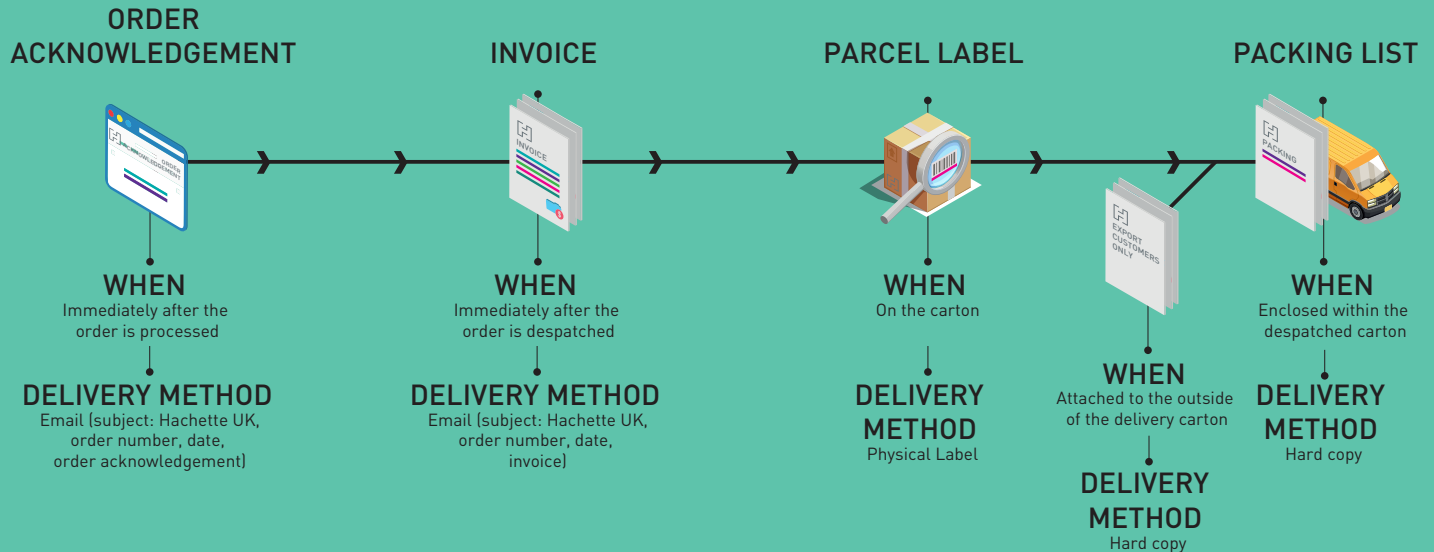


Hachette Distribution Customer Documentation

Once a customer has placed an order, this is the documentation they will receive and the order in which they will arrive



System Documentation - Reference Matrix

No.	Reference	Acknowledgement	Invoice	Parcel Label	Packing List	Export Doc
1	System Generated Order Number	Yes	Yes			
2	Customer Line Ref	Yes	Yes		Yes	Yes
3	Invoice Number		Yes			
4	ASN / Delivery reference		Yes	Yes	Yes	
5	Payment reference		Yes			

System Documentation - Order Acknowledgement


When – Immediately after the order is processed

Delivery method – Email (subject is Hachette UK, order number, date, order acknowledgement)

References

System generated order number

Customer line ref



ORDER ACKNOWLEDGEMENT

Hachette Order Number: 2000000123 1
 Please quote the order number in all correspondence.

<p>Bill to Ian Duffy Littlehampton Book Services Faraday Close Durrington West Sussex BN13 3RB France</p>	<p>Deliver to Ian Duffy Littlehampton Book Services Faraday Close Durrington West Sussex BN13 3RB France</p>	<p>Document Date: 05.07.2017 Customer Account Number: 70000035 Currency: GBP</p>
---	--	---

Customer reference	Product ID Description	Edition Type	Publisher	Price (exc. VAT)	Quantity	Status	Anticipated Despatch Date
123456677899 2	9781234567899 Let's make sure the title fits on the line123456789012345678901234567890123456789	Hardback	Little Brown	8.99	100	Available	27.04.2017
12345678910	9780304356824 Let's make sure the title fits on the line123456789012345678901234567890123456789	Paperback	Abrams	9.99	1	Back Order <Answer Code Description>	01.06.2017
123456677899	9781234567899 Let's make sure the title fits on the line123456789012345678901234567890123456789	Hardback	Grub Street	12.99	100	Refer to Credit Services	-
12345678910	9780304356824 Let's make sure the title fits on the line123456789012345678901234567890123456789	Paperback	Hodder Education	15	1	Available	01.06.2017
123456677899	9781234567899 Let's make sure the title fits on the line123456789012345678901234567890123456789	Hardback	Little Brown	8.99	100	Available	27.04.2017

System Documentation - Invoice

When – Immediately after the order is despatched

Delivery method – Email (subject is Hachette UK, invoice number, date, invoice) or post available on request

References


- System generated order number
- Customer line ref
- Invoice number
- ASN / Delivery Reference
- Payment reference

INVOICE

Invoice Number: 9123456780 3
ASN Number: 8234567890 4
 Please quote the invoice number in all correspondence.

Bill to:
 Ian Duffy
 Littlehampton Book Services
 Faraday Close
 Durrington
 West Sussex
 BN13 3RB
 France

Deliver to:
 Ian Duffy
 Littlehampton Book Services
 Faraday Close
 Durrington
 West Sussex
 BN13 3RB
 France



Removed
 Invoice Date: 05.07.2017
 Customer Account Number: 120154678
 Payment Currency: EUR
 Payment Due On: 05.08.2017
 Payment Reference: 9123456780
 Payment Terms: 30 days
 Your VAT Number: -
 INCO Terms: FCA Free Carrier Didcot

Customer reference	Product ID Description	Edition Type	Publisher	Price (exc.VAT)	Discount %	Unit Price	Quantity	Value	VAT Code
The following items are from Hachette order number: 2000000123 1									
1234567890	9781234567899 Let's make sure the title fits on the line12345678901234567890123456789 Commodity Code: 1122112211	Digital	Little Brown	9.99	50.00	4.995	10	49.95	XX
1234567891	9780304356824 Let's make sure the title fits on the line12345678901234567890123456789 Commodity Code: 1122112211	Paperback	Hodder Education	15.00	50.50	7.575	20	151.50	XX
123456677899	9781234567899 Let's make sure the title fits on the line12345678901234567890123456789 Commodity Code: 1122112211	Hardback	Little Brown	20.00	60.00	12.000	30.00	360.00	XX

System Documentation - Parcel Label

When

– On receipt of
despatched carton

Delivery method

– Physical label

References

ASN / Delivery reference

A white rectangular parcel label with a black border. The label contains delivery and tracking information. A yellow circle with the number '4' is positioned to the left of the 'ASN Number' field. The label features the hachette UK DISTRIBUTION logo in the top right corner. The text is organized into several sections: a 'Deliver to.' section with address details, a 'BRISTOL' section with location details, a 'Carton ID' section, a 'Carton' section, a 'Weight' section, a 'Date' section, an 'ASN Number' section, a 'UPC' section, a 'Qty' section, and two barcode sections at the bottom. The bottom-most barcode is labeled with the carton ID 'SHP000004772'.

Deliver to. Test Parcel 3 1 Longwood Lane	
BRISTOL BS8 3TQ United Kingdom	Carton ID SHP000004772
ASN Number 8000001594	Carton 1 of 1
UPC 9780753729700	Weight 5.8kg
Qty 16	Date 24/04/2018
	 8000001594
	 00050605514600008600
	 SHP000004772

Export Document

When

– Enclosed with shipment

Delivery method

– Hard copy

References

Customer line ref

Page 1 of 1

EXPORT DOCUMENT



ASN Number: 8000012853
Please quote the export ASN number in all correspondence

Bill to: Ian Duffy Littlehampton Book Services Faraday Close Durrington West Sussex BN13 3RB France	Deliver to: Ian Duffy Littlehampton Book Services Faraday Close Durrington West Sussex BN13 3RB France	Document Date 28.11.2018 Customer Account 71000349 Payment Currency GBP Payment Due On 28.02.2019 Payment Reference 9000016166 Payment Terms 90 days from end of month Your VAT Number BE0403540685 INCO Terms FCA - Free Carrier DCCOT
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Note:
THIS INVOICE IS FOR CUSTOMS PURPOSES ONLY.
A payment invoice will be sent to vince.granto1@hachette.co.uk by email automatically.

Customer Reference	Product ID Description	Price (exc. VAT)	Discount %	Unit Price	Quantity	Value	VAT Code
Vince Test	9781784721442 Hardback World Atlas of Beer Commodity Code: 49019900 Description: Printed books,brochures,leaflets & simi Country Of Origin: United Kingdom	25.00	62.00%	9.5000	20	190.00	A3

Net Weight Of Goods Invoiced: 29.720 KG

Export Document.		Total	190.00
		VAT	0.00
		Invoice Total	190.00
		Currency	GBP
VAT Summary			
VAT	Rate	Value	VAT Code
	0.0%	190.00	0.00 A3

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