FOSCHINI

Foschini Accessories Manual

LOCAL SUPPLIERS

This Delivery Guideline Manual replaces all previous Delivery Guideline Manuals published prior to September 2016.

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1. INTRODUCTION

In order to achieve the speed to market and operational efficiencies, TFG relies on the co-operation of our suppliers to deliver their merchandise into our distribution centres according to TFG standards and procedures.

Upon accepting a purchase order, all suppliers agree to deliver according to TFG regulations detailed in the manual. This manual will detail TFG delivery guidelines and assist in the execution of perfect deliveries into TFG Distribution Centres (DCs); therefore, it is the suppliers' responsibility to ensure all information is reviewed thoroughly and that all delivery requirements adhered to for each and every TFG purchase order.

Delivery Conformance is the measurement of a suppliers' performance based on the delivery of their stock into the DC according to the following TFG requirements:

- **Order Bookings**
- **Carton Information**
- **Carton Specification**
- **Carton Packing**
- **Invoice & ASN Accuracy**
- **Ticketing**
- **Product Quality**

If any of the above requirements are not met, suppliers will be marked for non-conformance and also attract monetary penalties to recover costs incurred by DCs. Delivery conformance reports are published on a weekly basis detailing performance for orders delivered into TFG DCs. There is also a consolidated delivery conformance report at the end of each month detailing performance on orders delivered for that particular month. The monthly delivery conformance score obtained feeds into the supplier's scorecard and contributes 20% towards supplier's final score.

NB: It is very important that suppliers notify TFG of any changes in contact details by emailing DeliveryConformance@tfg.co.za **to ensure reports are published to correct details.**

This particular manual is only relevant to suppliers for the following trading divisions:

- **Foschini Accessories covering the following commodities:**
  - **Silver Jewellery**
  - **Fashion Jewellery**
  - **Watches: Foschini Watches & Branded Watches**
  - **Sunglasses**
  - **Hair Accessories**

Ideally, this manual is to be used by the following people, and will therefore be the responsibility of the Managing Director to ensure a copy is distributed to each area of business:

- **Buying Manager**
- **Production Engineer/Technologist**
- **Quality Manager**
- **Dispatch Manager**

For further information or any clarification on any procedural matter, please contact deliveryconformance@tfg.co.za

This Delivery Guideline Manual replaces all previous Delivery Guideline Manuals.

2. CODE OF ETHICS: EXPECTATION FROM SUPPLIERS

TFG is committed to socially responsible sourcing practices, as we expect from our business partners. This requires that our business partners' management practices protect the rights of their employees, provide a safe and healthy work place, minimize the impact on the environment and promote the health and well being of all employees. It is TFG's policy to comply with the import and export control laws and regulations of all the countries the group does business in.

It is also expected that the TFG employees ensure good buying practices with suppliers and shall ensure compliance by the Foschini Retail Group with any debt obligations, and in particular shall:

- Inform a supplier of any bribe or attempted bribe by the supplier's employees.
- Terminate dealing with any supplier that bribe or attempts to bribe employees.
- Ensure that no bribe is paid to or accepted from a supplier.
- Honour contracts entered into with other parties.
- Manage each division in a way that does not unjustifiably increase the risk to creditors.

Since we all have a stake in the reputation of the Foschini Retail Group, maintaining our good name is a shared responsibility that also extends to our suppliers.

3. PURCHASE ORDERS

A TFG purchase order will advise the supplier of the final merchandise requirements. Please note that all purchase orders across the TFG Trading Divisions will look identical and contain key information.

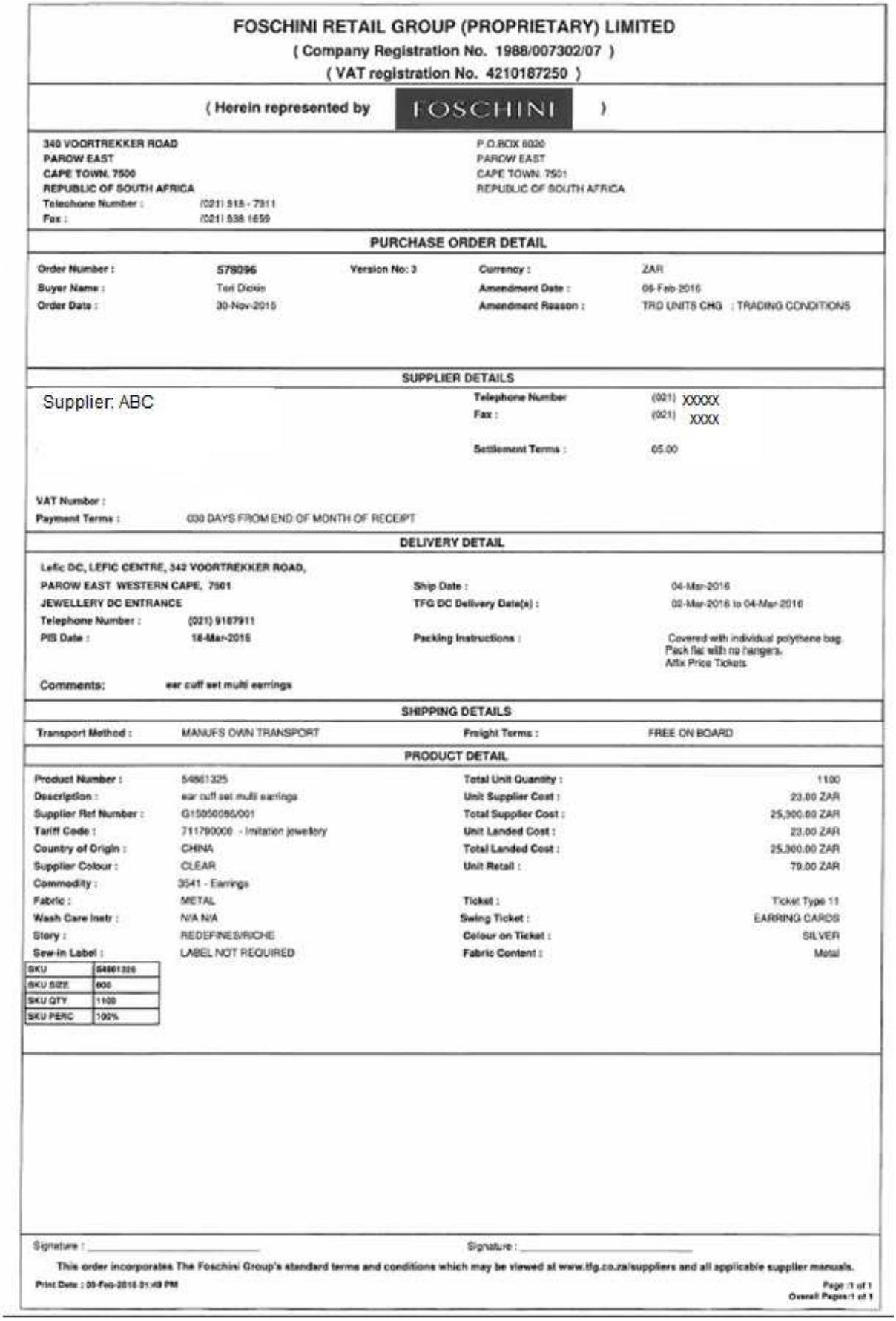
Should there be any changes in the purchase order agreed with the merchandise teams, please request an updated purchase order from the relevant buyer.

When reviewing a Purchase Order from TFG, please take key note of the following key details:

- TFG standard terms and conditions available at www.tfg.co.za
- Delivery window details
- Additional charges or allowances that make up the total cost of product

For any additional information or queries, please contact the relevant Foschini Accessories buyer or merchandise team.

An example of the new purchase order has been provided below:



FOSCHINI RETAIL GROUP (PROPRIETARY) LIMITED
(Company Registration No. 1988/007302/07)
(VAT registration No. 4210187250)

(Herein represented by FOSCHINI)

340 VOORTREKKER ROAD
PAROW EAST
CAPE TOWN. 7500
REPUBLIC OF SOUTH AFRICA
Telephone Number : /021) 918 - 7311
Fax : /021) 938 1659

P.O.BOX 6020
PAROW EAST
CAPE TOWN. 7501
REPUBLIC OF SOUTH AFRICA

PURCHASE ORDER DETAIL

Order Number :	578096	Version No: 3	Currency :	ZAR	
Buyer Name :	Tori Dickie		Amendment Date :	05-Feb-2016	
Order Date :	30-Nov-2015		Amendment Reason :	TRD UNITS CHG	: TRADING CONDITIONS

SUPPLIER DETAILS

Supplier: ABC

Telephone Number (021) XXXXX
Fax : (021) XXXX

Settlement Terms : 05.00

VAT Number :
Payment Terms : 030 DAYS FROM END OF MONTH OF RECEIPT

DELIVERY DETAIL

Lefic DC, LEFIC CENTRE, 342 VOORTREKKER ROAD,
PAROW EAST WESTERN CAPE, 7501
JEWELLERY DC ENTRANCE
Telephone Number : (021) 9187911
PIS Date : 18-Mar-2016

Ship Date : 04-Mar-2016
TFG DC Delivery Date(s) : 02-Mar-2016 to 04-Mar-2016
Packing Instructions : Covered with individual polythene bag.
Pack flat with no hangers.
Affix Price Tickets

Comments: ear cuff set multi earrings

SHIPPING DETAILS

Transport Method : MANUFS OWN TRANSPORT
Freight Terms : FREE ON BOARD

PRODUCT DETAIL

Product Number :	54861325	Total Unit Quantity :	1100
Description :	ear cuff set multi earrings	Unit Supplier Cost :	23.00 ZAR
Supplier Ref Number :	G15056086/001	Total Supplier Cost :	25,300.00 ZAR
Tariff Code :	711790000 - Imitation jewellery	Unit Landed Cost :	23.00 ZAR
Country of Origin :	CHINA	Total Landed Cost :	25,300.00 ZAR
Supplier Colour :	CLEAR	Unit Retail :	79.00 ZAR
Commodity :	3541 - Earrings		
Fabric :	METAL	Ticket :	Ticket Type 11
Wash Care Instr :	N/A N/A	Swing Ticket :	EARRING CARDS
Story :	REDEFINES/RICHE	Colour on Ticket :	SILVER
Sew-in Label :	LABEL NOT REQUIRED	Fabric Content :	Metal

SKU	54861325
SKU SIZE	000
SKU QTY	1100
SKU PERC	100%

Signature : _____ Signature : _____

This order incorporates The Foschini Group's standard terms and conditions which may be viewed at www.tfg.co.za/suppliers and all applicable supplier manuals.

Print Date : 05-Feb-2016 01:49 PM

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Overall Pages:1 of 1

4. TICKETING & PACKAGING

Ticketing

Please note that Suppliers are responsible for arranging & paying for the price tickets. A file containing the ticketing information will be sent to you when the purchase order is placed. The nominated ticket printer for Foschini Accessories (Fine Jewellery included) is Traderplus. If the tickets are not received within 10 days prior to delivery date, the relevant buying department's Buyer or buyer's assistant must be contacted before dispatching the merchandise.

Once the tickets are received by the supplier, please ensure that the tickets correspond to the merchandise and that sufficient tickets have been sent.

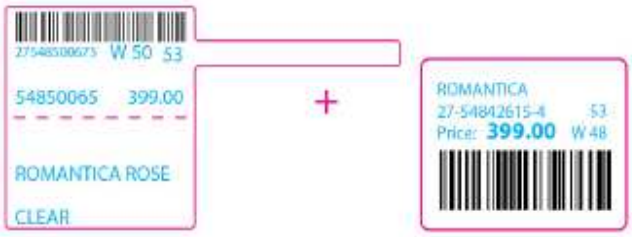
Please Note: All tickets are white with black print (Unless otherwise stated) for Fine Jewellery or white with black print for Fashion Jewellery.

Ticketing summary by Commodity type:

Commodity	Tickets required per item
Silver Jewellery	2 Tickets, 1 on item & 1 on carding
Branded Watches & Foschini Watches	2 Tickets, 1 on item & 1 on carding/box
Fashion Jewellery	1 Ticket, placed on carding
Sunglasses	1 Ticket, placed on carding
Hair Products	1 Ticket, placed on carding

Below are examples of the Price Tickets you will receive by commodity:

Silver Jewellery Tickets (Z21 + Z7)



Z21_ FOSCHINI JEWELLERY RATTAIL + Z7 LABEL

Watch Tickets (Z23 + Z7)



Z23_ FOSCHINI JEWELLERY WATCH LABEL + Z7 LABEL

Fashion Jewellery, Sunglasses & Hair Accessories (Z7 only)



Z7_ FOSCHINI JEWELLERY LABEL

The supplier is required to ticket each item with the correct ticket in the correct position as illustrated in the **Carding manual**. Additional illustrations can be found in **APPENDIX B**. Please note that these illustrations are only applicable to **Silver Jewellery & Watches ONLY**, for which you will receive 2 tickets per item.

Please note that if there are shortages in the number of tickets received, please contact Traderplus immediately & request the additional tickets. Please refer to the Traderplus Ticket Ordering process documentation, "**Shortages**" section.

Packaging: Carding & Watch Boxes

A separate **Carding Manual** has been developed & can be obtained from the buyer that you are dealing with.

Please note that Suppliers are responsible for arranging & purchasing of all carding used in the preparation of merchandise.

Carding types will be communuicated on the Purchase Order in the area highlighted below. Suppliers need to ensure that the correct carding type is ordered. ***If the carding type in not specified on the Purchase Order, please contact the Buyer or Buyer's Assistant immediately to confirm the carding type to be used.***

PURCHASE ORDER DETAIL

Order Number :	575645	Version No: 2	Currency :	USD	
Buyer Name :	Teri Dickie		Amendment Date :	28-Oct-2015	
Order Date :	21-Oct-2015		Amendment Reason :	TRD DATE CHG	: TRADING CONDITIONS

SUPPLIER DETAILS

Supplier ABC		Telephone Number	(3167) 7808
XXXXXX		Fax :	
XXXXXX			
		Settlement Terms :	00.00%

Payment Terms : Within 14 days of receipt of copy of Bill of lading, commercial invoice and packing instructions.

DELIVERY DETAIL

Lefic DC, LEFIC CENTRE, 342 VOORTREKKER ROAD,		Freight Forwarder Hand Over Date :	05-Dec-2015 to 07-Dec-2015
PAROW EAST WESTERN CAPE, 7501		Ship Date :	08-Dec-2015
JEWELLERY DC ENTRANCE		TFG DC Delivery Date(s) :	11-Dec-2015 to 15-Dec-2015
Telephone Number :	(021) 9187911		
PIS Date :	15-Jan-2016	Packing Instructions :	Covered with individual polythene bag. Pack flat with no hangers. Affix Price Tickets

Comments: 2PK FLAT SNAKE CHAIN WITH CLEAN BAR RG/GUN

SHIPPING DETAILS

Transport Method :	AIR FREIGHT	Freight Terms :	FREE ON BOARD

PRODUCT DETAIL

Product Number :	54851818	Total Unit Quantity :	800
Description :	2PK FLAT SNAKE CHAIN WITH CLEAN BAR RG/G	Unit Supplier Cost :	2.4 USD
Supplier Ref Number :	A01061N#2/001	Total Supplier Cost :	1,920.00 USD
Tariff Code :	711790000 - Imitation jewellery	Unit Landed Cost :	45.40 ZAR
Country of Origin :	CHINA	Total Landed Cost :	36,320.00 ZAR
Supplier Colour :	MULTI	Unit Retail :	149.00 ZAR
Commodity :	3544 - Neckpieces		
Fabric :	METAL	Ticket :	Ticket Type 11
Wash Care Instr :	N/A N/A	Swing Ticket :	Neckpiece 1A
Story :	BOLD MINIMAL	Colour on Ticket :	MULTI
Sew-in Label :	LABEL NOT REQUIRED	Fabric Content :	Metal

SKU	54851820
SKU SIZE	000
SKU QTY	800
SKU PERC	100%

Foschini Accessories Packaging Suppliers:

Carding Supplier:

金华益发包装印业有限公司

Jinhua Yifa Packing&Printing CO.,LTD
Add: （地址）No.8 Weiwu Road,Ditian Developing Zone,Jinhua City,Zhejiang Province,China
Tel: （公司电话）0086-579-82958505
Fax: （公司传真）0086-579-82958508
Email: sales03@yifacard.com
website:www.yifacard.com

Watch Box Supplier:

Visebase Company Limited
Registration No: 51638806-000-01-015-4
Address: Unit 11, 28/F, One Midtown, 11 Hoi Shing Road, Tsuen Wan, N.T., Hong Kong
Phone No: 852-34855875
Boss Full Name: Yu Kin Mau
Boss phone No: 852-62319430
Contact Email: rick@visebase.com

For Stock Packaging orders:
Contact Person: Li Chun
Tel: 0769-22237507
Cell: 18890578732
Email: vbclerk2@hotmail.com, QQ Instant Massager: 1926817021

Please note that supplier must only use the above nominated suppliers for the carding or watch box requirements & may not source carding or boxes from any other suppliers.

Please refer to **APPENDIX C** for examples of **Sunglasses & Hair Accessories** carding (not covered in the carding manual); the tickets are to be pasted on the reverse side of the carding that the items are attached to.

5. OUTER CARTON REQUIREMENTS

The following Outer carton specifications have been established to maximise the product flow through our automated facilities:

Carton Dimensions	Length (cm)	Breadth (cm)	Height (cm)	Maximum Weight per carton (KG)
Maximum Dimensions	69	38	42	**18.5**

5.1. OUTER CARTON SPECIFICATIONS

CARTON WEIGHT (max gross mass)		MIN EDGE CRUSH TEST VALUE (ECT)	
Kg	**LBS**	**kN/m**	**Lbs per inch**
0 – 10	**Up to 22**	**4.9**	**28**
10.1 – 15	**22.1 to 33**	**5.5**	**31**
15.1 – 18.5	**33.1 to 44**	**7.4**	**42**

ECT TEST METHOD: FEFCO No.8 (European Federation of Corrugated Board Manufacturers) or ASTM – D 2808 -69 (American Standards) or ISO 3037 (International Standards Organisation)

This is a measure of the strength of the corrugated board and the aim of the test is to ensure that adequate strength cartons are used that will ensure that product is not at risk of being damaged, losses or theft. The ECT process is performed as follows:

- Samples are randomly selected to be tested within each DC
- Inner undamaged flaps are selected and sent to TFG ECT lab for testing
- Sample size of 100mmx25mm is tested in accordance with FEFCO and ISO 3037 standards.
- Factors such and humidity and handling are taken into account upon calculating the ECT result
- Should a sample fail, the sample is retested and results recorded accordingly
- If the sample fails this is captured on Warehouse management system and will reflect on the supplier's weekly delivery conformance report.
- Monetary penalty will be levied against supplier

- 20% of all orders delivered into each DC are tested.

Suppliers are required to ensure that the carton suppliers that are being used are fully aware of the above specification to be able to provide you with a board grade that is sufficient to meet the required TFG standard. Should you require any samples to be tested please send the samples to:

ATTENTION: ECT

40 Junction Road

Tygerberg Business Park

Parow Industria

Cape Town

7535

- Please include contact details so that results can be fed back
- Results will be sent to suppliers a within 2 days of receiving the sample to be tested

Please note the following

- **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.
- Cartons cannot be over / under packed as they may collapse during transit.

6. PACKING

Each carton must have a copy of the suppliers manifest attached to the outside of the carton and marked INVOICE/MANIFEST ENCLOSED. This ensures that we are able to verify that all orders listed are actually in the carton.

Merchandise for each of TFG Divisions must be packed separately.

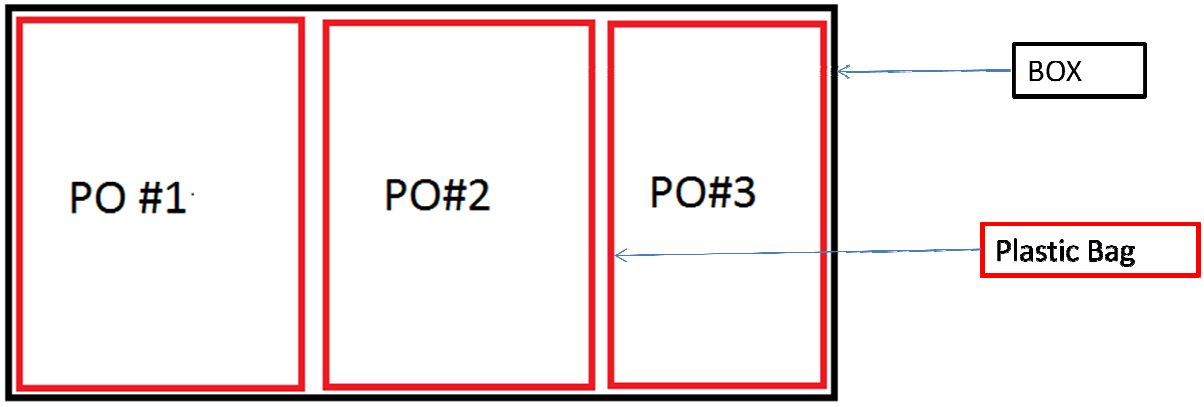
The Distribution Centre will not be held responsible for any listed orders, if there is no manifest enclosed.

6.1. CARTON PACKING

Silver & Branded Watches ONLY:

The full quantity of each order to be packed, individually boxed and placed in a plastic bag with the Purchase Order printout attached to the bag. Where quantity ordered cannot fit into 1 plastic bag, the supplier needs to ensure that a photocopy of the Purchase Order printout is placed in all plastic bags used. All cartons/packets/parcels must then be securely sealed and marked with the following information:

- **Order number**
- **Product number**
- **Number of units**



Fashion Jewellery, Foschini Watches, Sunglasses & Hair Accessories ONLY:

Do not mix orders in carton & make sure that the cartons are securely sealed & marked accordingly. Please refer to section 4.3 Carton Markings.

6.2. CARTON DETAILS

Each carton or plastic container must be weighed, and weight recorded on documentation:

- Each carton or plastic container to include a copy of the packing list (i.e. the list of all orders included) – see **APPENDIX A**.
- Address / Mark all cartons/boxes or plastic containers as **TFG RETAIL**. Please do not mark cartons/boxes or plastic containers for Foschini Group, American Swiss, Mat & May, Sterns or Foschini.
- Ensure that the carton or plastic container is completely filled.

6.3. CARTON MARKING

Carton information helps us identify each carton correctly during receipt process at the DC. It is therefore imperative that all details on carton labels are correctly populated for each carton:

CARTON LABEL FOR OUTER CARTON

Order:

SKU NUMBER: **SKU SIZE: S**

Unit Qty / Ctn: **120**

Vendor	Supplier Trading Name
SKU Description	e.g. Ear Rings Medium
Colour	
DC Code	
Trading Division	
Carton No	
Carton Dimensions	

Order:

SKU NUMBER

TFG Apparel Supply Company (PTY) Ltd

Ship From:

Vendor Address

Ship To:

DC Address

INFORMATION REQUIRED ON OUTER CARTON LABEL	
LABEL 1: ORDER INFORMATION	**LABEL 2: ADDRESS INFORMATION**
1. Order Number 2. SKU (Product) Number 3. Number of units in the carton 4. Vendor Name 5. SKU (Product) description as stated on the PO **(Including the size)** 6. Colour 7. DC Code 8. Trading Division (e.g. Foschini, Fashion Express, Donna Claire etc.) 9. The number of that carton in your total consignment 10. Dimensions of the carton	1. Order Number 2. SKU (Product) Number 3. TFG Apparel Supply Company (PTY) Ltd 4. Ship to (DC Address) 5. Ship From (Vendor Address)

CARTON LABEL PLACEMENT



Placement of Carton Label 1 & 2 on Carton

CARTON MARKING: SILVER JEWELLERY & WATCHES ONLY (1 Order)

Supplier Name:

P/I _____ P/O _____

Model _____

Customer Ref : _____

Qty _____ Pcs

C/No. _____ Weight _____Kgs

- **P/I = Pro-forma Invoice number**
- **P/O = Purchase Order that you receive with the tickets/stickers/labels**
- **Model = Supplier Model number**
- **Customer Ref = TFG style number on Purchase Order.**

CARTON MARKING: SILVER JEWELLERY & WATCHES ONLY (Multiple Orders)

CARTON LABEL DETAILS
SUPPLIER NAME:
P/I _____ P/O _____ P/I _____ P/O _____ P/I _____ P/O _____ Model _____ Customer Ref : _____ Qty _____ Pcs C/No. _____ Weight _____Kgs
· P/I = Pro-forma Invoice number **· P/O = Purchase Order** **· Model = Supplier Model number** **· Customer Ref = TFG style number on Purchase Order.**

6.4. CARTON SEALING

Suppliers must use only branded tape to seal each carton with taping creating an **"H" pattern** on both the top and bottom of the carton by sealing across all of the major and minor flaps. **No clear, non-branded or brown tape may be used.**



This tape should be 2.83 inches/7.2 cm in width to ensure proper carton closure and minimize carton tampering in transit.

The branded tape must contain enough glue to ensure proper carton seal on all edges. Please do not use clear tape or any other material to reinforce branded tape as this will increase chances of pilferage resulting in short deliveries into our distribution centres.

Suppliers are required to use only branded tape when sealing cartons for delivery to TFG Distribution Centre. This is to ensure that tape is unique to supplier and not easily accessible to minimise pilferage. All tape must be branded as per specifications below:



- The **branded tape** must contain enough glue to ensure proper carton seal on all edges. Please **do not use clear tape or any other material to reinforce branded tape** as this will increase chances of pilferage resulting in short deliveries into our distribution centres.
- This tape should be **2.83 inches/7.2 cm** in width to ensure proper carton closure and minimized tampering on cartons in transit

7. INVOICING

Each order must be on a **separate** invoice detailing the following information:

- Invoice Number
- Order Number
- Promotion (e.g. Valentine's Day or Mother's Day if applicable)
- Product Number
- Supplier Reference
- Number of units
- Transfer Number if applicable.

8. ASN SUBMISSIONS AND DELIVERY BOOKINGS

All suppliers are required to submit ASN's at least **48 hours** prior to handing over order to a TFG nominated Freight Forwarder or Requesting a Delivery appointment at the DC; an Advance Shipping Notification (ASN) must be submitted to relevant TFG Distribution Centre.

This must be done via email or telephonically:

Email: ASN-JDC@tfg.co.za DC Contact No.: (021)938 1002

ASN Guidelines and an excel version of the ASN can be downloaded from the **supplier support website**: http://www.suppliers-tfglimited.co.za

NB: The ASN can only be submitted ONCE, therefore the supplier needs to ensure all details on ASN are correct.

9. DC CONTACT DETAILS

TFG Distribution Centre Communication Matrix					
DC -Distribution Centre	**DC Physical Address**	**Category (Position)**	**Contact Person**	**Email Address**	**Telephone Number**
JEWELLERY CODE: E	342 Voortrekker Road, Parow East Cape Town, 7501 Tel: 021 938 1423	DC Manager	Tiekie van Huyssteen	EvelynvH@tfg.co.za	+27 21 938 1156
		Process Manager	Brendon Miller	BrendonM@tfg.co.za	+27 21 938 1022
		DC Controller - Inbound	Luzel Steyn	LuzelS@tfg.co.za	+27 21938 1469

10. DC BOOKING PROCESS

Prior to making a booking for delivery into the DC, supplier needs to adhere to the following requirements:

- Supplier should have an approved ASN with number
- Submitted a Delivery Manifest informing the DC of what is to be delivered

NB: See **APPENDIX A** for Delivery Manifest Template

Email addresses to be used for making a booking with the DC:

asn-jdc@tfg.co.za – Supplier generates an ASN to advise DC of orders to be expected

rec-jdc@tfg.co.za – Supplier forwards ASN confirmation email to this address to request a booking

Upon making a booking, the following information is required:

- **Supplier Name**
- **Supplier Contact Details**
- **Trading Division as it appears on the Purchase order**
- **Number of cartons to be delivered**
- **Any other details relating to delivery**

Please note the following:

- Samples and Specials that accompany bulk delivery/shipment, must be invoiced, packed and marked separately
- Any late deliveries will be subject to cancellation & any amendments arising are subject to new terms to be negotiated with buyers & planners

11. PAYMENT

Local Supplier Payment:

Suppliers are required to adhere to the requirement below:

- All merchandise must be delivered "**CARRIAGE PAID**" to the destinations stated on the Purchase Order using the suppliers arranged mode of transport.
- All packing slips and invoices must quote the TFG 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:

"Trading Division Name"/ a Division of Foschini Retail Group (Pty) Ltd.
(Invoice (s) and statements that are invoiced incorrectly will be returned to the Supplier for re – invoicing, which will result in a delay in payment).

All statements and invoices must be sent to:
Foschini Retail Group (Pty) Ltd.,
BO B0X 6020
Parow East
Cape Town
7501

- Please note that original invoices must be sent as per TFG requirements.
- The DCs are not permitted to accept faxed or email copies of invoices from suppliers.
- The following instructions concern delivery to one of the Foschini Group Distribution Centres.

12. RETURN TO VENDOR (RTV)

Suppliers are responsible for transportation of merchandise being returned at their expense. Any orders returned will be at the supplier's expense. The shipping department will contact the Supplier to arrange the returns and confirmation letter.

The RTV will state reasons for returns, with instructions to either:

- Replaceable (return to DC).
- Not replaceable (do not return to the DC)

12.1. REPLACEABLE (RETURN TO DC)

TFG will inform the supplier of the replacement instructions. The replacement must be delivered to the DC within the agreed upon time. A new purchase order number needs to be obtained for any part RTVs PRIOR to delivery into DC. Returned Merchandise must be **RE-INVOICED** stating:

- The RTV No.
- Order number.
- Product No.
- Suppliers reference number.
- Unit cost price.
- Units.

Contact numbers and department for queries:

For Quality Related problems, please contact Marché Engelbrecht (021 937 4028) or MarcheE@tfg.co.za .
For Invoicing please contact the Distribution Centre (021) 938 1002

12.2. NOT REPLACEABLE

Merchandise that has been rejected by Foschini should not be returned to the DC.
A credit note must be passed and sent to Accounts Payable Department quoting the following information from the RTV:

- The RTV number.
- The Order No.
- The Product number
- The number of units.
- Unit cost

APPENDIX A: DELIVERY MANIFEST

DELIVERY MANIFEST

TRADING DIVISION :XXXXX
SUPPLIER NAME :XXXXX
DATE RECEIPT: 10/02/2016

BARCODE	ORDER NUMBER	MODEL NO:	INVOICE NUMBER	UNITS	UNIT COSTS	TOTAL COSTS
3628XXXX	1226XXX	JF005XXXX	K215XXX	4	1,598.40	1,822.18
						-
TOTAL BOXES :10			**TOTAL UNITS**	**4**	**1,598.40**	**1,822.18**

APPENDIX B: TICKETING ILLUSTRATIONS

Ticketing on Merchandise (Silver Jewellery & Watches Only)

Ticket Position on Chain

Ticket (Rat tail) to be placed on the clasp of the chain (see below):



Ticket Position on Rings

Ticket (Rat tail) to be placed on the shank of the ring (see below):



Ticket Position on Bracelets

Ticket (Rat tail) to be wrapped around the chain at the bolt ring or lobster clasp (see below):



Ticket Position on Earrings

Ticket (Rat tail) to be placed on Earring butterfly (see below):



Ticket Positioning on Watch Case Back

Place a Watch ticket on the case back of the watch (see below):



APPENDIX C: ADDITIONAL CARDING EXAMPLES

Sunglasses





Hair Accessories








FOSCHINI


FOSCHINI