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Electronic Data Interchange (EDI) Accreditation Explained

For Local Suppliers

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To ensure you have the latest version of this document please download it from the
Target Supplier website <http://supplier.target.com.au>

Assess + Prepare

Step 1 >> Review the Electronic Trading Overview Document & return the supplier Recipient Created Tax Invoice (sRCTI) agreement

Please review the [Electronic Trading Overview document](#) and complete, sign and return the sRCTI agreement to Target.eCommerce@target.com.au

Please note: Target requires that you maintain and monitor a generic e-mail address. This will ensure that the receipt of information from Target is not limited to a single person who may not always be accessible. For example, An ASN Discrepancy Memo (ADM) could alert you to non delivery of goods, so it should be viewed promptly by the appropriate people.

Step 2 ->> Select a Solution from the Following Options

During discussions with potential EDI solution providers Target eCommerce suggests that you consider the following factors: training, support, expected volume throughputs, the flow of business & merchandise information and the potential for scalability as your business grows.

Available solutions can be broken down into three basic options:

1. Commercial (off the shelf) solutions
2. Third Party Logistics (3PL) Providers
3. Custom In-House Solutions

Option 1 >> Commercial (off the shelf) solutions

Off the shelf solutions can be web based, using your existing computer and printer and the internet to connect or fully integrate scan pack solutions. Depending on the level of integration and support you require, most solution providers will also have software packages available that are designed to integrate with your existing infrastructure. View [feature comparison of available products](#)
Look at our [list of current Solution Providers](#) here

It is essential that you discuss with any solution provider what kind of system integration you require and what level of support you need.

Option 2 >> Third Party Logistics (3PL) Providers

This is an alternative to installing an EDI solution yourself. 3PL providers have operational scan pack equipment installed which already meets our EDI requirements. All you have to do is deliver the merchandise to their warehouse and they will sort it by store, scan it into cartons or bags, apply Serial Shipping Container Code (SSCC) labels and send the Advance Shipping Notice (ASN) on your behalf. Here you can find a [list of 3PL providers](#) who currently have arrangements with Target.

Option 3 >> Custom In-House Solutions

Usually reserved for larger companies, custom in-house solutions require a high level of technical skills. Custom solutions can lead to better integration with your internal systems, but they usually require more time, money and are riskier to implement. Scanner programming may be needed and usually modifications to translation software are required. Visit our [Technical Documents page](#)

Step 3 >> Signup to receive new store information, system updates and Product Activity Data (PAD)

You need to [join our mailing list](#) so that you can receive generic e-mails with any system updates or new store information.

Please e-mail Target.eCommerce@target.com.au when you have signed up, so we can make sure you have been added to the distribution list.

We encourage you to visit the Target Supplier Website <http://supplier.target.com.au/> to be aware of the latest information concerning Target procedures and processes.

Product Activity Data (PAD) is an electronic document with sales and inventory information of your product(s), the data is available in a few different formats and can be switched on for you at any time. Please visit for [more information about Product Activity Data](#)

You will start to receive Product Activity Data (PAD) if this has been requested on your Supplier Profile Input Form.

Step 4 >> Provide key contact Details to Target eCommerce

Please e-mail Target.eCommerce@target.com.au with a list of contacts for your organisation. We will update our data base with this information, your contact details will only ever be used in the event of a problem with your delivery. You can use our [Supplier Contact Details Template](#) to supply us this information.

Step 5 >> Distribution Centre (DC) visit

A visit to the Distribution Centre you will deliver to is part of the accreditation process and as this is not dependent on the system being set up should be arranged as soon as possible.

If you let Target.eCommerce@target.com.au know which site(s) you will be delivering to (or the type of product if you are not sure), we can put you in touch with the appropriate person at the relevant DC. This will facilitate a smooth delivery process and ensure that you are aware of the DC's safety standards and requirements.

Failure to be aware of DC specific delivery requirements can result in rejection of your delivery.

EDI Accreditation Explained

Step 6 >> GS1 Registration

[GS1](#) is an international not-for-profit association dedicated to the design and implementation of global standards and solutions to improve the efficiency and visibility of supply and demand chains globally and across sectors. The GS1 system of standards is the most widely used supply chain standards system in the world. You are required to register your company with GS1.

GS1 will allocate you a company prefix number and a quantity of barcodes (GTINs). The company prefix number will uniquely identify your company on the [SSCC labels](#)

Step 7 >> Supplier number in Target's merchandise system

You will have completed a Supplier Registration Maintenance Form provided to you by the Target Buying Office.

This Form will be authorised by Target eCommerce and then submitted to Target Supplier Services. The details on this Form will enable your company be set up as a Target Supplier in our system and to assign you a unique Supplier number.

Once this is completed and you have been assigned your unique Target supplier number, we can start the validation and accreditation process.

Validation + Accreditation

Step 8 ->> Target sends a test order

The Buying Office will raise a small test order to send to you. We will advise you of the order number and ask you not to supply any stock. A Functional Acknowledgement (FA) should be sent back to Target from your system.

Step 9 >> Supplier sends an ASN to Target

Once the test order is in your system, you need to generate an Advance Shipping Notice (ASN) and create appropriate SSCC labels to match the test order.

Do not supply any stock for the test order

When the ASN has been sent to Target, please e-mail Target eCommerce with the ASN number.

Target will monitor the ASN and will either assist you with any potential problems or confirm the successful download of the ASN.

Every delivery to Target must be 100% compliant; SSCC quantities must match order quantities and ASN quantities. Large orders must have at least **one ASN per delivery vehicle**, that is, you cannot have a single ASN spread over multiple vehicles.

EDI Accreditation Explained

Step 10 >> Supplier sends SSCC labels via post

Target has a mandatory requirement that a hard copy of your SSCC label is sent to Target eCommerce via post. Please send to either:

Target Australia Pty. Ltd.
Attention: Target eCommerce
30 - 68 Taras Avenue
Altona North, VIC 3025

Target Australia Pty. Ltd.
Attention: Target eCommerce
12 - 14 Thompson Road
North Geelong, VIC 3215

Target will scan and test the SSCC label to make sure it is readable in our DC systems and that all the mandatory fields are present on the label.

You will be provided with a Label Testing Results Report via e-mail. If there are any problems with the labels we will discuss them with you.

At your discretion, you may also wish to e-mail a copy of the SSCC label to Target eCommerce. We can provide you with a quick response on the mandatory requirements and layout of the label.

Conclude + Launch

Step 11 >> Accreditation completed – Go Live

A final accreditation e-mail is sent out to inform all stakeholders that you have been successfully accredited.

The Buying Office can now start to send orders to you via EDI and you are able to deliver into any [Target Distribution Centre](#).

[Glossary of Terms](#)