

SEASONS

WAYS OF WORKING



What we will cover

- Onboarding
- Logistics
- Sales reporting
- Payment
- Contacts

We look forward to working with you.



Onboarding journey



STEP 3:

Collection made

Key contact: imports_seasons@next.co.uk

Collections are arranged through our import team.

Our import team will begin arranging collections 1 week before the opening window via email.



STEP 3:

Delivery Presentation - Refurb minimum requirements

Delivery presentation checklist

- BDCM cartons (**Fig 1**)
- Palletised and shrink wrapped, max height 1.8 metres (**Fig 1**)
- Pink label on carton end (**Fig 1 and 4**)
- Maximum carton weight is 15kg
- Individually polybagged (**Fig 2**)
- EAN/UPC on each unit on a swing tag (**Fig 3**)
- Any mixing separated in bags /card in carton and labelled on exterior

Fig 1:



Fig 2:



Fig 3:



Fig 4:

PROGRAMMED REFURB SEASONS WHOLESALE BRANDS

BOXED (CARTONS) / HANGING / BOXED TO HANGING (please circle)

ADDRESS: Post Room
Next Distribution
Elmsall Gateway
Dale Lane Industrial Estate
South Elmsall
Pontefract
West Yorkshire
WF9 2XS

SUPPLIER NAME:

SIZE / MIXED:

BOOKING REFERENCE:

BOX NUMBER:

CONTRACT / PO NUMBER:

QTY IN CARTON:

STEP 4:

First Delivery



First delivery checklist

- Supplier code received
- PO's received
- Imagery sent
- Logo sent
- Delivery booked
- Pre advice uploaded
- Stock packed adhering to delivery standards
- Haulier provided with copy of booking reference

STEP 5:

Sales reporting

Key contact: Caitlin Creedon

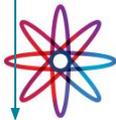


STEP 5:

Globalscape

Same login for everybody

Log in

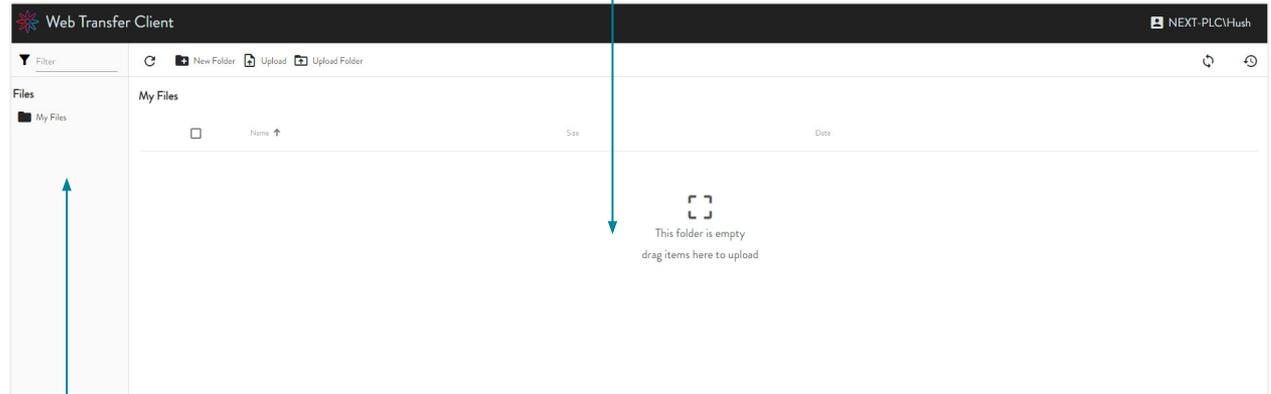


Username: [Forgot Username](#)

Password:

Log in

1. Daily sales report
2. Weekly sales report
3. Weekly stock report



28 day clean up rule

STEP 5:

Globalscape

1. Daily Sales Report

- a. Transaction level report detailing each individual sale and return taken on products
- b. Contains EAN and manufacturer codes

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Source	SupplierC	BIS_Ref_II	ItemOptic	ProductSt	OptionDe	ItemDescr	Subgroup	SubgroupI	EAN	PolledDate	TransDate	CountryCc	SaleUnits	SaleValue	ReturnUn	ReturnVal	FullPriceI	SalesSour	ModelTyp	VATRate	VAT	VATExclut	Commissi	Commission
2	ONL	A11111	1.81E+12	10000118	f		18 GRN LACE	GE15	Generic	NULL	05/08/2018	05/08/2018	GB	1	70	0	0	MD	Online	Concessio	20	11.67	58.33	39	22.75
3	ONL	A11111	1.81E+12	10000212	Pink		6 PINK DR	GE15	Generic	5E+12	05/08/2018	04/08/2018	GB	1	25	0	0	MD	Online	Concessio	20	4.17	20.83	39	8.12
4	ONL	A11111	1.81E+12	10021318	Lace Dress		18 PINK MET.	GE15	Generic	NULL	05/08/2018	03/08/2018	GB	1	24	0	0	MD	Online	Concessio	20	4	20	39	7.8
5	RET	A11111	1.81E+12	10000401	171	ONE	FASINATC	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	1	60	0	0	MD	HUNTINGI	Concessio	20	10	50	40	20
6	ONL	A11111	1.81E+12	10000514	141	MULTI	10 MULTI STR	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	1	33	0	0	MD	Online	Concessio	20	5.5	27.5	39	10.73
7	ONL	A11111	1.81E+12	10000613	987420		8 BLU MAXI	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	0	0	-1	-28	MD	Online	Concessio	20	-4.67	-23.33	39	-9.1
8	ONL	A11111	1.81E+12	10000616	987420		14 BLU MAXI	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	1	35	0	0	MD	Online	Concessio	20	5.83	29.17	39	11.37
9	ONL	A11111	1.81E+12	10000714	101	JACQU	10 BLK DRESS	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	0	0	-1	-160	MD	Online	Concessio	20	-26.67	-133.33	39	-52
10	ONL	A11111	1.81E+12	10000715	101	JACQU	12 BLK DRESS	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	0	0	-1	-160	MD	Online	Concessio	20	-26.67	-133.33	39	-52
11	ONL	A11111	1.81E+12	10000715	101	JACQU	12 BLK DRESS	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	0	0	-1	-60	MD	Online	Concessio	20	-10	-50	39	-19.5
12	ONL	A11111	1.81E+12	10021816	101	OMBR	14 METAL SQ	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	1	45	0	0	MD	Online	Concessio	20	7.5	37.5	39	14.63
13	ONL	A11111	1.81E+12	10021914	101	Pink	10 BLUSH PL	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	1	14	0	0	MD	Online	Concessio	20	2.33	11.67	39	4.55
14	ONL	A11111	1.81E+12	10021914	101	Pink	10 BLUSH PL	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	1	28	0	0	MD	Online	Concessio	20	4.67	23.33	39	9.1
15	ONL	A11111	1.81E+12	10021917	101	Pink	16 BLUSH PL	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	1	20	0	0	MD	Online	Concessio	20	3.33	16.67	39	6.5
16	ONL	A11111	1.81E+12	10021015	15165		12 PINK JUMI	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	1	10	0	0	MD	Online	Concessio	20	1.67	8.33	39	3.25
17	ONL	A11111	1.81E+12	10021016	15165		14 PINK JUMI	GE15	Generic	5E+12	05/08/2018	05/08/2018	DE	1	63.15	0	0	MD	Online	Concessio	23	11.81	51.34	39	20.02
18	ONL	A11111	1.81E+12	10021016	15165		14 PINK JUMI	GE15	Generic	5E+12	05/08/2018	05/08/2018	GB	1	16	0	0	MD	Online	Concessio	20	2.67	13.33	39	5.2

STEP 5:

Globalscape

2. Weekly Sales Report

- a. Tab 1 - Showing weekly sales by brand, gender and product type. Will show data for last week alongside cumulative position each season
- b. Tab 2 - Line level report showing weekly and cumulative sales at size level on all lines
- c. Tab 3 - Summary showing any lines we have less than 4 weeks cover on for replenishment

	C	E	G	J	K	M	P	Q	S	V	X	Y	Z	AD	AI	AH	AI	AL	AN
2	Brand Name - Summary																		
4	Week Commencing Sat 18 Jan 2020																		
7	Brand Total	Full Price	LW	LW	LW	LW	Despatches	LW	LW Return	LW Returns	LW Returns	Returns							
8	Brand Name	Markdown	10,124	£205,399.21	8,135	£152,444.19	34.74 %	-9,701	-£203,662.60	-5187	-£101,265.71	101.12 %							
9	Brand Name	All Sales	16,260	£467,985.28	13,611	£358,804.25	30.43 %	-12,177	-£328,236.22	-7210	-£196,103.04	67.38 %							
10	Brand Name	Full Price	6,136	£262,586.07	5,476	£206,360.06	27.25 %	-2,476	-£124,573.62	-2023	-£94,837.33	31.36 %							
12	Brand Name		LW Despatches TY	LW Despatches Value TY	LW Despatches LY	LW Despatches Value LY	Despatches Var%	LW Returns TY	LW Return Value TY	LW Returns LY	LW Returns Value LY	Returns Var%							
13	Brand Name		16,260	£467,985.28	13,611	£358,804.25	30.43 %	-12,177	-£328,236.22	-7210	-£196,103.04	67.38 %							
15	Gender Description		LW Despatches TY	LW Despatches Value TY	LW Despatches LY	LW Despatches Value LY	Despatches Var%	LW Returns TY	LW Return Value TY	LW Returns LY	LW Returns Value LY	Returns Var%							
16	Female		11,901	£392,435.76	8,302	£275,993.81	42.19 %	-9,326	-£283,788.38	-4744	-£153,752.48	84.57 %							
17	Older Girls		644	£10,249.20	810	£10,117.73	1.30 %	-472	-£6,931.17	-74	-£1,110.21	524.31 %							
18	Male		1,445	£39,101.26	1,813	£42,403.43	-7.79 %	-1,067	-£25,489.14	-1043	-£25,953.28	-1.79 %							
19	Boy		841	£8,524.71	1,481	£18,031.69	-52.72 %	-552	-£4,896.65	-654	-£7,914.58	-38.13 %							
20	Girl		1,429	£17,674.35	1,205	£12,257.59	44.19 %	-760	-£7,130.88	-695	-£7,372.49	-3.28 %							
21																			
23	Product Type		LW Despatches TY	LW Despatches Value TY	LW Despatches LY	LW Despatches Value LY	Despatches Var%	LW Returns TY	LW Return Value TY	LW Returns LY	LW Returns Value LY	Returns Var%							
24	Dresses		2,193	£65,504.97	1,709	£49,823.04	31.48 %	-1,915	-£52,538.37	-942	-£27,558.55	90.64 %							
25	Jumpers		1,228	£37,396.96	1,193	£31,255.66	19.65 %	-849	-£23,021.33	-736	-£18,101.32	27.18 %							
26																			
28	Gender Description	Product Type	LW Despatches TY	LW Despatches Value TY	LW Despatches LY	LW Despatches Value LY	Despatches Var%	LW Returns TY	LW Return Value TY	LW Returns LY	LW Returns Value LY	Returns Var%							
29	Female	Dresses	1,957	£61,621.97	1,421	£46,323.59	33.03 %	-1,794	-£50,928.32	-887	-£26,758.67	90.3%							
30	Boy	Jumpers	21	£301.85	9	£148.05	103.88 %	-14	-£167.42	-13	-£175.10	-4.3%							
31	Older Girls	Dresses	36	£466.02	179	£2,093.39	-77.74 %	-29	-£361.78	-4	-£59.24	510.7%							
32	Older Girls	Jumpers	12	£229.52	37	£680.65	-66.28 %	-6	-£84.56	-2	-£40.00	111.4%							
33	Male	Jumpers	214	£7,325.14	142	£4,246.84	72.48 %	-151	-£4,368.35	-87	-£2,663.44	64.0%							
34	Girl	Dresses	200	£3,416.98	108	£1,397.06	144.58 %	-92	-£1,248.27	-50	-£729.64	71.0%							
35																			

STEP 5:

Globalscape

3. Weekly Stock File

a. Details our stock holding across every line in our warehouse

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
SupplierC	ItemOpti	ProductSt	OptionDe	ItemDesci	Subgroup	Subgroup	EAN	OpeningS	TotalRece	Sales	Returns	FaultySto	RTB	OtherAdj	ClosingStc	Online	InTransit	RetailWhs	RetailStor	BrandName	
A11111	100000000	PINK	X-Small	BLU AERO GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	PINK	Small	BLU AERO GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	PINK	Medium	BLU AERO GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	PINK	Large	BLU AERO GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	PINK	X-Large	BLU AERO GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	PINK	Large	BLA CORE GE15	Generic		5.00E+12	2	0	0	0	0	0	0	2	0	1	1	0	0	2XU
A11111	100000000	PINK	X-Small	BLA AERO GE15	Generic		5.00E+12	257	0	-111	0	0	0	-6	140	140	0	0	0	0	2XU
A11111	100000000	PINK	Small	BLA AERO GE15	Generic		5.00E+12	1	0	0	0	0	0	0	1	1	0	0	0	0	2XU
A11111	100000000	PINK	Medium	BLA AERO GE15	Generic		5.00E+12	2	0	0	0	0	0	-1	1	1	0	0	0	0	2XU
A11111	100000000	PINK	Large	BLA AERO GE15	Generic		5.00E+12	2	0	0	0	0	0	0	2	2	0	0	0	0	2XU
A11111	100000000	PINK	X-Large	BLA AERO GE15	Generic		5.00E+12	1	0	0	0	0	0	0	1	1	0	0	0	0	2XU
A11111	100000000	PINK	X-Small	BLU AERO GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	PINK	Small	BLU AERO GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	PINK	Medium	BLU AERO GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	PINK	Large	BLU AERO GE15	Generic		5.00E+12	400	200	-350	80	4	0	5	339	139	200	0	0	0	2XU
A11111	100000000	PINK	X-Large	BLU AERO GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	STRPSRF	ONE	GRN RUN GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	STRPSRF	ONE	BLA RUN E GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	STRPSRF	Small	WHT VECT GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	STRPSRF	Medium	WHT VECT GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	STRPSRF	Large	WHT VECT GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	STRPSRF	X-Large	WHT VECT GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	STRPSRF	X-Small	BLA AERO GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU
A11111	100000000	STRPSRF	Small	BLA AERO GE15	Generic		5.00E+12	0	0	0	0	0	0	0	0	0	0	0	0	0	2XU

STEP 5:

Trade Updates

4. Frequent Trade Updates

- a. Frequent trade updates and key messages will be shared by the Seasons buying team



STEP 6:

Payments

Key contact: Branded Accounts



STEP 6:

Payments - How we pay you for wholesale contracts

VAT Number: GB923046840

INVOICE

BILL TO
 NEXT PLC
 DESFORD ROAD
 Enderby
 Leicestershire
 LE19 4AT
 UNITED KINGDOM
 VAT Number: GB179765890

DELIVER TO
 102968
 NEXT DISTRIBUTION LTD
 DALE LANE INDUSTRIAL EST.
 ELSMALL WAY WAREHOUSE
 SOUTH ELSMALL
 WF9 2XT
 UNITED KINGDOM
 VAT Number: GB179765890

A2371262

Customer Number	14310	Invoice Number	59023578
Currency	GBP	Invoice Date	28.09.2022
Order Number	0010959203	Invoice Due Date	30.10.2022
Delivery Number	0703699309	Delivery Date	28.09.2022
Customer PO Number	3A309431611641714		
Order Reason	RCO PURCHASE CONTRACT CALL OFF		
Payment Terms	Net 30 Days		

Page 1 of 1

Material	Description	Colour	Size	UoM	Qty	Wholesale Price	Disc %	Net Price	Tax Base	VAT %
M9150C	ALL STAR H BLACK	001 BLACK	3.5	PAA	51	30.46		30.46	1.553.45	20.00
			4.5	PAA	175	30.46		30.46	5.330.50	20.00
			7.5	PAA	117	30.46		30.46	3.583.82	20.00
			8	PAA	195	30.46		30.46	5.970.16	20.00
			*Subtotals		539				16,417.94	

Incoeterms: DDP

Wholesale Amount	Total Discount	Total Units	Net Amount	VAT %	Total VAT	Total Due
16,417.94		539	16,417.94	20.00	3,283.59	19,701.53

To include:

- Supplier code
- VAT number
- Quantity
- Total amount due

1x PO per invoice

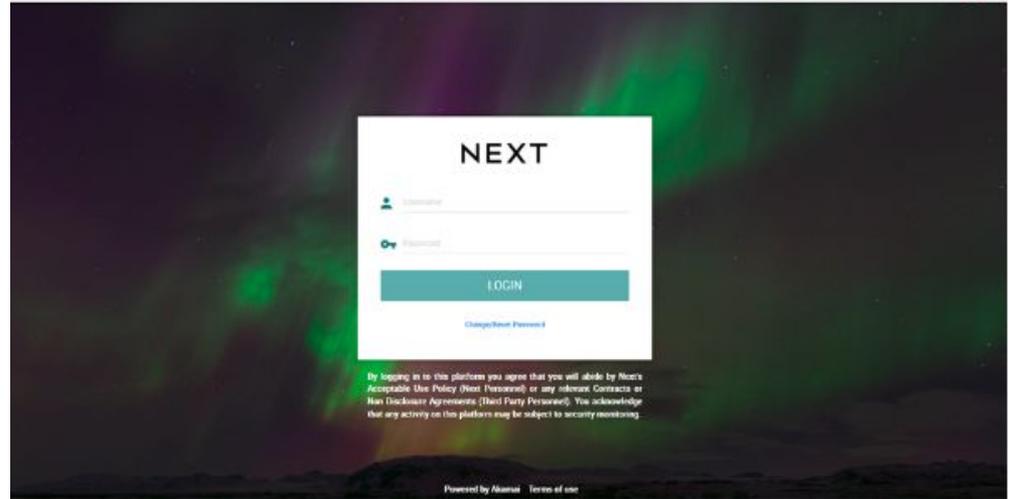
InvoicesToNext@next.co.uk

STEP 6:

Supplier Finance Portal

Provides you with:

- Unpaid invoices
- Debit notes
- Recent payments
- Remittances
- Bank account details and amendments
- Contacts
- Invoices up to 18 months old



Contacts

DATA & BUYING:

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Rachel Hendrickse: Rachel_Hendrickse@next.co.uk

Caleb King: Caleb_King@next.co.uk

LOGISTICS & MERCH:

Gemma Fook: Gemma_Fook@next.co.uk

Ben Roberts: Benjamin_Roberts1@next.co.uk

Imports Team - imports_seasons@next.co.uk

Almedina Ramic: Almedina_Ramic@next.co.uk

REPORTING:

Caitlin Creedon: caitlin_creedon@next.co.uk

FINANCE:

Branded accounts: branded_accounts@next.co.uk