

Purpose

The purpose of the **Woolworths Produce Article Form (WPAF)** is to provide Woolworths¹ with details relating to Produce Articles which are supplied by a Trade Partner.

This form is used to introduce a new article or make changes to an existing article.

The information entered within the form is used to set-up, maintain and manage article records to buy and sell goods.

The WPAF is applicable to the Produce Trading Department within Woolworths Supermarkets Australia, Countdown New Zealand, and Thomas Dux Grocer Australia.

Key Things You Need to Know

- Woolworths uses a merchandising system called “SAP”. An “Article” is an SAP term for an item and refers to a single product or Stock Keeping Unit (SKU). **“Article” will be used in place of the term “product” in this guide.**
- Trade Partners will be required to submit the WPAF when Woolworths introduces new lines into the category or wishes to introduce a new order multiple (OM) for an existing article.
- Trade Partners must discuss any Article submissions that are not initiated by a Woolworths Business/Category Manager and/or Buyer with Woolworths before submitting the WPAF.
- The WPAF is a dynamic form which consists of several key sections which open and/or close depending upon the selections made during its completion. It will be used by Trade Partners and Woolworths internal staff.
- Trade Partners are also required to provide the following attachments when submitting the form:
 - GS1net Barcode Verification Report for EANs for non branded articles.
 - Sample Submission Specification (SSS) for prepackaged Woolworths branded articles (e.g. Fresh Cuts and Nuts)
- The form includes validation that the mandatory and conditional fields have been completed as required. It does not confirm that the information entered by Trade Partners into the form is correct.
- The completed form can be saved to any hard drive for recall and reuse.
- To submit the form, Trade Partners will be required to manually input an email address into the ‘TO’ field once the submit button has been selected to ensure it reaches the intended recipient.

Technical Requirements

For form submission Trade Partners will be required to have an email address and internet connection.

At a minimum Adobe Reader version 8.2.0 will be required, which can be downloaded at no cost from <http://www.adobe.com/downloads/>.

Adobe System Requirements for Adobe Reader 8.2.0 are as follows:

Windows

- Intel Pentium® III or equivalent processor
- Microsoft® Windows® 2000 with Service Pack 4; Windows Server® 2003 (32-bit or 64-bit editions) with Service Pack 1; Windows XP® Professional, Home, Tablet PC(32-bit or 64-bit editions) with Service Pack 2 or 3(32-bit or 64-bit editions); or Windows Vista® Home Basic, Home Premium, Ultimate, Business, or Enterprise with Service Pack 1 or 2 (32-bit or 64-bit editions)
- 128MB of RAM (256MB recommended for complex forms or large documents)
- 170MB of available hard-disk space
- Microsoft Internet Explorer 6.0 or 7.0, Firefox 1.5 or 2.0, Mozilla 1.7, AOL 9

Macintosh

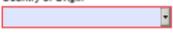
- PowerPC G3, G4, G5 or Intel processor
- Mac OS X v10.4.11 or above
- 128MB of RAM (256MB recommended for complex forms or large documents)
- 170MB of available hard-disk space (additional space required for installation)

¹ When referring to ‘Woolworths’ this includes Woolworths’ businesses in Australia and Progressive Enterprises in New Zealand for Produce only.

Form Features

The form is in Adobe format and utilizes key features for ease of use.

Explained below are the different symbols and input mechanisms that are used to help navigation within the form.

Symbol	Symbol Information
	Asterix Icon A red asterisk (*) next to a field name indicates that the field is a Mandatory field.
	Red Border Appears around a field input box indicating that the field is a Mandatory field. The Red Border will appear where a field name has a red asterisk (*) and the "Highlight Fields" function is active (top right hand corner). 
	Blue filled Input Box A blue filled input box indicates that the box is editable and information can be entered.
	Option Boxes <ul style="list-style-type: none"> Option boxes are used to indicate that an option needs to be selected. Option boxes are represented in a circle format. To select an Option Box, click on the box with your cursor to activate the selection .
	Grey filled Input Box A grey filled input box indicates that the box is not editable and information cannot be entered. Grey filled input boxes are often conditional fields that require another option to be selected for it to become a blue filled input box.
	Drop Down List Drop down lists contain information

Country of Origin relating to the field heading.
To access the required information, click on the arrow to display the options in the drop down list.



Check Boxes

- Check boxes are used to indicate that an option needs to be selected.
- Check boxes are represented in a box format.
- To select a Check Box, click on the box with your cursor to activate the selection .

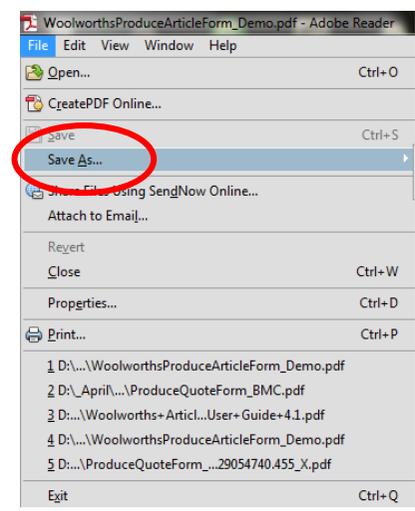
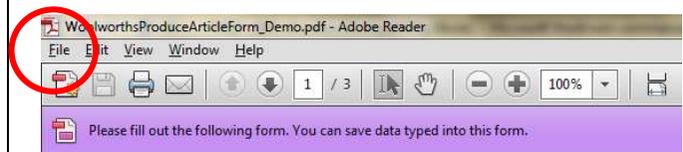
Calendar

- Calendars will appear in fields which require date entries. To activate the calendar, click within the field and then on the drop down arrow.
- A date can be selected by choosing the appropriate month and day. This will then enter the date into the field in the dd/mm/yyyy format.
- Use the calendar arrows to navigate back and forward to select the month and then the day.

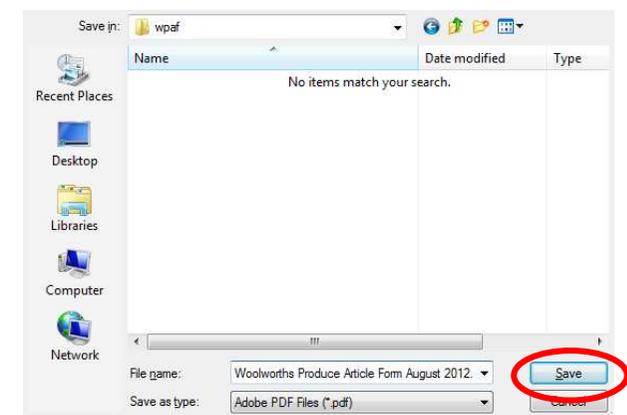


Saving the Template

- To save a copy of the template, click on the **File** menu.
- Click on the **Save As** option.



3. Select a location to save the template.



Click on the  button.

Note: The same steps can be followed to save a completed form for electronic filing.

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Page 1
 Print blank form for manual completion

Select to be printed on Woolworths Limited National Vendor Trading Terms

Vendor Details

Vendor No.*	Contact Name *
Vendor Name *	Contact Phone Number *
Contact Email *	Woolworths Business / Category Manager *

Article Details

Article Description *	Base UOM *	Target Market *
Vendor Item Code	<input type="radio"/> AUS <input type="radio"/> NZ	
Woolworths Article No.		

Key Dates

Start Date: Article Availability *	Change Date Effective *
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Article Classification

Article Labelled in Store
 Private Label Article
 Pay By Scan

Inventory-Cost
 Commission

Article Additional Attributes

Country of Origin *	Minimum Shelf Life	Maximum Shelf Life	
Transport Temperature Range	Is item sale or return? <input type="checkbox"/>	Odour Indicator	Ethylene Indicator

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Tax

GST tax rate: %

Pack Details

ATTRIBUTE	CONSUMER UNIT <input type="checkbox"/>	INNER PACK <input type="checkbox"/>	OUTER CASE <input type="checkbox"/>
GTIN			
Multiple Consumer Unit GTINs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of Consumer Units			
Consumer Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orderable Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Height (mm)			
Width (mm)			
Depth (mm)			
Gross weight (Kg)			
Net weight (Kg)			
Cases per Layer (TI)			
Layers per Pallet (HI)			
Packaging Material Code			



Figure 1. Packaging dimensions



Figure 2. Pallet information

Comments

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Messages



Vendor Details Section

Vendor Details

Vendor No.*	Contact Name *
Vendor Name *	Contact Phone Number *
Contact Email *	Woolworths Business / Category Manager *

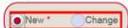
The following table contains the requirements of the Vendor Details fields.

Field Name	Field Information
Vendor No.	This is the Vendor Number as documented on the Woolworths issued Remittance Advice or the Produce Vendor Quote (PVQ) form.
Vendor Name	The Company Trading Name.
Contact E-mail	The email address of the submitter of the form.
Contact Name	The name of the submitter of the form.
Contact Phone Number	The phone number of the submitter of the form. The number must include the area code.
Woolworths Business / Category Manager	The name of the Woolworths Business / Category Manager that the Trade Partner deals with for this article.

Article Details Section

Based on the initial selection of either “New” or “Change” certain fields will become active or inactive.

If option “New” article is selected, then the Article Details field for “Woolworths Article No” will not be editable. (See below for further information)



Article Details

Article Description *	Base UOM *	Target Market *
Vendor Item Code		<input type="radio"/> AUS <input type="radio"/> NZ
Woolworths Article No.		

If option “Change” article is selected, then the Article Details field for Base Unit of Measure (UOM) will be not editable. (See below for further information)



Article Details

Article Description	Base UOM	Target Market *
Vendor Item Code		<input type="radio"/> AUS <input type="radio"/> NZ
Woolworths Article No.		

The following table contains the requirements of the Article Details fields.

Field Name	Field Information
ARTICLE DESCRIPTION	The article description will need to be entered by the Trade Partner in the following order: Brand Optional (O), Product Mandatory (M), Variant (O), Size (Consumer - Prepacked articles) (O). e.g. Berry Strawberry 250g 12EA
VENDOR ITEM CODE	Trade partner internal item code can be entered in this field, however it is not mandatory.
WOOLWORTHS	This field is only used when making

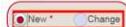
ARTICLE NO	changes to an existing Woolworths article, however it is not mandatory.
BASE UOM	The Base (UOM) refers to how the article is sold to the consumer at the point of sale. There are 2 options: Sold by Each and Sold by Kilogram. This field is mandatory when introducing a new article but cannot be adjusted when submitting the form for a change.
TARGET MARKET	This is the country that the article will be supplied to, AUS for Australia or NZ for New Zealand.

Key Dates Section

Based on the initial selection of either “New” or “Change” certain fields will become active or inactive.

If option “New” article is selected, then the Key Dates field “Start Date: Article Availability” will be displayed.

This is the date the article will be available for ordering.

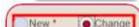


Key Dates

Start Date: Article Availability *

If option “Change” article is selected, then the Key Dates “Change Date Effective” field will be displayed.

This is the date when the changes will take effect.



Key Dates

Change Date Effective *

Article Classification Section

Article Labelled in Store Private Label Article Pay By Scan

There are three (3) options of in the article classification section:

- Article Labeled in Store - To be selected when the article will be labeled in Store.

- Private Label Article: To be selected when supplying articles that contain Woolworths or Countdown branded packaging, which has been previously agreed with Woolworths.
- Pay by Scan: To be selected when you have an agreement with Woolworths to follow a Pay By Scan model.
 - When selecting Pay By Scan you can select “Inventory Cost” or “Commission”, if “Commission” the rate needs to be specified.

Pay By Scan Inventory-Cost Commission Commission Rate *

Article Additional Attributes Section

Article Additional Attributes

Country of Origin *	Minimum Shelf Life	Maximum Shelf Life
Transport Temperature Range	Is item sale or return? <input type="checkbox"/>	Odour Indicator <input type="checkbox"/> Ethylene Indicator <input type="checkbox"/>

The following table contains the requirements of the Article Additional Attributes fields.

Field Name	Field Information
Country of Origin	The country where the article is manufactured or grown. This article can be selected from the drop down list.
Transport Temperature Range	The temperature range which the article will be transported. If left blank, Primary Freight will assume Ambient temperature. Only applicable if article is on primary freight.
Minimum Shelf Life	Minimum number of days that Woolworths has to sell the article after it is received into a DC or store.
Maximum Shelf Life	Maximum number of days that Woolworths has to sell the article after it is received into a DC or store.
Is item sale or	Item Sale or Return relates to whether

return?	the article can be returned to the Trade Partner, if it is not sold in store by a certain date.
Odour Indicator	This needs to be selected if it is a Primary Freight article. Indicates if the article emits or absorbs an odour. If this is left blank it will be assumed that the article does not emit or absorb an odour (i.e. N-Neutral).
Ethylene Indicator	This needs to be selected if it is a Primary Freight article. Indicates if the article emits or absorbs ethylene. If this is left blank it will be assumed that the article does not emit or absorb ethylene (i.e. N-Neutral).

Tax Section

Tax

GST tax rate * %

This is the GST rate that applies when the consumer purchases the article. In New Zealand, a 15% GST rate always applies.

Pack Details Section

ATTRIBUTE	CONSUMER UNIT	INNER PACK	OUTER CASE
GTIN			
Multiple Consumer Unit GTINs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of Consumer Units			
Consumer Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orderable Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Height (mm)			
Width (mm)			
Depth (mm)			
Gross weight (Kg)			
Net weight (Kg)			
Cases per Layer (TI)			
Layers per Pallet (HI)			
Packaging Material Code			



Figure 1. Packaging dimensions



Figure 2. Pallet information

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This section contains three (3) columns.

- Consumer Unit – This is the unit that the end consumer purchases from a store.
- Inner Pack – This is a package within the outer case. Not all articles have inners.
NOTE: The Inner Pack column will not be used but will remain on the form for potential future use.
- Outer Case – This is commonly known as the “Shipper”, “Outer” or “Vendor Pack”. This is the quantity that Woolworths will purchase from the Trade Partner.

The following table contains the requirements of the Article Details fields.

Field Name	Field Information
GTIN	The GTIN is a numerical value that uniquely identifies a trade item and is the barcode number on the article. This will be used to identify articles and units of measure of an article. A GTIN is also known as the EAN on the Consumer Unit and the TUN on the Outer Case.

MULTIPLE CONSUMER UNIT GTINs	This field will be used when the Outer Case contains more than one (1) consumer unit. A “Multiple Consumer Unit GTINs” table will appear, enter in the GTIN and quantity.
NUMBER OF CONSUMER UNIT	The number of consumer units that are sold to the customer in store. NOTE: In the Consumer Unit column, the <i>Number of Consumer Units</i> will default to one (1).
CONSUMER UNIT	Identifies the unit that is sold to the end consumer at the point of sale in a store.
ORDERABLE UNIT	Specifies the GTIN used by Woolworths to order the article from the Trade Partner. The highest level GTIN should be checked as the orderable unit.
HEIGHT (MM)	The vertical dimension of the consumer unit/inner pack/outer case. (Refer to Figure 1).
WIDTH (MM)	The longest horizontal dimension of the consumer unit/inner pack/outer case. (Refer to Figure 1).
DEPTH (MM)	The shorter horizontal dimension of the consumer unit/inner pack/outer case. (Refer to Figure 1).
GROSS WEIGHT (KG)	Weight of the consumer unit/inner pack/outer case, including article and packaging.
NET WEIGHT (KG)	Weight of the consumer unit/inner pack/outer case, without the packaging.
CASES PER LAYER (TI)	The amount of cases (carton) per pallet layer. (Refer to Figure 2).
LAYERS PER PALLET (HI)	The amount of layers per pallet. (Refer to Figure 2).
PACKAGING MATERIAL CODE	Packaging material code is the type of packaging material, which defines what the packaging is made of. NOTE: Please choose majority packaging.

If “Multiple Consumer Unit GTINs tick box is selected, the table below will appear. Enter the GTIN and quantity. You

can add more lines by clicking the  button.

Multiple Consumer GTIN Details

#	GTIN	Quantity	GTIN	Quantity	GTIN	Quantity
1						
2						

Comments

The comments section is available for Trade Partners who wish to provide Woolworths with any additional information related to the article.

Comments

Validation Messages

Messages

Validation messages are shown in the Message box, once the Validate button has been clicked, at the end of the form. The messages relate to the data that has been entered into the fields and confirms that they have been completed in the format expected.

Form Tools

Tool Name	Tool Information
 <p>Validate</p>	<p>This validates that the mandatory and conditional fields have been completed as required.</p> <p> Validate before submitting the form to ensure the information has met</p>

the data requirements. This tool can be found at the end of the vendor section of the form.

Submit form will begin the process of submitting the form contents to Woolworths.

 Clicking the submit button will begin the auto-generated email submission process. A prompt will appear on every submission to save the form. It is highly recommended that a copy of the completed form is saved. Trade Partners will be required to manually enter an email address in the “TO” field of an email.

Submit



Clear



This clears all information that has been **entered** into the form. Information cannot be recovered once it has been cleared unless it has previously been saved.

Print



This prints the information that has been **entered** into the form. This tool can be found at the end of the form.

Print Blank Form for Manual Completion



This prints **every available part, section and field** in the form. This tool can be found in the top right hand corner on the first page of the form.

Support

For support queries related to the form and its use please contact:

Business Services & Support

Phone:

In Australia: 1300 422 042
In New Zealand: +612 8885 0536

Email: buservsup@woolworths.com.au

Trading Hours: 8.30am to 5pm, Australian Eastern Standard Time (AEST).