

Power Fashion

A DIVISION OF MR PRICE GROUP LTD

Standard Operation Procedure for Inbound



Appointments

- Secure an appointment by emailing - **bookings@powerfashion.co.za**.
- Appointment requests will not be attended/responded too unless the email is directed to - **bookings@powerfashion.co.za**.
- No appointments will be telephonically secured.
- The **subject line** on your appointment request must read as follows:
Supplier Name – e.g. Power Fashion – Appointment Request – Week 8.
- All orders due for delivery in the same week must be listed in one mail.
- Appointment requests will be responded to within 24 hours of request.
- Appointments must be requested with the below information.

| PO Number | Number of Cartons | Total Units per Order | Ratio pack per Box | Packs per Multibox | Requested Date | Appointment Number | Confirmed Time |
|-----------|-------------------|-----------------------|--------------------|--------------------|----------------|--------------------|----------------|
|-----------|-------------------|-----------------------|--------------------|--------------------|----------------|--------------------|----------------|

- Bookings will be granted according to the PO date/week and **availability of dates and times**, ensure requested dates align with your purchase order.
- Appointments are to be made **two weeks in advance**. All late bookings/deliveries are subject to penalties.
- Please ensure that you request an appointment for the correct retail week.
- All appointments for the requested week must be requested in one email.
- Your Truck should be packed in the same sequence as your appointment has been granted.
- All late deliveries on the appointment day (with communication) will be placed on standby, this means that the truck may or may not be offloaded, if your truck is not offloaded you will need to request a new appointment for the next retail week.
- Trucks arriving late (without communication) will be turned away.
- Since the 1st May 2022, all **vehicles must arrive 1 hour before** your confirmed booking time for quality and document checks. Trucks will only enter the bay once checks have been approved.

Quality Checks

- All orders will be subject to a quality and a box space utilization check.
- All branded labels/tags must be defaced, the brand name must be cut off or coloured with a black marker, to ensure the brand name is not visible.
- Bulk stock will not be accepted if preapproval samples are not sent to the buying team before delivery.
- All sets must be kimbed together at the label, as well as have a sticker that identifies as “Part of a matching set”.
- Goods must be neatly packed to avoid creasing.
- If there are any discrepancies at quality check the order will be failed and the stock will be returned.
- Once the quality check process has been completed and passed you will then proceed to Documents check.

Documents

- Ensure that you have all the **correct documents at point of delivery**:
 - Supplier Tax invoice
 - Delivery note /Packing list
- **All invoices should be correctly addressed to:**
Power Fashion Stores
A Division of Mr Price Group Ltd
350 Umhlangane Road
Riverhorse Valley
Durban
4017
- Documents will be checked to ensure that supplier invoices are in accordance with the stock and purchase order.
- Any discrepancies with the paperwork will cause delays in Trucks proceeding to bays for offloading.
- No over supplies will be accepted on the day of delivery, (only units according to the buyer’s purchase order will be accepted.) any order amendments must be communicated to the merchandise team **5 working days** before confirmed appointment date, so orders can be amended where need be.
- A 2% tolerance on shortages, of the total units of your purchase order will be accepted on the day of delivery, provided that the documents correspond with the stock being delivered.
- No odd cartons will be accepted. Kindly contact your merchandising team before requesting an appointment if your purchase order indicates an odd carton.
- Once the documents check has been completed and passed, the truck proceeds to an available bay, on direction from the Door Controller.

Delivery Process

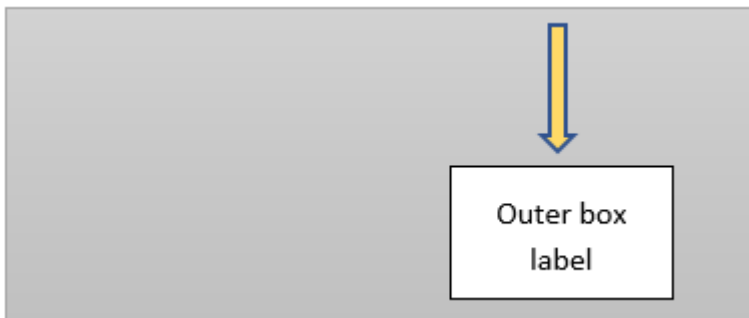
- Once the truck is in the bay the Driver/Assistant will be instructed to pack boxes on a pallet with the labels facing outwards.
- Trucks must be packed in a purchase order sequence. Packing should not delay the off-loading speed.
- Standard number of cartons to be offloaded per bay per hour is **450 cartons** (non conveyor), Conveyor is 750 cartons per bay per hour. Appointments must be requested in accordance with units per order. (Each purchase order will be allocated an individual time slot.)
- Bookings will be calculated and granted per bay per hour. Your labour should be adequate for the number of cartons that you are delivering.
- The minimum labour per delivery is 4 People, this number will increase depending on the number of cartons that are being delivered.
- A penalty will be imposed if delays occur at the bay due to a shortage of labour.
- **NON-Arrivals** on the confirmed appointment date, with out correspondence, will result in cancellations of appointments and penalties being imposed.
- Please note that a closed shoe policy is practiced at Power Fashion DC. Any person who are not compliant with this policy will not be granted access to the Power Fashion site.

Product Labelling/ Packaging

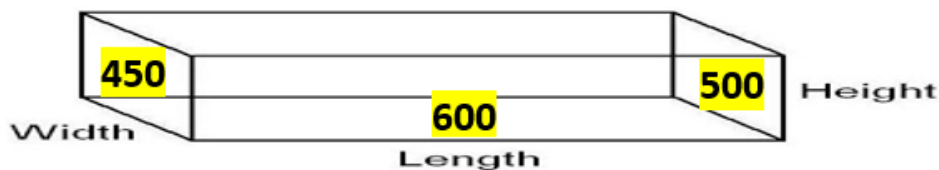
- All orders must be marked and boxed.
- All outer box labels should have the below required information.

| | | | | | |
|------------------|--|--------------------|-------------|--|--|
| QUANTITY | | COLOUR | | | |
| SUPPLIER | | | REF. | | |
| ORDER NO. | | DESCRIPTION | | | |
| SIZE | | | | | |
| QTY | | | | | |
| CTN NO. | | OF | | | |

- All outbox labels must be placed on the long side of the box



- The base of the box should not exceed the following dimensions – 450W x 600L x 500H, as this is the maximum capacity for the conveyor.

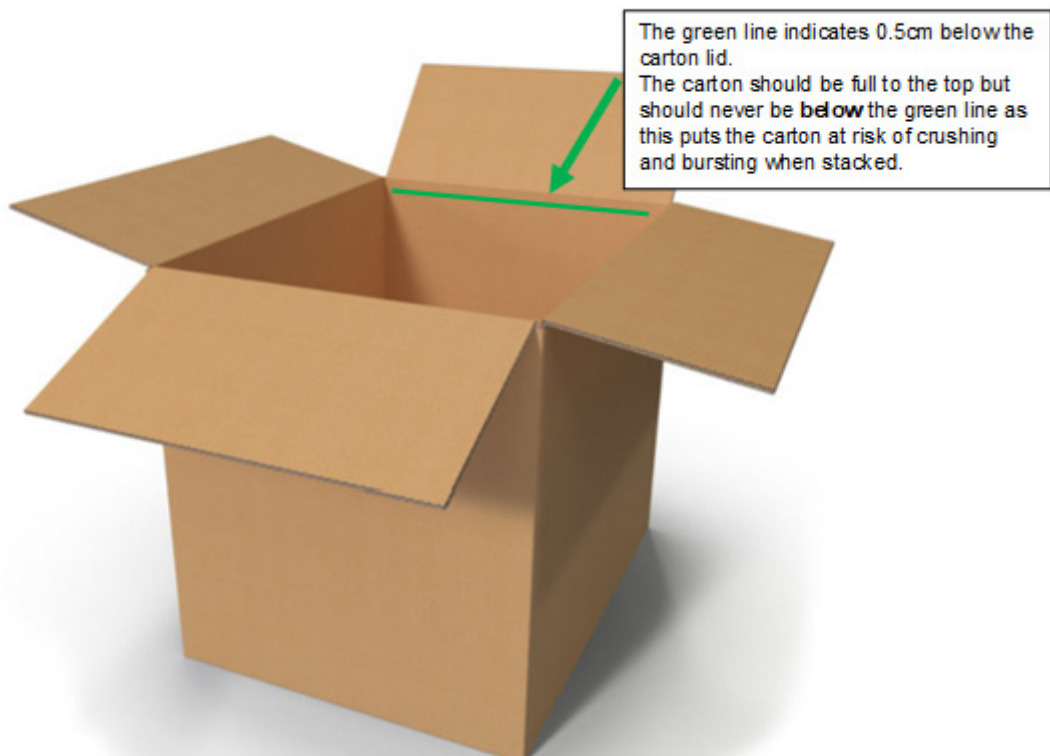


- The allowed sizes for conveyable Prepack cartons is per the below table. **Carton sizes in centimetres.**

| <i>Conveyable carton specifications.</i> | | | | | |
|--|---------|--------|-------|--------|--------|
| | | Length | Width | Height | Weight |
| Prepack cartons | Minimum | 23 | 20 | 10 | 0.9Kg |
| | Maximum | 60 | 45 | 50 | 21.5Kg |

Product Labelling/ Packaging cont.

- Your minimum carton dimension must be **23 x 20 x 10cm**.
- Your maximum carton dimension must be **60 x 45 x 50cm**.
- No damaged boxes will be received.
- All boxes must be flat packed and correctly sealed.
- Over stuffing a carton distorts the shape and the carton is then not able to move on the conveyor system. Bulging cartons will be rejected.
- Under filling will lead to cartons collapsing and bursting open. The contents are then at risk. There should not be more than 0.5cm of space from the top of the packed product and the carton lid. This will help prevent the carton from bursting when packing.
- Underfilled, crushed and damaged cartons will not be received.
- All cartons should be filled to capacity, boxes that are under filled or over filled will be turned away, for re-packing.
- Please use the below guideline as the recommended space utilization.
- Note that there should be no air space within the cartons, except for the space between the lid and green line indicated below.



Product Labelling/ Packaging cont.



- Security tape is not a current requirement.

All boxes must be sealed with **brown buff tape**, no clear tape will be accepted.

- All strapping should be removed from boxes.
- A maximum of 20 cartons per pallet is allowed, depending on the size of the box.

Plastic/Bubble Wrap packaging – is only applicable for jewellery and cosmetics.

- These packs will need to be bubble wrapped, flat packed and tightly sealed.
- Only small packs that cannot fill up the minimum carton size should be packed in plastic/bubble wrap packaging.
- The packs must be ratio packed as per purchase order in even quantities into a master carton.
- The master carton must display a Fragile sticker where applicable.
- Failure to comply with the above requirements will result in delays and deliveries being turned away.

Thanking you in advance for your compliance.

Please sign as acknowledgement of receipt for the above.

Company Name: _____

Acknowledge By: _____

Signature: _____

Date: _____