EXTENDED RANGE
SUPPLIER INFORMATION SHEET

EXTENDED RANGE AT BEVER

In order to meet with the wish of many brands for a broad range availability, Bever offers Extended Range. This platform allows the partnership brands and Bever to develop a multi-channel proposition, to meet with increasing consumer expectations and demands.

Consumers are able to buy Extended Range products online and in-store Store. With the Extended Range partnership we will make your products always -and anywhere- available, resulting in extra sales and insights in customer behavior.

To become an Extended Range supplier please use this guide. The following five steps are mandatory to have your products available in our Extended Range.

STEPS:
1) Agreement of terms and conditions
2) Determination of product range
3) Enrichment of product content
4) Upload of stock file
5) Ordering and delivery of products

The Extended Range team at Bever:

Robbert van der Linden - *Coordinator Extended Range*
ERcoordinatie@bever.nl/ +31 (0)79 347 1111
Contact person for: productlists, delivery process, overall ER process, stockfile info and errors

Content team:
content@bever.nl / +31 (0)79 347 1111
Contact for: content

Customer Service:
extended.range@bever.nl / +31 (0)79 347 1111
Contact for: delayed deliveries, ordered products but unavailable

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STEP 1: AGREEMENT OF TERMS AND CONDITIONS

Before starting with Extended Range at Bever terms and conditions have to be agreed. Please contact your buyer at Bever. If terms and conditions are all clear and agreed please continue to step 2.

STEP 2: DETERMINATION OF PRODUCT RANGE

The Buyers from Bever determine the range of products which are selected for Extended Range. These products will be created in Bevers ERP system. As soon as the range is determined the product range file has to be send to ercoordinatie@bever.nl (please note that for all products also proper content has to be delivered by the supplier; see step 3).

Please follow all following comments.

- The product range file contains the following columns:

  ART_NUMBER, COLOR_NUMBER, SIZE_CODE, EAN, ART_DESCRIPTION, PURCHASE_PRICE, SALES_PRICE, COLOR_DESCRIPTION, GENDER

- The productrange file needs to be completed without empty cells or changes to the column headings.
- For Extended Range it is mandatory to have a supplier barcode for each SKU (product/colour/size variant).
- No discontinued products are found on the product range file.
- All input on the productrange file need to be CAPITALS.
- As long as the barcodes are EAN standard and not an internal range (starting with 200) Bever will be able to handle them.

Example:

ART_NUMBER	COLOR_NUMBER	SIZE_CODE	EAN	ART_DESCRIPTION	PURCHASE_PRICE	SALES_PRICE	COLOR_DESCRIPTION	GENDER
ART01	001	S	[ean]	TAKKI	50	119.95	BLAUW	WMS
ART01	001	M	[ean]	TAKKI	50	119.95	BLAUW	WMS
ART01	001	L	[ean]	TAKKI	50	119.95	BLAUW	WMS
ART01	002	S	[ean]	TAKKI	50	119.95	GROEN	WMS
ART01	002	M	[ean]	TAKKI	50	119.95	GROEN	WMS
ART01	002	L	[ean]	TAKKI	50	119.95	GROEN	WMS
ART08	007	.	[ean]	REPPU 10L	70	159.95	ZWART	UNI
ART09	007	.	[ean]	REPPU 20L	85	199.95	ZWART	UNI
ART11	001	8	[ean]	TOSSUT	105.55	229.95	BLAUW	MEN
ART11	001	9	[ean]	TOSSUT	105.55	229.95	BLAUW	MEN
ART11	001	10	[ean]	TOSSUT	105.55	229.95	BLAUW	MEN
ART11	001	11	[ean]	TOSSUT	105.55	229.95	BLAUW	MEN
ART11	001	12	[ean]	TOSSUT	105.55	229.95	BLAUW	MEN

ART_NUMBER. Shows the suppliers product reference, *without* color or size.

COLOR_NUMBER. Shows the suppliers color number

SIZE_CODE. Shows the size of the product

EAN. Shows the unique EAN for product-color-size combination.

ART_DESCRIPTION. Shows the name of the product. Excluding brand name, size and color.

PURCHASE_PRICE: Shows the wholesale price.

SALES_PRICE: Shows the RRP.

COLOR_DESCRIPTION: Shows the description of the color.

GENDER: Shows the gender of the target group for this product; MENS / WMS / UNI / N/A

An useful template for the product range will be send upon request.

Please be advised that filling in the template correctly, speeds up the overall process.

STEP 3: ENRICHMENT OF PRODUCT CONTENT

To show the Extended Range products on our website, the supplier has to deliver content according to our content guidelines. Please refer to our product content guidelines for detailed information.

STEP 4: UPLOAD OF STOCK FILE

On www.bever.nl only Extended Range products will be shown with available stock at the supplier. This stock has to be updated **daily (preferably multiple times a day)** via a Stock File. There is a FTP site available to upload the daily stock file to. This file needs to be in CSV format and named *<supplier_name>_ER_NL.csv* the file contains only the following information:

- supplier_code, supplier_barcode, quantity
- The supplier_code is Bevers internal supplier code and will be supplied to you.
- supplier_barcode is the EAN barcode supplied earlier.
- Quantity is the free available quantity for Bever orders; this quantity is considered guaranteed until the next stock file is received.
- Column headings should be in the file.
- The stock file will be uploaded to Bevers FTP site.

    FTP Site address: ftp.bever.nl
    Username: ExtendedRangeNL
    Password: SupplyUs!

- NOTE: a sample file is send in advance to test the format; you can send this file to ercoordinatie@bever.nl

Example:

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supplier_code,supplier_barcode,quantity
G212006,4013051002752,1
G212006,4013051006484,5
G212006,4013051019507,4
G212006,4013051021036,5
G212006,4013051025157,2
G212006,4013051025232,4
```

An useful template for the stockfile will be send upon request.

STEP 5: ORDERING AND DELIVERY OF PRODUCTS

Orders for extended range products will be bundled and sent to the supplier as a single order in PDF or XML format. Please ensure that received orders are shipped **within 12 hours** to ensure on-time delivery.

About the delivery process:

- Please make sure that our ordernumber is noted on every conversation or sent document.
- If there are any errors on the order, please let us know in 12 hours after ordering via extended-range@bever.nl in order to inform the customer on time. Let us know in the case of unavailability if there are alternatives available. And mail us, in the case of a backorder, the new date of arrival so we can check if our client could wait for the product.
- Extended Range orders do not need to be announced at the warehouse, however, please sent a confirmation with tracking info to extended-range@bever.nl so the package is traceable by us.
- Please put a 'WEB' sticker on the **outside** of the package. This ensures fast processing in our warehouse. See the example below for the sticker. Bever will supply these stickers, if more stickers are needed, they can be requested at ercoordinatie@bever.nl
- Please do not mix normal orders with Extended Range orders.
- The order must be send to our warehouse:

  Bever B.V.
  Ambachtsweg 3
  2640 AC Pijnacker
  The Netherlands

Example sticker: