

HOUSE OF FRASER

Supplier Maintenance Screen

A GUIDE FOR SUPPLIERS

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1. Supplier Extranet

All non Concession suppliers will be given a username and password to access the House of Fraser Supplier Extranet –

<http://www.hofsuppliers.co.uk/supplierextranet>

After logging onto the Supplier Extranet you will have 2 options.

1.1 ASN Maintenance Screen:

This option allows you to create Advanced Shipping Notes (ASNs) for deliveries to the House of Fraser National Distribution Centre.

Please see Bulk Delivery Extranet User Guide:-

http://www.hofsuppliers.co.uk/info/pdf/bulk_asn_Extranet%20User%20Guide.pdf

or

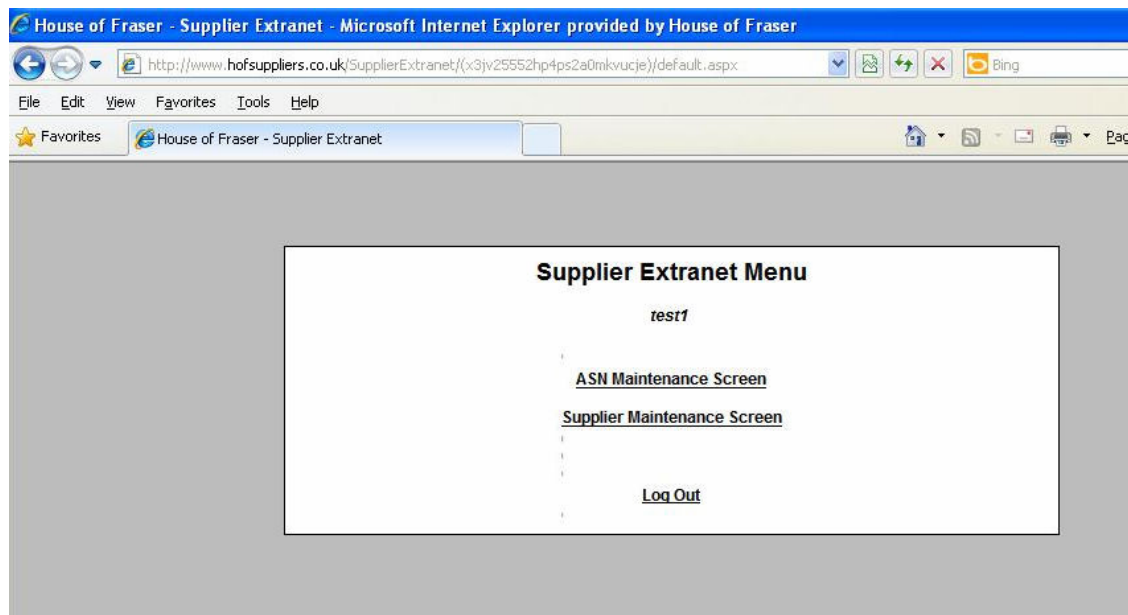
Cross Dock Extranet User Guide

http://www.hofsuppliers.co.uk/info/pdf/xdock_asn_extranet%20user%20guide.pdf

1.2 Supplier Maintenance Screen:

This option is used to keep your contact email addresses up to date. This is important as it will allow HOF to send you documentation and communicate important business announcements.

N.B. The screen will prompt you to update the email addresses if they have not been updated in the last 3 months.




2. Supplier Maintenance

After selecting the Supplier Maintenance Screen you will see the following.

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Supplier Maintenance
EXTRANET

Bulk Deliveries User Guide

Cross Dock User Guide



Supplier Number	Supplier Name	Type	Type Description	Email Addresses
0000001	DUMMY SUPPLIER	Sales	Group Email addresses for correspondence from HOF relating to sales data issues or delays	<input type="text"/> <input type="text"/>
0000001	DUMMY SUPPLIER	Orders	Group Email addresses for correspondence from HOF relating to EDI order transmission issues	<input type="text"/> <input type="text"/>
0000001	DUMMY SUPPLIER	Orders Via Email	Group destination Email addresses which HOF use to send out the PDF order files to	<input type="text" value="name@supplier.co.uk"/> *
0000001	DUMMY SUPPLIER	System Downtime	Email addresses for correspondence from HOF relating to any system downtime - both planned and unplanned	<input type="text"/> <input type="text"/>
0000001	DUMMY SUPPLIER	Business	Email addresses for correspondence relating to any general business issues affecting the B2B service	<input type="text" value="name@supplier.co.uk"/> *
0000001	DUMMY SUPPLIER	Business Incentives	Email address used for business incentives and promotions by HoF	<input type="text"/> <input type="text"/>
0000001	DUMMY SUPPLIER	GRN Missings Report	Email address used to receive GRN missings report	<input type="text" value="name@supplier.co.uk"/> *

Although there are 7 email address types displayed only 3 are mandatory, as indicated by asterisks.

2.1 Orders Via Email:

This address type is used by suppliers who have chosen to receive orders as a PDF attachment in an email. Suppliers should use a group email address if possible. If no group address is available, suppliers should ensure that the email address used is monitored at all times.

N.B. Suppliers who have chosen to receive orders in other formats are still required to enter an Orders Via Email address but they will continue to receive orders in their chosen format.

2.2 Business:

This address is used by House of Fraser to communicate any planned downtime on our systems. It is also used to inform suppliers of failures on ASNs and Invoices.

2.3 GRN Missings report:

This address is used to send suppliers a Goods Receipt Note (GRN) for deliveries to House of Fraser stores and the House of Fraser NDC