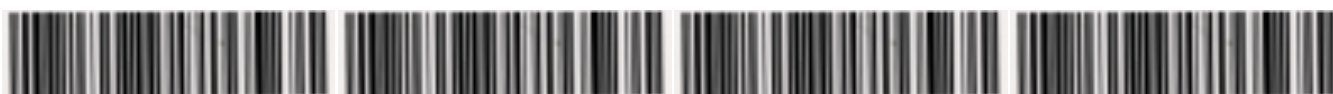


# **MYER**

## **InFAST Quick Reference Manual Supplier Information Package**



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## Purpose

This Quick Reference Manual is for Myer suppliers (and carriers who are servicing Myer Suppliers) who support the use of the InFAST booking system.

It is a requirement that all truck deliveries to Myer Regional Distribution Centres (RDCs) are booked in via InFAST prior to arrival.

## 1. Background and Overview

The supplier completes inFAST registration at time of vendor registration with Myer. Registration will provide you with a username and password necessary for accessing the system.

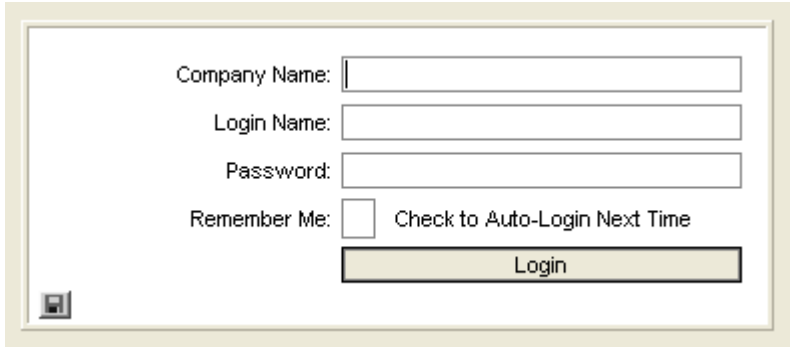
InFAST allocates docks and time slots for deliveries to Myer RDCs. It is an Internet hosted application providing a self-service booking process. It is accessed via MS Internet Explorer and requires no software installation.

InFAST is designed to promote visibility of receipt availability and status of dock appointments. It replaces the existing fax and email booking service.

## 2. Logging In

You can access InFAST by copying the following URL into the address bar of Internet Explorer:

<http://www.services.Inos.com/DA>



The screenshot shows a web browser window with a login form. The form contains the following fields and elements:

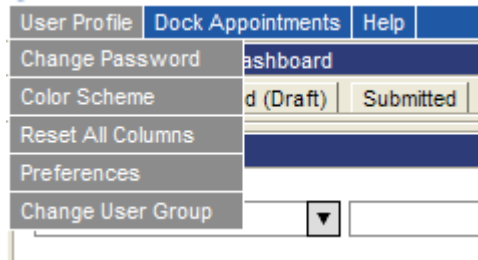
- Company Name: [Text input field]
- Login Name: [Text input field]
- Password: [Text input field]
- Remember Me:  Check to Auto-Login Next Time
- Login: [Submit button]

The Company name is **Myer**

Your Login name and Password will be provided to you via email.

### 3. Changing Your Password

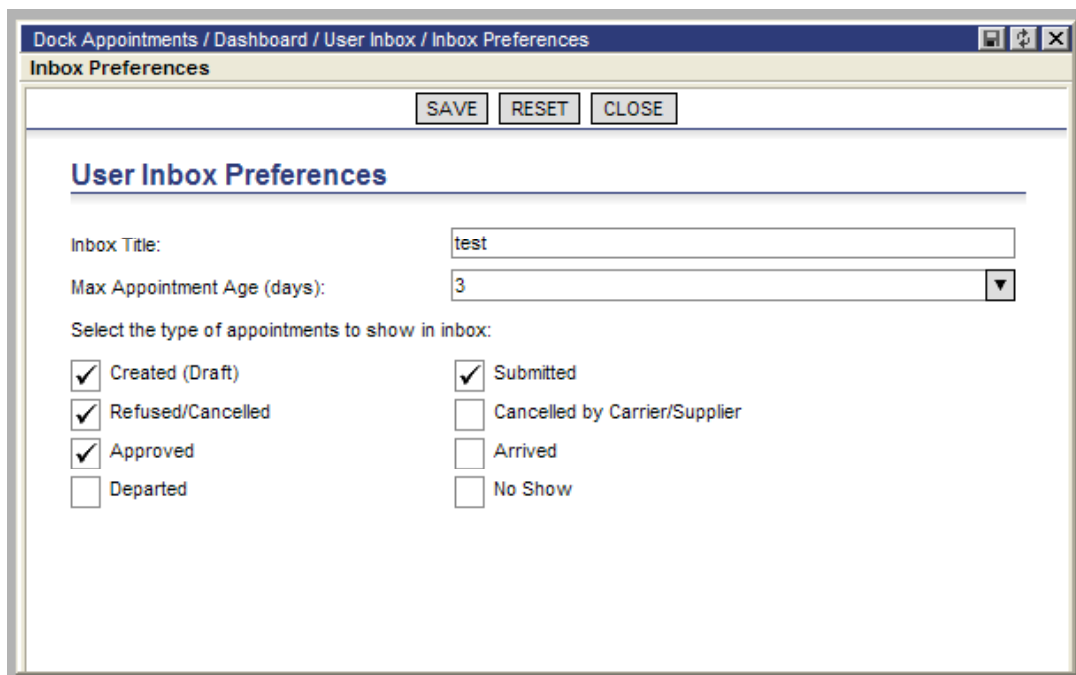
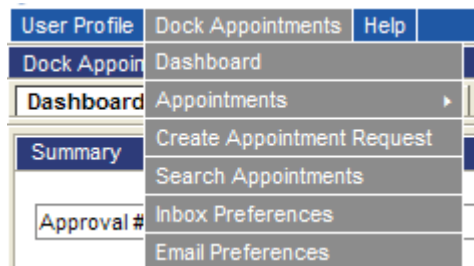
You can change your password at any time by selecting the *Change Password* option under the *User Profile* menu. It is suggested you change your password immediately to a safe password you will find easy to remember.



Record the company name, your login name and password in the space provided (diagram) on the previous page.

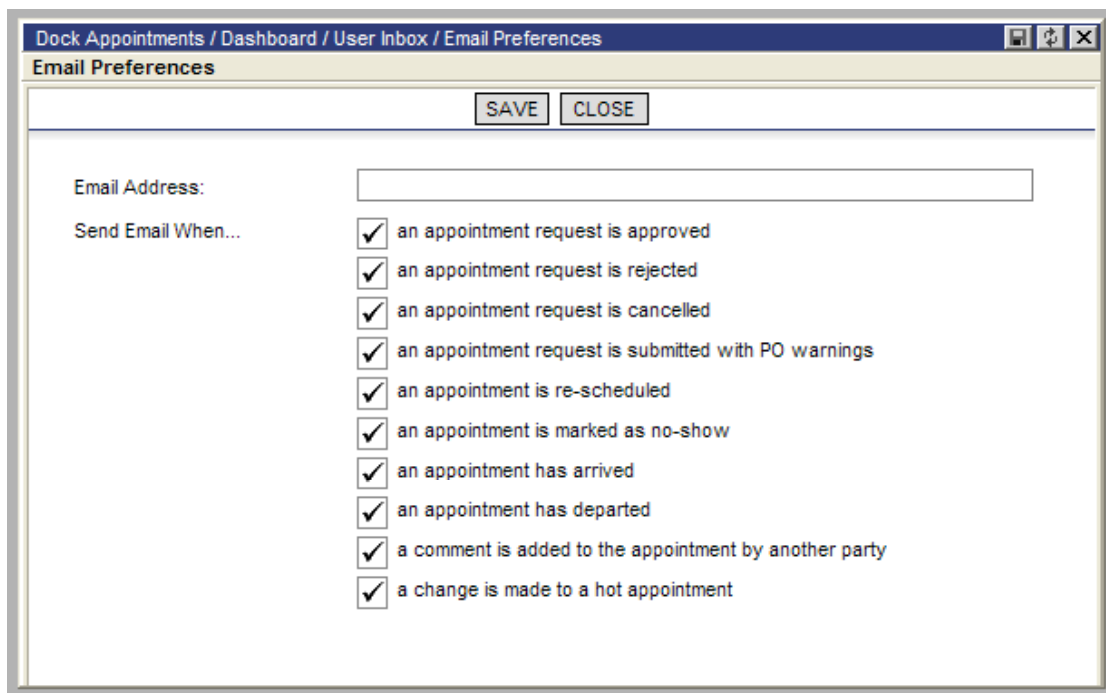
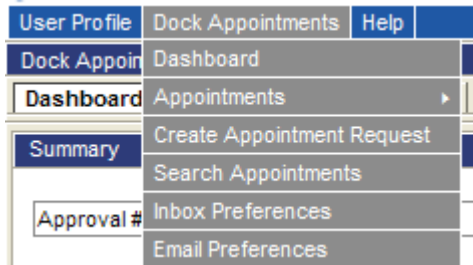
### 4. Setting Your Inbox Preferences

You can change which bookings display in your inbox by selecting the *Inbox Preferences* option under the *Dock Appointments* menu.



## 5. Setting Your Email Preferences

You can select which events result in a message being sent to your email address by selecting the *Email Preferences* option under the *Dock Appointments* menu.



A screenshot of the 'Email Preferences' dialog box. The title bar reads 'Dock Appointments / Dashboard / User Inbox / Email Preferences'. Below the title bar are 'SAVE' and 'CLOSE' buttons. The main area contains an 'Email Address:' label followed by an empty text input field. Below that is a 'Send Email When...' label followed by a list of ten events, each with a checked checkbox:

- an appointment request is approved
- an appointment request is rejected
- an appointment request is cancelled
- an appointment request is submitted with PO warnings
- an appointment is re-scheduled
- an appointment is marked as no-show
- an appointment has arrived
- an appointment has departed
- a comment is added to the appointment by another party
- a change is made to a hot appointment

## 6. Creating a Book In Request

You can book a request by clicking on the *Create Appointment Request* button on the dashboard.

**CREATE APPOINTMENT REQUEST**

Always select a Standard Appointment.

**Select** the carrier from the *drop down* list. InFAST will remember this next time you log in. Specifically the date and time requested for the booking. Leave other fields blank.

Use standing appointment  
 Standard appointment

Carrier:

Requested Date:

Trailer Regn. #:

Additional Note:

If the delivery includes merchandise from only one supplier then selecting a supplier will restrict the number of PO/ASNs to choose from in the following steps.

If the delivery includes merchandise from more than one supplier, **select** the *Tick box Multiple Suppliers* and leave the Supplier Field empty. This will allow you to choose PO/ASNs by supplier in the following steps.

**Choose** the *unload method* for your delivery from the drop down list. Leave other fields blank

Use standing appointment  
 Standard appointment

Appointment Date:   
Dock Number:

Carrier:   
Requested Date:   
Trailer Regn. #:   
Additional Note:

Supplier:   
Multiple suppliers:  Create Multiple Suppliers on line level:

Unload Method:   
Int. Container #:   
Product Type:

Ship To:   
Address: Lot 1 Doherty's Road, Albion, VIC3205, AU  
Coordinator: Receiving Coordinator, Phone: (03) 9350 1126/1129, Fax: (03) 9360 1118  
Instructions: **"BOOKINGS MUST BE MADE BY 2PM THE DAY PRIOR TO DELIVERY"**

Confirm  Saved By

**Select** the warehouse you are delivering to in the *Ship To* field

Ship To:

## 7. Single Supplier Delivery of One or More Orders

**Select** a PO or ASN from the drop down list to **add** to your delivery. After selecting a PO, **click** the *New* button to save the PO/ASN to your delivery. You are then able to select additional PO/ASNs. You must **click New** after selecting each PO/ASN.

Leave all other fields blank.

!	PO #	ASN #	Supplier #	Supplier Name	Comments	Cartons	GOH	Bulky	Order Type	Class Gr

PO #:

ASN #:

Supplier Name:  Class Group:

Order Type:  EQ Order Type:

SSCC Qty:    Ad Date:

Cartons    GOH    Bulky

Comments:

**VALIDATION CODES**

- \* GOOD: ASN # is valid
- ! WARNING: ASN# is not found in the system

## 8. Multiple Supplier Delivery

**Select** the *supplier* from the drop down list. This will restrict the PO/ASN list in the next selection. If the supplier field is not displayed, **select** the *Tick box* for multiple suppliers further up the screen.

**Select** PO or ASN from the *drop down* list to add to your delivery. After selecting a PO, **click** the *New* button to save the PO/ASN to your delivery. You are then able to select additional PO/ASNs for the same supplier. You must **click New** after selecting each PO/ASN.

To change to the next supplier, **select** the supplier from the *drop down* list, then **select** a PO or ASN, **click New** after selecting each PO/ASN.

Leave all other fields blank.

Multiple suppliers

Carrier:  Supplier:  Cartons:

Requested Date:  Unload Method:  Pallets:

Trailer Regn. #:  Intl. Container #:  GOH:

Additional Note:  Product Type:  Bulky:

!	PO #	ASN #	Supplier #	Supplier Name	Comments	Cartons	GOH	Bulky	Order Type	Class Group	EO Order

Supplier:

PO #:

ASN #:

Supplier Name:  Class Group:

Order Type:  EO Order Type:

SSCC Qty:    Ad Date:

Cartons    GOH    Bulky

Coordinates: Receiving Coordinator, Phone: (03) 9360 1126/129, Fax: (03) 9360 1118

Instructions: "BOOKINGS MUST BE MADE BY 2PM THE DAY PRIOR TO DELIVERY"

Comment	Saved By

Private:

**\*\*\*\*\*IMPORTANT\*\*\*\*\***

If the PO (or ASN) you wish to deliver against is not in the list:

1. Please crosscheck that you can select the correct supplier in the Booking Header (as on the previous page).
  - If not, please advise the:

**Myer Supply Chain Team Coordinator on 03 9661 7079**
  - If you can, it may be that the ASN is not valid.
2. To check the status of the ASN, firstly confirm when the ASN was sent by the supplier.
3. They can then go to the Myer supplier website <http://myersupplier.myer.com.au> and utilise the EDI Track and Trace function to see if it has been acknowledged as being received by Myer.

For any further queries on ASN validation, please contact the Myer E-Commerce team:

Phone: 1300 667 007, then choose Option 6, then Option 2

E-mail: [Myer.Ecommerce@myer.com.au](mailto:Myer.Ecommerce@myer.com.au)



The quantities of cartons, pallets, garments on hangers and bulky items on the PO/ASNs you have selected will display a summary in the booking header. If your delivery includes 15 or more cartons, these must be delivered on pallets. **Specify** the pallet count in the *white, right hand cell*.

Cartons:	<input type="text"/>	<input type="text"/>
Pallets:	<input type="text"/>	<input type="text"/>
GOH:	<input type="text"/>	<input type="text"/>
Bulky:	<input type="text"/>	<input type="text"/>

Leave all other fields blank.

At this point you may either save your booking as a draft for later, or submit for automatic approval request. Use the buttons at the top of the booking request.

SAVE DRAFT	SUBMIT	CANCEL
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If your booking request has been successful, then a booking confirmation number is issued, and the status of the booking will change to 'Approved'.

Status:	Approved
Confirmation #:	2000882
Request #:	1000882

If your booking is valid, but there are not docks free at your requested time, you are able to select an alternate time slot and re-submit your booking.

If your booking is not valid, please contact the RDC to discuss the reason for your booking not being accepted.

You can return to your dashboard at any time by selecting Dashboard on the *Dock Appointments* menu. From the dashboard you can review the bookings that have been saved, submitted and approved.

## 9. Understanding Your Responsibilities as a Carrier

A carrier is responsible for:

- Ensuring all merchandise is on a valid PO/ASN before booking
- Delivering only those PO/ASNs specified on a booking
- Ensure ASNs are not split across multiple vehicles
- Ensure a booking request is approved before delivering
- Submit booking requests prior to 2pm for a delivery the following day. (Submitting a booking earlier increases your chance of obtaining an agreeable timeslot).
- Arrive at the RDC at the agreed time
- Notify the RDC in advance of any circumstances that will prevent a delivery from arriving on time.

## 10. Understanding your Responsibilities as a Supplier

Where a supplier delivers merchandise directly to the RDC, that supplier assumes the carrier responsibilities above including those listed below.

A supplier is responsible for:

- Ensuring all merchandise is on a valid PO/ASN
- Endeavour to check the validity of an ASN via the Myer Supplier website prior to contacting the Myer E-Commerce helpdesk or RDC
- Ensuring your registration details, including which carrier(s) you use is maintained using the InFAST registration form on the Myer Supplier website:

<http://myersupplier.myer.com.au>

- Ensuring your chosen carrier adheres to the responsibilities above

## 11. Getting Help

1. Additional resources will be available at the RDC over the go-live period.

In the first instance, please contact:

Altona VIC	03 9360 1153
Eastern Creek NSW	02 8882 0112
Richlands QLD	07 3713 5328
Kewdale WA	08 9453 8127

2. For further assistance with InFAST, please contact 03 9661 5080 or 03 9661 7079
3. The Myer E-Commerce team can be contacted for assistance with troubleshooting ASN issues on:

Phone: 1300 667 007, then choose Option 6, then Option 2

e-mail: [myer.ecommerce@myer.com.au](mailto:myer.ecommerce@myer.com.au)