



Footwear Procedures

For

Goods Distributed by



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INTRODUCTION

Dear Supplier,

Advanced processing Ltd. operates an automated processing and distribution facility on behalf of Makro. The system is designed to improve the quality of presentation, lower distribution costs and shorten the time it takes to deliver goods to stores.

In order to achieve this it is important that goods sent to Advanced Processing for distribution to Makro stores follow all of the guidelines contained in this procedures manual.

When designing this system we have at all times tried to take into account your needs so that you can limit any costs which would be associated with compliance.

Suppliers not conforming to these guidelines will cause delays and additional costs to be incurred. Our policy is to work with suppliers in partnership to achieve compliance. It is not our intention to impose punitive charges for non-compliance as we believe this does not foster a spirit of partnership. However where additional costs are incurred because of non-compliance we expect suppliers to pay for this.

We will work with you to help you conform to the requirements and this guide is the first stage of this. We would recommend that suppliers take the time to study this document and ask any questions BEFORE requesting collection. If required, visits to our facility can be arranged to help you to understand the operational requirements more thoroughly.

CONTRACTS AND PURCHASE ORDERS

Makro Contracts

Contracts for **Range** product will indicate the total number of units required per article number for the season, and the required **Availability date** for initial orders.

Contracts for **Makro Mail** product will indicate the total number of units per article number required for a specific Makro Mail and the required **Availability date** for the contracted total.

Product will be called into stores by means of a Purchase Order.

Purchase Orders

Purchase orders will be issued, usually via EDI, indicating total quantities per article number to be collected by Advanced.

You should contact your buyer if you do not understand any of the information above.

REQUESTING A COLLECTION

- Suppliers should email a Footwear Collection Request Form (**see appendix 1**) to makro.footwear@advanced-processing.com
- The original collection form will be emailed back quoting collection date and time. If your booking form does not contain sufficient information for a collection to be confirmed then your request will be rejected and the reason given. It is your responsibility to obtain the missing information before attempting to make another booking.
- Suppliers may cancel their collection – provided that a minimum of 24 hours notice is received and it is via email to the makro.footwear@advanced-processing.com address.
- Cancellations not received in this time frame may result in a failed collection charge.
- Purchase Orders must be collected in full. In the unlikely event that insufficient stock is available to complete the order, and only part is collected, all balances will be automatically cancelled. The relevant merchandiser at Makro will raise a new order for the balance if required.
- Orders must be ready for collection on arrival of transport, any delays in excess of 45 minutes may result in a failed collection charge.

Makro Mail Product

- Footwear requiring processing must be collected by Advanced Processing between ten and twelve working days before the commencement of the mail.
- Processed Footwear must be collected by Advanced Processing between eight and nine days before.

Please ensure that your collection requests are in line with timeframes.

PRESENTATION OF GOODS

PRE-PROCESSED FOOTWEAR

- All cartons must be labelled to show the Makro purchase order number, article number and quantity (**See example label - appendix 2**).
- Footwear should be packed in contracted ratio cartons.
- All cartons must be palletised.
- Pallets must not exceed 160cm in height.
- Non standard ratio packs are not accepted
- Any pre-processed product not received as above may be subject to additional charges.

NON-PROCESSED FOOTWEAR

- All cartons must be labelled to show the Makro purchase order number, article number, size and quantity (**See example label - appendix 3**).
- Palletised deliveries must not exceed 160cm in height.

PALLETS

- All pallets must have a pallet sheet (**see example label – appendix 4**) attached detailing pallet number and total number i.e 1 of 5 etc. Pallets must be secure and fully shrinkwrapped prior to collection with all boxend labels facing outwards. Article numbers may be mixed on pallets. You **MUST NOT** mix Purchase Orders on pallets.

Advanced Processing Ltd are **not authorised to receive more stock than ordered on the Purchase Order**. Any goods collected over the purchase order quantities will be segregated. You will be advised by email of the quantity involved and a handling charge of £2.00 per carton will be incurred.

PRODUCT RECEIPT NOTIFICATION

- All collections will be carton counted on receipt and full details advised to supplier within a maximum of 2 days for processed product and 7 days for non processed product **(see appendix 5)**
- APL drivers will sign for total number of pallets received and a representative at the collection point will reseal the trailer and sign manifest accordingly **(see appendix 6)**.

ADDITIONAL WORK

Goods received, which do not conform to this document and/or that cause extra costs to be incurred, will be subject to additional charges.

If you have any queries about what you are expected to do please contact Gavin Horsfall on:

Gavin.horsfall@advanced-processing.com

Tel 01422 231030

ADVANCED PROCESSING LTD. MAKRO CONTACT INFORMATION

Position	Name	Tel No	Email
Contract Manager	Joe Rotherham	01422 231030	Joe.rotherham@advanced-processing.com
Makro Manager	Gavin Horsfall	01422 231030	Gavin.horsfall@advanced-processing.com
Account Manager	Sharon Drummond	01422 231030	Sharon.drummond@advanced-processing.com
Assistant	Luke Jackson		Luke.jackson@advanced-processing.com
Collections Transport dept.	Darren/Karl/Richard	01422 231040	Makro.footwear@advanced-processing.com

Appendix 1 – Collection Request

Makro Footwear Collection Request - Advanced Processing.

This footwear collection request should be emailed to:

makro.footwear@advanced-processing.com

You must fill in the yellow sections.

Please note - no bookings will be taken by telephone or fax.

Date available to collect	Confirmed time and date APL use only
Supplier Name	Contact Name
Contact phone number	Contact email address
Makro Mail number	Total number of cartons
Processed / Not Processed	Total number of pallets

Details of stock required to be collected

Article Number	P.O. number	Colour	Description	No. of cartons	Units per carton	Total qty
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
<u>www.advanced-processing.com</u>				Grand total	0	0

Additional Comments:-

Appendix 2 Processed Boxend

Makro Footwear Boxend Pre Processed	
PO Number	
Article Number	
Pces in Carton	

Makro Footwear Boxend Pre Processed	
PO Number	
Article Number	
Pces in Carton	

Appendix 3 Unprocessed Boxend

Makro Footwear Boxend Unprocessed				
P.O. Number				
Art Number				
Size				
Quantity				

Makro Footwear Boxend Unprocessed				
P.O. Number				
Art Number				
Size				
Quantity				

Appendix 4 Pallet Sheet

<h1>Makro Footwear Pallet Sheet</h1>
<p>Pallet Number of</p>

Detail number of cartons per Article on this pallet.

Article number	Number of cartons

Do not mix purchase orders on the same pallet.



Appendix 5 – Supplier Audit Report

Dear Supplier

supplier@abc.co.uk

This email is best viewed by printing in A4 landscape orientation

Please find attached detail of your recent Makro delivery to Advanced Processing.
Makro will only issue payment for the Billing Quantity. Should there be any over-delivery quantities please arrange collection as soon as possible. Should you have any queries reference this document please contact Gavin Horsfall on 01422 231030

Article Number	Makro PO	Booked IN	Del Note QTY	Actual QTY	Billing QTY	Plus/minus to Del notes	Supplier to Collect
123456	100	100	100	100	100	0	0
654321	100	100	100	100	100	0	0

Regards

Advanced Processing Staff

Appendix 6 – Collection Manifest

Collection Manifest

Supplier Name	Location	No of Pallets	Date Collected
On Site Time		Seal Number In	
Off Site Time		Seal Number Out	
Supplier Signature:-		Print Name:-	

Supplier Name	Location	No of Pallets	Date Collected
On Site Time		Seal Number In	
Off Site Time		Seal Number Out	
Supplier Signature:-		Print Name:-	

Supplier Name	Location	No of Pallets	Date Collected
On Site Time		Seal Number In	
Off Site Time		Seal Number Out	
Supplier Signature:-		Print Name:-	

Supplier Name	Location	No of Pallets	Date Collected
On Site Time		Seal Number In	
Off Site Time		Seal Number Out	
Supplier Signature:-		Print Name:-	