



Att Suppliers & Solution Providers

As part of Officeworks commitment to reducing complexity and one way of doing business with our suppliers, Officeworks will be changing the way we order stock for our Customer Fulfilment Centres (CFC's).

Currently, this stock is ordered via faxed order to suppliers for delivery to our CFC's packed manually with a paper invoice(s).

From W/C 20/10/08, Officeworks will be progressively changing our order methodology and delivery point for CFC's to EDI orders to be scan packed and delivered using ASN's to our existing Cross dock DC.s (but labelled for CFC's). This replicates what suppliers are currently doing for retail store fulfilment via our Cross Dock DC.s.

Once implemented this initiative should simplify the way we do business with our suppliers and allow the a common order, packing and delivery method to be used with scan packing integrity and a full ERS automatic payment process. A win-win for us both!

Our Supply Chain team will be in contact regarding the details of your changeover and work with you to ensure we both achieve the full benefit of this initiative.

Initially we will be focusing on suppliers who are already EANway accredited and using Officeworks Cross dock DC's.

Yours Sincerely

Officeworks Team