

WOOLWORTHS GROUP



# **Woolworths New Article Summary (WNAS)**

**Australia and New Zealand**

**Reference Guide**

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# Instruction

## Purpose

The **Woolworths New Article Summary (WNAS)** spreadsheet is used to introduce core Article records for new lines prior to submitting the Woolworths Article Form (WAF) and Woolworths Price Form (WPF) and provides the Woolworths<sup>1</sup> business teams with new line information to aid decision making in range reviews.

**Note:** When referring to Woolworths this includes Woolworths businesses in Australia and Progressive Enterprises in New Zealand.

The submission of the WNAS coincides with the Range Review discussions. The Category Manager will use the information provided within the spreadsheet to make decisions on the range and advise Suppliers of which Articles are potentially new lines (step 2). This will point out, for new Articles, whether the Supplier will be required to submit a WAF and WPF (step 3).



The WNAS spreadsheet is applicable to Woolworths Supermarkets, Metro, Fuel, BWS, Dan Murphys, Online, Countdown, Foodtown, Super Value Fresh Choice.

**Note:** The New Article Summary spreadsheet does not apply to Produce Articles.

## Key Things You Need To Know

- Woolworths uses a merchandising system called SAP. An “Article” is a SAP term for an item or Article and refers to a single Article, SKU or Keycode. **“Article” will be used in place of the term “item” or “Article” in this guide.**
- It is recommended that Suppliers attend the Range Review meeting with a hard copy of the WNAS.
- The WNAS must then be sent via email to the relevant Category Manager or Buyer with all relevant attachments included within the spreadsheet.
- Suppliers are required to complete the yellow shaded fields/columns in the form..
- The Document Attachment Checklist is used to indicate which attachments have been included in the Attachments tab. The key attachments are the Barcode Verification Report, Safety Data Sheet (if applicable), Risk Assessment Form (if applicable), Sample Submission Specification (if applicable) and APC Questionnaire (if applicable)
- Green shaded fields/columns are used by Woolworths Internal employees. Suppliers are able to use the Comments columns (Dark Green shading) in the Vendor / Internal Use section for special circumstances, such as providing a Minimum/Maximum Order Quantity and Minimum/Maximum Dollar Value.
- When completing the General Information section the details and information (for example Vendor Number and Vendor Name) must be entered for each Article as the Category Manager may wish to view all Articles from multiple Suppliers for a Woolworths Category (e.g. Canned Fish). This can be done by using Copy and Paste.

**Note:** To ensure data is copied correctly, Copy and Paste information, do not drag using Excel cell handle.

- For those supplying Articles to Australia, the concept of State refers to the Woolworths long standing administration states not the commonly known States and Territories of Australia. The exception in this form is Northern Territory (NT). Traditionally goods supplied to the Northern Territory are covered under South Australia (SA). In this spreadsheet Northern Territory exists to cater for the Northern Territory price zone in GS1net and aligns with the Northern Territories geographic borders. Northern Territory would be completed where the pricing is different and/or the Supplier is delivering direct to a Northern Territory store. If unsure speak to the relevant Category Manager before completing the spreadsheet.

## Attachments

<b>Document Attachment Checklist</b>
<input type="checkbox"/> Barcode Verification Report TUN - Outer (Mandatory)
<input type="checkbox"/> Barcode Verification Report TUN - Inner (If Applicable)
<input type="checkbox"/> Barcode Verification Report EAN (If Applicable)
<input type="checkbox"/> Safety Data Sheet (SDS) (If Applicable)
<input type="checkbox"/> Risk Assessment Form (If Applicable)
<input type="checkbox"/> Sample Submission Specification (SSS) (If Applicable)
<input type="checkbox"/> APC Questionnaire (If Applicable)

The key forms which Suppliers will be required to attach in the Attachments tab of the WNAS, depending on the Article. These forms are:

- A Barcode Verification Report for Outer TUN (the Orderable Unit of Measure)
- A Barcode Verification Report for EAN
- A Safety Data Sheet (SDS), if applicable,
- A Risk Assessment Form, if applicable,
- An **approved** Sample Submission Specification (SSS), if applicable.
- A SSS is provided where an Article is labelled in store (e.g. Bakery, Meat, and Deli) and Nutritional Information is required. As per the current process, the Store Labelling Details in the WAF should also be completed.  
**Note:** Where you supply Woolworths Limited with pre-packaged goods (e.g. Cereal, Frozen Vegetables) which already contain nutritional information on the packaging, a SSS is not required and completing the Store Labelling Details in the WAF is not necessary.
- An APC Questionnaire if applicable.

Based on the selection(s) made in the Document Attachment Checklist, Woolworths will expect to be provided with the relevant attachments in the Attachments tab. This also simplifies processing of new lines by containing all documentation in one source file.

The **Woolworths New Article Summary Attachment Index**, in the **Forms - Attachments** tab, includes instructions on how to attach documentation within the cells of the Index table.

The Article Description and GTIN will be auto-populated based on what is completed within the spreadsheet to allow for easier identification of attachments to Article.

## How to read the User Guide

The guide has divided help content based on the key sections of the form, for example **General Information**. Each section will then have a picture visually identifying the section being completed. Information relating to fields within the section is then provided in a table format shown below.

Field Name	Field Information	Field Type	Field Length	Mandatory / Optional / Conditional
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**Field Name:** The name of the field or column information is being entered into.

**Field Information:** The entry method and explanation of the field name. Examples, hints and tips will also appear in this column.



This icon indicates there is a hint specific to the field.

**Field Type:** Whether the field allows for Characters (Char) or Numbers (Num). Char is also used to refer to fields that use drop down lists and checkboxes.

**Field Length:** The maximum number of characters or numbers to be entered into a field. Where there is a drop down list this is the selection with the most characters or numbers.

Fields, which require decimal places, are represented in the following format: 2.2. This means the data entered into the form can be a maximum of 2 digits before and after the decimal point in this example.

**Mandatory/Optional/Conditional:** Indicates whether the field must be completed. There are three (3) scenarios:

1. M – Mandatory: The field must always be completed.
2. O – Optional: The field is available for completion but is not mandatory.
3. C – Conditional: The field is dependent on the selection and/or completion of a previous field and is therefore mandatory to complete.

**Note:** Printing Instructions and how to attach forms in the Attachments tab has not been included as it is provided within the spreadsheet under the **Print Instructions** tab.

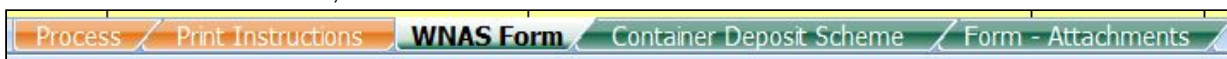
## Navigation in the Form

The WNAS is in Microsoft Excel format and utilizes key features for ease of use. Explained below are the different symbols and input mechanisms that are used to help navigate within the form.

**Note:** On opening the document, **ensure that the Marcos have been enabled on the form.**

### Form Tabs

The form has a number of tabs, as indicated in the below screenshot:



The below table outlines what each tab is used for:

Tab Name	Tab Information
Process	Contains the sequence of events for using the WNAS
Print Instructions	Printing Instructions
WNAS Form	Article details are required to be entered into this tab.
Container Deposit Scheme (CDS)	Enter required data into this tab only for Articles applicable to CDS.
Form - Attachments	Once the WNAS Form has been completed, the applicable documents have to be attached on this tab. Documents include: <ul style="list-style-type: none"> <li>• Barcode Verification Report for EAN and TUN</li> <li>• Safety Data Sheet (SDS), if applicable</li> <li>• Risk Assessment Form, if applicable</li> <li>• An <b>approved</b> Sample Submission Specification (SSS), if applicable.</li> </ul>

## Colour Coding

The form is colour coded to clearly highlight who is required to complete which fields, which is indicated in the table below:

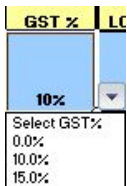
Colour	Colour Information
Yellow	Vendor to Complete - Cells shaded in yellow indicate Supplier completion.
Green	Internal to Complete - Cells shaded in green indicate Woolworths (Australia and New Zealand) completion.
Grey	Calculation - Cells shaded in grey show the results of calculations based on previously completed cells.
Vendor/Internal Use	Vendor/Internal to Complete - Cells shaded in dark green to indicate Woolworths (Australia and New Zealand) completion if required.
Blue	Data Example - Cells shaded in blue are used to represent an example to support ease of use.

## Drop Down List

Drop down lists contain information relating to the field heading. A drop down list is signified by an arrow, as shown below.



To access the required information, click within the cell and then on the arrow, to display the options within the drop down list, as shown below.

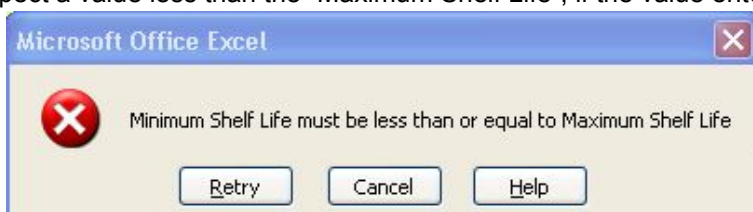


## Symbols

Symbol	Symbol Information
	Asterix Icon - A red asterix (*) next to a field name indicates that the field is a mandatory (M) field. Also included in the help guide in the Field Name column where applicable.
	Expand Button - This icon indicates that there are other options within the selected area. To access these options, click on the plus (+) icon. This is prominent in this particular spreadsheet and features at the very top of columns.

## Error Messages


Within specific columns, error messages will be received if the information entered is not in a specific format or the information entered does not match the logic expected. For example, in the column, "Min Shelf Life" the field will expect a value less than the "Maximum Shelf Life", if the value entered is greater the below prompt will appear.



## Saving The Template

It is highly recommended that a copy of the spreadsheet is saved for each submission. To save a copy of the form for the first time using Microsoft Office 2007:

1. Click the **Microsoft Office Button**  and then click **Save As**.

If the **Microsoft Office Button**  is not visible, click **Save As** on the **File** menu.

2. In the **File name** box, enter a new name for the file.
3. Click **Save**.

To save a copy of the form for the first time using an earlier version of Microsoft Office:

1. Click **Save As** on the **File** menu.
2. In the **File name** box, enter a new name for the file.
3. Click **Save**.

Please ensure the spreadsheet is saved and emailed in a format that is compatible with Excel 97-2003.

## Technical Requirements

### Minimum System Requirements

To complete and save this form electronically Suppliers will require a PC or Mac with Microsoft Excel 97 or higher. Please ensure the spreadsheet is saved and emailed in a format that is compatible with Excel 97-2003.

## Acronyms

Term	Description
GLN	Global Location Number (GLN). The GLN is a unique thirteen-digit reference number which is provided by GS1.
GTIN	Global Trade Item Number (GTIN). The GTIN is a numerical value that uniquely identifies a trade item. This is also known as a Barcode.
Projected USWR	Projected Units per Store per Week Ranged (USWR). The estimated number of units an Article is believed to sell per store per week.
GST	Goods and Services Tax. (This is applicable to both Australia and New Zealand)
LOFG	Location of Finished Goods (LOFG). This is the postcode of the location of where the Supplier despatches the Article to a Woolworths store or Distribution Centre.
RRP	Recommended Retail Price (RRP).




# New Article Summary Form – Fields for Supplier Completion

The majority of Articles will require the completion of the 2 tab – WNAS Form and the associated Form – Attachment on tab 5. Please use instructions in WNAS FORM: General Information below.

For a minority of Articles the Category Manager will advise that a Article is applicable for the Container Deposit Scheme (CDS) and therefore the Container Deposit Scheme tab will need to be completed. Please refer to WNAS Container Deposit Scheme: General Information section of this reference guide.







## WNAS Form: General Information

Vendor No or GLN	Vendor Name (30)	Full Vendor Product Description	Vendor Article No	Vendor Sub Range	GTIN (EAN/APN)
12345001	Food Providers Pty Ltd	Baked Beans in Tomato Sauce 250g	WGN864	0001	09312345678907







Field Name	Field Information	Field Type	Field Length	Mandatory / Optional / Conditional
Vendor No or GLN*	Enter the Vendor Number as found on the Remittance Advice issued by Woolworths or the Global Location Number (GLN). Example: 9377779228289 (GLN).	Num	13	M
	 The GLN is a unique thirteen-digit reference number which is provided by GS1. A Woolworths Representative will advise new Suppliers of their vendor number on completion of all Vendor related forms, submission and loading into our systems. Refer to the <a href="#">Remittance Advice Guide</a> for guidance on locating the Remit to Vendor Number.			
Vendor Name*	Enter the Company Trading Name.	Char	30	M
	 If the Vendor Name entered is greater than 30 characters an error message will appear for the text length: "Maximum 30 characters" requiring the information to be corrected.			
Full Vendor Product Description*	Enter the full Article Description of the consumer unit (as described on the label of the Article) in the following order: <b>Brand, Article, Variant, Size</b> . Example: Geronimo Jam Kumquat 250g.	Char	40	M
Vendor Article No	Enter the value that is associated the Article that is applicable in your business. This could also be known as the style number.	Char	35	O
Vendor Sub Range	Enter the Vendor Sub Range number for the relevant Article and Remit to Vendor Number.	Num	4	C
GTIN (EAN/APN)*	Enter the Global Trade Item Number. The spreadsheet allows for leading zeroes and will place a 0 at the beginning of a GTIN if it is less than 14 digits	Num	14	M
	 The GTIN is a numerical value that uniquely identifies a trade item. This is the barcode number on the Article and is also known as the EAN on the consumer unit. <b>If this particular Article is accepted by the Category Manager or Buyer, this is the GTIN Woolworths will be expecting to receive on the Woolworths Article Form submission and will verify against using the spreadsheet submitted.</b> If the GTIN supplied on the spreadsheet is greater than 14 numbers an error message will appear "Data entered must be numeric whole number up to 14 digits" requiring the information to be corrected. <b>NOTE:</b> Woolworths is unable to load a new Article into our system until the GTIN is verified (Barcode Verification Report). Suppliers, who do not have the GTIN/Barcode Verification Report available at the time of submission, will delay the loading of the Article, and ordering of the Article can not commence.			









Projected USWR	GST %	Mandatory For AU Liquor Team Only Base UoM		Container Deposit Scheme Applicable	Hazardous Goods	Dangerous Goods	Fuel Source Indicator	LOFG	Lead Time (days)
		Alcohol Content %	No. Of Standard Drinks						
10	10.00%	5.00%	1.5	Yes - Enter information in required tab (excl. SA)	Y - Yes	Y - Yes	Y - Yes	2160	7

Field Name	Field Information	Field Type	Field Length	Mandatory / Optional / Conditional
<i>Projected USWR*</i>	Enter the estimated number of units the Article will sell on average per store per week.  USWR stands for Units per Store per Week Ranged. Woolworths uses this information to forecast stock orders for Stores and DCs.	Num	3,2	M
<i>GST*</i>	Select option using the drop down list.  This is the GST tax rate that applies when the consumer purchases the Article. <ul style="list-style-type: none"> <li>The maximum GST rate for Australia is 10%.</li> <li>The maximum GST rate for New Zealand is 15%.</li> </ul>	Num	5	O
<i>Mandatory For AU Liquor Team Only - Bas UoM</i>	Enter the two below fields: <ul style="list-style-type: none"> <li>Alcohol Content %</li> <li>No. Of Standard Drinks</li> </ul>	Num	6	M
		Num	5	M
<i>Container Deposit Scheme Applicable (Y/N)</i>	Select option using the drop down list.	Char	1	C
<i>Hazardous Goods* (Y/N)</i>	Select option using the drop down list.  Hazardous substances are those that, following worker exposure, can have an adverse effect on health. Examples of hazardous substances include poisons, substances that cause burns or skin and eye irritation, and substances that may cause cancer. Many hazardous substances are also classified as dangerous goods.	Char	1	M
<i>Dangerous Goods* (Y/N)</i>	Select option using the drop down list.  Dangerous goods are substances, mixtures or Articles that, because of their physical, chemical (physicochemical) or acute toxicity properties, present an immediate hazard to people, property or the environment. Dangerous Goods are potentially hazardous during storage and transportation. Types of substances classified as dangerous goods include explosives, flammable liquids and gases, corrosives, chemically reactive or acutely (highly) toxic substances.	Char	1	M
<i>Fuel Source Indicator* (Y/N)</i>	Select option using the drop down list.  An indication if a Article requires fuel to be operational. Example A lawn mower or Garden Trimmer that requires fuel to operate. The Article may not be supplied with fuel however, should a customer return the Article, store operators needs to be aware.	Char	1	C
<i>LOFG</i>	Enter the Location Of Finished Goods (LOFG) number. Example, a Supplier who has a Distribution Centre (DC) located in Mulgrave, Victoria would enter 3170.  This is the postcode of the main location of where the Supplier despatches the Article to Woolworths to a store or DC. If the number entered is greater than 4 an error message will appear: "Enter 4 digit post code" requiring the information to be corrected.	Num	4	O

Lead Time (days)	Consignment Model	Units per Case (Outer)	Units per Inner	Min Shelf Life	Max Shelf Life
7	Inventory Managed Consignment	12.00	6.00	180	360

Field Name	Field Information	Field Type	Field Length	Mandatory / Optional / Conditional
Lead Time (days)	Enter the maximum Lead Time in days.	Num	4	O
	 This is the time that it takes from Woolworths placing the order, to the Supplier being able to deliver the stock to our DCs or Stores.			
Consignment Model	Select the appropriate Consignment Model (previously known as Pay By Scan) agreement type where applicable	-	-	C
	 There are 2 applicable options available: <ul style="list-style-type: none"> <li>• Cost – Inventory Managed</li> <li>• Cost – Non Inventory Managed Commission</li> </ul>			
Units per Case (Outer)	Enter the number of consumer units per case. Example, Baked Beans in Tomato Sauce 420g has 12 cans in the outer carton therefore the <i>units per case</i> is 12.	Num	6,2	C
	 This is commonly known as the “Shipper”, “Outer” or “Vendor Pack”. For Random Weight Articles enter the number of kilos to two decimal places.			
Units per Inner	Enter the number of units per case.	Num	6,2	C
	 This is the unit which is represented as a package within the Case (outermost level). Not all Articles will have inners. There are two (2) types of inner units of interest to Woolworths: <ol style="list-style-type: none"> <li>1. Where Woolworths uses inners in Distribution Centres to break down the case into the inners to distribute to Stores. This is also known as Order Multiple. In this case the GTIN will be the inner TUN number. Example, Toothpaste 175g. The outer case contains 72 units and has 12 tubes in an inner, therefore <i>units per inner</i> is 12.</li> <li>2. Where there are multiple consumer units that can be broken down from each other in a case. Also known as Pack Breakdown. Example Beer Single Bottle, 6-Pack and Case.</li> </ol> For Random Weight Articles enter the number of kilos to two decimal places.			
Min Shelf Life	Enter the Minimum Shelf Life, in days, from the receipt of Article into a Store or Distribution Centre.	Num	3	C
	 This is particularly important for perishable Articles. Example, Milk.the number of days entered for Minimum Shelf Life is greater than the Maximum Shelf Life, an error message will appear: “Minimum Shelf Life must be less than or equal to the Maximum Shelf Life” requiring the information to be corrected.			
Max Shelf Life	Enter Maximum Shelf Life, in days, from the receipt of Article into a Store or Distribution Centre.	Num	3	C
	 This is particularly important for perishable Articles. Example, Milk. If the number of days entered for Maximum Shelf Life is less than the Minimum Shelf Life, an error message will appear: “Maximum Shelf Life must be greater than or equal to the Minimum Shelf Life” requiring the information to be corrected.			

Unit Invoice Cost excl GST	Outer Case List price excl GST (First Cost)	Outer Case Invoice Cost excl GST	Enter one Deal Only		Terms % exclude settlement	Sellable Unit Quantity	RRP incl GST
			Unit Deferred Deal \$	Unit Deferred Deal %			
\$2.50				9.00%	11.00%		\$3.50

Field Name	Field Information	Field Type	Field Length	Mandatory / Optional / Conditional
<i>Unit Invoice Cost excl GST</i>	Enter the first cost minus warehouse discount and any other Article Off Invoice deals in dollars.  Ensure this is for a UNIT not a case. This is used by Woolworths to compare cost prices across similar Articles. If your Article incurs WET Tax please ensure this is included in the value.	Num	6,2	M
<i>Outer Case List Price excl GST (First Cost)</i>	Enter the List Price (i.e. First Cost) for the Outer Case (also known as the "Shipper", "Outer" or "Vendor Pack").	Num	6,2	M
<i>Outer Case Invoice Cost excl GST</i>	Enter the first cost minus warehouse discount and any other Article Off Invoice deals in dollars for the Outer Case.	Num	6,2	M
<i>Unit Deferred Deal \$</i>	Enter the Unit Deferred Deal in dollars and cents.  Ensure this is for a UNIT not a case. This is any standard deal, not shown on invoice, for an individual Article in addition to Trading Terms. There is no need to enter the amount in dollars and cents if the Unit Deferred Deal in percentage has been completed.	Num	6,2	C
<i>Unit Deferred Deal %</i>	Enter the Unit Deferred Deal in percentage (%).  Ensure this is for a UNIT not a case. This is any standard deal, not shown on invoice, for an individual Article in addition to Trading Terms. There is no need to enter the amount in percentage if the Unit Deferred Deal in dollars and cents has been completed.	Num	6,2	C
<i>Terms % exclude Settlement</i>	Enter the total percentage (%) of the Trading Terms, excluding the settlement discount.  The value entered reflects the vendor level terms that are deducted off remittance (e.g. Business Volume Rebate, Ullage). This does not include Off Invoice terms (e.g. Warehouse discount) and does not include settlement terms. This field is used to assist in calculating an approximate Net Cost.	Num	6,2	C
<i>Sellable Unit Quantity</i>	Enter the quantity of base units in a Sellable Unit Quantity. Example, for a 6 pack of Beer the Sellable Unit Quantity is 6.  This is only applicable for pack breakdown Articles where the store can sell the Article in different configurations.	Num	1	C
<i>RRP incl GST</i>	Enter the Recommended Retail Price (RRP) including GST in dollars and cents.  Ensure this is for a UNIT not a case. This is to provide Woolworths with guidance of where the Article should be positioned in the marketplace.	Num	6,2	C

Net Cost \$	Net GP %	Comments (All Pos related informations has to be given here)
\$2.00	37.14%	

Field Name	Field Information	Field Type	Field Length	Mandatory / Optional / Conditional
Net Cost \$	This calculates the net cost in dollars and cents based on the Invoice Cost less Trading Terms and Deferred Deals. <b>Suppliers are not required to enter any value into this field.</b>	Num	-	-
Net GP %	This calculates the net gross profit in percentage based on the Invoice Cost less Trading Terms and Deferred Deals. <b>Suppliers are not required to enter any value into this field..</b>	Num	-	-
Comments	The comments column can be used by Suppliers and Woolworths Internal staff to communicate any important information, e.g. Minimum Order Quantity.			

## Container Deposit Schedule

The Container Deposit Scheme (CDS) is an initiative by the Australian Government to reduce the littering of beverage containers (e.g. soft drinks, liquor, spring water, juices etc). For containers with a 10c bottle deposit marking, the customer receives a refund upon returning the empty containers to a collection depot in NSW, SA & NT.



Only complete this section if the Article is CDS applicable.

GTIN (Retail Unit)	Net Content (Container Pack Count)	Source Of Supply
9300633699598		1 DC
9300633699604		6 DC

Field Name	Field Information	Field Type	Field Length	Mandatory / Optional / Conditional
GTIN (Retail Unit)*	Enter the Global Trade Item Number (Retail Unit) The spreadsheet allows for leading zeroes and will place a 0 at the beginning of a GTIN if it is less than 14 digits <b>IMPORTANT NOTE:</b> This retail/sellable GTIN must be the same GTIN entered on the WNAS Form tab for this Article.	Num	14	M
Net Content (Container Pack Count)*	Enter the Number of units the consumer is purchasing for this Article.	Num	-	M
Source Of Supply*	Select option using the drop down list. There are 3 options: <ul style="list-style-type: none"> <li>● DC</li> <li>● DSD</li> <li>● XDock</li> </ul>	Char	-	M

Container Pack Material Type	Cost Model	Cost Qualifier (Must be the same as what is submitted on the WPF Form)	Valid From Date	Scheme Service Cost \$			Container Deposit Scheme Relevant State/s (use "X" to indicate)	Beverage Registration Number		Beverage Registration Expiry Date (dd/mm/yyyy)	
				NSW	ACT DSD Supplied	ACT Sales Org	NSW / ACT	NSW	ACT	NSW	ACT
03 - PET-PlyethylTrphtlt	Deferred (ZCDD)	24	1/07/2018	\$3.26		Supermarkets	X	BR-0000123	BR-0000123	31/12/2022	31/12/2022
03 - PET-PlyethylTrphtlt	Deferred (ZCDD)	1	1/07/2018	\$0.76		Supermarkets	X	BR-0000123	BR-0000123	31/12/2022	31/12/2022

Field Name	Field Information	Field Type	Field Length	Mandatory / Optional / Conditional
Container Pack Material Type	Select option using the drop down list. There are 8 options: 01 - Aluminium 02 - Glass 03 - PET - PlyethylTrphtlt 04 - Steel 05 - LPB - Liquid Paper Brd 06 - HDPE - HiDnstyPlyethyl 07 - Other Plastics 08 - Other Materials	Char	-	M
Scheme Service Cost \$: Cost Model	Select option using the drop down list. There are 3 options: <ul style="list-style-type: none"> <li>On-Invoice - The CDS service fee is reflected in the invoice cost.</li> <li>Deferred (ZCDD) - The CDS service fee is reflected in the purchase cost and Woolworths settles the fee with the Supplier periodically.</li> <li>First Cost (PB00)- The CDS service fee is included by the Supplier the first cost.</li> </ul>	Char	-	M
Scheme Service Cost \$: Cost Qualifier	Must be the same as what is submitted on the WPF form. This cost value is calculated on the number of individual containers in the orderable unit.	Num	-	M
Scheme Service Cost \$: Valid From Date	Enter the date for when a CDS cost is effective.	Num / Date	10	M
Scheme Service Cost \$: States (ie NSW)	Enter the scheme service cost for the required state/s.	Num	6,2	M
Scheme Service Cost \$: ACT Sales Org	Select option using the drop down list, to indicate the Sales org affected. There are 4 options: <ul style="list-style-type: none"> <li>Supermarkets</li> <li>Liquor</li> <li>Metro</li> <li>Fuel</li> </ul>	Cha	-	M
Container Deposit Scheme Relevant States / Territories	Use "X" to indicate which states/territories are applicable to CDS.	Cha	-	M
Beverage Registration Number	Enter the EPA Approval Number for the relevant states ie BR-0000xxxx	Num	-	M
Beverage Registration Expiry Date	Enter the EPA expiry date for the relevant states using the format dd/mm/yyyy	Num	-	M

# Form Submission

## *Submitting the Form*

Once the applicable tabs of the WNAS has been completed and the appropriate documents attached, the spreadsheet is to be emailed to the Category Manager.

# Support

## *Key Contacts*

For information relating to Range Reviews, please contact the relevant Category Manager directly.

For support queries related to the form and its use please contact:

### **Business Services & Support Phone:**

In Australia: 1300 422 042  
In New Zealand: +612 8885 0536

**Email:** [buservsup@woolworths.com.au](mailto:buservsup@woolworths.com.au)

**Trading Hours:** 8.30am to 5pm, Australian Eastern Standard Time (AEST).