

MYER

EDI ONBOARDING
Reference Guide – Wholesale

MY STORE

Agenda

Overview

Contacts

Onboarding Timeline

Order Flow

Phases In Depth

Shipping Policy



ONBOARDING TEAM & CONTACTS

A team has been established to assist you in the EDI onboarding process.
Below you will find contacts details, and the Team Members key responsibilities in the on-boarding process.

EDI Onboarding (Integration)	Merchandise Buyership (Wholesale)
	- Main Myer Contact
<ul style="list-style-type: none">▪ EDI Compliance & Integration	<ul style="list-style-type: none">▪ Omni Channel Terms/ re-negotiations of Terms▪ Product Range & Registration (Retek)▪ PEP & access (if required)▪ Marketing & promotions▪ Escalations
Myer.eCommerce@myer.com.au	

ONBOARDING TEAM & CONTACTS

PHASE 1 – BUYERSHIP TO ACTION

TERMS – WHOLESALE
FULFILMENT AGREEMENT SIGN
OFF

OPERATIONAL COMPLIANCE
FORM RECEIVED BACK AND
COMPLETED

TEST ITEM REGISTRATION & PEP
PROCESS COMPLETED

SIGNED CONTRACT & OCF
SUBMITTED TO ECOMM TEAM

PHASE 2 – ECOMM MAILBOX TO ACTION

5/6 WEEK TIMELINE

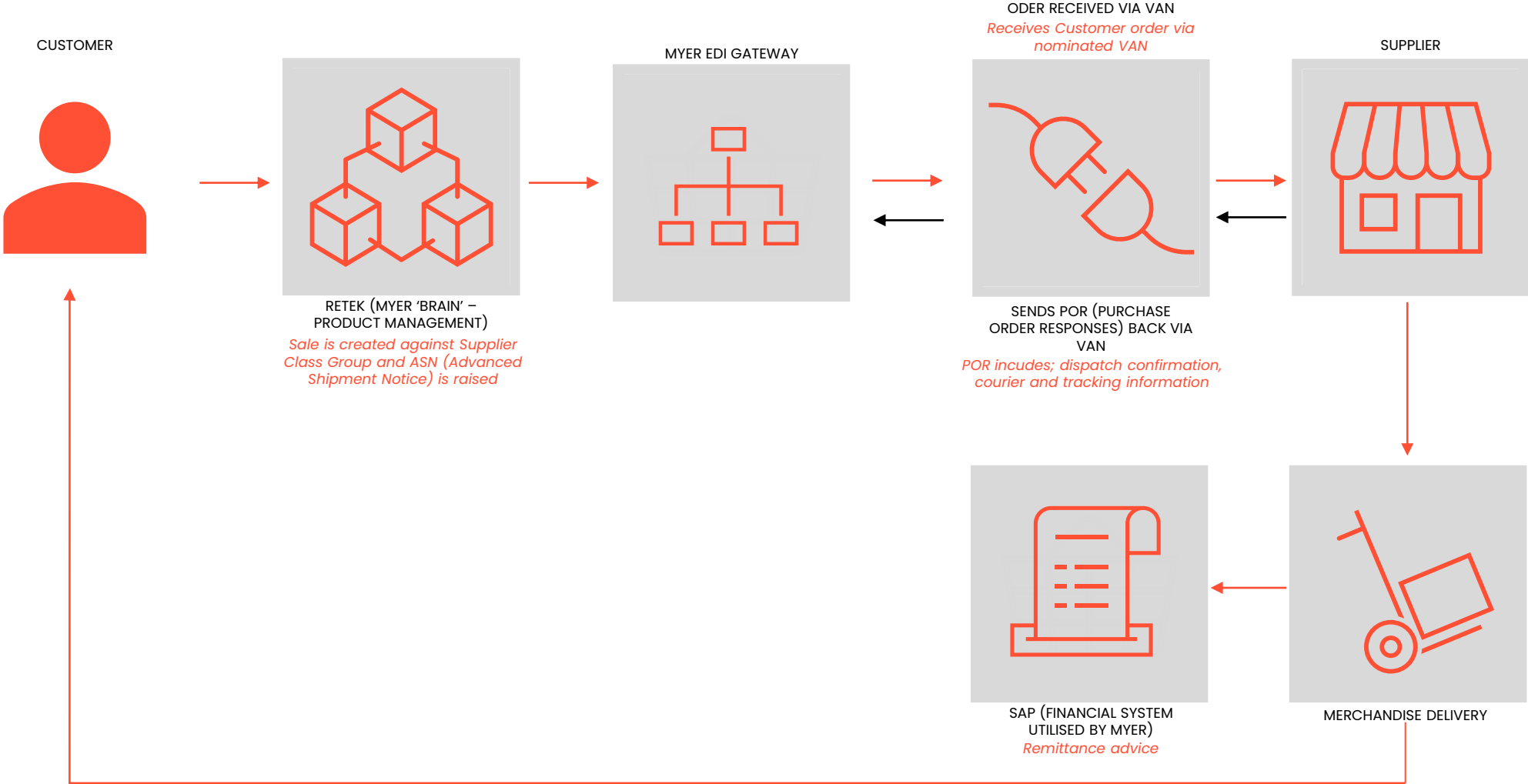
INTRODUCTION &
TECHNICAL
DOCUMENTATION
PROVIDED

EDI TESTING &
ACCREDITATION

(4 WEEKS, VARIETY OF
SCENARIOS)

- The Ecomm team will NOT be able to proceed to Phase 2 without Phase 1 completion
- Phase 2; 2 weeks to return completed documentation, 4 weeks to complete testing
 - *note; these timelines are dependent on Suppliers adherence to start times and deadlines

MYER EDI ORDER FLOW



PHASE 1

1. Supplier & Myer Buyership complete Trading Terms (Agreement) & Operational Compliance Form (OCF)
2. The OCF must be completed and submitted to the Myer Ecommerce team to start onboarding process with proof of signed terms
 - OCF must be fully completed, including Suppliers VAN preference
 - If unsure of VAN preference or lack VAN understanding – please note in the applicable VAN section of OCF
 - Confirmed Trading Terms received by Finance

PHASE 2

1. Introduction email by ecommerce team with Supplier and Myer Merch Contacts

- Documentation will be provided as part of this email
 - Reference documents
 - EDI Testing Commencement Form
 - This form must be sent [completed] to the Ecommerce team within 2 weeks of being provided
 - If not sent back within 2 weeks the Supplier will be de-prioritised

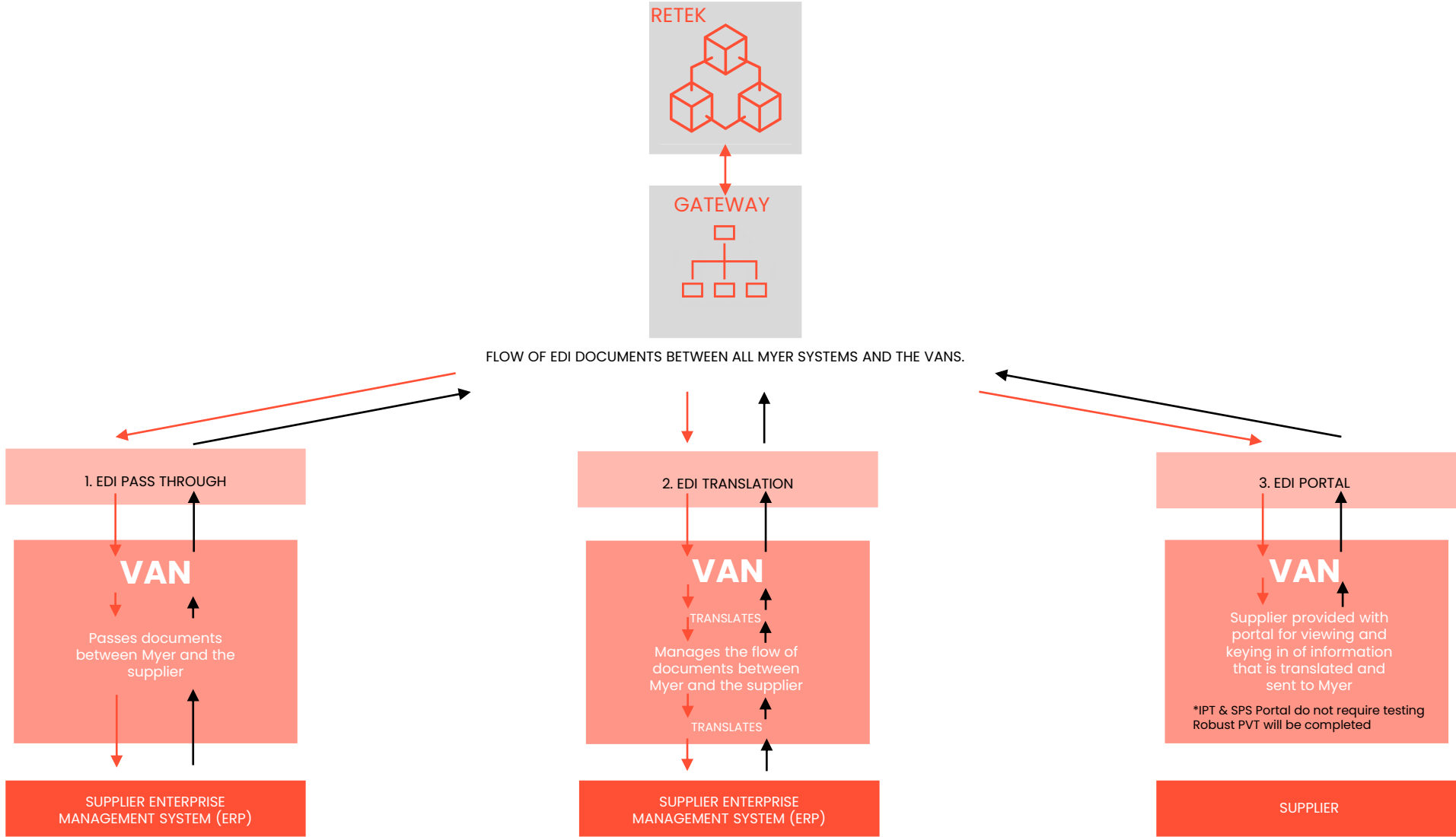
2. Supplier Compliance to EDI accreditation;

- In order to trade with Myer electronically via EDI:
 - Suppliers must be a member of GSI Australia (formerly EAN) company prefix number
 - This enables them to allocate GTINs, to form barcodes and logistics labels (SSCCs)
- There are several options available – these are shown on the next page – connect with an accredited VAN (Value Added Network) to use:
 - EDI Pass Through – A custom built in-house solution
 - EDI Translation
 - VAN Portal

3. EDI testing commences as soon as the Testing Compliance Form is returned [unless otherwise specified]

- The Supplier has 4 weeks to complete scenarios of testing

PHASE 2 – INDEPTH [EDI INTEGRATION OPTIONS]



1. Supplier provides details of Value Added Network (VAN) **please note that the supplier owns the relationship with the VAN provider and not Myer.*
 - EDI Requirements will be sent to Supplier/VAN
 - Supplier is set up in the Myer TEST system
 - Ecomm team will assist the Supplier/VAN with testing for build
 - Response time of VANs is the responsibility of Suppliers

2. Key milestones during build phase
 - Order receipt is acknowledged, and a response is sent
 - Supplier provides:
 - FA
 - ASNs
 - Once FA & ASNs have passed Supplier will provide SSCCs (digital and physical copy)
 - Once all the above is completed the supplier is Accredited & moves into Production environment

For further information please refer to : https://myersupplier.myer.com.au/web/edi_information.shtml

SHIPPING POLICY

1. Deliver all consignments within agreed delivery window for orders.
2. Ship all orders within Myer Guidelines.
3. Ensure ASN details are sent and validated prior to shipping.

We understand that from time to time things can go wrong in the delivery of orders. Be proactive with your communication to the buying team..

^7-10 business days for regional Western Australia, QLD and Nth Territory. Business days defined as Monday to Friday

Agenda

APPENDIX



Customers may return an item for an exchange or refund, providing that the goods are returned within 30 days – per Myer Change of Mind Policy.
For more information see link: <https://www.myer.com.au/content/returns-exchanges>

