

# Vendor Glossary

New SAP Terminology	What we say today	Brief Description
Account Number Vendor Number	Supplier/Vendor Number	Unique number identifying an individual Vendor or Customer.
Advanced Shipping Notice (ASN)	<b>NEW!!</b>	<p>The ASN is sent by the supplier, via EDI, to inform the retailer of incoming deliveries and to allow preparation for receipt of goods. The ASN advises ship date, purchase order number, number of cartons, carton contents etc. It is used with a SCM label i.e. SCM is matched against the ASN. It enables the retailer to anticipate and better plan for:-</p> <ul style="list-style-type: none"> <li>• Receipt Processing (Validates the purchase order)</li> <li>• Order Reconciliation (highlights incorrect supply and enables action to be taken before the merchandise arrives.</li> </ul> <p>Scheduling (Manage delivery bookings and cater for merchandise preparation)</p>
Allocation	Allocation	The process whereby Head Office purchases a quantity of stock and sends it to a site based on a certain ratio, for example, sales of a merchandise category in each site. Allocations may be from DC stock, direct from Vendor or cross-docked via the DC. The resulting allocation that will be ordered/distributed to sites.
AP	Accounts Payable	The Harris Scarfe Accounts Payable finance team
Article	Item	Equivalent to a Harris Scarfe SKU. The smallest unit or pack that can be ordered independently in SAP. It is used as a link for internal information within the company systems. There are a number of different article types including Single, Generic and Variant.
ASN	<b>NEW!!</b>	Advanced Shipping Note. A document provided by the Vendor to Harris Scarfe that details the contents of a delivery of a Purchase Order. It will include packing details such as carton identification (SSCC) and contents. It is usually provided electronically.
Bar Code	<b>NEW!!</b>	<p>A representation of a group of numbers and/or letters (alpha or numerical digits) in a form suitable for reading by machines. Refers to the bars and spaces, and the human readable characters underneath.</p> <p>A Retail item must be bar-coded with either an EAN-13, EAN-8, UPC-A or UPC-E barcode. A trade unit can be bar-coded with either an EAN-128, ITF-14, EAN-13 or UPC-A.</p>
CAR (Carton)	Carton	A defined quantity of a packaged article used for purchasing only. This is supplied by the Vendor as a number of packs and stored in SAP as a number of eaches.



# Vendor Glossary

New SAP Terminology	What we say today	Brief Description
Collective Purchase Order	Order	A purchase order which contains a number of individual store requirements. Collective Purchase Orders are typically used in a cross-docking scenario. A stock transfer is created for each store for an individual order, either manually or by automatic replenishment. The individual orders are combined into one Collective Purchase Order which is sent to the vendor. The vendor then pre-packs stock based on the individual store requirements for delivery to the DC.
Company Code	Company Code	The independent accounting unit that represents an independent company in the legal sense. The Legal entity with ABN/ACN with a registered address. It is the central organisational element in Financial Accounting.
Contract	Promise to Buy	A contract between Harris Scarfe and Vendors to stock and sell soft and hard goods in sites. Notice of an intention to purchase.
Cross Docking	Cross Docking	Cross-docking involves unloading articles from an incoming delivery from a Vendor, and loading these articles in outbound vehicles for delivery to the stores, with little or no storage in between.
DC (Distribution Centre)	DC	Harris Scarfe Sunshine Warehouse.
Delivery Date	Delivery Window	SAP uses specific Delivery Dates rather than a window (which is a range of not before/not after dates). In fact it can be thought of as a window where the not before and the not after date are the same date.
Document	<b>NEW!!</b>	A document is a form, such as an invoice or purchase order, which trading partners have agreed to exchange and which the EDI software handles within its compliance checking logic.
EA (Each)	Each	A single unit of a packaged article used for ordering or selling. These are always sold in full units.
EAN	Barcode/APN	European Article Number is the name for bar codes that conform to international bar code standards and are registered with international standards bodies, ensuring uniqueness worldwide.
EAN International (now GS1)	<b>NEW!!</b>	The body that administers the internationally recognised numbering system known as the EAN system. It is represented in Australia by <b>GS1 Australia</b> , a member of EAN International.
EDI	<b>NEW!!</b>	Electronic Data Interchange. The intra and inter-company electronic exchange of business information in a computer readable, structured format and built on international standards. The information represents standard business documents such as invoices, purchase orders and logistical information.
Flowthrough	Flowthrough	A method by which goods receipted in bulk at a DC are broken down into store-ready lots and issued to the stores. The good are not stored at the DC and once received are intended for immediate dispatch.
Functional Acknowledgment	<b>NEW!!</b>	An automatic response by the EDI server that a message, or batch of messages, has been received intact at the intended mailbox. The EDI equivalent of a fax machine delivery receipt.

# Vendor Glossary

New SAP Terminology	What we say today	Brief Description
Generic Article	Item	An article that represents a single style with varying colours and/or sizes. It is identified by a 6 digit number. A Generic Article is referred to as an Item in the Harris Scarfe POS system.
GTIN (formerly TUN)	<b>NEW!!</b>	The Global Trade Item Number (GTIN) is a unique identification number for a trade item. Within the Australian retail industry, trade item numbers have historically been referred to as APNs and TUNs. Whilst this terminology may still occasionally be encountered, the correct term for both is global trade item number (GTIN).
HUB	<b>NEW!!</b>	Major EDI user, commonly known as a HUB.
Inbound Delivery	Booking	Document in SAP that identifies the articles to be received at a particular date and time.
Interchange	<b>NEW!!</b>	An interchange in an EDI sense is comparable to a paper envelope containing a number of different documents all destined to the one addressee.
Mailbox	<b>NEW!!</b>	A repository for messages in an electronic mail system or EDI server. Only authorised messages are allowed into mailboxes
MIGs	<b>NEW!!</b>	Message Implementation Guides; describe the data elements contained within an EDI message.
PAC (Pack)	Pack	A defined quantity of a packaged article used for purchasing only.
PO	Order	Purchase Order. A requested order to the Vendor for soft or hard goods to sell in selected sites.
Promotion	Event/Catalogue/Tactical	An offer to customers to buy goods as a special deal. The deal is offered for a limited timeframe and is promoted in various ways. The catalogue program is the major promotional activity undertaken at Harris Scarfe.
Purchase Order	Order	A request for a Vendor to supply the specified quantity of goods at an agreed price.
Purchase Price	Cost	Agreed price of an Article on a Purchase Order that will be paid to the Vendor.
Purchasing Group	Sub Department Number	The group or person responsible for procuring certain articles or merchandise categories. In Harris Scarfe, each Purchasing Group will represent a Buyer Group.
RA	Return Authorisation	Vendor authorisation number to return faulty, damaged, non saleable stock to Vendor.
Retail Price	RRP Master Retail Ticketed Price Establishment Price	The price (including GST) that an Article would be sold at if it had no active promotions, offers, deals or markdowns. It is the same as the price ticket on the merchandise.
Return Purchase Order	Claim / Return	See Return to Vendor.

# Vendor Glossary

New SAP Terminology	What we say today	Brief Description
RTV (Return To Vendor)	Claim / Return	Inventory based return of stock to the Vendor for a specified reason. An RTV is a Return Purchase Order.
Sales Price	Markdown Price Promo Price Local Price	The current price including GST that an Article is offered for sale. The Sale Price is the Retail Price less any promotions and/or markdowns.
SAP	<b>NEW!!</b>	The brand of ERP selected and to be used by Harris Scarfe. It provides system support to all business processes and data to other systems, including the POS system.
SSCC (Serial Shipping Container Code)	<b>NEW!!</b>	Used to uniquely identify goods on the way from sender to final recipient. Each shipping container or transport unit, at the time of its creation is uniquely identified with an SSCC. A barcode label encoding the SSCC is applied to the transport unit using the EAN-128 symbol. The SSCC should be handled as an 18-digit non-significant number. The ASN details the articles and quantities within each container.
SCM (Ship Container Marking)	<b>NEW!!</b>	The SCM contains textual information and a scannable bar code which uniquely identifies each carton and cross references carton contents back to the ASN. When the goods physically arrive, the retailer scans the products and reconciles the details against the ASN. The SCM incorporates the bar-coded Serial Shipping Container Code (SSCC) which uniquely identifies cartons and when scanned will cross reference the ASN for verification. Each SCM must be unique within the ASN and when scanned must cross reference back to the ASN
Site (e.g. S001 or A001)	Store or DC (e.g. AC – Adelaide City)	Represents a store, distribution centre or production location in SAP. The site is the level at which merchandise replenishment is planned and stocks are managed.
Site Groups	Store Groups	A grouping of sites for allocations, promotions and reporting.
Subsequent Settlement	Rebates	Refers to the collection of income from the Rebate Arrangement set up with the vendor and can relate to a vendor, group, category or particular article. Settlement can be set to run automatically at various intervals, for example, monthly, quarterly, yearly, or can be manually run at any time.
Trading Partners	<b>NEW!!</b>	The sending and receiving parties involved in the exchange of EDI transmissions, ie. receiving parties of Coles documents. In this document, trading partners also refers to Coles Supermarket suppliers
UoM (Unit of Measure)	Unit of Measure	Unit of Measure. This can be EA (each), PAC (pack), ROL (roll), CAR (Carton), PAL (pallet). SAP allows different units of measure. We will always sell in EA or M, however we may order in EA, M, PAC or ROL.

# Vendor Glossary

New SAP Terminology	What we say today	Brief Description
VAN	<b>NEW!!</b>	A value-added network (VAN) is a private network provider (sometimes called a turnkey communications line) that is used by a company to facilitate electronic data interchange (EDI) or provide other network services. Many companies find it more cost-efficient to move their data over the Internet instead of paying the minimum monthly fees and per-character charges found in typical VAN contracts. In response, value-added network providers focus on offering EDI translation, encryption, secure e-mail, management reporting, and other extra services for their customers
Variant Article	PLU/SKU	An article that describes a unique combination of colour and size of a style (Generic Article). An article variant is identified by it's Generic Article number followed by a 3 digit unique key. E.g. 123456001. Sales and Purchases are performed on the Variant Article and inventory is also managed at this level. An article variant is also referred to as a SKU or POS uses the term "Item/Colour/Size".
Vendor	Supplier	Those companies from whom we buy product and other goods and services.
WMS (Warehouse Management System)	<b>NEW!!</b>	The module of SAP that the DC uses to manage the stock.