

POS Solutions

Australia Pty Limited

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Changing over from Network to Gotch

23 February 2016

INTRODUCTION

On 29th February 2016 Network Services will make their last full delivery of magazines to Newsagents. Beginning on the 3rd of March magazines previously distributed by Network will be distributed by Gordon and Gotch.

Network Services will continue to send return forms and you will need to continue to do XchangeIT returns for most of the magazines they have distributed. These are the magazines that have a shorter shelf life and will be returned in a 4-6 week period.

Gordon and Gotch will take over the returns for some of the magazines that were originally distributed by Network Services. These are the longer shelf life magazines such as bi-annuals, annuals and perennial items such as the AWW Cookbooks.

As a change of process all PHYSICAL copies of magazines returned after the 29th of February, whether the return is done via XchangeIT to Network Services or Gordon and Gotch should be returned to your local Gordon and Gotch warehouse.

The XchangeIT process is not changing, just where you send the magazines

BEFORE THE CHANGE OVER

Before the changeover, Network Services and Gordon and Gotch will continue to operate as normal. You should deal with both companies separately as you have been doing in the past.

If you have been receiving Gordon and Gotch magazine deliveries in the past then you will not need to do anything extra.

If you only been receiving magazines from Network Services then please contact your Bauer Media representative and make them aware of this fact.

You will also need to ensure that you have a Gordon and Gotch account, a Gordon and Gotch Partnership in XchangeIT and your partner codes set up in Posbrowser correctly before the changeover date so you can receive the magazines you used to receive from Network via Gordon and Gotch instead.

RECEIVING AND RETURNING NEW ISSUES

Any new issues of magazines that were previously received from Network Services will arrive from Gordon and Gotch via XchangeIT. When processing the DD2 file, Posbrowser will automatically match the magazine by barcode, adding the new Gordon and Gotch details, requiring no action on your part.

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The labels for the new issue of the magazine will print with a sticker that has a Gordon and Gotch recall date and these magazines should be then be returned to Gordon and Gotch. This includes any early or instant returns of these issues done before Network Services ceases operation.

This process is no different to the process you are used to in the past when a magazine changes distributor.

Be aware that you may receive some DD2 files from Network Services after the 29th of February. These will consist of replacement or reorders of items for issues of a magazine that Network delivered the FIRST issue on or before the 29th of February. You should process the DD2 files as Network Services magazines, with Network Services labels and return the magazines to Network Services.

RETURNING MAGAZINES

The bulk of the magazines distributed by Network before the 29th of February will eventually have to be returned to Network via XchangeIT.

Network services will continue to send XchangeIT return (RTF) files for magazines for several weeks after the 29th of February. You should continue to do Network returns as they are due and send the XchangeIT returns file back to Network.

Network will continue to send you a reply email, labels and give you a credit for the returns you send.

However after the 29th of February, the PHYSICAL magazines in any XchangeIT returns file sent to Network via XchangeIT should go to your local Gordon and Gotch warehouse and NOT Network.

Posbrowser will continue to separate the XchangeIT returns into Network and Gotch. This is correct and you will need to send the separate files via XchangeIT.

However after the 29th of February you no longer need to separate the Physical magazines. Simply place both sets of labels (Network and Gotch) on the box(s) of magazines you are returning and forward them to your local Gordon and Gotch warehouse.

TRANSITIONAL STOCK ITEMS

There are some magazines that are expected to be on the shelf longer than Network Services expects to remain operational.

These are mostly bi-annual, annual and perennial items such as the AWW Cookbook series.

From 1st March Gordon and Gotch will be taking over the return of all these items. Any stock you have that needs to be returned after the 1st of March should be scanned into a Gordon and Gotch return form and the physical stock should be sent back to Gordon and Gotch.

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This presents problems in the returns process as the items were originally received from Network Services and Posbrowser will not allow them to be scanned into a Gordon and Gotch return form.

If you try to scan them into a return form that is not restricted by creditor, Posbrowser will return them to Network Services.

Furthermore, the supplier code and issue code that was entered when you received the magazine has belongs to Network Services and is not valid for a Gordon and Gotch return.

To solve all of these problems, POS Solutions has been working with Network Services, Gordon and Gotch and XchangeIT, to produce a function to automatically update your system so that all of the correct information is in place to allow you to return these transitional items to Gordon and Gotch using your normal XchangeIT process.

TO SEND STOCK THAT CAME FROM NETWORK BACK TO GOTCH YOU WILL NEED TO RUN THIS ON THE 1st OF MARCH

You should run this process on the 1st of March in order to change your transitional Network Services items to Gordon and Gotch.

From the side menu select

- ➔ Stock Systems
- ➔ Returns
- ➔ Select the Maintenance Tab
- ➔ Select the NDC/GG Change Over tab
- ➔ In the drop down box “NDC Creditor” select your Network Services creditor
- ➔ In the drop down box “GG Creditor” select your Gordon and Gotch Creditor
- ➔ Click on the Update button

This will cycle through and change your transitional Network Services items so they can be returned to Gordon and Gotch.

This screen may be disabled before the 1st of March 2016. If this screen is still disabled after that then please make sure your Posbrowser is up to date

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After this process has been run, when you attempt to scan a transitional item onto a Network Services return form you will be informed that the item has not been received from this creditor even though the label and invoicing information says it came from Network Services. You should scan them into a Gordon and Gotch form instead.

If you use unrestricted forms, then the Gordon and Gotch details will appear, not the Network Services details.

You should leave any transitional items on the shelf until their “off sale” date arrives. When it does, you should then scan them into your Gordon and Gotch returns form for that week.

These magazines will be included in your Gordon and Gotch XchangeIT EDI returns file and you will be credited by Gordon and Gotch.

Transitional items will still appear in your system and in your reporting as though they came from Network Services. This is intentional in order to keep your sales information as accurate as possible while still allowing for this special case for returns.