

Task Team Members: Trim Delivery Conformance

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Source:

: Local Suppliers Delivery Conformance Manual 2010

: Research compiled by the Task Team members

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1 Introduction

- The key objective of trim delivery conformance is to maintain high standards and efficiency throughout the TFG Logistical Supply Chain and therefore requires the co-operation of its suppliers to deliver their merchandise according to the stipulated delivery conformance requirements.
- This document will inform suppliers of TFG's expectations, as well as assist them in the execution and delivery of a TFG Purchase Order, to the any of TFG's Distribution Centres.
- It is therefore critical to fully understand the contents of this manual as well as meeting the requirements contained herein with regard to Supplier Delivery Conformance.
- Please note that this compilation is for all local suppliers delivering to the following trading divisions: Foschini, Exact, Markham's, Donna Claire, Fashion Express and Sports Division.
- Local suppliers are defined as those suppliers who are responsible for delivering goods to one of the Foschini Group Distribution centres. International suppliers are therefore those suppliers who ship goods via the Group's nominated freight forwarders and ownership is transferred to the Foschini Group before delivery to one of the distribution centres.
- If you require any clarification on any procedural matter, please contact either the relevant Distribution Centre Manager (contact details at the end of this document) or the Trims Co-ordinator of the Department concerned.

2 Purchase Orders

A purchase order will advise the supplier of TFG's final merchandise requirements. Please pay special attention to the instructions specified on the official Purchase Order.

Purchase Order



Order Number:	PO-052347	TFG Apparel Supply Company (Pty) Ltd 17 Huguenot Street Parow East 7500 Tel: 021 938 1162 Fax: 021 937 5312 VAT #: 4640254092
Indent Number:		
Off Bulk Sample Due:		
Dispatch Due:	16-Apr-2012	
Delivery Due:	17-Apr-2012	
Division:	Sportswear	
Supplier:	International Trim Sa (Pty)Cap 35 97th Avenue, Matieland, 7405 ZA	Payment Terms: 30 days - 0.00 Delivery Terms: Transport: Road
Agent:		Deliver To: 43 Packer Ave Epping Industria 2 Cape Town 7890
Details Tariff Code: Rebatable/Non Rebatable: Quality: Construction:		Characteristics Woven/Knit: Disc/Continuous: Design: Textured/Untextured: Combed/Carded: Finish:

Sub Type	Colour	Description	Min Width (cm)	Min Weight (g/m2)	Min Length (m)	Unit Price	Units	Total
Wash Care Label 8	Silver	Wash Care Label 8-Style 98678	0	0	0	ZAR 0.10	550.00	ZAR 55.00

Message: 16-Apr-2012 15:46 Loretta Marinas: Washcare code: 8L Style no: 98678 SKU: 31202727 Supplier code: 600124 Comp: 100% Cotton Proudly designed and made in South Africa with local fabric		<table border="1"> <tr> <td>Total Qty:</td> <td>550.00</td> </tr> <tr> <td>Subtotal:</td> <td>ZAR 55.00</td> </tr> <tr> <td>VAT Total:</td> <td>ZAR 7.70</td> </tr> <tr> <td>Total:</td> <td>ZAR 62.70</td> </tr> </table>	Total Qty:	550.00	Subtotal:	ZAR 55.00	VAT Total:	ZAR 7.70	Total:	ZAR 62.70
Total Qty:	550.00									
Subtotal:	ZAR 55.00									
VAT Total:	ZAR 7.70									
Total:	ZAR 62.70									

Please quote the above PO number on your invoice and packing slip.
 This order is subject to the Foschini Group's standard terms and conditions which may be viewed at <http://www.tfg.co.za/suppliers>. This order is in accordance with the requirements as set out in our supplier manual. Note that, for fabric, width refers to useable width.

Figure 1: Example of a TFG Purchase order

- The TFG buying team will stipulate in the PO what the supplier needs to do / supply in terms of packing list requirements, packing specifications & QA requirements.
- **URGENT Quick Response or 56 day orders must be clearly identified on all cartons and paperwork delivered into the DC**

Our order number	
Style number (if available)	
All quantities per size	
Width	
Colour	
Description/ Reference number of item	
Total Quantity delivered	
URGENT QR or 56 day order	

Figure: 2 Example of a packing list, the format may vary from supplier to supplier, including information marked in red for URGENT orders

2.2 Delivery Instructions

- Delivery notes must reflect the Purchase Order number and style number.
- Delivery Notes must supply the breakdown of the order i.e 50 rolls x 500mts in order for the goods to be received into the DC as quickly as possible.
- All orders for 56 day Styles, must reflect 56 Days on the Delivery Note and the carton.
- No part deliveries will be accepted unless previously approved by the Trims Sourcer relevant to your order.
- All merchandise must be delivered "Carriage Paid" to the destinations stated on the order.
- All delivery notes, packing slips and invoices must quote the TFG purchase order number.
- The supplier's invoice(s) must be issued in the name of the supplier as recorded on the TFG purchase order.
- The supplier's invoice(s) and statements must be made out in the name of:

TFG Apparel Supply Company (Pty) Ltd

PO Box 6020

Parow East

7501

Our VAT number is as follows: 4640254092.

2.3 Delivery Dates and Time Slots

- TFG will advise the specific date the merchandise must be delivered into the DC on the Purchase Order.
- The Epping Distribution Centre will receive all trims and accessories, unless otherwise specified.
- The Epping Distribution Centre is situated at the following address:
 - 43 Packer Avenue, Epping 2, 7490
- An appointment request must be made to EboniA@tfg.co.za & eppingasn@tfg.co.za .
- All appointments must be made 24-48 hours prior to delivery date. Delivery times range from 10:00am to 3:00pm Monday to Friday.
- Purchase order number, style number (if available) and approximate quantity of cartons/bags/rolls to be supplied when making an appointment for delivery * *please see Section 8 ASN Process for further information*
- Out of town suppliers that use third party transporters such as courier companies and road freight transporters must ensure the third party transporter is aware of the ruling in place regarding appointments. The particular courier may be turned away if no appointment has been made, but the responsibility rests on the supplier that a booking is made and adhered to.
- Purchase order numbers and style numbers must be reflected on the Waybill documentation if you are making use of a third party transporters.
- All packages delivered to be clearly marked with the following information:
 - Purchase order number,
 - Style number (if available),
 - Item information,
 - Colour,
 - Quantity
 - Size ratio.
- This information can be hand written or printed in bold on a contrast page and attached to the outside of the carton.

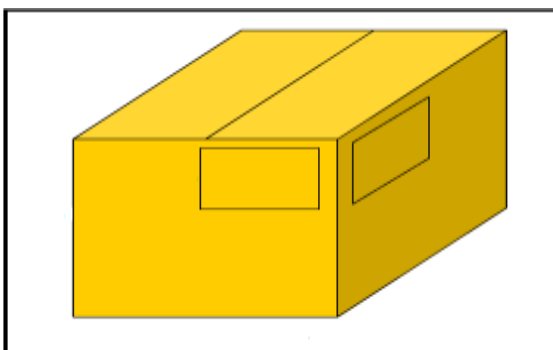


Figure 3: Standard labelling position.

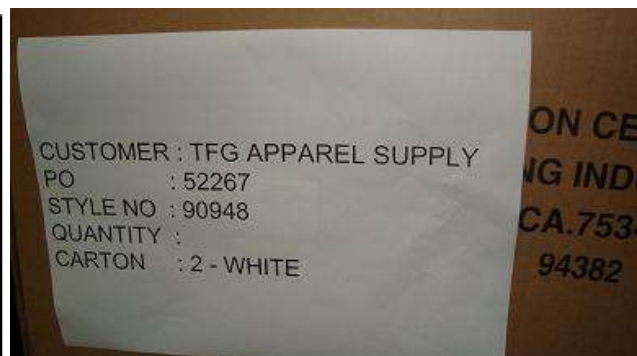


Figure4: An example of information on the carton

3 Merchandise Preparations

One of the DC's key objectives is to process merchandise as quickly and efficiently as possible.

In order to support this objective, TFG requires that the merchandise is prepared and packed according to the required specifications. Please adhere to the following directions when preparing and packing merchandise.

3.1 Carton Packing

Trims should be grouped and packed in the following manner:

- 1) By colour
- 2) Within a colour, trims to be grouped by shade clearly marked by shade number
- 3) Within a colour, trims are to be grouped by size
- 4) Each packet should contain one size only

3.2 Odd Case scenario

After completing full cases **for each carton**, pack any remaining pieces into the last case and mark the sides of the carton: **"ODD CASE"**.



Figure 5: Labelling of the odd case

Example 1: *If you have an order of 3,100 buttons and the supplier is required to deliver in packets/cartons of 500 each, you will have 6 packs x 500 each plus an odd case of 100.*

Example 2: *100 packets of 50 brooches and 1 packet of 25- the packet of 25 must be marked "ODD CASE" for an order of 5025 brooches*

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4 Packaging Specifications

The following carton specifications have been established to maximise the product flow through the Distribution facility.

- Carton dimensions and weight limit for trims and accessories (excluding bags)

Largest acceptable Carton	Length in cm	Width in cm	Height in cm	Weight in kg
Maximum dimensions	69	38	42	18

Please Note: dimensions supplied are maximum dimensions- smaller dimensions can be used

- Cartons may not be over / under-packed as they may collapse during transit.
- Each supplier is responsible for the quality of packaging and therefore will be held responsible for damages, concealed shortages and claims resulting from inferior packaging.
- Taping must create an “H” pattern on both the top and the bottom of the carton by sealing across all of the major and minor flaps.



Figure 6: H pattern on top and bottom

- Minimum tape width needs to be 7.2cm

- Please see following breakdown of Packaging Requirements by Product

Trim Item	Packing requirement	Carton/Packet
Buttons	To be bagged in units of: 9.0 – 11.5mm-10,000pcs / 12.5mm- 8,000pcs / 15mm-5,000pcs / 18mm-3,000pcs / 19-20.5mm-2,500pcs 25-28mm-1,500pcs / 34mm-700pcs / 38mm-50pcs / 50mm-300pcs	Packet
Zips	Bundles of 50 or 100	Packet
Buckles/Metal Trims	Non scratch resistant: Individually wrapped in soft paper then bagged. Supplier to use their own discretion Scratch resistant: Twenty per bag	Packet
Motifs (lightweight)	Pressed and stacks of thirty neatly wrapped in plastic, to avoid movement during transit.	Carton
Motifs (embellished)	Stacks of ten neatly wrapped in plastic and then boxed.	Carton
Corsages/Flowers	Flat packed in bags of twenty.	Carton
Belts	Flat packed or rolled bundles & wrapped in plastic sleeves	Carton
Brooches	Individually wrapped in plastic bag or tissue paper in bags	Carton
Necklaces	Individually wrapped in plastic sleeve in bags of thirty.	Carton
Lace	Smooth, un-creased and delivered on spools or cards	Carton
Elastic	To be delivered on spools or lapfolded in boxes	Carton
Silicone tape	Bagged in the smallest denomination available	Packet
Iron ons	Neatly stacked and wrapped with shrink-wrap to ensure no movement during transit	Carton
Ribbons, Tapes & Cords	To be delivered on spools	Carton
NB: The above stipulated packing requirements are acceptable standards; the trim buyer can stipulate a trim to have a specific packaging requirement depending on the character of a specific trim or embellishment.		

6 Quality Requirements

The purpose of this section is to provide Trim Suppliers with a guideline concerning all trims and accessories as supplied to TFG.

- It is the Trim Suppliers responsibility to ensure they are up to date with TFG standards and requirements as set out in the “Standards and Performance Specifications Manual for Garment Trims and Accessories”.
- All trims & accessories supplied to TFG and its CMT factories are expected to comply with the appropriate specifications as set out in the above mentioned manual.
- All specifications set out in the Trims Specification Manual are minimum standards.
- Any trims not meeting these specification and standards must be discussed with the Trims Sourcer, Trim Co-ordinator and QA department, prior to delivery.
- However, should there be any reasonable variations; these should be specified in the contract or order process.
- All trims received into our DC are subjected to an audit depending on the nature and characteristics of the trim.
- In the event of substandard trims being identified during our internal audit, a Non conformance will be raised and a representative of that particular trim needs to verify this non-conformance and uplift the entire consignment with the permission of the Trim Sourcer & the relevant Trim Co-ordinator.

7. Trim Supplier Delivery Non-Conformance Charges

Any supplier who fails to adhere to any of the guidelines as specified in this manual will be charged a fee, the charges are as follows:

Code	Description	Action	Number of incidents	Charge	Total
1	Order Appointments				
1a	Missed appointment by 15 minutes	Supplier to wait for available time slot or to re-book		Charge 5% of invoice total, minimum of R50 per order	
1b	Order not delivered or booking not cancelled	Supplier to re-book order		Charge 5% of invoice total, minimum of R50 per order	
1c	Order delivered has no appointment	Wait for available slot and create an appointment to accept the delivery		Charge 5% of invoice total, minimum of R50 per order	
2	Carton Information				
2a	Carton containing the invoice is not correctly identified	Supplier unable to off-load order and to re-book order		Charge 5% of invoice total, minimum of R50 per order	
2b	Cartons received reflect the incorrect or no details	Supplier unable to off-load order and to re-book order		Charge 5% of invoice total, minimum of R50 per order	
2c	Odd carton is not identified	Identify the odd case and locate with the same size		Charge 5% of invoice total, minimum of R50 per order	
3	Carton Specification				

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3a	The outer carton condition and packaging quality is below our required specification	Supplier is charged a handling fee.		Charge 5% of invoice total, minimum of R50 per order	
3b	Incorrect packaging material being used (metal or plastic strapping)	Supplier is charged a handling fee.		Charge 5% of invoice total, minimum of R50 per order	
3c	Outer carton is exceeding our specified dimensions	Supplier is charged a handling fee		Charge 5% of invoice total, minimum of R50 per order	

4 Carton Packaging

4a	Style, colour & sizes are mixed over more than two cartons/ multiple styles & sizes in the same carton	Complete order to be checked and sorted. The supplier will be charged for the sorting exercise.		Charge 5% of invoice total, minimum of R50 per order	
4b	The carton contents are not being displayed on the outer carton.	Complete order to be checked and sorted. The supplier will be charged for the sorting exercise.		Charge 5% of invoice total, minimum of R50 per order	

5 Invoice Accuracy

5a	Invoice details incorrect	Supplier is charged a handling fee		Charge 5% of invoice total, minimum of R50 per order	
5b	ASN quantity does not match what was delivered	Check units of incorrect size		Charge 5% of invoice total, minimum of R50 per order	

6 Product Quality

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6a	Defective/Damage product	Supplier is charged a handling fee		R500.00 per order	
6b	Trim component is not according to the bulk sample	Supplier is charged a handling fee		R500.00 per order	

The minimum recovery charge for any category is R50.00 for all local suppliers.

If codes 1a – 1c or 1d – 1f are incorrect then only one code will be charged.

If codes 2a, 2b or 2c are incorrect then only one code will be charged.

8. ASN Process

Advanced Shipping Notification (ASN) is a logistics transaction sent by the Supplier to advise the relevant trading division of the dispatch of goods and the detailed contents of the shipment in order to enable the warehouse to control the incoming flow of raw materials.

It also enables the sender (Supplier) to describe the contents and configuration of a shipment in various levels of detail and provides an ordered flexibility to convey information. This message should be sent by the Supplier to the Epping DC before the goods are physically delivered.

URGENT Quick Response or 56 day orders must be clearly identified on all ASN submission and Delivery Appointments.

Should there be a discrepancy between ordered quantities vs actual quantities planned for delivery, the ASN template should not be submitted until such time that the Trim Co-ordinator relevant to the order has approved the quantity planned for delivery. Once the variance on quantity has been approved by the Trim Co-ordinator responsible, then an ASN should be submitted.

For an example of the ASN Template that should be completed and sent to the DC, please see Figure 6 below.



Advanced Shipping Notice.
The Foschini Groups Advanced Shipping Notice system

ASN READY TO SUBMIT

Trading Division					
		TFG Design			
Purchase Order information					
Purchase Order No.		Supplier Name:			
Supplier Invoice No.		Supplier e-mail:			
Price Tags?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quality Inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fabric/Trims?	
Purchase Order detail					
Carton Quantity		Total ASN Units			
Shipment Notification detail					
Colour	Product Description	Order Qty (Units)	ASN Qty (Units)		Tolerance
Totals		0	0		

ASN APPROVAL IS REQUIRED BEFORE A DELIVERY APPOINTMENT CAN BE SCHEDULED WITH THE RELEVANT
 FOSCHINI GROUP DISTRIBUTION CENTRE
 ANY DESCREANCIES BETWEEN ORDER QUANTITY AND ASN QUANTITY SHOULD BE DISCUSSED WITH THE
 RELEVANT FOSCHINI GROUP BUSINESS UNIT BEFORE SUBMITTING THIS ASN

Figure 6: An example of the ASN template that should be completed and submitted to the DC

If you have any queries please contact:

Name	Title	Tel	email
Christi Wiechers	Fabric & Trims Manager	(021) 9374465	ChristiW@tfg.co.za
Lauren Botha	Senior Trim Sourcer	(021) 9381491	LaurenB@tfg.co.za
Brian Naidoo	Quality Manager	(021) 9374693	BrianN@tfg.co.za
Gavin Van Rooy	DC Operations Manager	(021) 5059503	GavinVR@tfg.co.za