
HOUSE OF FRASER

ASN OPERATIONAL & TECHNICAL GUIDE

A GUIDE FOR SUPPLIERS

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1. CONTACTS

Contact	Phone	Email
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NDC Bookings	0844 800 3777	Ndc-bookings@hof.co.uk

2. Overview

House of Fraser requires Advanced Shipping Notices (ASNs) for all types of orders into our National Distribution Centre (NDC) in Wellingborough from all suppliers.

This is due to implementing a new Warehouse Management System which brings benefits to both House of Fraser (HoF) and its suppliers as increased efficiencies result in a reduction in the supply chain cycle and merchandise reaches the sales floor faster. This, in turn, results in better replenishment and increased sales.

The initiative calls for ASNs to be produced by the Supplier for Cross Dock and Non Cross Dock Orders. This will enable the NDC to create a booking for the Supplier and pre-plan resource in order to complete the receiving of the delivery in a more efficient manner.

Once an ASN has been transmitted to House of Fraser, the supplier will be able to contact the NDC and request a booking slot. The booking can have more than one Non Cross Dock ASN associated to it, however a Cross Dock ASN must have separate booking slots created, these can be booked at the same time in a block delivery time slot.

3. Communication Options

There are three options for creating an ASN on the new House of Fraser Warehouse Management Systems.

The first method involves the use of a system(s) that can communicate delivery details for Cross Dock and Non Cross Dock orders to House of Fraser in the following message format; EDIFACT (DESADV) via either an FTP or EDI communication method.

The second method (Extranet site) allows a user to produce an ASN online and should be used when it is not possible to produce an ASN via the first two methods.

Access to the HoF FTP server and /or the HoF Supplier Extranet will be provided by the House of Fraser supplier registration team when they receive a correctly completed Connection registration form from you.

3.1. Option 1 - File Transfer Protocol

House of Fraser can receive ASNs sent via FTP in the following format.

3.1.2.1. EDI format

ASNs sent in an EDI format will be based on the EDIFACT Despatch Advice message. Documents defining the format and layout are available from the supplier information site under the Bulk Deliveries and Cross Dock sections.

Note: - See section 3.2

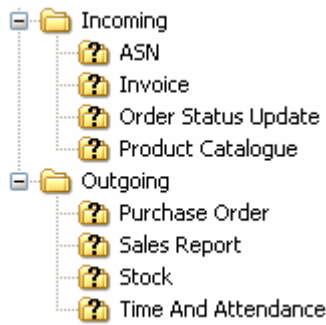
- Optional sections have been highlighted for Non Cross Dock orders

3.1.1. FTP Directory Structure

When connections are made to the FTP server, Suppliers will have access to a private directory that can only be accessed by that supplier.

The directory has a folder structure which is divided into two main sections, based on the direction of the message flow, i.e.

- Incoming – From a Supplier to House of Fraser.
- Outgoing – From House of Fraser to a Supplier.



3.1.2.1. Incoming

ASNs sent to House of Fraser will need to be placed within the ASN folder. If the ASN is placed in any other folder, it will not be collected by House of Fraser systems

3.2. Option 1 - Electronic Data Interchange

The format for ASNs sent via EDI is based on the EDIFACT message standard, the format and layout is defined in a document on the supplier information site, under the Bulk Deliveries and Cross Dock Sections.

ASNs received for Cross Dock deliveries detail the products and item quantities within a container and the House of Fraser store destination of each of the containers.

The same message format will be used for Non Cross Dock orders; however, ASNs for Non Cross Dock orders do not need to detail container and store information. These sections should be left empty.

Note: - Optional sections have been highlighted for Non Cross Dock orders

3.3. Option 2 - Extranet Site

The House of Fraser Extranet site is accessed via the internet and therefore requires you to have internet access.

Access to the ASN entry screen will be via the extranet's main menu, this screen will allow the creation of ASNs for all delivery types. It also allows you to print off labels for Cross Dock ASNs and an ASN confirmation page for your own records.

The following steps outline how the Extranet screens work.

3.3.1. ASN Creation

Details of functionality of the extranet application can be found under the Bulk and Cross Dock Sections of the Supplier Information site:

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- [Click here for Bulk](#)
 - [Click here for Cross Dock](#)

In addition to the creation of ASNs, the extranet allow a supplier to review previously created ASNs.

3.3.2. Extranet Access Requirements

In order to correctly access & use the Extranet site, you will need to have Internet access. House of Fraser recommends that you use either Internet Explorer version 7 (or higher) or a similar browser (Firefox / Safari / Google Chrome / Opera)

In order to view the Extranet site correctly House of Fraser also recommend that the Screen Resolution on the computer you use is set to 1024 x 768 pixels.

3.3.3. Booking Information

After the creation of your ASN(s), to arrange a booking into the NDC, please carry out the appropriate process:

If you use nominated carriers, please contact the carrier to arrange a booking into the NDC.

If you deliver product into the NDC, please call the NDC Booking Office on 0844 800 3777 to arrange a booking.