One Best Way
Label and Poster Printing

What is the objective?

The purpose of the One Best Way document is to guide Users on how to effectively Check for Print Labels with Price Changes and Issue the labels as per the described process steps

Who is accountable?

- ✓ Stock Controller
- ✓ Receiving DM
- ✓ Sales DM
- ✓ Sales Consultant
- ✓ Sales Manager
- ✓ Frontline Management
- ✓ Merchandise Department
- ✓ Replenishment Manager

Applicable Countries?

- ✓ All Company Codes

Registers and Reports:

- ✓ Cipher Scanner Control Register
- ✓ Problematic Barcode and Shelve Edge Label Register

Sub Process Areas covered in Label and Poster Printing

- ✓ Daily Price Change
- ✓ Promotional Label Printing
- ✓ Barcode Label Printing
- ✓ Cipher Scanner Label Printing
- ✓ Ad hoc Label Printing
- ✓ Nursery Label Printing

The label colours detailed below are used for identification purposes:

- ✓ White/Yellow – Standard Shelf Edge Labels
- ✓ Blue – Promotions
- ✓ Green – KVI & NBO
- ✓ Red – Aged Stock
- ✓ Small Orange– Barcode
- ✓ White/Yellow Waterproof – Nursery
- ✓ Small White – Compact Labels

Important Business Rules to follow:

General Rule applicable to All Labels an Posters:
- ✓ Sales Consultants and Merchandisers or assigned employee, must place the correct Shelve Edge / Barcode Label or Posters on the shelf with the correct article
- ✓ The Sales Manager / DM must ensure that the correct Price and Barcode Label as well as Posters have been placed on the shelf with the correct article

Daily Label File Printing:
- ✓ The Daily Label File must to be printed daily in the morning

Promotional Label Printing:
- ✓ All Promotion Shelf Edge Labels must be printed before the promotion starts
- ✓ All Promotional Shelf Edge Labels must be removed at the end of the promotional period and replaced with the standard pricing from the Daily Label File

Ad hoc Label Printing:
- ✓ Old labels must be destroyed once a new label has been printed
- ✓ Problematic labels brought to POS Sales Terminals must be rectified and recorded on the Problematic Barcode and Shelve Edge Label Register

Barcode Label Printing:
- ✓ The correct Barcode Label must be printed and placed on the correct article
- ✓ Stores may not print Barcode Labels and hand them over to Suppliers to place onto the stock
- ✓ If stock (Excluding Yard stock) is received without barcodes, then the supplier must be charged for each barcode that is printed and a billing document must reflect the amount
- ✓ The Merchandise Department may not cancel a billing document for Barcode Labels

Cipher Scanner Printing:
- ✓ The Scanner Control Register must be signed each time the Cipher Scanner is requested to print labels
- ✓ The Cipher Scanner must be returned to the Stock Controller/ Manager

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Additional Information:

Should stock be delivered without Barcodes on the actual articles, the Merchandise Manager at Head Office, as well as the Supplier must be informed of the delivery without a barcode, or an incorrect barcode. The Store must complete a Billing document for each barcode that is printed as a penalty charge to the Supplier as follows:

Store	Price per Barcode
RSA Stores (all formats)	R25.00 per barcode
Botswana	P16.00 per barcode (Only applies to local Botswanan suppliers)
Mozambique	MZM 88.00 per barcode (Only applies to local Mozambican suppliers)
Zambia	ZMR24 (Only applies to local Zambian suppliers)
Kenya	KES140 (Only applies to local Kenyan suppliers)

High level – Steps to follow

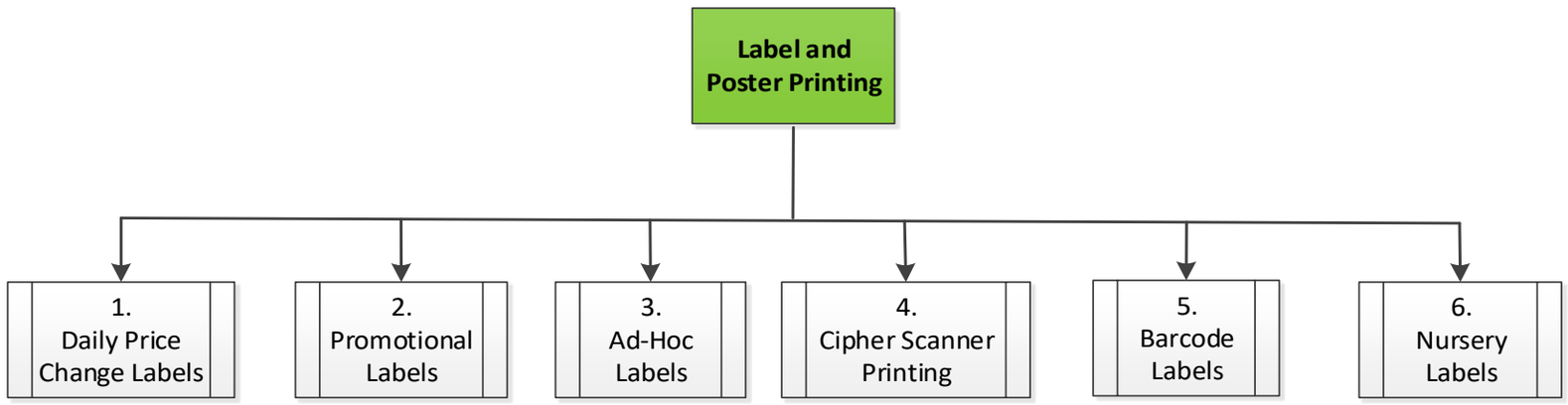


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Functional Diagram: Label and Poster Printing

Business Analyst: Shala Mogodi

Sub-Process Areas

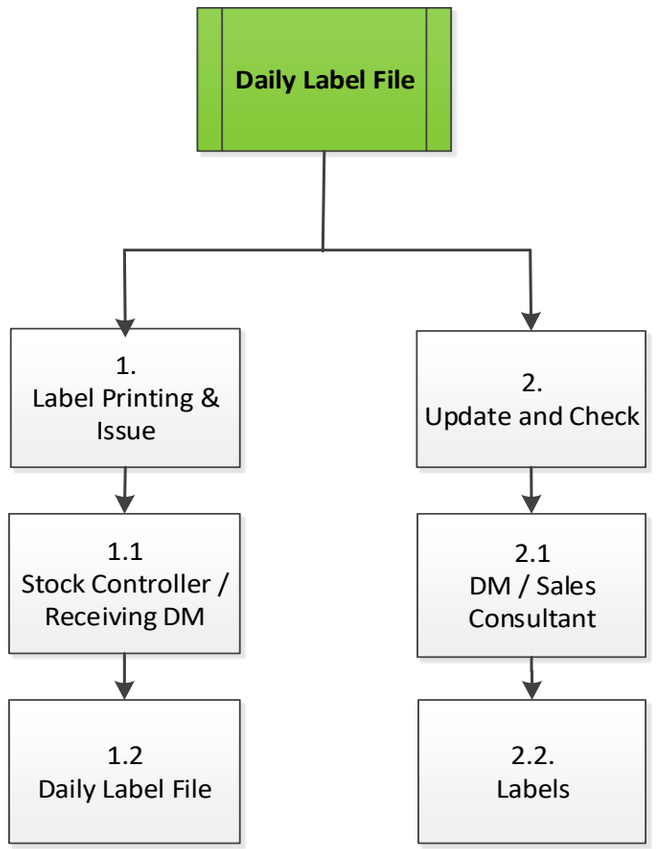


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Functional Diagram: Daily Price Change Labels

Business Analyst: Shala Mogodi

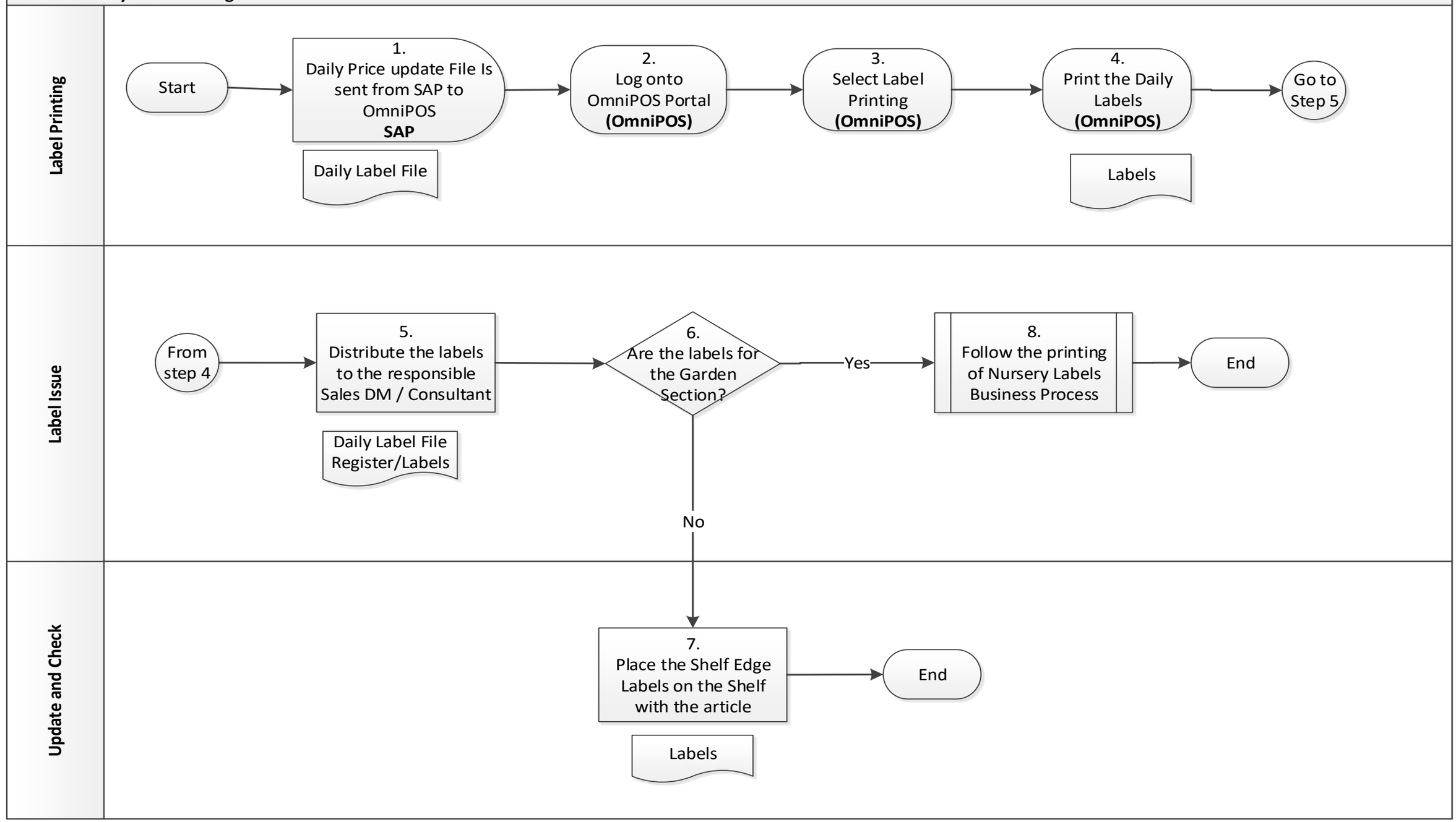
Activity/ Areas / Responsible Roles and Documents



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Process Name: Daily Label File Printing

Business Analyst: Shala Mogodi

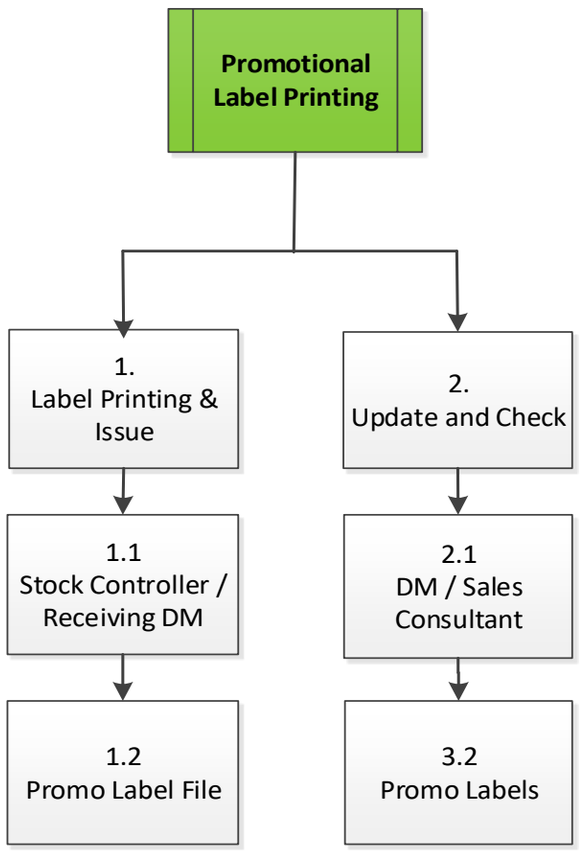


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Functional Diagram: Promotional Label Printing

Business Analyst: Shala Mogodi

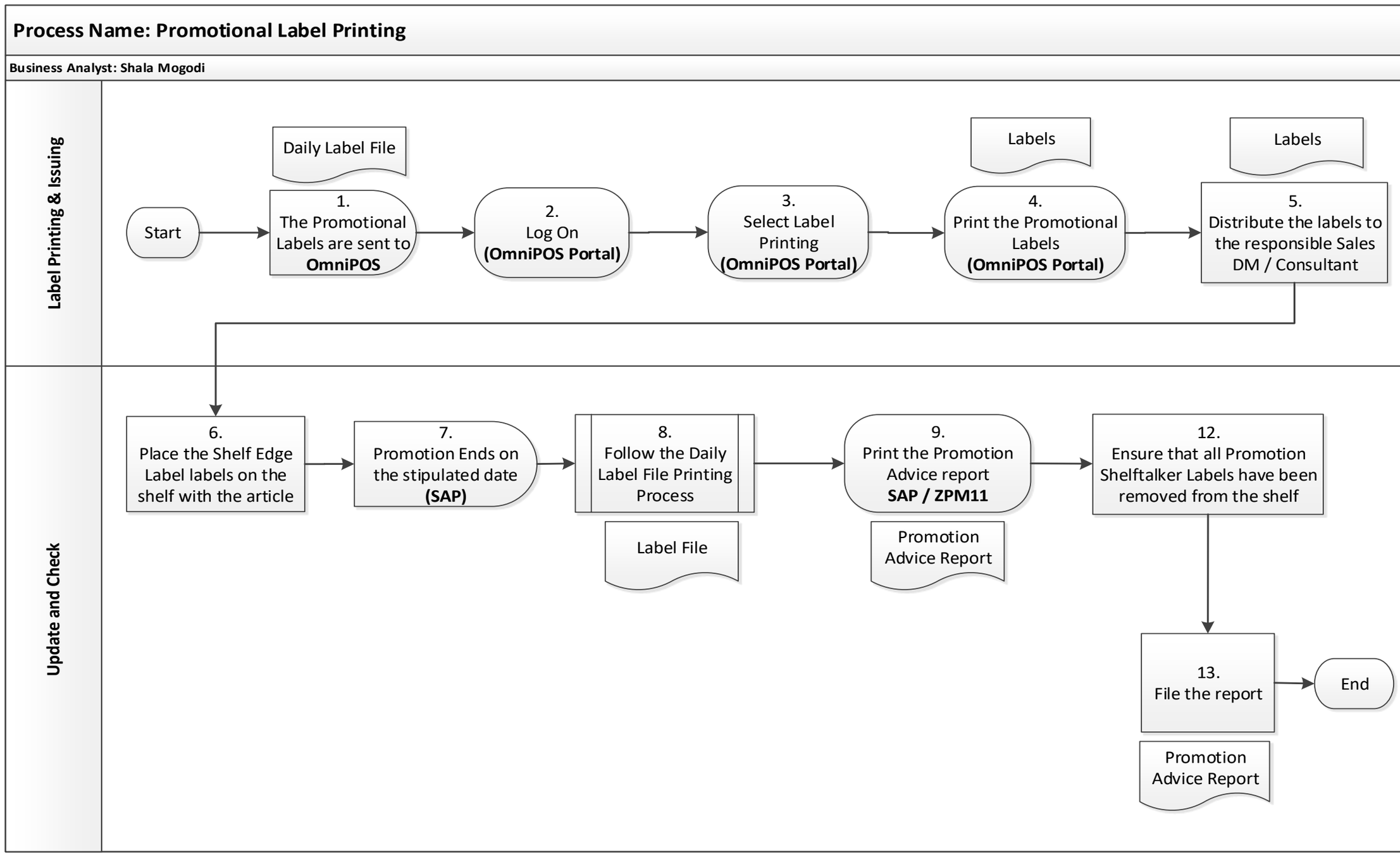
Activity/ Areas / Responsible Roles and Documents



One Best Way
Label and Poster Printing

Process Name: Promotional Label Printing

Business Analyst: Shala Mogodi

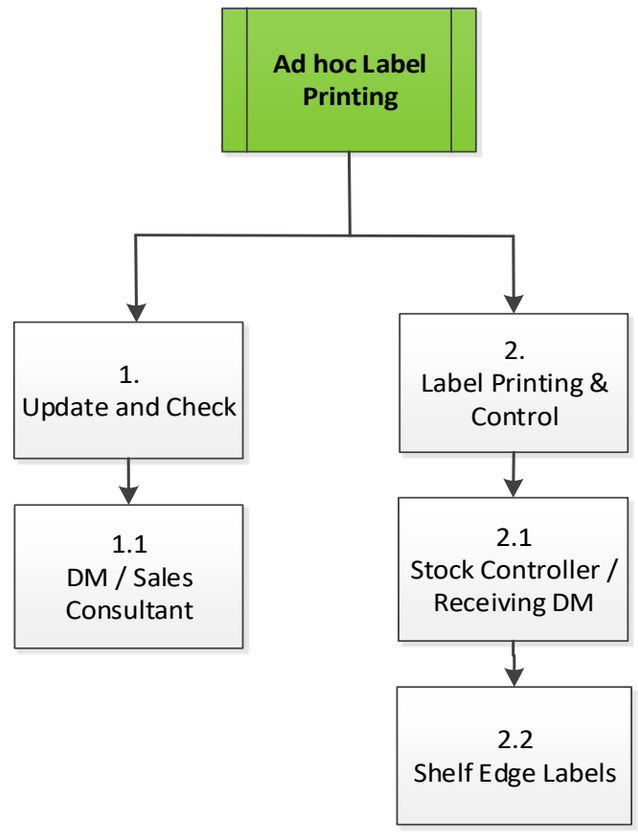


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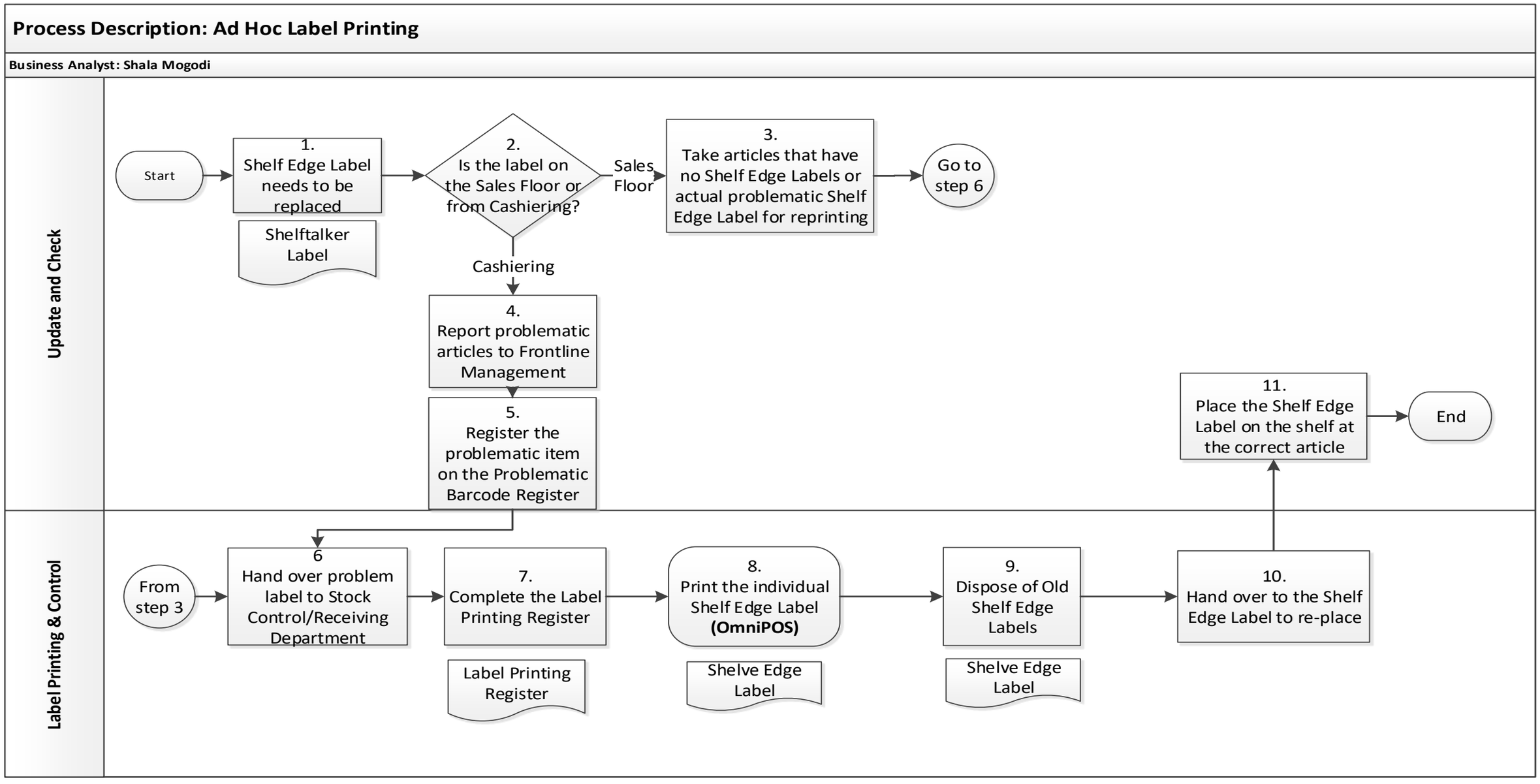
Functional Diagram: Ad hoc Label Printing

Business Analyst: Shala Mogodi

Activity/ Areas / Responsible Roles and Documents



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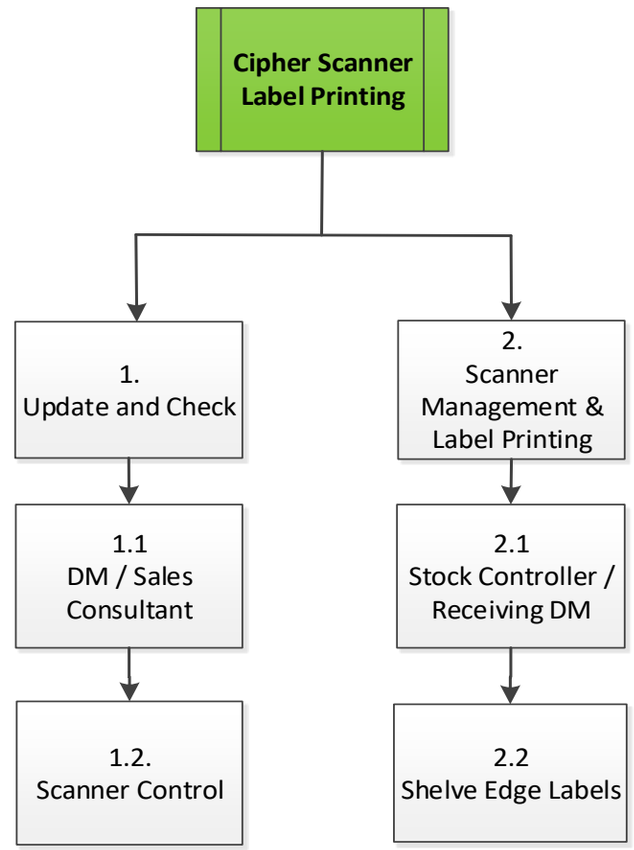


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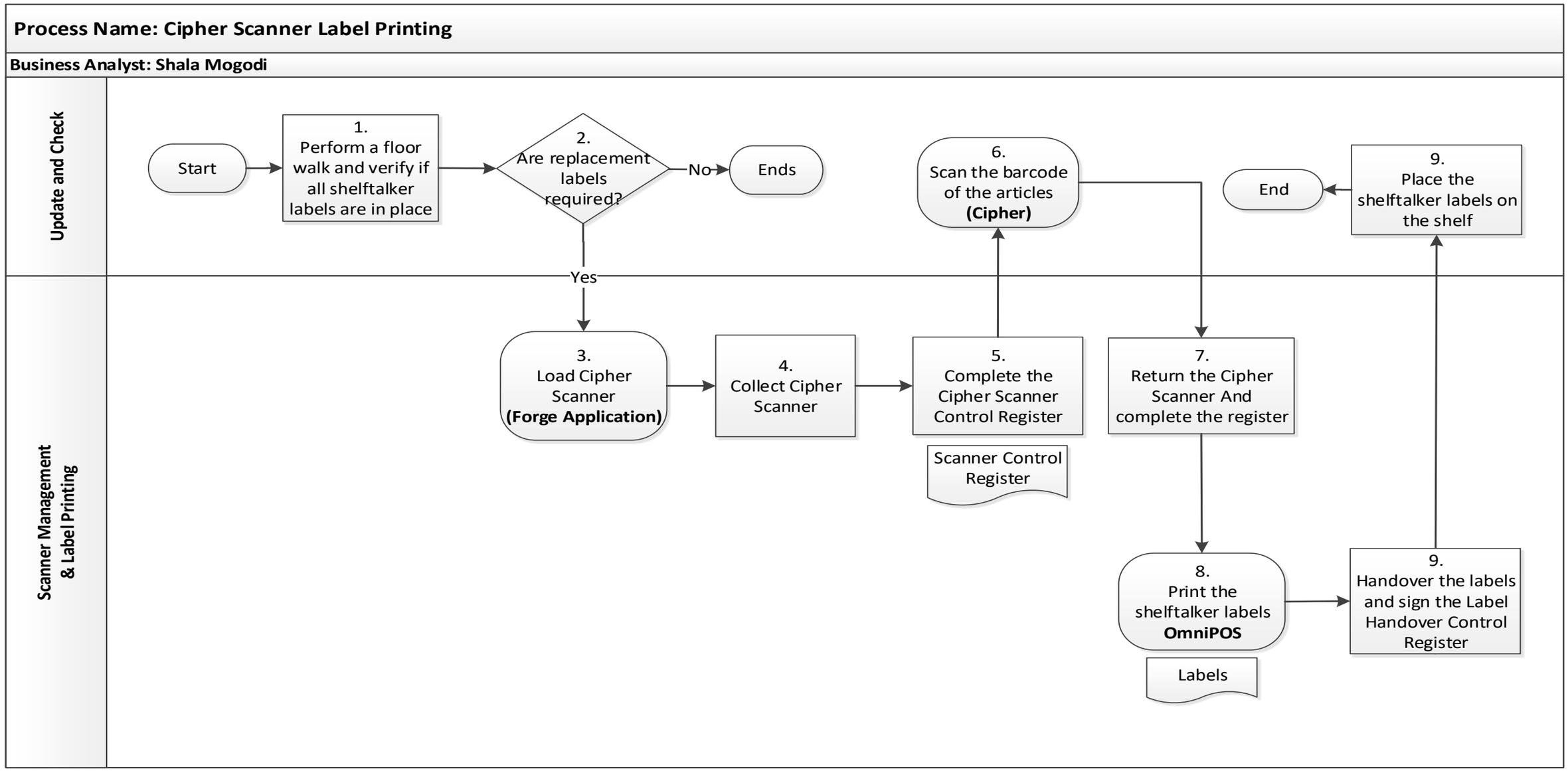
Functional Diagram: Cipher Scanner Label Printing

Business Analyst: Shala Mogodi

Activity/ Areas / Responsible Roles and Documents



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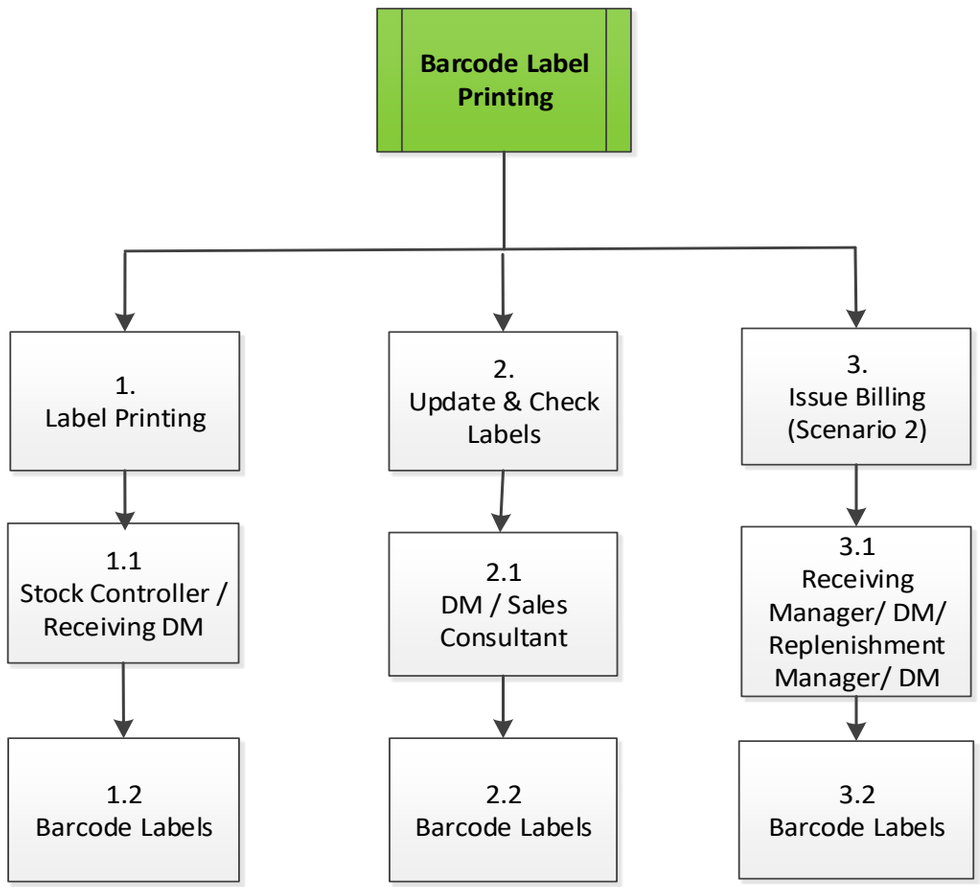


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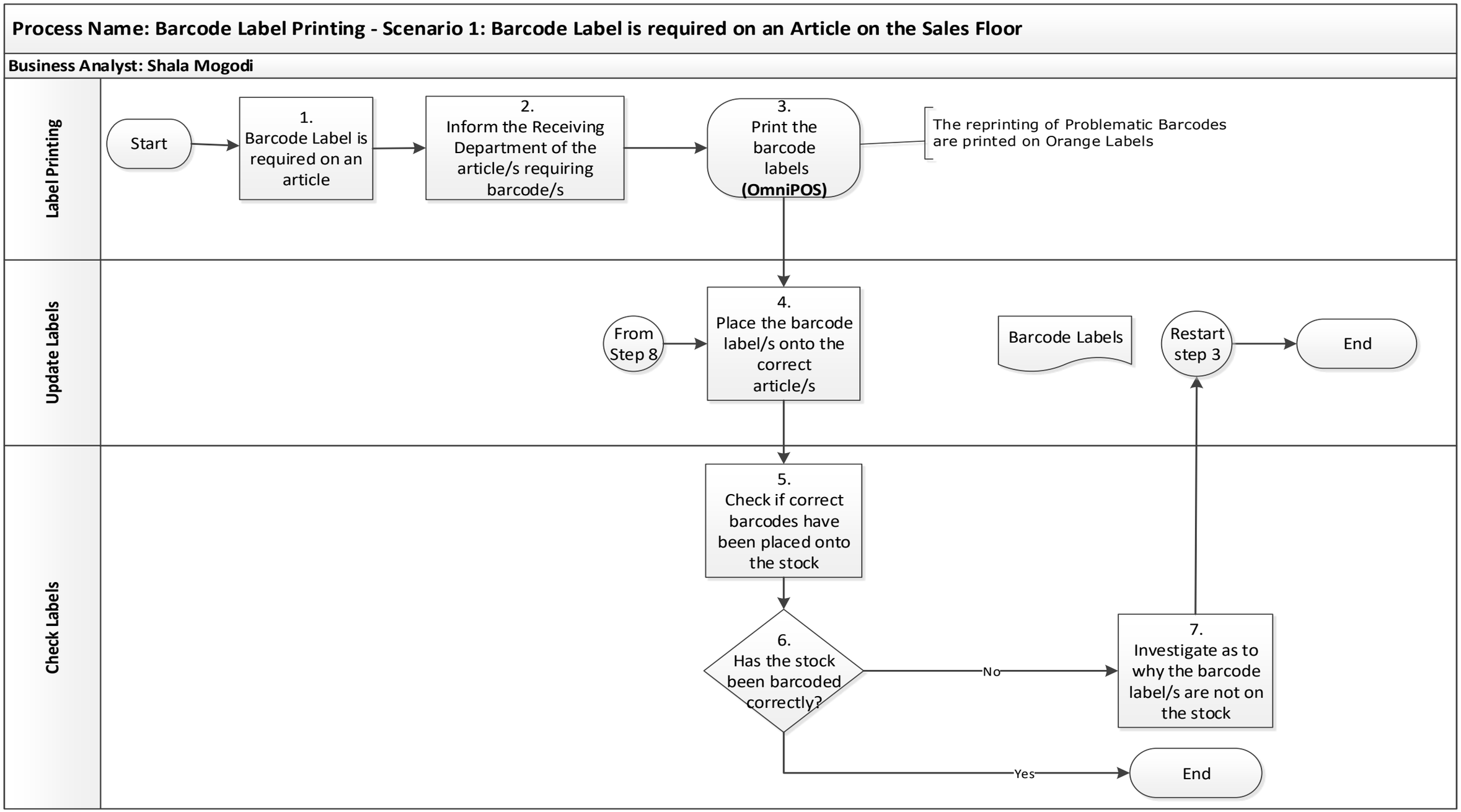
Functional Diagram: Barcode Label Printing

Business Analyst: Shala Mogodi

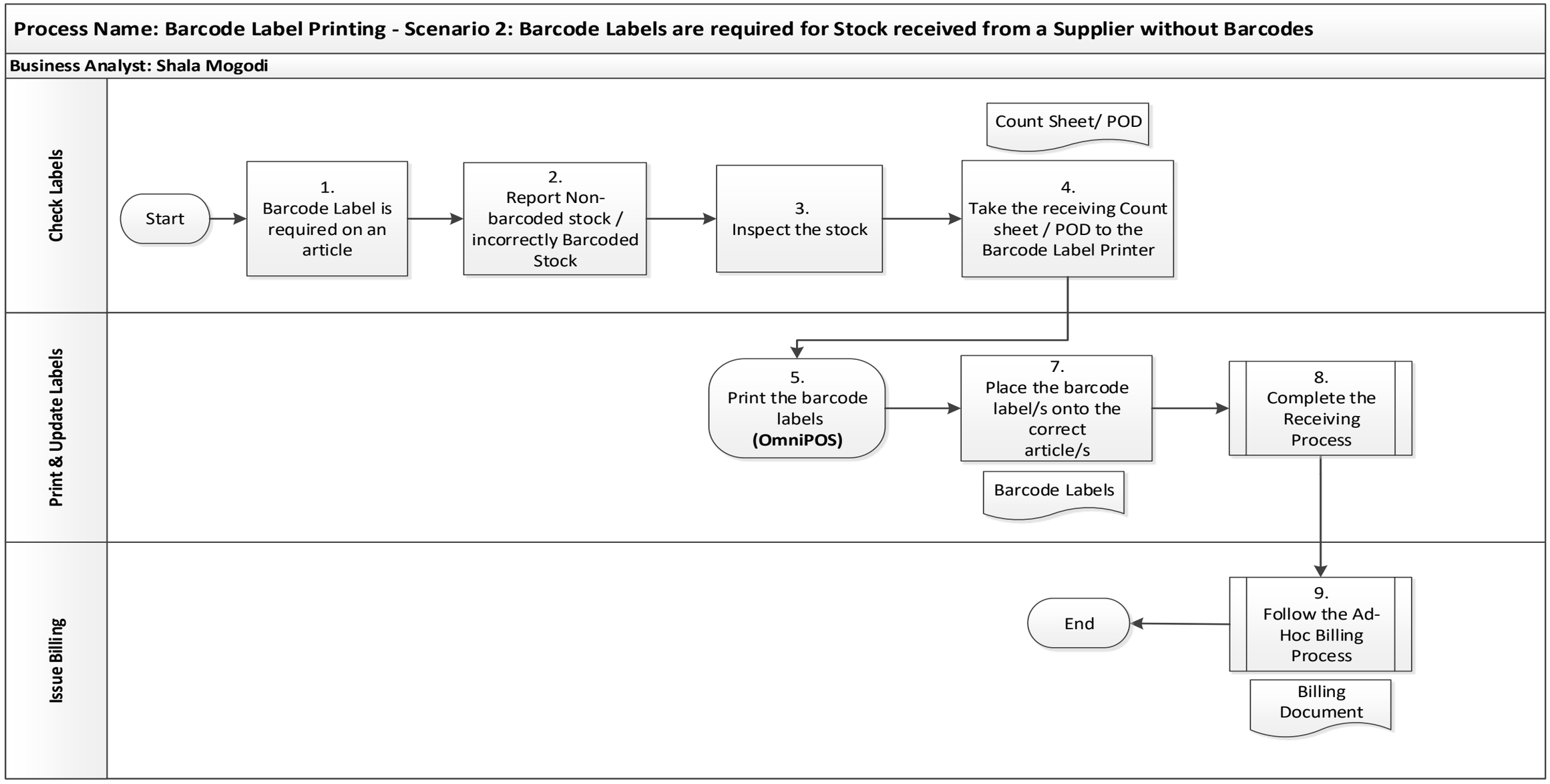
Activity/ Areas / Responsible Roles and Documents



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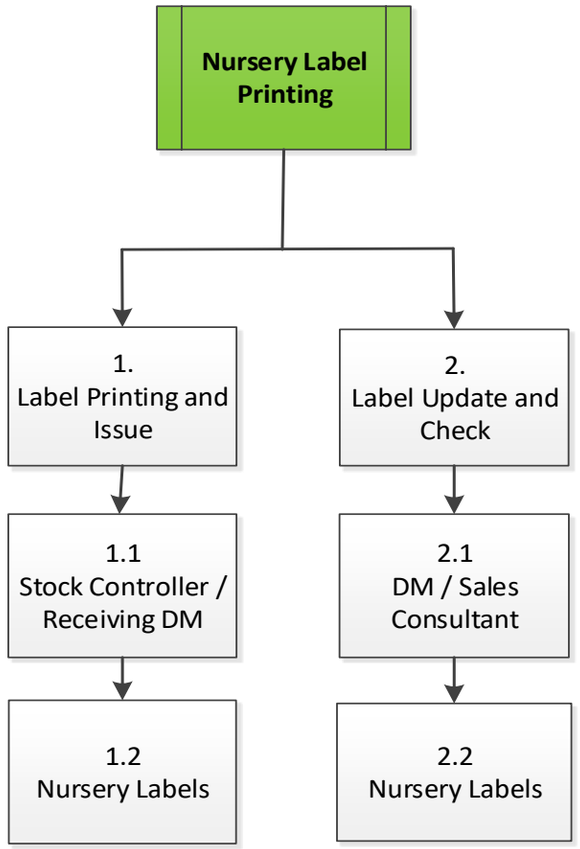


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Functional Diagram: Nursery Label Printing

Business Analyst: Shala Mogodi

Activity/ Areas / Responsible Roles and Documents



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Process Name: Nursery Label Printing

Business Analyst: Shala Mogodi

