

# NEXT BRANDS

## User Guide : Globalscape

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# Reporting Overview

Sales and stock data is made available to our Brands on 3 separate files

- **Daily Sales Report** - Available every morning by 8am
- **Weekly Sales Summary** - Available on a Saturday morning
- **Weekly Stock Report** - Available on a Saturday morning

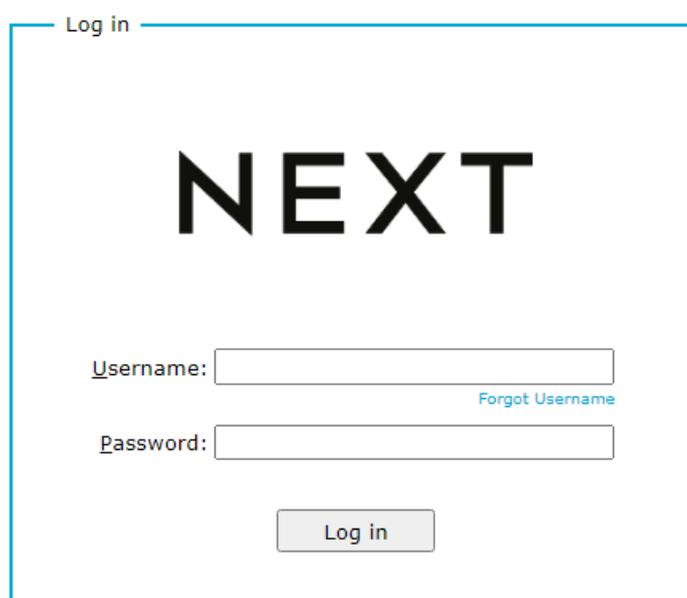
The Next reporting week runs from Saturday to Friday

## Reports Access

The data files are made available in [Globalscape](#) (an SFTP location service).

This can be accessed via a secure username and password. We do not set up individual accounts, so you will have one username and password per brand.

Files are cleared after 28 days but a request can be logged to for the retrieval of any older files with [caitlin\\_creedon@next.co.uk](mailto:caitlin_creedon@next.co.uk).



Log in

# NEXT

Username:

Forgot Username

Password:

Log in

As this is a sFTP connection automation can be set up to retrieve files to ingest into your internal reporting system.

In order to do this

- Use **cft.next.co.uk**
- **Enter username & password** (as shared by Next)
- **SFTP** as the protocol.

Follow [this](#) link to watch a Globalscape overview video

# Daily Sales File

File name format is: 'BrandName'\_BrandDailySalesYYYYMMDD

This is a csv file (ie. comma delimited)

## Report format below

Column Name	Description
Source	To determine whether the transaction is Retail or Online
SupplierCode	Unique reference for each supplier
BIS_Ref_ID	Unique reference number for each transaction
ItemOptionNumber	Item number [A00958](6) and option number [03](2)
ProductStyle	Style number usually provided by supplier, aka manucode/maunstyle
OptionDescription	Item Option description
ItemDescription	Item Description
SubGroup	Item Hierarchical Subgroup
SubgroupDescription	Item Subgroup description
EAN	European Article numbering code
PolledDate	Actual date of despatch/return. Use for date of sale in your reporting
TransDate	Date order was originally placed/date of return
CountryCode	Customer Country Code
OriginalSellingPrice	Standard Retail Selling Price (GBP)
SaleUnits	Quantity of units sold
SaleValue	Gross sale value
ReturnUnits	Quantity of return units
ReturnValue	Gross return value
FullPriceInd	Transaction indicator, 'Full Price' or 'Markdown'
SalesSourceDescription	Online' or the Branch Description, e.g 'LEICESTER FOSSE PARK'
ModelType	Commission, Non-stocked or Wholesale
VATRate	VAT Rate applied to transaction
VAT	VAT Value, GBP

VATExclusive	Value exclusive of VAT, in GBP
CommissionRate	Commission rate applied to transaction
Commission	Commission payable
BrandName	Associated brand
OrderReference	Order reference (despatch & return of the same transaction will be the same)

## Key points

- **Dates** - The reporting recognises sales when they are actually despatched to the customer so it's important to use the '**PolledDate**' column to aggregate sales. (eg: a customer can make an order on a Monday but only want it delivered on Friday).

	K	L	M
	<b>PolledDate</b>	<b>TransDate</b>	Country Code
578910	2022-09-21	2022-09-21	IE
578910	2022-09-21	2022-09-21	GB
578910	2022-09-21	2022-09-19	GB
578910	2022-09-21	2022-09-21	GB
578910	2022-09-21	2022-09-19	GB
578910	2022-09-21	2022-09-21	GB
578910	2022-09-21	2022-09-21	GB
578910	2022-09-21	2022-09-21	GB
578910	2022-09-21	2022-09-21	GB
578912	2022-09-21	2022-09-18	GB

- **Label+ (Platform+) Despatches** - These can be identified where the '**Model type**' column (Column U) refers to a transaction as 'Non stocked' or also by filtering on '**SupplierCode**' column (column B)
- Please **use this report** for your internal **sales reporting** to ensure accuracy as to how and when the sales have been recognised.

on	ModelType	V/A
	Concession	✓
	Non-stocked	✓
	Concession	✓

- We ask that you avoid the use of alternative reports (eg: from the integration with KornitX) for your sales figures. This will avoid the potential of double counting sales where for example, there are preemptive orders or the items haven't been scanned in time because they are late or have barcode issues. These scenarios result in a process which attributes them as a Stocked despatch.
- From your internal reporting and reconciliation point of view it's advised you treat your Label+ despatches as a stock transfer to Next and then reconcile against those recognised in our sales reporting.

Follow [this](#) link to watch a video explaining the Daily Sales Report

## Weekly Stock Report

File name format is: 'BrandName'\_BrandWeeklyStockYYYYMMDD

This shows a weekly stock balance movement from the start to the end of the week (Friday close) and breaks down the balance between what is available to sell or not.

## Report Format below

Column Name	Data Type	Data Example	Description
Suppliercode	CHAR(6)	A12345	Unique reference for each supplier
ItemOptionNumber	CHAR(8)	A0095803	Item number (A00958) followed by option number (03)
ProductStyle	VARCHAR(25)	POU 86805945	Style number usually provided by supplier (manucode/manustyle)
OptionDescription	VARCHAR(10)	MEDIUM	Item option description
ItemDescription	VARCHAR(20)	BLU BROOKE REL	Item description
Subgroup	CHAR(4)	6K04	Item hierarchical subgroup
SubgroupDescription	VARCHAR(20)	R Wmns Clo	Item subgroup description
EAN	VARCHAR(20)	5054834325526	European Article Numbering Code
OpeningStockBalance	INTEGER	1375	Balance at start of the week (sat start)
WarehouseReceipts	INTEGER	50	Stock delivered into warehouse
LabelPlusReceipts	INTEGER	10	Label Plus items scanned through warehouse systems
Sales	INTEGER	-319	Actually despatched to customer
Returns	INTEGER	82	Returns back in
FaultyStock	INTEGER	-3	Faulty stock written off
RTB	INTEGER	-14	Returns to the brand
OtherAdjustments	INTEGER	137	Includes write offs

ClosingStockBalance	INTEGER	1308	Balance at end of week (Friday close)
Online	INTEGER	975	Stock in Ecom warehouse (available for sale)
InTransit	INTEGER	174	Stock in transit - Returns from store awaiting putaway
RetailWhse	INTEGER	74	Stock at Retail warehouse
RetailStore	INTEGER	85	Stock at stores
BrandName	VARCHAR(255)	REISS	Associated brand

Follow [this](#) link to watch a short video explaining the stock report in more detail.

## Weekly Sales report

The weekly sales report file name format is:  
BrandName'\_BrandWeeklySalesRptYYYYMMDD

This is an excel file with 3 tabs.

The data will be for the previous Saturday to Friday

**Tab 1 – Summary** – Top level summary (Full price Markdown, Gender, Product type)

**Tab 2 – Line Level** – Includes detail of each item option level, that is assigned to the parent brand, regardless of sale or return in that season

**Tab 3 – Low Cover** – Low Cover – For items with 0-3 weeks cover

Refer to examples on the final 3 tabs of example reports [here](#).

Follow [this](#) link to a video explaining the weekly sales report in more detail.

## Summary tab report format below

Field Name	Description	Example
Parent Brand	A High level view of all brands that belong to that Parent Brand	Next
Brand Total (Brand Name)	Where a Parent Brand e.g Next may have multiple Brands	Lipsy, Next
Full Price Indicator	Grouped by All Sales, Full Price or Markdown this includes Clearance (Only at Parent Brand Level)	Full Price, Markdown, All Sales
LW Despatches TY	Units despatched last week (Sat - Fri)	188
LW Despatches Value TY	Value of despatches last week (Sat - Fri, inc discounts)	£3,760
LW Despatches LY	Amount of units despatched for the equivalent week last year (Sat - Fri)	200
LW Despatches Value LY	Value of despatches for equivalent week last year (Sat - Fri)	£4,000
Despatches Var%	Difference in % between this year and last year values	6%
LW Returns TY	Amount of units returned last week (Sat - Fri)	-17
LW Return Value TY	Value of returns last week (Sat - Fri, inc discounts)	-£340
LW Returns LY	Amount of units returned for the equivalent week last year (Sat - Fri)	-30
LW Returns Value LY	Value of returns for equivalent week last year (Sat - Fri)	-£600
Returns Var%	Difference in % between this year last year values	56%
LW Nett Sales TY	Amount of units despatched - returns last week (Sat - Fri)	171
LW Nett Sales Value TY	Value of despatches - returns last week (Sat - Fri, inc discounts)	£3,420
LW Nett Sales LY	Amount of units despatched - returns for the equivalent week last year (Sat - Fri)	170
LW Nett Sales Value LY	Value of despatches - returns for equivalent week last year (Sat - Fri)	£3,400

Nett Sales Var%	Difference in % between this year last year values	0.50%
Cum Despatches TY	Cumulative Despatches Units This Year Current Season	1000
Cum Despatches Value TY	Cumulative Despatches Values This Year Current Season	£20,000
Cum Despatches LY	Cumulative Despatches Units Last Year Equivalent Current Season	800
Cum Despatches Value LY	Cumulative Despatches Values Last Year Equivalent Current Season	£16,000
Cum Despatches Var%	Difference in % between this year last year values	20%
Cum Returns TY	Cumulative Returns Units This Year Current Season	200
Cum Returns Value TY	Cumulative Returns Values This Year Current Season	£4,000
Cum Returns LY	Cumulative Returns Units Last Year Equivalent Current Season	350
Cum Returns Value LY	Cumulative Returns Values Last Year Equivalent Current Season	£7,000
Cum Returns Var%	Difference in % between this year last year values	42%
Cum Nett Sales TY	Cumulative Despatches - Returns Units This Year Current Season	800
Cum Nett Sales Value TY	Cumulative Despatches - Returns Values This Year Current Season	£16,000
Cum Nett Sales LY	Cumulative Despatches - Returns Units Last Year Equivalent Current Season	450
Cum Nett Sales Value LY	Cumulative Despatches - Returns Values Last Year Equivalent Current Season	£12,000
Cum Nett Sales Var%	Difference in % between this year last year values	25%
TY Opening Stock	This Year Opening Stock Units - Figure of stock from Opening week of the season	1000
TY Opening Stock Value	This Year Opening Stock Values - Value of stock from Opening week of the season	£20,000
LY Opening	Last Year Opening Stock Units - Figure of stock from	500

Stock	Opening week of the same season last year	
LY Opening Stock Value	This Year Opening Stock Values - Value of stock from Opening week of the same season last year	£10,000
Opening Stock Var%	Difference in % between this year last year values	50%
Cover	Amount of weeks left before stock runs out based on despatches last week and units left	0.5
Total Cover	What we have left in stock from the previous week and what we are expecting	500
Sell Through	Percentage of items sold to customers based on units available	75%

### Line level and low cover report format below

Field Name	Description	Example
Parent Brand	A High level view of all brands that belong to that Parent Brand	Next
Week Commencing	Saturday to Friday	Week Commencing Sat 28 Nov 2020
Brand Name	Where a Parent Brand e.g Next may have multiple Brands	Lipsy, Next
Model Type	The model type for the supplier	Concession, Non-Stocked, Wholesale
Extract Week	This is the next Directory Finance Week (Sat - Fri)	W202045
Item Option Number	This is the next 6 digit item number and 2 digit option number	10000112
EAN	European Article Number of the item (Barcode)	5.00E+12
Item Description	Next Item Description	Black Chino
Supplier Style Code	Style code provided by the brand/manufacture	AAA0000 001
Launch Date	Date The item was originally launched	13/05/2020
Subgroup Code	4 alphanumeric character made up of the next chain and group that the item belongs to	NN05
Group Code	2 letters to reflect the group code the first being the	NN

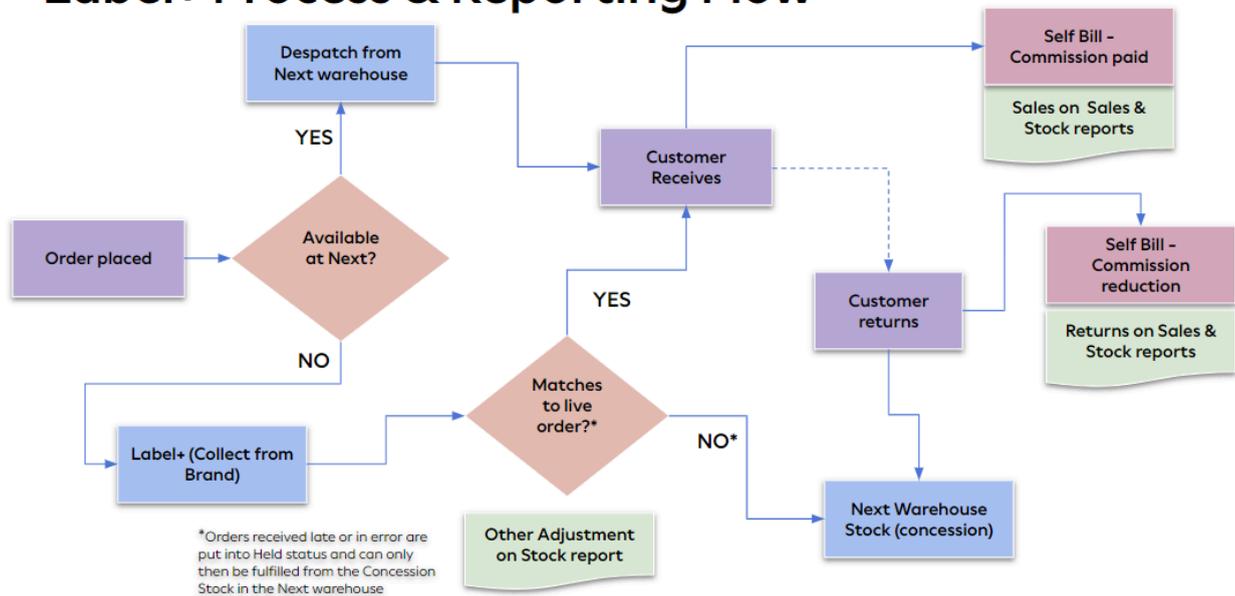
	next chain that the item belongs to	
Group Name	A description of the group name	Boys Clothing
Product Type	Description of the item	T-Shirts
Colour Code	Alphanumeric code to identify the colour	BL012
Option Description	Description of option code	3-4 Yrs
Gender Description	Description of the gender	Girl
Original Selling Price	Full price of the item before discounts	£35.00
LW Despatches TY	Amount of units despatched last week (Sat - Fri)	188
LW Despatches Value TY	Value of despatches last week (Sat - Fri, inc discounts)	£3,760
LW Returns TY	Amount of units returned last week (Sat - Fri)	-17
LW Returns Value TY	Value of returns last week (Sat - Fri, inc discounts)	-£340
LW Nett Sales TY	Amount of units despatched - returns last week (Sat - Fri)	171
LW Nett Sales Value TY	Value of despatches - returns last week (Sat - Fri, inc discounts)	£3,420
Cum Despatches TY	Cumulative Despatches Units This Year Current Season	1000
Cum Despatches Value TY	Cumulative Despatches Values This Year Current Season	£20,000
Cum Returns TY	Cumulative Returns Units This Year Current Season	200
Cum Returns Value TY	Cumulative Returns Values This Year Current Season	£4,000
Cum Nett Sales TY	Cumulative Despatches - Returns Units This Year Current Season	800
Cum Nett Sales Value TY	Cumulative Despatches - Returns Values This Year Current Season	£16,000
TWk Opening Stock	This week Opening Stock Units	1
TWk Opening Stock Val	This week Opening Stock Units * Current Selling Price	£7.50

TWk Total Stock	This week Opening Stock Units + pending commitments that week for wholesale only	1
TWk Total Stock Value	This week Opening Stock Units + pending commitments that week for wholesale only * Current Selling Price	£7.50
Cum Total Stock Received	Opening Stock for the season + receipted units + pending commitments (wholesale only)	6
Cum Total Stock Received Value	Opening Stock for the season + receipted units + pending commitments (wholesale only) * current selling price	£45.00
Cover	Amount of weeks left before stock runs out based on despatches last week and units left	0.5
Total Cover	What we have left in stock from the previous week and what we are expecting	500

## Label Plus Reporting Flow



### Label+ Process & Reporting Flow



NEXT | BRANDS

Label+ process & reporting flow video [here](#)

## FAQs – Next Brands Data files

- Will the reports be sent to my email?
  - No, to access Globalscape sales reports, users must log in to their account and download the reports to their devices. However an SFTP connection can be set up to automatically download the files
- What weeks do the reports run to?
  - Saturday to Friday
- I haven't received my sales report - who do I contact? Please raise a ticket on the Brands Help Site
- I have received my self bill and believe I have been underpaid - who do I contact?
  - Please contact [branded\\_accounts@next.co.uk](mailto:branded_accounts@next.co.uk) with the sales data that you are using as well as the invoice , showing the variance.
- I am missing EAN data from my reports?
  - This will be due to a new item code being created in our systems and the EAN will have been moved to the new item. Please review the new item data instead.
- Can I have a bespoke report so that it fits into our way of working?
  - All of our reports are standardised across our brands.

## Who do I contact about what?

- Invoices, payments and reconciliations - [Branded\\_accounts@next.co.uk](mailto:Branded_accounts@next.co.uk).
  - Please email [Branded\\_accounts@next.co.uk](mailto:Branded_accounts@next.co.uk) with a copy of your sales data source and invoice , stating the variance
- Stock File reconciliations - [Stockrecqueries@next.co.uk](mailto:Stockrecqueries@next.co.uk)
- Sales reports not showing - [Brands Help Site](#)
- Cannot access Globalscape - [Brands Help Site](#)
- Log in queries - [Brands Help Site](#)
- Product data queries e.g. missing EANs - Please contact your merchandiser on the product team
- Why can't I see my Label + (non-stocked) despatches in my daily sales report?
  - Sales are based on being scanned after collection from you. If there are no collections or there's been a delay no sales will show on reports
  - Any queries , please contact [caitlin\\_creedon@next.co.uk](mailto:caitlin_creedon@next.co.uk)
- Why can't I see my sales reports from 2 months ago?
  - All sales reports are archived after 28 days - however, we can still access the sales reports for you.
  - Please request this via the [Brands Help Site](#) , providing your supplier code, Brand name, the report you need and the date of the report.