

Reference Guide: Grocery Code - Price Change Submission

SUPPLIER

WHY we do this - Submit new price changes to the Category Team

Note

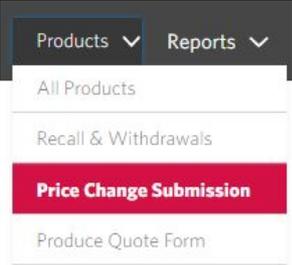
You can submit for multiple categories in the one submission, you do not need to submit price changes article by article.

HOW we do this

1

Navigate

Login to [Partner Hub](#)
Click on Products and click on Price Change Submission



Click Submit New Price Change

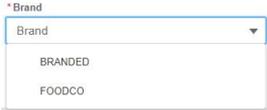


Note: Ensure you are submitting against the right Vendor by reviewing “Your current account is” field
Note: The status bar will give you guidance of where you are up to in the process, this is view only
Note: When navigating to Price Change Submission it will generate the Active Price change Submission list view, you will be able to access any previously generated Price Change Submission cases from this location. By sorting the status you will see where any case is currently up to in the process.

2

Filter and Sort

Brand: filter to Branded or Foodco



Business: filter to specific Business Unit you supply too



Trading Department: filter to the specific department your article belongs to (optional)
Category: filter to the specific category your article belongs to (optional)
Sub-Category: filter to the specific subcategory your article belongs to (optional)

Click Search Articles



Reference Guide: Grocery Code - Price Change Submission

SUPPLIER

WHY we do this - Submit new price changes to the Category Team

HOW we do this

3

Select Family Price Articles

Click the expand icon to view the articles within the price family
Review the Articles and select either the Price Family checkbox if you would like all articles in the price family updated

Select All	Trading Department	Category	Sub Category	Private Label	# Of Articles	Expand All
<input type="checkbox"/>	GROCERIES	BISCUITS	BISCUITS - CHOC.	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>
WW Chocozy Mint Mini 150g						
Article						
<input type="checkbox"/>	582988 - WW Chocozy Mint Mini 150g					
<input type="checkbox"/>	582987 - WW Chocozy HiComb Mini 150g					
<input type="checkbox"/>	582988 - WW Chocozy Caramel Mini 150g					

or select the specific articles within the price family if there are only a select few being updated

<input type="checkbox"/>	WW Chocozy Mint Mini 150g
Article	
<input checked="" type="checkbox"/>	582988 - WW Chocozy Mint Mini 150g
<input checked="" type="checkbox"/>	582987 - WW Chocozy HiComb Mini 150g
<input type="checkbox"/>	582988 - WW Chocozy Caramel Mini 150g
<input type="checkbox"/>	Wiwirths Chcit Cted Bscuts 190to200g
Article	
<input type="checkbox"/>	250552 - WW Chocolate Fingers 200G
<input checked="" type="checkbox"/>	250556 - WW Chocozy Caramels 200G
<input type="checkbox"/>	250557 - WW Chocozy Mints 200G
<input type="checkbox"/>	545457 - WW Chocozy Slams 200G

Note: as you select or deselect articles, the red circle counter on the right side of the page will update accordingly to keep track of the count you have selected

2

4

Select Individual Articles

Scroll towards the bottom of the page to locate articles not associated with Price Families. Review the Articles and select the checkbox

<input type="checkbox"/>	876834 - Lamb Mini Roast Rosemary And Mint	FRESH CONVENIENCE	MEAT CONVENIENCE	LAMB CASE READY	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	822557 - COOK Mongolian Lamb StirFry Strips 500g	FRESH CONVENIENCE	MEAT CONVENIENCE	SHORTCUTS	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	822649 - Simply Heat BBQ Lamb Shoulder	FRESH CONVENIENCE	MEAT CONVENIENCE	SHORTCUTS	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	844280 - Slow Cook Lamb Shldr Garlic & Herb Season	FRESH CONVENIENCE	MEAT CONVENIENCE	SHORTCUTS	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	250559 - WW Rocky Road MalloWS 190G	GROCERIES	BISCUITS	BISCUITS - CHOC...	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	897501 - WW Peach Slices In Syrup 820g	GROCERIES	CANNED FRUIT / DESSE...	CANNED FRUIT	<input checked="" type="checkbox"/>	1

Note: as you select or deselect articles, the red circle counter on the right side of the page will update accordingly to keep track of the count you have selected

Click Save and Next

Save & Next

Reference Guide: Grocery Code - Price Change Submission

SUPPLIER

WHY we do this - Costs can be entered either Globally or Individually. This page will describe how to complete the Individual changes to a Proposed cost

Note

Expand each article or price family to view the cost records

HOW we do this

7

Enter Proposed Cost Individually

Only the previously selected articles will appear on this screen

Enter the effective date in the effective date field

Select Cost Qualifier: Per Unit or Per OM

Proposed Effective Date:  Cost Qualifier: Per Unit Per Order Multiple (OM)

For price family articles, click the expand all button



Enter the Proposed Cost for each article in the Proposed Cost field

WW Choccy Mint Mini 150g Category: BISCI

582986 - WW Choccy Mint Mini 150g						
State	Source of Supply	GTIN	Cost Qualifier	Number of units	List / First Cost (\$)	Allowances (%)
<input checked="" type="checkbox"/>	National	DC	19300933637221	14	Current Cost \$1.09	0.00%
					Proposed Cost \$2.50	-10.00%

582987 - WW Choccy HiComb Mini 150g						
State	Source of Supply	GTIN	Cost Qualifier	Number of units	List / First Cost (\$)	Allowances (%)
<input checked="" type="checkbox"/>	National	DC	19300933637238	14	Current Cost \$1.09	0.00%
					Proposed Cost \$2.90	-10.00%

8

Enter Proposed Cost Individually

Alternatively you can enter:

Off Invoice Deal (%)

Off Invoice Deal (%)	Off Invoice Deal (\$)	CDS Fee (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Off Invoice Deal (\$)

CDS (Container Deposit Scheme) Fee (\$)

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Deferred Deal (%)

Deferred Deal (%)	Deferred Deal (\$)	CDS Fee (\$)	Net Cost Per Unit (\$)	Net Cost Per OM (\$)	Change in Net Cost (%)	RRP(\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$12.08	\$12.08		<input type="text"/>

Deferred Deal (\$)

<input type="text"/>						
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

RRP (Recommended Retail Price) (\$)

Enter Comments as required for the Category Team

Click the button "Calculate Article Cost" to calculate the proposed Invoice and Net costs

Calculate Article Cost

Note: You can click the button "Reset Selected Records" to clear any information that has been entered
Click Save and Next

Save & Next

Reference Guide: Grocery Code - Price Change Submission

SUPPLIER

WHY we do this - Submit new price changes to the Category Team

HOW we do this

9 Enter Commodity Cost Drivers Global (Recommended)

Enter Cost Driver (there are suggestions in the field)
Enter Avg. Cost Composition %
Enter % Change in Commodity Price Since Last Review in AUD
Select Country of Origin Source from the drop down

Cost Driver	Avg. Cost Composition %	% Change in Commodity Price Since Last Review in AUD	% Cost Movement From Total	Country Of Origin/Source
Wheat	10.0%	2.0%	0.2%	Australia
Sugar	12.0%	4.0%	0.5%	Australia
Grain	5.0%	10.0%	0.5%	Australia

Click Save and Next

Save & Next

Note: Everything in Grey on this page is a suggestion, you only need to include what Cost Drivers will impact your business. These cost drivers will be used in the decision making process.

10 Enter Commodity Cost Drivers Article (Recommended)

Click Provide Additional Article Level Cost Drivers
Enter the % for each Cost Driver for each article
The Cost Driver columns will generate based of what cost drivers are added when entering the Cost Drivers Globally

WW Choccy Mint Mini 150g Category: BISCUITS Sub Category: BISCUITS - CHOCOLATE

Article	Wheat	Sugar	Grain
80287 - WW Choccy HiCemb Mini 150g	3.0%	4.0%	9.0%
80289 - WW Choccy Mint Mini 150g	6.0%	2.0%	4.0%

Wherths Choc! Cnd Biscuits 190x200g Category: BISCUITS Sub Category: BISCUITS - CHOCOLATE

Article	Wheat	Sugar	Grain
20056 - WW Choccy Caramels 200g	5.0%	4.0%	3.0%

87834 - Lamb Mini Roast Rosemary And Mint Category: MEAT CONVENIENCE Sub Category: LAMB CARE READY

Article	Wheat	Sugar	Grain
87834 - Lamb Mini Roast Rosemary And Mint	2.0%	35.0%	1.0%

82257 - CDOK Mongolian Lamb StirFry Strips 500g Category: MEAT CONVENIENCE Sub Category: SHORTCUTS

Article	Wheat	Sugar	Grain
82257 - CDOK Mongolian Lamb StirFry Strips 500g	15.0%	25.0%	10.0%

Click Save and Next

Save & Next

Note: Everything in Grey on this page is a suggestion, you only need to include what Cost Drivers will impact your business. These cost drivers will be used in the decision making process.

Reference Guide: Grocery Code - Price Change Submission

WHY we do this - Submit new price changes to the Category Team

Note

Promotional plan submissions do not sync with the promotional portal

HOW we do this

11 Enter Proposed Promotional Plan Nationally (if applicable)

Select from the Name dropdown menu which Price Family's you are adding a Promotional Plan for. These Price Family's are generated from your selection when you chose the Price Family's to update

Select from the State/National dropdown, choose National

Name: --Select Article / Price Family--
States / National: National

- WW Choccy Mint Mini 150g
- Wlwrtbs Chctd Cted Bscuts 190to200g
- 876834 - Lamb Mini Roast Rosemary And Mint
- 822557 - COOK Mongolian Lamb StirFry Strips 500g
- 822649 - Simply Heat BBQ Lamb Shoulder

Unselect any articles from the price family you do not want to include
Enter the relevant information into the Current Promotional Plan fields
Enter the Proposed Promotional Plan information
Click Save and Next

Selected articles for the promotional plan									
Article Number	Article Description	State	Source of Supply	OTM	Current Net Cost per Unit	Proposed Net Cost per Unit			
822557	COOK Mongolian Lamb Strips 500g	National	OC	WOLWORTHS017	\$1.01	\$1.01			
822649	Simply Heat BBQ Lamb Shoulder	National	OC	WOLWORTHS017	\$1.01	\$1.01			

CURRENT PROMOTIONAL PLAN										PROPOSED PROMOTIONAL PLAN									
Start/End Date	Start/End Time	Frequency	Day Per Week	Start Date	Start Time	End Date	End Time	Start/End Date	Start/End Time	Frequency	Day Per Week	Start Date	Start Time	End Date	End Time	Start/End Date	Start/End Time	Frequency	Day Per Week
Standard Deal	12/23	14	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1
Promotional Plan 1	12/23	14	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1
Promotional Plan 2	12/23	14	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1
Promotional Plan 3	12/23	14	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1
Total Average	12/23	14	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1

12 Enter Proposed Promotional Plan State by State (if applicable)

Select from the Name dropdown menu which Price Family's you are adding a Promotional Plan for

These Price Family's are generated from your selection when you chose the Price Family's to update

Select from the State/National dropdown, choose the particular state the Proposed Promotion is specific for

Name: WW Choccy Mint Mini 150g
States / National: NSW / ACT

- WW Choccy Mint Mini 150g
- Wlwrtbs Chctd Cted Bscuts 190to200g
- 876834 - Lamb Mini Roast Rosemary And Mint
- 822557 - COOK Mongolian Lamb StirFry Strips 500g
- 822649 - Simply Heat BBQ Lamb Shoulder

Unselect any articles from the price family you do not want to include
Enter the relevant information into the Current Promotional Plan fields
Enter the Proposed Promotional Plan information
Click Add New Promotional Plan and repeat the steps until all Proposed Promotional Plans have been uploaded for each state

Selected articles for the promotional plan									
Article Number	Article Description	State	Source of Supply	OTM	Current Net Cost per Unit	Proposed Net Cost per Unit			
822557	COOK Mongolian Lamb Strips 500g	National	OC	WOLWORTHS017	\$1.01	\$1.01			
822649	Simply Heat BBQ Lamb Shoulder	National	OC	WOLWORTHS017	\$1.01	\$1.01			

CURRENT PROMOTIONAL PLAN										PROPOSED PROMOTIONAL PLAN									
Start/End Date	Start/End Time	Frequency	Day Per Week	Start Date	Start Time	End Date	End Time	Start/End Date	Start/End Time	Frequency	Day Per Week	Start Date	Start Time	End Date	End Time	Start/End Date	Start/End Time	Frequency	Day Per Week
Standard Deal	12/23	14	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1
Promotional Plan 1	12/23	14	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1
Promotional Plan 2	12/23	14	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1
Promotional Plan 3	12/23	14	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1
Total Average	12/23	14	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1	1/20/20	12:00	12:00	12:00	12/23	14	1	1

Reference Guide: Grocery Code - Price Change Submission

SUPPLIER

WHY we do this - Submit new price changes to the Category Team

HOW we do this

13

Review the Summary

Review the summary fields

Enter any comments you wish to provide to the Category Team

Summary

Attach files as required

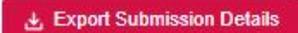
Attachment

Attach Document



Attachment Files (0)

If you wish to download your submission details, click Export Submission Details



Click the Expand All button to view all your submission details



Click Submit



Note: The case will be split into a new Category Manager (CM) level case and assigned to the relevant CM. If the articles are across multiple categories, managed by different CMs, then a case will be generated for each CM. The original 'parent' case will remain there and hold all the original submission details but won't be updated with changes.

Case Status	Definition
In Review	A case has been created and submitted for review and is sitting with the category team
Draft	A case has been created, saved but not submitted
Requires Information	Category Manager has requested you to make updates to the case
Information Provided	Supplier has updated the case with the required information
Initial Response Provided	Category Manager has provided you one of 3 responses: Acceptance, Acceptance - amount not agreed, Non-Acceptance
Withdrawn	Supplier has withdrawn the submission
Closed - Not Accepted	Category Manager has closed the case after 9 weeks of it being open as no agreement has or will be reached within the 12 week negotiation period.
Approved	Category Manager approves case and status to Approved
Sync with SAP Completed	Cost change has been updated in SAP

