



# **Advanced Shipping Notification (ASN) Instructions & Guidelines**

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**Applicable to all TFG Suppliers**

**Delivery Conformance Office**

**7/31/2014**



## 1. INTRODUCTION

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The implementation of Advanced Shipping Notification (ASN) process forms part of the greater supply chain requirements to support TFG Logistics strategy. Our Internal Strategy is to provide world class logistics solutions to support all internal brands. We have 8 Distribution Centre sites that process stock for the group therefore TFG has to have a reliable supply base.

This document is set up to assist all suppliers delivering into TFG Distribution Centre with necessary information required in order to achieve seamless and effective deliveries into our DCs.

## 2. ADVANCED SHIPPING NOTIFICATION (ASN) PROCESS

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This message 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 receiving location to control the incoming flow of material.

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. An ASN will always be sent by the Supplier to the DC before the goods are physically delivered.

## 3. THE IMPORTANCE F ADVANCED SHIPPING NOTIFICATION

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The purpose of an Advanced Shipping Notice (ASN) is to notify TFG of pending delivery. An ASN also creates visibility for the business to make accurate decisions in terms of product location and quantities, and allows for advanced planning/allocation of stock to our stores. Once a supplier has completed an order/ packing list and is now ready to ship for delivery into DC / Freight Forwarder, an ASN completed accurately needs to be submitted on time informing the DC of pending deliveries.

It is imperative that details specified on ASN correspond to actual units / packing list despatched by supplier. Any unit discrepancies between ASN and delivered units hamper DC receiving process as orders have to be rechecked multiple times to verify discrepancies. This results in major delays and costs incurred by DC. Suppliers will incur monetary penalties if discrepancies are found on orders, these will be indicated on delivery conformance report published weekly to suppliers that have made deliveries into DC.

@home, @homelivingspace, American Swiss, Charles & Keith, DonnaClaire, Duesouth, Exact!, Fabiani, Fashion Express, Foschini, G-Star Raw, Hi, Markham, Mat & May, Sportscene, Sterns, Totalsports

Foschini Retail Group (Pty) Ltd. 1988/007302/07

DIRECTORS: A D Murray, (C.E.O.) (Brit), S A Baird, B J Curry, D B Gedye, M Maritz, P S Meiring, M Mendelsohn, G S Naidoo, R Stein

Company Secretary: Dee Sheard

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#### 4. ASN SUBMISSION AND APPROVAL PROCESS:

All suppliers delivering into any of The Foschini Group distribution centres are required to submit ASNs prior to delivery.

Local Suppliers are required to submit ASNs at least 48hrs prior to delivery.

International Suppliers are required to submit ASNs at least 48hrs prior to handover to the nominated Freight Forwarder.

ASN's must be sent to the relevant DC for approval prior to the delivery of the merchandise into the DC, please see table below for details:

DC NAME	EMAIL ADDRESS FOR ASN	EMAIL ADDRESS FOR DELIVERY BOOKING
<b>LEFIC DC</b>	<a href="mailto:ASN-FOSCHINI-LEF@tfq.co.za">ASN-FOSCHINI-LEF@tfq.co.za</a>	<a href="mailto:REC-FOSLEF@tfq.co.za">REC-FOSLEF@tfq.co.za</a>
<b>N'DABENI DC - EXACT / MARKHAM</b>	<a href="mailto:ASN-MARKHAM@foschini.co.za">ASN-MARKHAM@foschini.co.za</a>	<a href="mailto:REC-NDA@tfq.co.za">REC-NDA@tfq.co.za</a>
<b>N'DABENI DC - SPORT</b>	<a href="mailto:ASNDCSPORTS@tfq.co.za">ASNDCSPORTS@tfq.co.za</a>	<a href="mailto:REC-Sports@tfq.co.za">REC-Sports@tfq.co.za</a>
<b>TYGERBERG DC - FOOTWEAR</b>	<a href="mailto:ASN-FOSCHINI-TYG@foschini.co.za">ASN-FOSCHINI-TYG@foschini.co.za</a>	<a href="mailto:REC-FOSTYG@tfq.co.za">REC-FOSTYG@tfq.co.za</a>
<b>TYGERBERG DC - @HOME</b>	<a href="mailto:ASN-HOME@tfq.co.za">ASN-HOME@tfq.co.za</a>	<a href="mailto:REC-HOME@tfq.co.za">REC-HOME@tfq.co.za</a>
<b>ASSEGAAI DC</b>	<a href="mailto:ASN-LIVINGSACE@tfq.co.za">ASN-LIVINGSACE@tfq.co.za</a>	<a href="mailto:REC-LIVINGSACE@tfq.co.za">REC-LIVINGSACE@tfq.co.za</a>
<b>CENTURION DC</b>	<a href="mailto:ASN-LIVINGSACE@tfq.co.za">ASN-LIVINGSACE@tfq.co.za</a>	<a href="mailto:REC-LIVINGSACE@tfq.co.za">REC-LIVINGSACE@tfq.co.za</a>

**Table 4.1: DC Contact Details for ASNs and Delivery Bookings**

**Please pay careful attention to the following guidelines:**

- An ASN can only be submitted once therefore supplier needs to ensure all details on ASN are correct to avoid delays.
- All details on the ASN must be correct at all times. This includes product, SKU, email address details and carton details and any other details that may delays capturing of information by DC.
- Any amendments to orders must be communicated, agreed and finalized with Trading Division before an ASN is created.
- Suppliers must work from latest Purchase Order when creating the ASN to avoid errors and delays.
- An ASN needs to be submitted to the DC timeously as per TFG delivery terms and conditions
- Any ASNs that are either out of tolerance (incorrect units) or out of booking window (late booking) will need to be communicated to Trading Division by supplier for authorization (see Fig 2.1). Only once an ASN has been approved the supplier can proceed with a delivery booking.

@home, @homelivingspace, American Swiss, Charles & Keith, DonnaClaire, Duesouth, Exact!, Fabiani, Fashion Express, Foschini, G-Star Raw, Hi, Markham, Mat & May, Sportscene, Sterns, Totalsports

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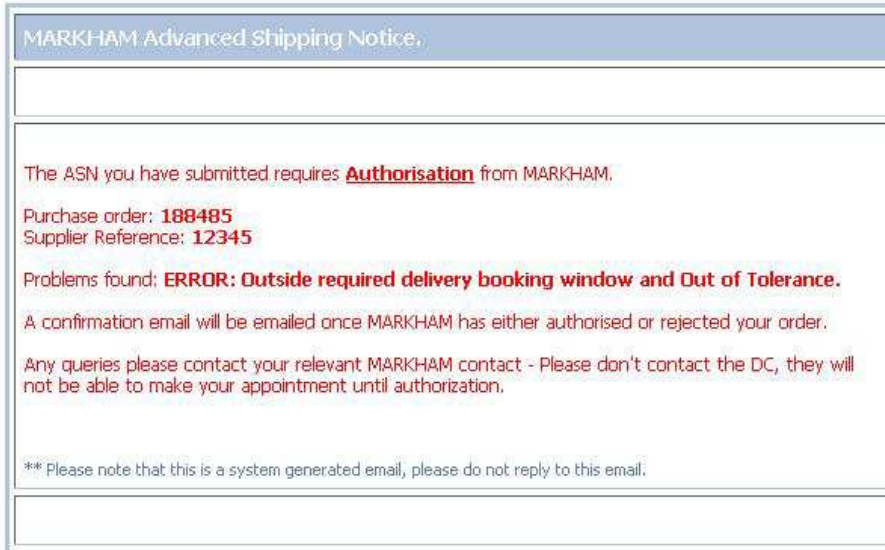
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**Fig 2.1: Notification of ASN that requires authorization**

- Once an ASN has been successfully created, a supplier will receive a notification via email with ASN details. Supplier will need to quote these details via email to the DC when making a delivery appointment. It is the supplier's responsibility to ensure the ASN is submitted timeously to the correct email.



**Fig 2.2: Notification of ASN that has been authorized**



1	Select the relevant Trading Division to whom you are sending this ASN (e.g Markham, exact!, Foschini – Apparel, Foschini Footwear)
2	The relevant purchase Order number
3	Your invoice number which your company is issuing for this particular order
4	Specify Full Company name
5	A valid email address needs to be populated in this field. All correspondence relating to this ASN will be sent to the email address. This will include notifications of any discrepancies relating to this ASN, and or confirmation of ASN approval which will inform you that you may now schedule a delivery appointment.
6	Tick the correct box – either “Yes” or “No” using the mouse. Tick the “Yes” box if you have attached the required price tickets to the stock which is to be delivered to the Distribution Centre. Tick the “No” box if price tickets have not been attached to the stock which will be delivered to the Distribution Centre.
7	Tick the correct box – either “Yes” or “No” using the mouse. Tick the “Yes” box if Quality Inspection has been carried out on the stock which is to be delivered to the Distribution Centre. Tick the “No” box if Quality Inspection has not been carried out on the stock which will be delivered to the Distribution Centre.
8	Click on the words “Pick from list...” and a drop down list will display. Choose between the options of “Flat” or “Shoes” based on whether the stock to be delivered to the Distribution Centre will be delivered “Flat” or is “Shoes”.
9	Number of cartons that the stock, which will be delivered against this ASN, has been placed into. DC uses this information to plan capacity
10	Total number of actual units contained in the cartons which will be delivered to TFG.
11	Populate (by line) each of the SKU numbers which will be delivered against this ASN. SKU details are available on latest PO in which supplier will deliver against.
12	Description of each SKU as per Purchase Order details
13	Quantity of each SKU which was originally ordered by the Foschini Group (Quantity appearing on the original Purchase Order).
14	Actual Quantity of each SKU which will be delivered to TFG.
15	This column will populate itself – it will indicate whether or not the ASN quantities being submitted are in tolerance. If the number is highlighted in <b>Green</b> then ASN quantities are within the tolerances set-out by the Foschini Group. If they appear in <b>Red</b> then you will need to contact the Foschini Group buyer for approval before submitting this ASN – This ASN is out of tolerance. 9See Fig 2.1 & 2.2)