
HOUSE OF FRASER

ORDERS BY EMAIL CROSS DOCK MESSAGE FORMAT

A GUIDE FOR SUPPLIERS

TABLE OF CONTENTS

- 1. OVERVIEW 3
 - 1.1 Introduction 3
- 2. Sample Cross Dock Order PDF 4

1. OVERVIEW

1.1 Introduction

This document shows the Orders by Email message format that House of Fraser offers. You can receive your Purchase Orders in an email with PDF attachment.

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

In this document an example Orders by Email message for Cross Dock is displayed.

2. SAMPLE 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 2 Date Produced 01 AUG 2008

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.2
 Department : 9999 Dept Desc

Order Type : AMENDED
 Delivery Date : 24 AUG 2008
 Cancellation Date : 24 AUG 2008
 Freight Method : By Road, Cost & Freight, to Stores

Special Instructions:

Instruction Type	Article	Item	Instructions
Labelling			
Packaging			
Special	All Articles	All Items	This order is subject to cancellation if the Cancellation Date is not met.

TOTAL PRODUCTS ON THE ORDER - THIS SUMMARY TOTALS THE PRODUCTS LISTED AGAINST THE INDIVIDUAL STORE ALLOCATIONS AND HAS BEEN PROVIDED TO ASSIST SOME SUPPLIERS WITH THEIR PICKING OPERATION. PLEASE ENSURE YOU PACK THIS ORDER BY STORE AS REQUIRED FOR CROSS DOCK ORDERS.

Line No.	Article / Item No.	Description Colour	Purchasing Multiple	Supplier Reference	Total Units	Unit CPTC GBP	Total CPTC GBP	Ticket Price
1	C309792 806017370	Product 1 Red	ONE (1)	4143386	24	10.51	252.24	21.00

Store Number : 0727 **Store ANA:** 5019589007277 **Store Name:** SWINDON

Line No.	Article / Item No.	Description Colour	Purchasing Multiple	Supplier Reference	Total Units	Unit CPTC GBP	Total CPTC GBP	Ticket Price
1	C309792 806017370	Product 1 Red	ONE (1)	4143386	14	10.51	147.14	21.00

Store Number : 1008 **Store ANA:** 5019589010086 **Store Name:** OXFORD STREET

Line No.	Article / Item No.	Description Colour	Purchasing Multiple	Supplier Reference	Total Units	Unit CPTC GBP	Total CPTC GBP	Ticket Price
1	C309792 806017370	Product 1 Red	ONE (1)	4143386	10	10.51	105.10	21.00

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Glasgow G1 4RZ

PURCHASE ORDER

Page 2 of 2

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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.2
Department : 9999 Dept Desc

Order Type : AMENDED
Delivery Date : 24 AUG 2008
Cancellation Date : 24 AUG 2008
Freight Method : By Road, Cost & Freight, to Stores

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 24

Total Cost Value **GBP** 252.24