

# **HOUSE OF FRASER**

## **STOCK MOVEMENTS & STOCK HOLDING SNAP SHOT FILES**

### **A GUIDE FOR SUPPLIERS**

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# 1 Overview

Currently, concession suppliers can receive a daily file detailing sales and refunds. For web concessions there is a further requirement to provide the suppliers with stock movement information and a weekly stock holding snapshot. This is to ensure that the supplier has a complete picture of stock holding for their products within the web operation at the House of Fraser National Distribution centre (NDC) and whether the stock is in a saleable condition or not. This information, together with sales and refunds data, can then be used by the suppliers to manage any stock loss and help drive their replenishment operation.

The stock movements file will be produced daily and will be a combination of two different types of stock transactions, Receipts and Stock Adjustments as defined below.

**Receipts** Receipts transactions will detail at line level stock that has been received from the supplier into the web operation at the NDC. The receipts will be broken down and detail saleable 'Good' stock, and any unsaleable 'Damaged' stock that was identified during the receipting process.

**Stock Adjustments** Stock adjustment transactions will detail at line level any stock adjustments made against the suppliers stock within the web operation at the NDC. This will include stock losses, stock gains and also record where stock has become unsaleable, usually as a result of a customer return that has been receipted back into the NDC but cannot be re-sold.

**Stock Returns** Stock return transactions will detail at line level any stock that has been returned back to the supplier or sent to another location on behalf of the supplier.

In addition to the daily stock movement's file, a weekly stock holding snap shot file will also be produced. It will be created after sales have been processed on a Saturday night and will detail at line level current stock level within the web operation at the NDC for each concession supplier's stock.

The stock holding snapshot will detail two stock figures, 'Saleable' and 'Unsaleable' stock, the definition of which are detailed below.

**Saleable** Saleable stock is stock that is available for sale. This is the stock figure that is also held on the web front end.

**Unsaleable** This is stock that is physically held within the web operation at the NDC but has been deemed to be in an unsaleable condition. This could be due to damaged packaging or damaged item. This stock is not held on the web front end.

Both files will be CSV format, and depending on the supplier requirement, will either be posted onto an FTP site within the **Outgoing > Stock** directory where the supplier can retrieve them, or attached to an email and sent to the supplier.

## 2 Stock Movements file

The stock movements file will detail all stock receipts including damages, stock adjustments or stock status changes that occur in web operation at the NDC where a product has become unsaleable. In addition, it will include any stock returns to the supplier.

The file will be created each night and will be available for suppliers the next morning.

The CSV file to the supplier will contain 3 file types: 'RECEIPT' , 'STKADJ' and 'RETURN'; the data on the file will be dependant on the file type as detailed below.

### 2.1 Receipt Record type

The Receipts (RECEIPT) file type records any stock receipts including damaged that have taken place in web operation for the concession supplier's products since the last file was created.

The receipt file type layout to the supplier is detailed below.

Field	Data	Description
Tran Type	'RECEIPT'	Transaction type
Tran Date	DD/MM/YYYY	Date the transaction was made
Supplier Number	House of Fraser supplier number	House of Fraser supplier number
EAN	Product EAN code	Supplier EAN code
SKU Code	HoF retail product ID	House of Fraser retail product ID
Qty received sign	0 = '+'	This will always be 0 (+) as the quantity received cannot be negative.
Qty Received	Total units received Including any damaged units	Total quantity of units received for EAN, including damaged stock
Qty damaged sign	0 = '+'	This will always be 0 (+), as the damaged quantity cannot be negative.
Qty Damaged	Units receipted as damaged	Total quantity of units receipted as damaged
Ref_field_1	ART_GRN_ID	House of Fraser unique identifier for the receipt, this is to aid investigations in the event that the supplier queries the receipt
Ref_field_2	Spare field for future use	N/A
Ref_field_3	Spare field for future use	N/A
Ref_field_4	Spare field for future use	N/A
Ref_field_5	Spare field for future use	N/A

***NB. As the quantity received includes damaged stock, to determine the good stock that has been receipted the supplier needs to subtract the qty damaged from the qty received.***

## 2.2 Stock Adjustment file type

The stock adjustment (STKADJ) file type records any stock adjustments or stock status changes that have taken place in the web operation for the concession supplier's products since the last file was created.

The stock adjustment file layout to the supplier is detailed below.

Field	Data	Description
Tran Type	'STKADJ'	Transaction type
Tran Date	DD/MM/YYYY	Date the transaction was made
Supplier Number	House of Fraser supplier number	House of Fraser supplier number
EAN	Product EAN code	Supplier EAN code
SKU Code	HoF retail product ID	House of Fraser retail product ID to aid investigations
Free Adj sign	0 = '+' and 1 = '-'	Denotes whether the adjustment to Free qty is a + or -value
Free Adj	Adjustment qty against free stock in 1097	Any adjustment to free stock. This will be either from a stock adjustment resulting in stock being lost or found, or from stock being locked / unlocked from an unsaleable stock position
Unsaleable Adj sign	0 = '+' and 1 = '-'	Denotes whether the adjustment to unsaleable qty is a + or -value
Unsaleable Adj	Adjustment qty against unsaleable in 1097	Adjustments made to unsaleable where the stock has been locked or unlocked. This field will not be populated when stock has been adjusted from Free as part of a Cycle count or stock becoming lost / found. In these instances the Free Adj quantity should only be populated.
Reason	Reason description for the adjustment	Reason for the stock adjustment or the locking / unlocking of a product
Ref_field_1	ART_SA_ID	House of Fraser unique identifier for the adjustment, this is aid investigations into when and why an adjustment was made.
Ref_field_2	Spare field for future use	N/A
Ref_field_3	Spare field for future use	N/A
Ref_field_4	Spare field for future use	N/A
Ref_field_5	Spare field for future use	N/A

### 2.3 Stock Return file type

The stock return (RETURN) file type records any stock returns back to the supplier, or stock sent to another location on behalf of the supplier, that have taken place in the web operation for the concession supplier's products since the last file was created.

Field	Data	Description
Tran Type	'RETURN'	Transaction type
Tran Date	DD/MM/YYYY	Date the transaction was made
Supplier Number	House of Fraser supplier number	House of Fraser supplier number
EAN	Product EAN code	Supplier EAN code
SKU Code	HoF retail product ID	House of Fraser retail product ID to aid investigations
Returned Free Qty sign	0 = '+' and 1 = '-'	Denotes whether the Free 'Saleable' qty is a + or -value.
Returned Free Qty	Qty of 'saleable' stock returned	Amount of saleable units returned to supplier from web operation at the NDC.
Unsaleable Qty Sign	0 = '+' and 1 = '-'	Denotes whether the Unsaleable qty is a + or -value
Returned Unsaleable Qty	Qty of unsaleable stock returned	Amount of unsaleable units returned to supplier from web operation at the NDC.
Ref_field_1	SRT_ID	House of Fraser unique identifier for the return, this is to aid investigations into when and why an adjustment was made.
Ref_field_2	Spare field for future use	N/A
Ref_field_3	Spare field for future use	N/A
Ref_field_4	Spare field for future use	N/A
Ref_field_5	Spare field for future use	N/A



### 3 Stock Holding Snap Shot file

The stock holding snap shot file will be created once a week and will be available to the suppliers on a Sunday morning. It will detail the stock holding both 'Free' and 'Unsaleable' stock within the web operation.

The stock holding snap shot file layout to the supplier is detailed below.

#### 3.1 Stock Holding Snap Shot file layout

Field	Data	Description
Tran Type	'SNAPSHOT'	Transaction type
Tran Date	DD/MM/YYYY	Date the transaction was made
Supplier number	House of Fraser supplier number	House of Fraser supplier number
EAN	Product EAN code	Supplier EAN code
SKU Code	HoF retail product ID	House of Fraser retail product ID to aid investigations
Free Qty sign	0 = '+' and 1 = '-'	Denotes whether the Free 'Saleable' qty is a + or -value
Free Qty	Free Stock Quantity	Free 'Saleable' quantity
Unsaleable Qty Sign	0 = '+' and 1 = '-'	Denotes whether the Unsaleable qty is a + or -value
Unsaleable Qty	Unsaleable Quantity	Unsaleable stock quantity
Ref_field_1	Spare field for future use	N/A
Ref_field_2	Spare field for future use	N/A
Ref_field_3	Spare field for future use	N/A
Ref_field_4	Spare field for future use	N/A
Ref_field_5	Spare field for future use	N/A
Ref_field_6	Spare field for future use	N/A
Ref_field_7	Spare field for future use	N/A
Ref_field_8	Spare field for future use	N/A
Ref_field_9	Spare field for future use	N/A
Ref_field_10	Spare field for future use	N/A

## 4 Example CSV file layouts

### 4.1 Stock Movements file

```
RECEIPT,17/07/2009,1234567,5015311170101,106019993,25,2,179818,,,,,  
STKADJ,17/07/2009,1234567,5015311170101,106019993,0,1,,,CYCLE COUNT,179819,,,,,  
STKADJ,17/07/2009, 1234567,5015311170101,106019993,1,1,0,1,DAMAGED PACKAGING,179820,,,,,
```

### 4.2 Stock Holding Snap Shot file

```
SNAPSHOT,18/07/2009,1234567, 5015311170101,106019993,0,25,0,3,,,,,,,,,,,,,
```