



The Warehouse Limited (“TWL”) Apparel Product Specification & Quotation

Notes for Users of this Template

A product specification must be prepared for each new product that is being sourced whether locally or from overseas. The product specification should provide the supplier with all the information they require to accurately cost the product, its packaging and freight.

Because of the variety of products that we source the template is generic and needs to be adapted for each specific product. The template is intended to remind you of all the information that should be supplied in the specification. For specific products some sections may not be relevant so just delete these. Similarly, if there is any product specific information that is not covered in the template please add this in.

All comments in italics are for the assistance of users of the template and should be deleted before the specification is sent to potential suppliers.

The purpose of this product specification is to provide potential suppliers with all the information (particularly that which impacts on costs) needed to quote for the supply of the product.

TWL to complete:

Date: *If the specification is up-dated or amended please change the date*

Product Type:

Product Number: *Insert if applicable*

Warehouse Category / Department:

Specification prepared by:

Retail Price: The intended price TWL will sell product for: NZD:
Inclusive 12.5% GST (government tax)

Description of product sought:

- Features *Attach if available*
- Fabric sample *If available*
- Picture
- Packaging (design, artwork, film & plates costs to be borne by Supplier)
- Barcodes & price ticketing *Every product must have a barcode, pre-ricing is mandatory. Please see Attachment 1 for detailed instructions*
- Other

Samples:

- Number to be submitted
- By When
- To Whom
- Delivery method
- Cost of freight and samples to be paid by: *Supplier or TWL – specify whether the supplier or TWL is to be responsible for the cost of samples and delivery to TWL buyer*

Delivery Timing and Forecast Volumes:

Please note that the volumes and dates specified are TWL's best estimate of anticipated volumes and dates but we can not guarantee that orders will match these.

<u>Product</u>	<u>Number of Units</u>	<u>Delivery Date (to NZ port)</u>
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Cost of Freight

Select Option:

Free on Board (FOB)

Free into Store (FIS)

Free into Distribution Centre (FID)

The supplier is responsible for the cost of freight. The product must be supplied:
Supplier is required to deliver to nominated port in New Zealand
Supplier is required to deliver to all or nominated Warehouse stores
Suppliers must arrange delivery time slots with the Distribution Centres (DCs). To do

so they must advise the DCs of:

- Quantity of pallets
- Type of pallets (Chep or non-line)
- Container number and size
- Carrier
- Preferred date

Deliveries must be on pallets

- One order per pallet
- Chep or non-line pallets
- No more than 1500cm high (including pallet)
- Shrink wrapped if unstable
- Pallets swapped one for one

Others such as EXD (ex door) *Please specify*

Packing Slip Requirements:

Packing slips must show:

- Purchase order number
- Barcode
- Description of Product
- Quantity supplied

Packaging

- Please pack *(insert number)* pieces in one master poly-bag (outer)
- Do not pack individual pieces in separate poly-bags.

Product Labelling

The Warehouse Limited has put together a detailed Product and Barcode Labelling document which is available on the Internet at www.thewarehouse.co.nz.

Promotional Support

None guaranteed, however TWL will use its best endeavours to promote key lines over peak selling periods.

Royalty

Include Royalty if appropriate.

A Royalty payment of _____ will be made to the licence holder for the use of their property.

Payment Terms

*New Zealand Suppliers – 20th of the month following receipt of invoice
Overseas Suppliers*

- *either Telegraphic Transfer (T/T) which is preferred or Letter of Credit*
- *Currency – it is TWL's preference to have the prices quoted in all currencies that are acceptable for payment.*

Sundry Fees & Payments

Commission – agent

Penalties could apply for late or early shipment and will be determined on a case by case basis.

Compliance

The supplier is required to comply with NZ/Australian safety standards or any other legal requirements relating to retail selling, manufacture and/or packaging including the holding of all necessary licences, certificates and permits. See Terms of Trade for detailed requirements.

The Warehouse Apparel Tender Response

Quotation

(To be completed by Agent or Supplier)

Date	
Quotation Valid Until	
Supplier or Agent Company Name Email Phone Postal Address	
Agent to Specify whether Buying or Selling Agent	
Response Prepared By Designation Respondent Contact Details	
Bank Bank Address Bank Account Number	
Country of Origin	

Style	Description	Fabric	Fabric Weight	Fabric Construction	Colour	Quantity	Currency	Net Unit Price

