

HOUSE OF FRASER

ORDERS BY EMAIL BULK MESSAGE FORMAT

A GUIDE FOR SUPPLIERS

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1. OVERVIEW

1.1 Introduction

This document shows the Orders by Email message format that House of Fraser offers for bulk orders.

House of Fraser requires Orders by Email to be sent to a group email account rather than an individual one.

2. SAMPLE NON-CROSS DOCK ORDER PDF

HOUSE OF FRASER

House of Fraser (Stores) Limited
 Central Buying Office
 for the House of Fraser Group
 27 Baker Street, London, W1U 8AH
 Telephone: 0207 003 4000
 Registered No. 10677 in Scotland
 V.A.T Registered No. 259 9768 79
 Registered Office: Granite House,
 31 Stockwell Street
 Glasgow G1 4RZ

PURCHASE ORDER Page 1 of 1 Date Produced 15 NOV 2006

SUPPLIER Account No. 1234567

SUPPLIER
 ADDRESS LINE 1
 ADDRESS LINE 2
 ADDRESS LINE 3
 POST CODE
 COUNTRY

Reference - Please Quote in Full on all Invoices, Packing Notes

and Correspondence

Purchase Order No. : 123456 ver.1

Department : 9999 Dept Desc

Order Type : ORIGINAL

Delivery Date : 15 NOV 2006

Cancellation Date : 27 NOV 2006

Freight Method : By Road, Cost & Freight, to NDC

Special Instructions

Instruction Type	Article	Item	Instructions
Labelling			
Packaging			
Special	All Articles	All Items	Please deliver direct to NDC. Bookings in telephone number 01908 354 801 or e-mail ndc-bookings@hof.co.uk Any queries please contact Sophie on 0870 160 7225 ext. 2552 or e-mail stibbetts@hof.co.uk
Special	All Articles	All Items	This order is subject to cancellation if the Cancellation Date is not met.

Line No.	Item No.	Description	Purchasing Multiple	Supplier Reference	Total Units	Unit CPT GBP	Total CPT GBP	Ticket Price
1	953038946	Product 1	6 (6)		90	9.50	855.00	16.75
2	953042432	Product 2	6 (6)		24	14.87	356.88	24.95
3	953042440	Product 3	6 (6)		12	20.82	249.84	34.95

Delivery Address :
 1600
 NATIONAL DIST. CENTRE
 THE APEX
 NORTHFIELD DRIVE
 NORTHFIELD
 MILTON KEYNES
 MK15 0DB

Trading Terms and Conditions:

Acceptance of this Agreement or Purchase Order constitutes acceptance of the terms and conditions specified in the House of Fraser Supplier Manual - Working with Suppliers

Total Units on Order 126

Total Cost Value GBP 1,461.72