

TOTE BIN SUPPLIER GUIDE

Wolseley UK, The Wolseley Centre, Harrison Way, Spa Park, Royal Leamington Spa,
CV31 3HH

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Contents

1.	Introduction	page(s)	3
2.	Set-up	page(s)	4
3.	Tote Configuration	page(s)	5 - 7
4.	Paperwork requirements	page(s)	8
5.	Delivery requirements	page(s)	9 – 10
6.	Tote Tracking & Replishment	pages(s)	11 - 12
7.	Test / First Delivery	page(s)	13 - 14

1. Introduction

Wolseley UK Ltd is establishing a process within its business and partnerships with its suppliers to improve goods-in efficiency. Tote binning is aimed to speed up the process of goods inward at the NDC which in turn will improve operational efficiency and product availability with the aim to exceed our customers expectations.

The process is designed to suit suppliers who currently deliver or intend to deliver small parts to NDC building 'B'. This has been designed and developed to hold slower moving products for the Wolseley UK brands and provide a centralised distribution of these products to nationwide branches.

The aim of this guide is to provide the necessary information to the supplier to become part of this process, including the expectations and requirements of Wolseley UK to make this is a successful process.



2. Set-Up

Wolseley UK will endeavour to visit suppliers who are suitable for pre-toting to the NDC at Royal Leamington Spa. The intention will be to provide the necessary advice and support for goods-in deliveries and extend this to the specific requirements of tote bin configurations specific to building 'B'.

Ahead of this meeting we will provide you with a list of products which will be migrating into the NDC or is already being delivered on mixed pallets. We ask that the supplier is able to provide full volumetric data for these products. This data must be constructed of the length (mm), depth (mm), height (mm) and weight (g). This information should be emailed to adam.saunders@wolseley.co.uk. From the information received Wolseley will calculate the full and half tote quantities and provide this information to Demand and Supply Planning to confirm that these order multiples are suitable for inventory.

To identify which supplier products are suitable for pre-toting they must meet the following criteria :

1. The item must be the correct size to fit into a standard NDC tote. The maximum product dimensions suitable are length 520mm, width 340mm, height 200mm, weight 20kg.
2. A single tote must be capable of holding 4 or more of the same product.
3. Tote replenishment must be less than 5 totes per 24 hour period.

When the supplier receives their NDC product list from Wolseley UK to work on the pre-toting project, we have worked to ensure that this is as accurate as possible but if there are any products which you believe should be flagged or products have been omitted please contact us so that this can be assessed possible adjustments made.



3. Tote Configuration

We will provide you with a few samples of the NDC totes. The size and dimensions of a tote is illustrated in diagram fig.1.

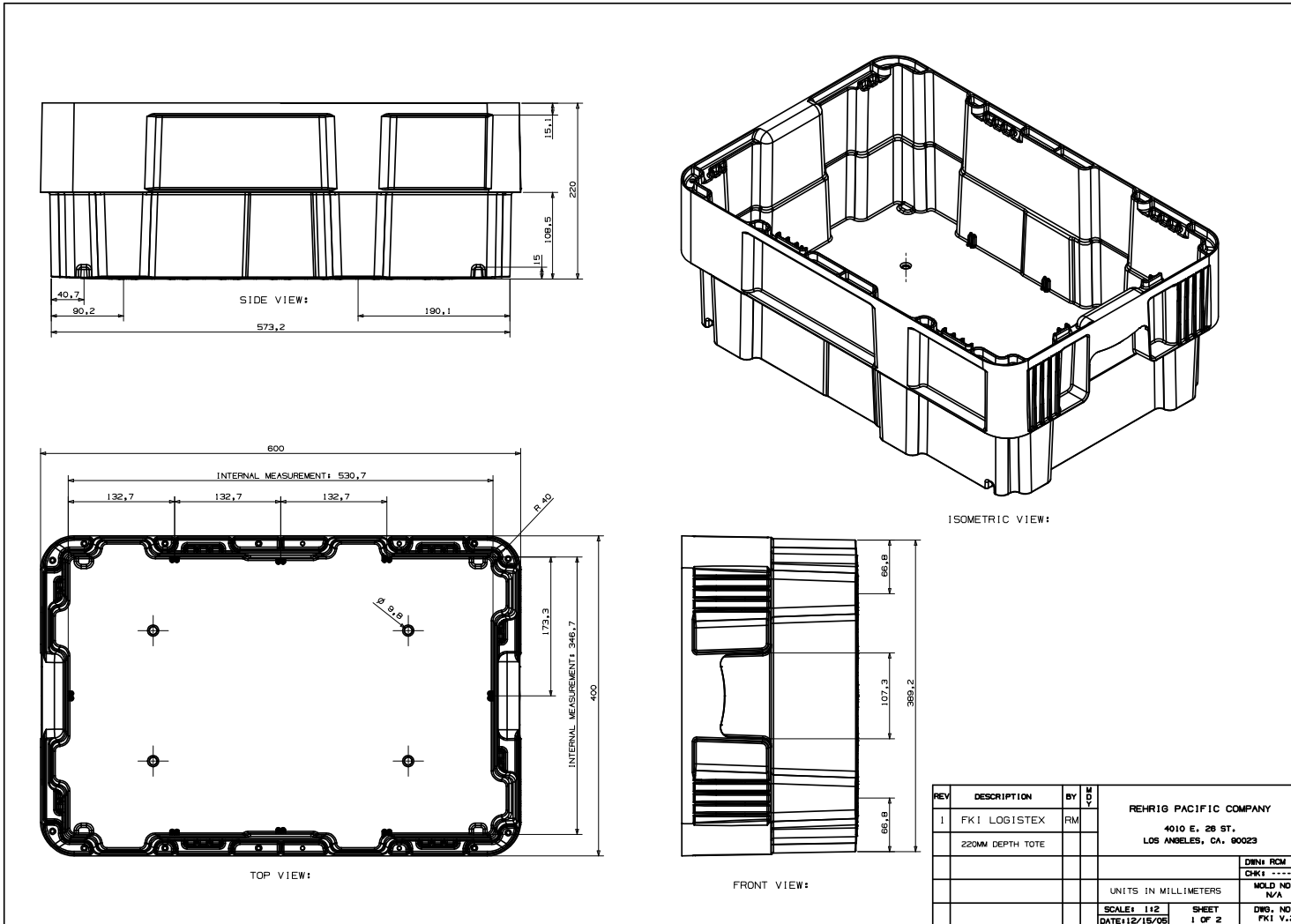


Fig.1 – Image illustrating the dimensions of an NDC tote. Units (mm)



With the capture of volumetric data and the dimensions of an NDC tote it should be possible to calculate which lines are suitable for pre-toting and the supplier to calculate the quantity of a tote fill and one half fill. If a full tote is less than one weeks stock we require only a tote fill quantity and if it more than one weeks stock both quantities are required. Wosley UK requires both sets of data for some products as NDC totes can be stacked on top of each other to 25 per pallet or turned around to fit into each other accomodating 60 per pallet. This allows us to order in the most suitable order multiples for current demand. Please see illustrations fig.2 and fig.3. With both sets of information Wolseley UK can establish the most suitable economic order multiples for that product line.



Fig.2 – An example of NDC totes stacked. (25 per pallet)



Fig.3 – An example of NDC totes nested. (60 per pallet)

4. Paperwork requirements

This section of the guide is provide clear and consise details of the delivery paperwork requirements for tote-bin deliveries at the National Distribution Centre (NDC)*.

Product label and Bar-code

All products need to be clearly labeled so they are easily identifiable. Wolseley UK requires that a product label includes an English language description, Wolseley catalogue number and has a readable EAN13 digit barcode. If a supplier needs further information please refer to the Supplier Operations Manual.

Tote Labeling

Each tote delivered must have a label which allows Wolseley UK to identify the product and the quantity contained within the tote.

Pallet Manifest

This is a document attached to the outside of the pallet detailing what is contained in each tote on the pallet A header should include supplier name and code along with pallet identification (eg.2 of 3). This consists of Wolseley catalogue number, supplier code, product description, quantity and the purchase order number.

Delivery Advice Notice

The D.A.N must be provided with every Wolseley UK delivery. This must be provided by the delivery driver to a member of NDC staff.

This must include the following information:

- Suppliers name and contact details
- Booking reference and ASN number
- Purchase Order number(s)
- Pallet numbers and totes numbers aligned with their contents.
- Wolseley UK catalogue numbers, descriptions and quanitites for the products delivered.

It is important that this information accurately reflects what is present on the delivery and provided on the Advanced Shipment Notice.

* National Distribution Centre requirements only. Procedure at other DC's may differ.

5. Delivery Requirements

Booking Request

The booking request form is used across the network to obtain a Wolseley DC delivery slot. For NDC delivery slots, the form is to be emailed at least 48hrs before the required slot to ndc.intake@wolseley.co.uk. Once this form is returned to the supplier with the booking confirmation number the ASN can be completed prior to dispatch.

ASN

The Advanced Shipment Notice (ASN) is a supplier specific Excel spreadsheet used for all NDC deliveries. Please see fig.4 for an example of how to complete an ASN.

v2.0

SUPPLIER ADVANCED SHIPPING NOTICE

EXPECTED DELIVERY DATE: **02/01/2007** Date Must be format DD/MM/YYYY

SUPPLIER NUMBER: **wols** Suppliers Unique Wolseley Reference

SHIPPED DATE: **11/04/2007**

BOOKING ASN NUMBER: **nm123** The booking reference supplied by Wolseley D&SP
EC = initials of person who took the booking / 1906 = date of booking / 001 = booking sequential number

Only the yellow highlighted fields can be modified

Leave no blank fields on an entry line - all are required for valid processing - Line complete = TRUE

DAN Number	PO No	PO Line No:	Item Number	Quantity	Line Complete
nm22	p123456	1	b45222	2	TRUE
	p012345				FALSE
					FALSE
					FALSE
					FALSE
					FALSE

The Delivery Advice Note number that the goods are being supplied on

Wolseley UK Ltd: This is the purchase order number

Wolseley UK Ltd: Enter the line number by each purchase order number included in the shipment

Wolseley UK Ltd: This is the Wolseley UK item number

Wolseley UK Ltd: Enter the quantity expected for this line in eaches

Wolseley Uk: This must read TRUE which indicates that all fields in a line have an entry

Emailed to ndc.asn@wolseley.co.uk at least 24 hours before delivery.

Fig.4 - An illustrative example of an Advanced Shipment Notice v.2.2 (ASN).

The ASN spreadsheet is provided to the supplier by Wolseley UK. This is sent by the supplier at least 24hrs before an NDC delivery to ndc.asn@wolseley.co.uk.

This is emailed to the NDC to detail exactly what the supplier will be delivering on the shipment. It is important to complete this form correctly or it will fail to upload to our warehouse management system. This is a mandatory requirement and any delivery arriving at the NDC without having supplied an ASN may not be accepted.

- Booking ASN No:** The supplier will receive a booking confirmation number from the booking request form which is entered into the 'Booking ASN No.' box.
- DAN Number:** This is the supplier reference for the delivery. A supplier can provide multiple DAN numbers on one delivery.
- PO No. :** This column is used to quote the purchase order number being delivered. It is possible to provide multiple purchase order numbers on one delivery and also possible to deliver part of a purchase order. The format to be used to complete this column is P123456. It is important that the 'NDC-' from 'NDC-P123456' is removed.
- PO. Line No:** This is the line number from purchase order which is being delivered.
- Item number:** The item number is the Wolseley product code of the item being delivered.
- Quantity:** The quantity of the product which is being delivered.
- Line Complete:** This is an indicator to the user if a line is completed correctly. If the line is incomplete the box will remain 'false' and once completed correctly 'true' will appear.

Before the supplier makes their first live delivery to the NDC it is important that a sample ASN is completed using past or present delivery information and emailed to adam.saunders@wolseley.co.uk. Please feel free to contact us prior to this if you have any questions or concerns completing this form. This is ensure that the supplier is competent with this format.

6. Tote Tracking & Replenishment

The following instruction has been produced to provide WUK (Wolseley UK), **explicitly-NDC**, means of tracking totes around the supply chain network. This instruction will also enable WUK to replenish our supply partners, with totes needed to deliver materials in the agreed WUK NDC tote system. The WUK NDC contact for Tote enquiries is Kam Rai, tel: 01926 705148, E-mail: Kam.Rai@Wolseley.co.uk

Tote Tracking Responsibilities of WUK Suppliers

The following responsibilities and actions are required of all WUK agreed NDC pre-toting suppliers, and will be a live requirement as of 10th October 07.

Suppliers are responsible for placing orders on NDC for tote replenishment

Totes are to be ordered in multiples of 60 (1 pallet).
Orders must be placed on NDC via emailing the attached tote requisition form to the NDC Tote Administrator (Kam.Rai@Wolseley.co.uk)
Orders are to be received by Wednesday at 12 Midday for the following weeks dispatch schedule. Supplier tote replenishment orders are to be placed weekly to avoid large consolidated shipments, which may cause issues with transport planning, (Orders should be <= 2 weeks tote usage)

Suppliers are responsible for acknowledging receipt of Totes:

Suppliers will be required to sign for delivery of totes at the point of transfer. This maybe upon collection of totes from a WUK DC or NDC or upon receipt of totes at suppliers goods in dock. WUK staff will be responsible for holding the signed delivery confirmation and returning it to the NDC Tote Administration.
The supplier will provide emailed confirmation of received QTY no later than 24hrs post receipt, to (Kam.Rai@Wolseley.co.uk).
Shortage, Damages and Overages should be a noted on both the signed and emailed the delivery confirmations.

Suppliers are responsible for providing accurate stock take counts of totes:

Suppliers will be given up to 5 days notice of the end of a stock take period, at which point a accurate count of current tote stock levels are to be emailed back to (Kam.Rai@Wolseley.co.uk), using the attached Stock take form.

Fig 4.1 – Example of supplier tote request form

Date	TOTE REQUISITION FORM		WOLSELEY <small>UK</small>
DELIVERY ADDRESS		QTY Required (multiples of 60)	
Supplier: <i>ABC LTD</i>		<i>120 (2 Pallets)</i>	
Delivery Address: <i>Manchester 2 Smith Street</i>			
Requesters Name: <i>Dave Smith</i>			
Contact Details: <i>D.Smith@ABC.Com 07999 123456</i>			
Date: <i>01/01/08</i>			
PREFERRED DELIVERY DAY/DATE		COMMENTS	
Preferred delivery day: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> <i>Friday</i> <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday Date:		None	
		Please contact NDC Kam Rai for queries on 01926 705148	



7. First Pre-toted Delivery

When a supplier receives their first purchase order for a pre-toted delivery to the NDC we strongly encourage the supplier to attend this delivery to watch it be unloaded. This is to supervise the booking-in process and highlight any possible issues with the receiving of the goods.

A member of the supplier development team will be present at the delivery to check all requirements have been met. If there is a failure, this will be discussed with the supplier to assist in addressing the issue and improve goods-in efficiency.

To assist the supplier make sure that all the physical and delivery requirements are met, we have included an example of a tote bin checklist. We recommend the supplier uses this to ensure all requirements are successfully checked before dispatch. If this is successfully completed goods-in compliance will reflect this performance. Please refer to fig.5 for a copy of the checklist which Wolseley UK recommends to supplier dispatch.



Item Label

Requirement	Compliant	Evidence of Compliance	Date Compliant	Unable To Comply	Comments & Actions
WUK Code on Item Label					
EAN Barcode on Item					
Quantity in WUK UOM					

Tote Box Label

Requirement	Compliant	Evidence of Compliance	Date Compliant	Unable To Comply	Comments & Actions
Supplier Name					
Supplier Code					
Wolseley ASN Number					
Wolseley ASN Number Presented as Bar Code					
Tote Number					
Wolseley Item Code					
Wolseley Item Code Presented as Barcode					
Description					
EAN Bar Code (Numbers)					
EAN Bar Code					
Quantity in Tote					

Pallet/Delivery Manifest

Requirement	Compliant	Evidence of Compliance	Date Compliant	Unable To Comply	Comments & Actions
Supplier Name					
Pallet Number					
Tote Number					
Item Code					
Purchase Order Number					
Delivered Quantity					

Fig.5 – Supplier Tote-bin compliance checklist

