

**SUBJECT: OCONUS ALEXANDRE LONDON STORES CONVERSION TO DSD W/ INVOICE**

**APPLICABILITY: All OCONUS Exchange facilities participating in Alexandre London program**

**DIRECT QUESTIONS: MD STORE OPERATIONS HELP DESK**

### **INFORMATION MESSAGE**

Alexandre London is scheduled to convert to DSD w/ Invoice effective March 1, 2016. Please note, inventory will continue to be Alexandre London's NOT the store. Do not include in your year-end inventory scans.

- All stores will convert to DSD w/ Invoice regardless if they are deemed a permanent, satellite, or road show location.
- **Alexandre London CONUS (USA)** : DO contracts in SOS will expire on 2/29/2016. Any Alexandre London transactions that occur after March 1<sup>st</sup> must go through the DSD w/ invoice procedure.
- **Alexandre London OCONUS (Europe)** : ALL invoices must be processed through DSD starting March 1<sup>st</sup>.
- For this transition, an information and action message was sent on Feb \_\_\_ advising all stores to get access into Microstrategy. If your facility has not done so, please click on the following links:
  - [Click here](#) to sign up to register for microstrategy.
  - [Click here for tutorial](#) on how to run Alexandre London microstrategy report shown at the 02:52 mark of the video.
  - [Click here for further helpful tips on Microstrategy](#)
  - [Click here for DSD Retail Receiving Training](#)
- All Ready Made AND Made to Measure items now have UPC and CRC's.
- For MTM, use applicable UPC/CRC's by fabrication and item description
- Below are the applicable vendor codes to be used for DSD w/ invoice receiving
  - **OCONUS (Europe) Ready Made VC: 1431503**
  - **OCONUS (Europe) Made to Measure VC: 1431504**
  - **CONUS (USA) Ready Made VC: 1431525**
  - **CONUS (USA) Made to Measure VC: 1531511**
- **CONUS (USA) list of UPC/CRC's will be available once supplier completes all checks for data integrity**
- **OCONUS (Europe) list for UPC/CRC will be available once supplier completes all checks for data integrity.**
- Alexandre London representative should provide all **RM and MTM** invoices on a weekly basis to follow negotiated payment terms of .5% payable within 15 days.

## READY MADE PROCEDURES

- Ready Made items will follow Alexandre London’s calendar week #'s which will coincide with the Exchange Fiscal week numbers
- At the time of delivery by an Alexandre London Rep, he/she must scan each item to ensure 100% scan rate by UPC and price.
  - Do NOT create local UPC’s if item does not scan.
    - Submit ticket to MD HELP DESK

## READY MADE RETURN PROCEDURES

- Follow the current Exchange return guidelines.
- Once **customer** return is completed, process a return to vendor credit (RAIC) as noted on the microstrategy report.

### ➤ **RM DSD Receiving:**

- AOL representative should provide their invoice on a **WEEKLY basis** to the appointed receiver.
- **Click here for sample of Ready Made invoice**
- Create a microstrategy report for the **Wk #** timeframe of the invoice by **the Exchange Fiscal week #, which coincides with each other.**
- Sample below illustrates a Microstrategy report using the Sales Analysis Report Pick Business Matrix as discussed in the video.

Fiscal Week		AAFES Date	Item		Universal Product Code	Store Sales \$	Store Sales Qty			
2/7/2015	Week 01	Feb 06 2015	2491838 ALEXANDRE LONDON 2 PCE SUIT		605334210660	\$445.00	1			
2/7/2015	Week 01	Feb 06 2015	2483235 ALEXANDRE LNDN OVRCOAT		605334207127	\$180.00	1			
2/7/2015	Week 01	Feb 05 2015	2501795 A LONDON CUFF LINKS		605334201057	\$30.00	1			
2/7/2015	Week 01	Feb 04 2015	5638297 ALEXLONDONTIE MULTI:ASST SIZ		612759324551	\$19.50	1			
2/7/2015	Week 01	Feb 04 2015	5638906 ALEXLONDONACC MULTI:ASST SIZ		612759327866	(\$35.00)	-1			
2/7/2015	Week 01	Feb 04 2015	2502635 ALEXANDRE LONDON SPORT JKT		605334203150	\$180.00	1			
2/7/2015	Week 01	Feb 04 2015	4064612 AOL MADE TO MEASURE		605334200005	\$200.00	1			
2/7/2015	Week 01	Feb 04 2015	2491281 ALEXANDRE LONDON 2 PCE SUIT		605334210332	\$290.00	1			
2/7/2015	Week 01	Feb 04 2015	2483235 ALEXANDRE LNDN OVRCOAT		605334207127	\$360.00	2			
2/14/2015	Week 02	Feb 14 2015	5211190 CONUS SPORT JKT 2 ASR CLR AS		612759778118	\$295.00	1			
2/14/2015	Week 02	Feb 14 2015	5638289 ALEXLONDONTIE :ASST SIZE OR		612759324049	\$253.47	7			
2/14/2015	Week 02	Feb 14 2015	5638297 ALEXLONDONTIE MULTI:ASST SIZ		612759324551	\$78.00	5			

**bagoyoshawf:**  
Return must be removed from totals

**bagoyoshawf:**  
MTM deposit must be removed from the totals

- Add the below information to Microstrategy:
  - (1) Display by:
    - Fiscal week
    - Item
    - Universal Product Code
  - (2) Fiscal **Week**:
    - **Pick Fiscal Week**

- (3) Pick Metrics
    - Store Sales \$
    - Store Sales QTY
  - (4) Product Hierarchy
    - Pick department
    - Type 1770 in Search Box
  - (5) Geography
    - Pick facility
    - Type **first 8 of 10 digit facility #**
      - **Example 02031004**
  - Under Report Message Name (optional)
    - Type name of the report
  - Press Run Report
- The total amount of the items sold **and \$\$ amount** should match the Alexandre invoice. Returns as well as the MTM deposits will show on the Microstrategy report; however both figures must be removed from the total as discussed on the video.
  - Process DSD invoice receiving in ASAP by line item at cost and **by upc**
  - Notate WK# in the remarks section
- **Made to Measure Receiving:**
  - Deposit:
    - Process 30% minimum deposit using the following UPC's
    - **CONUS (USA) : 605334200005**
    - **OCONUS: (Europe) 614299049741**
    - Alexandre rep will complete Made to Measure Control Record, Exchange form 7200-711
    - **Attach copy of sales receipt to Control Record**

### **DSD RECEIVING FOR MTM:**

- Once item has arrived and customer comes to pay for the items:
  - The cashier must refund the total amount of the deposits using the deposit MTM UPC.
  - Then process the sale at full value using the item MTM UPC
- When item is paid IN FULL by the customer:
  - Run a Microstrategy report for the sales date ~~and week number~~ to verify if the item UPC was scanned at the full value.
- The Alexandre rep will provide a MTM invoice for receiving.
- **Click here for sample of MTM invoice.**
- Process DSD w/ invoice receiving in ASAP by line item at cost and sell at full value **by UPC** (notate order # and customer name in remarks section in ASAP). Following this step is critical in case there are questions or issues that arise later.

### **MTM Return on deposit ONLY:**

- Process the refund **policy for** the deposit as normal
- MTM deposit **refunds** will show up on microstrategy report as a **negative \$** with the appropriate MTM UPC

### **MTM Return AFTER customer picks up the item**

- Contact Rep or Manager on Duty to approve the refund
- Refund the deposit **in full to the customer**
  - At this point we have already paid Alexandre London for the MTM suit therefore processing a RAIC (Return to Vendor) is critical at this point.
- **Process RAIC (Return to Vendor) at cost and sell by UPC at the full value**

### **Ready Made Promotions:**

- Must be approved by HQ
- Alexandre London representative will provide specific UPC's for each scheduled promotion.
- Process temporary store promotion (TSP) with **zero (0) counts**, unless vendor changes the price point on items.

### **Made To Measure Promotions:**

- Is approved only by HQ in collaboration with Alexandre London management.

