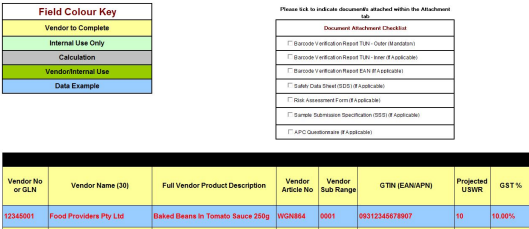




Woolworths New Article Summary (WNAS)	Woolworths Article Form (WAF)	Woolworths Price Submission Form (WPF)																
 <p><b>Field Colour Key</b></p> <ul style="list-style-type: none"> <li>Vendor to Complete (Yellow)</li> <li>Internal Use Only (Green)</li> <li>Calculation (Blue)</li> <li>Vendor/Internal Use (Light Blue)</li> <li>Data Example (Dark Blue)</li> </ul> <p>Please tick to indicate documents attached within the Attachment tab</p> <p><b>Document Attachment Checklist</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Barcode Verification Report (BVR) - Order (Attachment)</li> <li><input type="checkbox"/> Barcode Verification Report (BVR) - New (Attachment)</li> <li><input type="checkbox"/> Barcode Verification Report (BVR) - Update (Attachment)</li> <li><input type="checkbox"/> Sales Order Worksheet (SOW) (Attachment)</li> <li><input type="checkbox"/> Risk Assessment Form (Attachment)</li> <li><input type="checkbox"/> Sample Submission Description (SSD) (Attachment)</li> <li><input type="checkbox"/> APC Questionnaire (Attachment)</li> </ul> <table border="1"> <thead> <tr> <th>Vendor No or GLN</th> <th>Vendor Name (20)</th> <th>Full Vendor Product Description</th> <th>Vendor Article No</th> <th>Vendor Sub Range</th> <th>GTIN (EAN/APN)</th> <th>Priced USWR</th> <th>GST %</th> </tr> </thead> <tbody> <tr> <td>12345001</td> <td>Food Providers Pty Ltd</td> <td>Baked Beans in Tomato Sauce 250g</td> <td>WGN864</td> <td>0001</td> <td>00312345678907</td> <td>10</td> <td>10.00%</td> </tr> </tbody> </table>	Vendor No or GLN	Vendor Name (20)	Full Vendor Product Description	Vendor Article No	Vendor Sub Range	GTIN (EAN/APN)	Priced USWR	GST %	12345001	Food Providers Pty Ltd	Baked Beans in Tomato Sauce 250g	WGN864	0001	00312345678907	10	10.00%	 <p><b>Woolworths Article Form</b></p> <p>Vendor Details</p> <p>2. New / Change</p> <p>3. Vendor No</p>	 <p><b>Woolworths Price Form</b></p> <p>Vendor Details</p> <p>2. New / Change</p>
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<p>When completing the <b>Woolworths New Article Summary</b> and introducing new lines remember:</p> <ol style="list-style-type: none"> <li>This form is used for <b>new</b> line introduction only.</li> <li>Suppliers complete fields/columns shaded in yellow for the smallest consumer unit.</li> <li>Present new products to the Business Manager with a hard copy of the WNAS available at the meeting.</li> <li>Email the WNAS with the <b>Barcode Verification Reports, Material Safety Data Sheet</b> (if applicable) <b>Risk Assessment</b> form (if applicable), <b>Sample Submission Specification</b> (if applicable) and <b>APC Questionnaire</b> (If Applicable) to the Business Manager.</li> <li>Receive confirmation from the Business Manager of <b>potential</b> new lines.</li> <li>Complete the WAF and WPF for potential new lines and submit electronically to the central mailbox.</li> </ol> <p><b>NOTE:</b> Remit to Vendor Number and GTIN's supplied in the WNAS will be cross referenced by Business Services &amp; Support team when your WAF and WPF forms are submitted electronically.</p> <p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>Product information will not be loaded into Woolworths systems without the relevant attachments (refer to point 4).</li> <li>The GTIN is the number that uniquely identifies a trade item. This is the barcode number on the product or carton. It is used to identify products and units of measure of a product. The GTIN is also known as the EAN on the consumer unit and the TUN on the inner or outer case.</li> </ul>	<p>When completing the <b>Woolworths Article Form</b> remember:</p> <ol style="list-style-type: none"> <li>This form is used for <b>new</b> line introduction and <b>changes</b> to existing products.</li> <li>Select either <b>New</b> or <b>Change</b> to begin.</li> <li>Enter <b>Vendor Number</b> as found on your Woolworths Remittance Advice. Contact the Business Manager if uncertain of the correct number.</li> <li>Use the <b>calendar</b> when selecting dates and avoid entering manually.</li> <li>Make sure the GTIN that was originally supplied to Woolworths in the WNAS for a new line is entered.</li> <li>Indicate the Orderable Unit in the Pack Details section.</li> <li>Validate, submit and send the form using the automatically generated email. <b>PDFs will not be accepted. Do not add attachments or additional text.</b></li> </ol> <p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>WAF and WPF submissions with incorrect or incomplete Remit to Numbers or unknown GTIN's will not be processed and will require resubmission.</li> <li>For new GTIN's where no other changes to the product or price information is required email Business Services &amp; Support (email address: busersup@woolworths.com.au).</li> <li>Always use the latest versions of the Product Maintenance Forms on <a href="http://www.wowlink.com.au">www.wowlink.com.au</a></li> </ul>	<p>When completing the <b>Woolworths Price Form</b> remember:</p> <ol style="list-style-type: none"> <li>This form is used for <b>new</b> line pricing and price <b>changes</b> to existing products, <b>excluding</b> promotional deals.</li> <li>Select either <b>New</b> or <b>Change</b> to begin.</li> <li>Enter <b>Vendor Number</b> as found on your Woolworths Remittance Advice. Contact the Business Manager if uncertain of the correct number.</li> <li>Where a Vendor Sub Range exists, enter the number as provided by Woolworths when submitting. This only applies to a minority of Suppliers.</li> <li>Enter the GTIN that Woolworths will use to order the product.</li> <li>Select the Geography applicable for the pricing; either National, State or Zone Pricing. Zone Price Codes must be previously agreed with your Business Manager and supplied by Woolworths.</li> <li>Provide values for deals and charges as it relates to a product (ie Article). Warehouse Allowances are to be included in the Invoice Cost value.</li> <li>Validate, submit and send the form using the automatically generated email. <b>PDFs will not be accepted. Do not add attachments or additional text.</b></li> </ol>																
<p><b>IMPORTANT:</b> It is highly recommended that the latest version of Adobe Reader is downloaded; however, the minimum version is 8.2.0.</p> <p><b>NOTE:</b> For more information on any of the forms, refer to the user guides on Wowlink under Product Maintenance Forms.</p>																		