via Email Pos are then visible in OSCA, date amends/bookings/inspection are then confirmed via OSCA Send c/s - comments/approval through email Send gold seal - comments/approval through email Booking via OSCA and email to forwarder - HIL to arrange	

**Zalando - OSCA (https://www.osca-web-zl.com/webclient/)**

To login to OSCA the application must be downloaded onto your desktop, enter login details and the system loads to the Dashbard overview

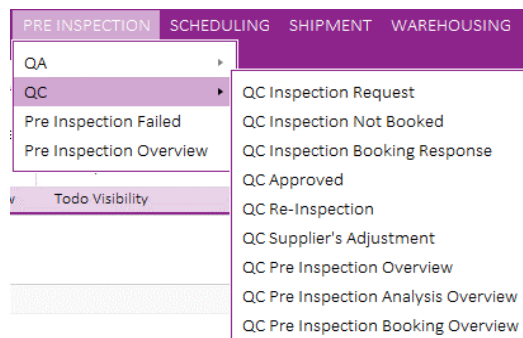
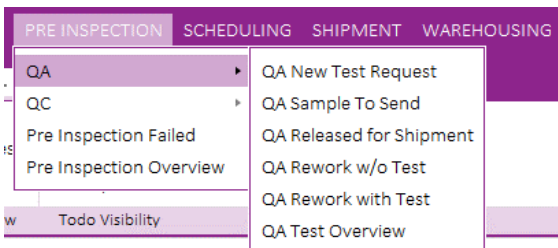


**Confirming a PO**

To confirm a PO go to the scheduling tab at the top of the screen and select PO not confirmed, any Pos waiting to be confirmed will be listed here

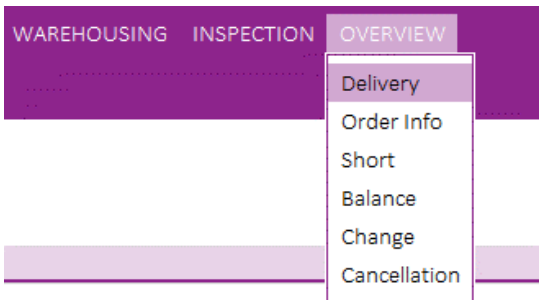
**Checking a SKU for customer inspection or testing request**

Using the pre-inspection tab both QA and QC inspection options are available. Select new test request or inspection request to check all nominated skus. Update the schedule accordingly and make arrangements for extra replenishment samples to be added to the PO, the lead time can also be checked to ensure there will be enough time to allow for inspection/testing before required handover date



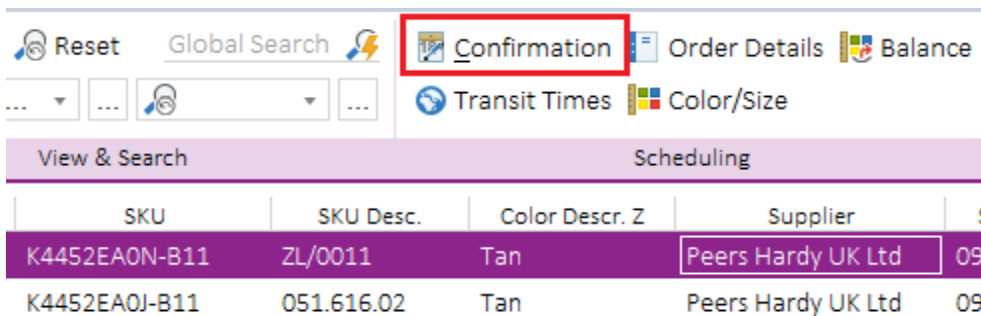
### Amending a handover date (CRD)

If a style is confirmed as being late then date amends need to be requested in OSCA. An overview of all current styles can be found on the overview tab at the top of the screen and then selecting delivery



Select any SKU and choose the confirmation option (1). This opens up the SKU and allows ship date, qty and freight method to be changed, a comment must be left along with who is at fault and the reason for the delay (2), save and close once completed. Note the dialog box at the bottom of the screen for each SKU (3), all actions taken against this SKU are detailed here, Zalando will approve or reject these amends in the same dialog box

1.



2.

Messages (18) Documents

Issue originator: zLabels Reason: <empty>

3.

User	Reason	
zLabels 28.11.2016 15:46 Tilmann Leichsenring	<empty>	<SYSTEM MESSAGE> Reset Short
zLabels 14.11.2016 12:11 Marlies Marschke	<empty>	<SYSTEM MESSAGE> Booking Confirmed (auto)
zLabels 14.11.2016 12:11 Marlies Marschke	<empty>	Trigger for Request: Booking for Air Shipment; T
zLabels 14.11.2016 12:11 Marlies Marschke	<empty>	<SYSTEM MESSAGE> Booking Confirmed (auto)

**Zalando - Checknet (<https://checknet.checkpt.com/>)**







All Zalando models require 2 x barcode labels and a fibre composition sticker. The fibre composition stickers are printed by HIL to pre-approved templates. The barcode labels are ordered from Checknet

**Ordering Labels**

On the checknet homepage select the Orders option



Any outstanding orders will be generated below by PO number, each line can be opened up and the individual skus within that PO are listed. The qty should already be visible and should cover 2 x barcodes plus a small buffer qty for each sku. If all details are correct the orders can be ticked and then added to the cart

	Actions	<input type="checkbox"/>	Quantity	Retailer Name	Order Number
▶	 	<input type="checkbox"/>	5250	Zlabels GmbH	PO0295338
▶	 	<input type="checkbox"/>	5250	Zlabels GmbH	PO0298435
▶	 	<input type="checkbox"/>	4200	Zlabels GmbH	PO0298445

Once added to the cart the order details are confirmed along with the shipping address, once these are all confirmed the order is placed and complete