NAF V6 – What's New?

Following feedback from buying and vendors, the version 6 NAF has been designed to make completion easier and more manageable whilst ensuring accurate data is submitted in line with Critical Path to the Product Data Team. This enables you to submit data by status, an advantage when developing own brand ranges, or all together when working with branded ranges.

This document will talk you through some of the major changes.

New Tabs - There have been several new tabs added to the NAF, these tabs break the data down into the segments in which SAP processes it. There is now 'Status 10/20/40 Data entry', 'Vendor Dashboard' 'Wilko Dashboard' and 'status 10/20/40 checks'.

What is Status? – Basically just the stages that Wilko manage data. These are aligned to our critical path or deadlines.

Status Tabs – These tabs only ask for the information for that particular status:
Status 10 data is required for article in its most basic form, to enable layout build. This information is sent to JDA.
Status 20 data is required to place the purchase order and is interfaced to F&R.
Status 40 is the final information needed to complete the article's setup ready for sale.

Mandatory Fields – All data entry fields are colour coded as on previous NAFs; Blue **for Vendors**, Purple for Buying, Green for Supply Chain & Pink for PDT. However we have now added **Mandatory fields** and these are **RED, vendors must put an entry into these fields, if it is not applicable then they must enter N/A.**

This form has built in formats and formulas; please do NOT copy & 'paste all' data. Use Paste Values ONLY.

Do not save blank copies of this form. Always download a new template each time you need one as we may need to make 'little tweaks' and a saved version may not be compatible with our upload tools.

Vendors are instructed to complete their data for each of these tabs and check they have done this correctly before submitting to the buyer – see note below
"Please ensure all fields are complete in these status tabs. If the field is not applicable please submit 'N/A'. The information entered for these status tabs only needs to be entered once, the NAF will compile this information at the end for us to process. The buyer will review the submitted data and if this is complete and the buyer is happy with what is submitted they will pass this onto the PDT to process."

Once complete, the vendor then goes to the '**VENDOR DASHBOARD'** tab to check each status tab has been correctly completed before submitted to buying. This is identified as below. The vendor sets the check tab to the status he wants to check, this then identifies if there are errors in the Mandatory or non mandatory fields or if all is correct.

Check/Dashboard - The Vendor Dashboard tab is where the supplier confirms what is being submitted

Please note the top fields are dropdown boxes where you state which data is being submitted.

Vendor Dashboard - Wilko New Article Form v6	
Does this form relate to new articles, or changes to existing articles?	New
If New, what status are you submitting?	All

If Error message appears

Mandatory Data is missing - please complete before returning this to Wilko's

The vendor can click on the **Go to the 'Status 10 checks' page** tab and this will highlight the fields with missing data, as per the key below.

Status 10 error checking only
Revisions must be made
on the Status 10 sheet

K E Y	No issues - OK to proceed	Data missing - please check (add N/A if not applicable)	Mandatory Data missing
	OK	Check	!!!

The vendor then needs to go back to the actual data entry tab to complete the data and repeat the dashboard process. Once all entries are green, the vendor completes the sign off boxes and submits to buying. This is repeated for each status.

Status 10						
Number of missing mandatory fields	Number of missing non-mandatory fields	Number of OK fields	Vendor - 123456 (WA - example)		Name	Date
0	0	135	I confirm that all data is complete and any missing, non-mandatory data is not required for this product			

Guidance – The guidance which could be found on previous versions has now been removed, this can now be found by clicking on any field, this will prompt more information about the field making it much more accessible. This new guidance system is consistent throughout the whole NAF – any cell you click on will give supporting information on what is required.

Wilko Statement Emulsion Mid Sky 2.5L   Midnight Sky

Mandatory Field
Be customer friendly - it will be used on the web and in store
Be consistent and avoid abbreviations where possible
Alpha Numeric only - no special characters e.g. /&\:;,.

Entering Status 10 data -- main fields

In all instances, the new/change column must be completed.
For NEW article, **vendor** selects from drop down, NEW CORE, NEW DROPSHIP, and NEW DIRECT TO STORE. PDT will assign article number upon creation.
If CHANGE, **vendor** to select CHANGE OPTION, quote ARTICLE NUMBER and highlight data changing in yellow.

For NEW article vendor then completes DESCRIPTION FIELD, the guidance field explains what is acceptable.

Colour description	Colour Actual	Fragrance

As you will see, there are 2 are mandatory fields. Colour Description is free text and is the descriptive colour. Colour Actual is the actual colour and has a drop down i.e. for a Colour description of 'Hello Kitty', the Colour Actual would be PINK.

If no colour is applicable for a product i.e. dog food, tooth paste etc the vendor must enter N/A. Fragrance is an optional field, but again if not required enter N/A so that we know the field has been acknowledged.

The next area deals with merchandised each, this is mandatory data and feeds to JDA

MERCHANDISED EACH							
UOM - Merchandised Each	GTIN	Barcode Category	Gross Weight	Net Weight	Length	Width	Height

We have now built in barcode validation; the **vendor** must select the correct barcode category. The form checks that the vendor has entered the correct number of digits, if not the cell will go red. This does not check the validity or duplication of the barcode – but SAP will. For an own brand product; the vendor selects WILKO 8 DIGIT and enters N/A in the GTIN column.

If an SRP is being used the data must be entered at this stage.

The **vendor** is then asked if this article can be promoted – drop down Y/N

NB – There are legal reasons why some products cannot be promoted, i.e. baby milk. If you work in this area you will know your products. Please advise at this point.

Vendor then runs status 10 data through '**VENDOR DASHBOARD'** and submits to buyer. If continuing to add all data before submission **vendor** then moves on to status 20 data entry tab.

STATUS 20 DATA

Vendor needs to click on 'Status 20 Data Entry' tab. If submitting all data at once column A & E will auto pull through, but if already progressed to status 10 this will now have the article number and check digit added.

Vendor is now asked to complete

Vendor	Vendor Name

FINISHED PRODUCT						
UOM - Finished Product	GTIN	Barcode Category	Gross Weight	Length	Width	Height

This is mandatory – as it feeds our web data.

Finished Product relates to the Finished product, as displayed at the customers home, e.g. furniture for home assembly. It also relates to products that are merchandised on shelf in packaging but used out of the box, i.e. kettle, storage boxes, collapsible items etc.

The GTIN most likely will be the same as the merchandised each and should be copied over, not left blank.

UOM --- UNIT OF MEASURE DATA

This is one of the most complex areas of SAP and where the most mistakes happen. With the onset of F&R it is really important that our **vendors** get this right. **Vendors** will submit data in this new format and F&R will place the order based on this data. If you do not grasp the concept and continue to submit data in eaches, SAP will continue to multiply this out and we will have container loads waiting to be delivered. This also denotes our unit of issue. It is important that the **vendor** correctly identifies when and inner/inner or inner is used as again this will effect whether we have the correct denomination for delivery to our stores.

The way the NAF asks for data confuses people, as it asks for for INNER/INNER, INNER, CASE, LAYER, and PALLET DATA. If a **vendor** does not have one of these units he is unsure what to do. My advice is to ignore the units not required and enter N/A on the NAF, then enter the number of eaches into the **first** unit of measure that your vendor engages with. We then forget eaches and use this next unit of measure moving forwards as in the Russian Doll principal - see example below. The red figure is for checking only and shows the total number of eaches on a pallet as in the old way, but is a good sense check that the data submitted is correct.

This example shows that all UOMs are used

INNER/INNER	INNER	CASE	LAYER	PALLET	TOTAL EACHES
2	3	2	6	5	360
5	5	3	8	3	1800

This example shows that no INNER/INNER is required

INNER/INNER	INNER	CASE	LAYER	PALLET	TOTAL EACHES
N/A	6	2	6	5	360
N/A	25	3	8	3	1800

This examples show that the first UOM we engage with is a CASE – This is the minimum requirement.

INNER/INNER	INNER	CASE	LAYER	PALLET	TOTAL EACHES
N/A	N/A	12	6	5	360
N/A	N/A	75	8	3	1800

Remember you will not enter the red figure anywhere on the NAF - this is a sense check only. I suggest you do this - it is achieved by multiplying each UOM by the next, which is how SAP calculates it. This is why we must not enter each unit into every box or the end result would be much greater and inaccurate.
There is still a tab on the NAF explaining 'Type & Desc of UOM' that may be useful.

NB if you scroll to the far right of the status 20 entry tab you will find a check calculator.
This enables you to sense check the vendor submission for CLP and also has the total eaches calculation as per the examples above.

Calculates the number of eaches in a case and then predicts Layer & Pallet.								Check
CASE				LAYER	PALLET			
Eaches in a Case	Case Length (Depth)	Case Width	Case Height	Layer - The number of CASES in a Layer	Pallet - The number of LAYERS in a Pallet	Eaches in a Layer	Eaches in a Pallet	Total Eaches
calculation	formula	formula	formula	formula	formula	formula	formula	formula
24	24.4	15.5	15.0	32	8	768	6,144	288
0	0.0	0.0	0.0	0	0	0	0	0

Back to NAF data entry

CASE						
UOM - Case	GTIN	Barcode Category	Gross Weight	Length	Width	Height
Case - The number of INNERS in a Case	Case - Barcode for Case	Case - Type of Barcode	Case - Gross Weight	Case - Length	Case - Width	Case - Height
Free Text	Numeric only	Choose from Drop Down Menu	KG, to 3 decimal places	CM, to 1 decimal place	CM, to 1 decimal place	CM, to 1 decimal place

I have selected CASE, but each UOM must be completed either with N/A or with accurate data, we accept that not all UOM's require barcodes, but most branded **vendors** provide case barcodes. These are ITF codes and have 14 digits and again validation is built into this field. All weights & dimensions must be accurate, firstly this feeds into your costing model and directly affects landed cost of FOB products and also our Service Centre have now installed Cubiscan and will be checking vendor compliance against the data supplied.

If an SRP has been used this must be the same as one of the UOM's, but this information is still required.

SRP's are used for merchandising and UOM's for ordering, this is the only data we ask to be duplicated.

SRP information should be provided at Status 10.

<none>	<....>	<....>	Country of origin	Comm./imp code	Anti Dumping Duty
Which barcode will be used for EDI?	Can the pallet be double stacked for transportation?	From which factory /depot will the product be supplied?	Country in which the article was manufactured	Import Code	Anti Dumping Duty: % applied (if applicable)

It is imperative that the vendor advises which barcode is used for EDI. In the AS400 this was flagged at vendor level, in SAP we have to do this at article level. If unknown the **vendor** needs to ask in their company to ensure this information is correct. Failure to provide accurate data will **result in article order failing**.

The next field generally only needs completing by vendors who use ½ pallets. Please speak to your supply chain manager for approval.

If you have specific depot or factory information please enter, again this is used by our supply chain team.

Country of Origin should be completed by all vendors and is where a product is made.

Comm/Imp code is required for all FOB products (where Wilko import direct) and should state N/A if not required.

Anti Dumping is only required for ceramics, candles etc on a direct import basis.

Character Value	Brand	<none>	Net Content
Sub Brand i.e. everyday value	Brand of the product i.e. Wilko	Does the product have an 'e' quantity mark?	Specify the net content for the product

Character value denotes -- -sub brand and is free text

Brand is selected from drop down menu and needs to pre exist, if you are working on new ranges please advise your buyer that the Brand does not exist on the NAF so arrangements can to be made to create the new brand, or this will cause delays with orders.

Does your product have the 'e' quantity mark – Y/N.

Net content – required for unit pricing

Vendor artl no.	Tax Code	Requires Assembly	Rem. Shelf Life
Your Vendor reference code for this article	Vat Code	Does the product require Assembly?	Agreed minimum remaining shelf life (in weeks)

All above self explanatory. Note tax code; we use 4 tax codes which are selected from a drop down. The options are; Exempt, Zero, Reduced and Standard Rate.

Zero, Reduced & standard are all agreed by government and can change at any time. Exempt can only change by an act of parliament. It is important that we do not get zero and exempt mixed up.

Net Price		\<none>	price per "1" "EA" or "CS"
Base Price (cost price to Wilko)	Submit Changes on 'Changes to Cost Price' Show Me to 2 decimal places	Currency	Does Base (Cost) Price relate to each or case?
		Choose from Drop Down Menu	Choose from Drop Down Menu
	1.23	GBP	Each

Basic cost price = PB00
This is the ex factory or vendor cost before any additions or discounts
Currency – only GBP or USD
Cost by EACH or CASE.—**Vendor** must provide all costs by the same unit, this was decided at the point of migration.
Vendor will then feed this data through **VENDOR DASHBOARD** and check status 20 data.

STATUS 40 DATA

This is where we collect all our data relating to selling our products. As a multichannel retailer it is important that we collect all data and we need our vendors to provide this.
Again the initial description pulls through so there is no need to duplicate data entry.
Much of the information required in this area is product specific so we need the **vendor** to enter N/A in fields not required to acknowledge they have answered them.
There are a few **mandatory fields**,

Pack Quantity	Size
How many in a pack?	Size of unpackaged product e.g. curtains or size of each component of a composite e.g. Dinner set, toiletry set, table & chairs

Pack quantity would be i.e. envelopes **25** in a pack, batteries **4** in a pack etc
Size as stated would be size of bedding etc.

Inflammable

This is a common field that vendors get wrong. It relates to flammability of a product and to how we store this in DC. Generally this is identified with a flame symbol and **vendors** would have the same storage restrictions as we do. We have added the following guidance in the cell

Mandatory Field
Choose from Drop Down
To answer the question, ask
yourself "Could the product
CAUSE a fire?"
If it could, choose YES
If not (even if it could catch
fire), choose NO

Basically speaking although they can catch fire, towels and bedding are not Inflammable so the answer is NO.

Please work your way through the following fields until you come to the Waste Packaging fields.
Primary Waste packaging is a **mandatory** field and refers to waste that the customer throws away.
Transit 1 & 2 are only required for direct imports**, vendor** should enter N/A if not required.
The next area deals with Electrical and Battery information, and the **vendor** needs to complete this.
If an article contains a battery we must state the brand of battery included.

Incoterms (1)	Incoterms (2)
e.g. FOB, CIF etc.	Port - must match an existing, pre defined port
Free Text	Choose from Drop Down Menu or type in if not on list

These are only used by WA. It is important that Incoterms 2 are selected from drop down. These must pre-exist in a table in SAP and drive cost conditions to enable landed cost.

All other data should be completed by **vendors** and **N/A entered if not relevant**.
Vendors please ignore sections for Buying, Supply Chain & PDT etc.
The vendor should then run status 40 data through VENDOR DASHBOARD, or if submitting all data at once they can check ALL instead of by status.
Once all data is correct vendor signs and submits to buying.

Status 10/20/40 check tabs are where the ![Go to the 'Status 10 checks' page] button takes you to show where errors are for each status. You then need to go to the data entry tab for that status to correct the data; you do not need to do anything in these tabs.

PDT upload – All of the data from Status 10/status 20/status 40 is automatically pulled from the relevant tabs and compiled into the NAF in its entirety so that PDT can upload into SAP.
This is a PDT ONLY TAB

Common submitted NAF mistakes:
- Incorrect CLP – Most common cause of error. Can be disastrous in F&R!
- Please ensure N/A is used for any field not required. The upload tool requires this data. Blanks, na, n/a, NA are incorrect and will cause fails and will be rejected.
- Article descriptions should be in lower case with leading Caps and no symbols. This is reflected in the guidance notes on the NAF.
- Incorrect barcodes – please pay special attention when providing the barcode, if this is incorrect this causes huge workload for stores, buying and PDT.
- EDI barcode flag – denotes how an article is ordered, we must get this right or it will cause service level issues.
- 'Inflammable' flag – The definition for this is; 'is this article chemically flammable?' i.e. Spray Deodorant. If you on unsure on this field please contact your buying/PDT contact, see guidance notes on NAF.
- Primary waste – this is the waste packaging the customer will throw away. This is a mandatory field.