

Partner Network

INSTRUCTIONS FOR USE

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1 PARTNER NETWORK

Alko's suppliers or their representatives can make offers of new products on Alko's Partner Network and manage information of products that are already in Alko's selection. For using Partner Network, a written agreement must always be made with Alko. The partner signing the agreement must be the same who makes the offers to Alko.

The Partner Network offering procedure and product management procedure will follow Alko's listing instructions "Listing procedure and retail sale of alcoholic beverages". The software is free of charge to the users. When an agreement has been made, Alko will send the partner a user ID and a password.

1.1 Technical requirements

Since companies tend to have different IT solutions, Alko cannot guarantee that its Partner Network functions work together with all systems. In cases of incompatibility, the offer must be submitted using a paper form.

Recommended browser for the software is Google Chrome. The Partner Network is also possible to be used with mobile devices. However, this is not an actual mobile application, so the display scaling depends on the device being used.

1.2 Compliance with terms of agreement

The terms of the signed agreement concerning the application for submitting offers must be followed.



2 LOGIN

Partner Network application is located at <https://extranet.alko.fi/partnernetwork>. In the login page the language can be changed either to Finnish or to English. Login is done by entering the username and password, which is given by Alko. User ID management is carried out by Alko and users cannot change the username or the password. After the login page the Partner Network homepage will open.

One can be logged in to the Partner Network using only a single ID per computer at the same time. For example, having two sets of IDs (e.g. subsidiary) users cannot use the Partner Network at the same time on the same computer with different IDs. The Partner Network can be used with the same username and password from multiple computers but editing the same document at the same time is not possible.

3 CONTACT INFORMATION

Contact information of the users must be filled in carefully before making offers. Contact persons menu can be found from the left side of the site. It is important to check that the company's information is correct. All three address fields must be completed. **We recommend using the company's general email address for all persons who are making offers.**

It is recommended that each of the company's contact person adds personal contact information in addition to the company's general information. This way the right contact person for each offer can be chosen. This helps with the communication between Alko and the suppliers. In addition, various contact persons can be used with the automatic reminder (see making a new offer / automatic reminder).

NB. When adding new contact details, please log out of the system afterwards in order to update all the information within the system.

A contact person can be removed by ticking "Not in use". This means that a person does not appear in the selection lists when making new offers. However, the person's information stays in the offers made earlier.



4 RESPONSIBLE PURCHASING

Before making offers the offeror must become familiar with responsible purchasing. Information on the topic is found on Alko's webpage to which you can find a link on Partner Network. Code of Conduct - menu can be found on the homepage's left-hand bar. In order to make offers via the Partner Network, these terms and conditions must be bound and accepted. The approval must be made once per company.

<p>HOME PAGE</p> <hr/> <p>OFFERS</p> <p> DISTRIBUTOR CHANGES</p> <hr/> <p>PURCHASE PLAN</p> <hr/> <p>PRODUCT CHANGES</p> <p>> CODE OF CONDUCT</p> <p>ALKO.FI PURCHASE PLAN</p> <p>CONTACT PERSONS</p> <p>ADDITIONAL INFORMATION: WWW.ALKO.FI</p>	<p style="background-color: #e0e0e0; padding: 2px;">Code of Conduct</p> <p>I have read the BSCI Code of Conduct documents that are found on Alko's webpage under Responsible purchasing. <u>Responsible purchasing</u>. By ticking the boxes below I confirm I have read the documents in question.</p> <p>✓ BSCI Code of Conduct</p> <p>✓ Terms of Implementation for Participants (Alko)</p> <p>✓ Terms of Implementation for Business Partners (Seller)</p> <p>✓ Terms of Implementation for Business Partners to be involved in the BSCI monitoring process (Producer, Manufacturer)</p> <p>✓ BSCI Glossary</p> <p>✓ BSCI Reference</p> <p>✓ I accept the Terms of Implementation for Business Partners and confirm that this applies to all products I sell to Alko.</p>
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5 SUBMITTING NEW OFFER

Partner Network application works both in Finnish and in English. The language can be changed with the menu top right corner of FI / EN. The functions are the same in both languages. Before you can start making offers the Code of Conduct -terms must have been approved.

5.1 Offer forms

There are three offer forms in Finnish and English for making offers. These offer forms are also available on Alko's website:

- Offer for central warehouse deliveries 'Deliveries from Finland to Alko's central warehouse' (delivery terms TOP Alko's central warehouse, Finnterms 2001)
- Offer for shop deliveries 'Deliveries from Finland to Alko's shops (delivery terms TOP Alko's shops, Finnterms 2001)
- Offer for importation service 'Alko's import service' (delivery terms FCA, FOB or DAP, Incoterms 2010).



Offeror may submit offers both in Finnish and in English. The selected language is not relevant in the offering process. Finished offers can be browsed in both languages when the application changes the names of the offer fields automatically into another language.

Offer forms can be found at the home page by clicking the top bar "+Offer" button. After this one should choose from three options and to move the offer form. It should be noted that the offer cannot be made without a proper search number, excluding offers to sale-to-order selection. These search numbers can be found in the valid purchase plan.

5.2 Browsing the purchase plan and the searches

Searches of the purchase plan can be found at the Partner Network on the left side of the page. Browsing searches can be limited by using the filters of the top menu and press "Search". Correspondingly, all searches will be opened if the filter fields are empty. When pressing the search number entire search text will open.

Expiration date of the searches can be seen on the right side of the page. Searches that will expire soon are registered in the list with pink colour. Offers may not be submitted to already expired searches but search texts can still be read also from these searches.

If the search is marked as straw-coloured in the list, it means that the search text has been changed since the publication of the search. This change is explained at the end of the search text in the field "Change". Changes will also be informed at the Alko website.

Offers can be made to the selected search by choosing "Make an offer" while browsing the purchase plan. When making an offer this way the basic information of the search will move to the offer form automatically. Offers can also be made by choosing from the top bar "+Offer" button. On the offer form "Search Number" - field must be filled in with the correct search number. The application proposes automatically the numbers from the purchase plan. At this point one should be careful to select the right search number. Based on the selected search basic information will be filled automatically to the offer form. Offers cannot be send without a search number, excluding offers to sale-to-order selection.

While browsing the purchase plan one can also find all the made offers to the searches.

5.3 Automatic reminder

When browsing the purchase plan one can use automatic reminder message with searches of interests. By clicking "Add reminder" Partner Network will send an e-mail at the specified time. From the menu can be found offeror company's own contacts, but in addition, a message can be sent to as many addresses as needed. This message content is freely configurable and can



include for example a reminder to the principal sending information or sending samples.

5.4 Favourites

The most interesting searches from the purchase plan can be marked as favourites and these will rise to the Partner Network homepage and are therefore immediately visible. The selection for the favourites can be made by pressing the "Add to favourites". The selection can also be removed by pressing the same icon again. The own favourites are displayed with "a star" sign.

5.5 Filling the offer form

When a new offer is made at least all the fields marked with a star (*) in the offer form should be filled. If such a mandatory field is not filled when sending an offer Partner Network will inform that there are errors at the offer form. These error fields will be marked with red text.

There are differences between offer forms for different product groups and different delivery terms. Some fields will be shown or will be activated after the selection of the wanted category, terms of delivery, bottle type, etc. Dark grey fields cannot be filled. These fields will be activated only when the information is needed in the offer.

There is a built-in automation on the background of the searches which will notify if the offered product's *price, package size or alcohol content* differs from search criteria. However, these criteria have not been defined in all of the searches so when completing the offer, one should ensure that the offer corresponds to the search in all parts.

At the fields with the question mark (?) more information can be found about filling the information. Text will appear when the cursor is placed on the question mark.

5.5.1 Price calculator

There is an integrated price calculator at the offer forms of the Partner Network. This price calculator can be found also at Alko's website. The price calculator calculates prices on the basis on terms of delivery selected and the data entered to the offer form. Numbers cannot be entered to the "Alko's retail price" -field or to the "price per litre" -field because these will be automatically calculated by the price calculator. Offers cannot be send without using the price calculator.

The price is calculated by pressing the "Calculate price" button. Next to the button is the menu, where one must choose the right price calculator. If the offer form is incomplete or if the price is incorrect in relation to the selected search criteria Partner Network will inform about this. When the price calculator has calculated the price successfully the offer will be saved automatically as an unfinished offer.



5.5.2 Authorizations and authorization archive

More detailed instructions about authorization can be found at the Alko's listing instructions "Listing procedure and retail sale of alcoholic beverages" which is available on Alko's website.

An authorization can be added to the offer with "Attach authorization to the offer" button. From the attached authorization one must also fill in the name of the principal and a list of brands/products that are included in the authorization and possible additional information of the authorization.

If the authorization is one that is used often it can be saved to the Partner Network's authorization archive. Saved authorizations can be found in the menu "Select Authorization". The authorization will be archived by clicking once "Archive Authorization" -tick. The authorization can be removed from the archive by clicking "Delete from archive".

NB! *The target of the archive is to make the offer process easier and to make it easier to handle own authorizations. Alko does not cross check different offerors' archived authorizations. The offeror must make sure that the attached authorization gives the right to make an offer. In the authorizations Alko will follow the valid Alko's listing instructions.*

When using archived authorization, it must be added to the offer with "Add Authorization" button. False authorization may also be removed from the offer by selecting "Remove from the offer".

5.5.3 Additional information and attachments

On the searches there may be requests to enter more specific information to the "additional information" field. This information must be written in accordance with the search text or attach an attachment to the offer where the requested information can be found. Without the information which is requested the offer does not respond to the search. In addition, the needed pictures or other needed attachments must be attached to the offer.

5.5.4 Sending an offer, saving an unfinished offer or copying an offer

The finished offer can be sent to Alko by choosing "Send". If at this point, there are errors in mandatory (*) fields Partner Network will inform about this and to the mandatory field is marked with red notice text. Partner Network will not check the information that is filled to the "additional information" field, so the offeror must make sure that all required information has been given and responds to the search.

The status of sent offers can be followed at the Partner Network homepage. After sending the offer cannot be changed or deleted by the offeror.

An unfinished offer can be saved by selecting "Save as draft". Unfinished offers will not be sent to Alko's offer processing but are saved to wait for the



actual sending. Unfinished offers can be changed or deleted. The status of unfinished offers will be 'draft'.

An offer can be copied as the base of a new offer by choosing "Copy". At this point it should be noted that the new offer must respond to the search number it was copied from. The offer should not be copied if there is no purpose to send a new offer to the same search. Search number should not be changed in copied offers, because of checking of mandatory fields may not work correctly after this. Incorrect information can lead to the rejection of the offer.

5.5.5 Automatic sample request

The majority of Alko's product searches contain information when samples should be delivered to Alko. If the offer is correctly filled Partner Network will send sample request automatically at the end of the workday. The sample request message contains detailed instructions for sending samples. The samples may not be sent without a sample request.

Searches, which have not a specified sample delivery schedule will be pre-processed before making sample requests. In some searches the number of offers may be so large that the samples will be requested using the limitation criteria informed in the search.

5.5.6 Annulment of a sent offer

If the offeror wants to annul a sent offer either because it contains mistakes or for other reasons, an email should be sent to puchasinghelp@alko.fi and request the annulment. In the email the offeror must state the reference number (for example 1191234) of the offer. **NB! The replacing offer must be submitted before the offer deadline.**

5.5.7 Binding of the offers

Offers sent into Alko's offer processing are binding the offerors. If a supplier cannot deliver the product in question to Alko as offered, Alko has the right to charge the supplier for the listing costs occurred. By submitting an offer, the supplier commits to the Alko's current listing and retail sales instructions.



6 CHANGE OF DISTRIBUTORS AND DELIVERY CLAUSES

Changes of distributors and delivery clauses can be submitted on the offer form. Please tick the box "change of distributor and/or delivery clause", then fill in the Alko's product number, old distributor and new distributor. Then the rest of the offer form should be filled in as usual.

Accepted changes in distributor/delivery terms will take effect on dates that are informed at Alko's listing instructions. After this date product changes can be made via Partner Network. If the new distributor has a need to do a product change request before the distributor change becomes effective in the Partner Network, then the request should be made on a paper form (for example new vintage).

7 MANAGING PRODUCT INFORMATION

Product management -section is for viewing product information, making product changes, updating marketing information or taking care of product's delisting.

7.1 Product sheets

Each product has product sheet on the Partner Network and product information is managed through the sheet. All supplier's or agent's products are listed on the front page of the Product sheets -section. On the page is listed product's product number, name, a last day of made change, status of marketing information, and possible open product change requests. Products can be searched using the product number or name through the search box at the top of the page. The product sheet is opened when clicking the product number. Product sheets are divided into four tabs: Product information, Marketing information, Product changes, and Messages.

7.1.1 Product information and making product changes

Product information -page has been divided in different sections, which are:

PRODUCT INFORMATION	MARKETING INFORMATION	PRODUCT CHANGES	MESSAGES
▶ BASIC INFORMATION			Add product change
▶ ORIGIN INFORMATION			Add product change
▶ PRODUCT ATTRIBUTES			Add product change
▶ CONTENTS AND ANALYSIS INFORMATION			Add product change
▶ BACKGROUND INFORMATION			Add product change
▶ PRODUCT'S ADDITIONAL INFORMATION			Add product change



The displayed information depends on product's selection (general or sale-to-order selection) and product group.

Product change request can be done by clicking "Add product change" on the right side. By clicking the button, the product change sheet is opened. The old information is at the left column on the sheet and for the right column is possible to add the new information. The changeable information depends on the product group and the selection.

The product change sheet has been divided on twelve sections (change of selection, seasonal gift box and change of T3 delivery shops can be edited only when the separate terms are fulfilled) that are:

▶ CONTACT INFORMATION	Collapse all
▶ BASIC INFORMATION	Collapse all
▶ ORIGIN INFORMATION	Collapse all
▶ PRODUCT ATTRIBUTES	Collapse all
▶ CONTENTS AND ANALYSIS INFORMATION	Collapse all
▶ BACKGROUND INFORMATION	Collapse all
▶ PRODUCT'S ADDITIONAL INFORMATION	Collapse all
▶ IMAGE INFORMATION	Collapse all
▶ CHANGE OF SELECTION	Collapse all
▶ SEASONAL GIFT BOX	Collapse all
▶ DELISTING OF THE PRODUCT	Collapse all
▼ CHANGE OF T3 DELIVERY SHOPS	Collapse all

Fields, which are marked with * are mandatory to fill in. A part of these fields is hidden and will appear for certain choices. For example, when the analysis information is changed, all the analysis fields become mandatory and a new analysis certification becomes mandatory to attach.


NB! Contents and Analysis information -section has dropdown list for "Declared ingredients". From the list it is required to select all possible allergenic ingredients of the product. These are for example sulphites in wines and barley in beers. If the product does not include allergens, the last option of "No declared ingredients" is chosen. In addition, feculence on the



product is also needed to be inform. For new products this information needs to be added before the listing date.

NB! The organic certification is attached using "+Add organic certification" button. The button will be active when "Yes" is chosen for Organic product. It is mandatory to fill "Validity date of organic certificate" and "Organic identifier number". Please, do not use "Add other attachment" button to send organic certification.

BACKGROUND INFORMATION		Collapse all
	Old value	New value
Organic product	No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Validity date of organic certificate*		<input type="text"/>
Organic identifier number*		<input type="text"/>
<input type="button" value="+ Add organic certificate *"/>		

More information can be found by scrolling the mouse over the question mark (where available). 

Filling the Contact information-section on the top of the product change sheet is mandatory: The contact person and 'Valid from' date is informed in this section. If some mandatory information is missing when pressing the "Send"-button a red error message will appear on the top of the page and mandatory field is marked with red notice text. After sending the request it is possible to make changes on it until Alko has done the approval. After the approval it is still possible to change the 'Valid from' date until the exact day has been reached.

Open product change requests are on the top of the product sheet and on the product changes tab. The product change process can be discontinued if needed before the given listing date of product change by choosing "Discontinue" on the product change page. The status of the product change can be followed on the product change tab where is also a possible to edit the listing date.

7.1.2 Characterization change of sale-to-order selection product

It is possible to make a change for a sale-to-order product's characterization. Available words for characterization can be found from the dropdown lists on the "Content and analysis information" section and they alternate between product groups. When changing the characterization, it is recommended to verify if there are some changes in declared ingredients or feculence of the product.



7.1.3 Supplementary request

If Alko needs additional information regarding the product change request a supplementary request is sent by email to the person who made the change request. Request is visible on the Product change section and the status of the product change request is "Need to supplement". Opening the product change sheet will show "Incomplete information" section on the top of the page where details of the requested additional information can be found. By choosing "Edit" it is possible to add the requested information. It is always obligatory to add an attachment. When the information is completed, it is sent by clicking "Supplemented".

For example: The informed GTIN code in the product change request is 13 zeros. Valid bar code needs to be filled and photo of the bar code attached in Incomplete information -section.

Print
Supplemented
Discontinue

Collapse all

INCOMPLETE INFORMATION
Collapse all

Need to supplement EAN-code not valid.

Complementary attachments

+ Add attachment *

Additional information

7.1.4 Automatically approved product changes, no needed samples

Some product changes do not require sending samples since they are automatically processed in the system. These changes need to follow up the valid principles of the Listing Instructions manual. The following are these product changes:

- vintage change
- characterization change of products in sale-to-order selection
- alcohol content (if it doesn't affect on pricing)
- GTIN code of a gift box
- sales unit has a gift box
- sales units per transport package



- DUN code
- type for closure
- subtype for closure
- measurements of sales package
- weight of sales package
- transport package

7.1.5 Image information

It is possible to add a new image to Alko's product communication at "Image information" on the product change section. More specific information of image quality can be found under the question mark icon.

If the product is changing, e.g. product becomes a biodynamic, the product change request requires attaching a product image as a background information. This image needs to show how the informed changes will appear on the product's label.

It is also possible that Alko will photograph the product. In this case the samples are required, and the costs will be charged after the valid price list.

7.1.6 Making the change of selection

Product's selection can be changed if the valid sales criteria according to the Listing instructions are fulfilled. Notice for a possibility of transferring product's selection is given by email. The change can be done on "Change of selection" section on the product change sheet.

NB! At the same time with the notification of changing of selection it is not possible to make other changes for the product. The other changes are needed to inform with separate product change request.

7.1.7 Delisting of product

Delisting of product is done on the Product sheet in Partner Network by adding product change and choosing 'I want to delist the product from the selection' at the end of the sheet. Reasons for delisting are listed on the menu. If proper reason can't be found from the menu, 'Other reason' can be chosen and additional information (maximum 100 marks) can be written to the field.

Please note that delisting the product in Partner Network is **irreversible and comes into effect immediately**. Next is described how distribution method and selection affect delisting process:

-Products distributed through a warehouse hotel

The product is always delisted through the Partner Network, even if there is stock left in the warehouse. Products can be distributed as long as there is



stock in the warehouse. When all the stock is distributed from the warehouse, the warehouse hotel or supplier will send an e-mail to the Material flow control center (MOK) to mok@alko.fi. Headline of the email needs to include following information: product number, product name and word 'termination'. Based on the email from the warehouse hotel, the Material flow control center will end the logistical lifecycle of the product.

-Alko's import service products and products stored in Alko's central warehouse

The product is always delisted through the Partner Network. Alko will end product's logistical life cycle when all the stock is distributed from the warehouse.

-Sale-to-order selection products delivered either directly to the shops or through Alko's central warehouse

Products that are delivered to Alko's central warehouse or directly from the supplier's stock to the shop, the logistical lifecycle of the product will immediately end when the supplier makes the delisting in the Partner Network.

-Seasonal selection products and specialties

If the stock is distributed from the supplier's warehouse before the seasonal product's period or specialty period is over, the lifecycle of the product will be ended as described above. In other cases, Alko will delist the seasonal or specialty product after the season or specialty period is over unless the product is not transferring to the other selection according to Listing instructions.

7.1.8 Change of delivery shops for locally available sale-to-order selection products (category T3)

Change of delivery shops may become effective three times a year according to the price list period schedule. Current selection of delivery shops can be found from the Product's additional information section. Clicking 'Add product change' -button opens product change sheet. 'Change of T3 delivery shops'-section is located at the end of the sheet:

▼ CHANGE OF T3 DELIVERY SHOPS
Collapse all

Delivery shops are revised three times a year. Changes need to be notified by DD.MM.YYYY and will be effective from DD.MM.YYYY.

I wish to change the T3 delivery shop [?](#)



Clicking 'I wish to change the T3 delivery shop' opens the form where it is possible to add or delete delivery shops by clicking 'Select stores'-button and choosing the stores from the menu. Adding or deleting the stores is done by clicking the name of the store. Alko Online shop selection can be changed by clicking 'Yes/No'-buttons.

7.2 Marketing information

Product's marketing information is visible at own tab on the product sheet. The marketing information is released on Alko's Taste Deposit -application for internal use for Alko's personnel to support high quality customer service and development of shop-based selection.

The marketing information should especially concentrate on summarizing the USP (Unique Selling Proposition) for the product with the relevant additional information and stories (of product, producer or manufacturing) that are creating an important entity for the customer.

The product-specific information can be written **with the maximum length of 500 characters** in the field of marketing information. Any links and videos etc. can be added to the information field. The maintenance of additional product information is supplier's responsibility, and the information can be constantly updated in the Partner Network. Updating the additional information is particularly important when the vintage of the wine is changing.

Product-specific marketing information should concentrate on these aspects:

- What would you like to tell of this product for customers and personnel?
- Which are the selling propositions in customer service situation?
- For example, origin classification, raw materials, grapes and used spices, product's manufacturing (maturation, barrels), estimation of life cycle, use methods and traditions or information on producer or production area.
- Consumers are interested in stories that are related to the product and/or producer.

Please note that Alko will, if necessary, modify the texts to ensure equal product communication.

7.2.1 Adding the marketing information

For new products the notification of adding the marketing information is sent automatically by email. The marketing information is able to add two different ways: either in the product sheet's tab by choosing "Add Marketing information" or on the Partner Network's left side at "Marketing information". The latter view is able to see all new requests and all sent information as a list.



For the new product a valid date should be the current day. This way the information is on the internal systems before the product's listing date and available for Alko personnel.

At the product sheet's Marketing information tab can be edited product's marketing information that is already *in the selection*. By choosing "Add Marketing information" the view opens and there the previous marketing information is there for editing. The valid date should be the day when changed information becomes valid.

7.3 Creating dolly pallet change request (offering)

Dolly pallet change request is created as product change in Product Sheets section in Partner Network. The list of possible dolly pallet options is visible in Dolly Pallets tab.



Possibility to offer dolly pallet is informed two different ways depending the dolly pallet type:

1. All-year products in the dolly pallets and Seasonal dolly pallets for the main products in the general selection: Permission to offer a new dolly pallet will be informed by email. Notification will not be sent if all-year product in the dolly pallet is already active in Alko's system.
2. Dolly pallets for the seasonal products: For seasonal products which have been selected to Alko's selection via seasonal product search it is possible to offer a new dolly pallet after receiving Marketing information request by email.

Possible options for dolly pallets are:

- All-year dolly
- All-year minidolly
- All-year BiB dolly
- All-year BiB minidolly
- Seasonal dolly
- Seasonal minidolly



PRODUCT INFORMATION	MARKETING INFORMATION	PRODUCT CHANGES	DOLLY PALLETS	MESSAGES
Based on the review it is possible to create following dolly pallet(s)		Dolly pallet ordered before		
Seasonal dolly		18.01.2020		
Seasonal dolly pallet ordered from date		Seasonal dolly pallet ordered until date		
20.02.2020		30.03.2020		
PRODUCT'S CURRENT DOLLY PALLETS				
ALKO's product number		Product name		
000000		Product		

Print

Add product change

Add marketing information

Add dolly pallet

New dolly pallet change request is created by clicking Add dolly pallet - button.

Please, create dollypallet for each dolly type.

ALKO's product number

000000

Product name

Product

Organisation name

TESTI OY

Contact person*

-- Select contact person --

Type*

 Seasonal dolly

Dolly pallet ordered before

18.01.2020

Dolly pallet ordered from date

Dolly pallet ordered until date

Sales units per dolly pallet*

Print

Save as draft

Send

Contact person, Type and Sales units per dolly pallet need to be filled before sending the dolly pallet change request to Alko. It is also possible to save the change request as a draft.

Please, create dolly pallet change request for each dolly type separately.

Type*

 All-year dolly

 All-year minidolly

All saved or sent dolly offers can be found from the Dolly pallets -list on the left-hand menu in Partner Network.



PRODUCT MANAGEMENT

PRODUCT SHEETS

DISTRIBUTOR CHANGES

PRODUCT CHANGES

MARKETING INFORMATION

NEW REQUESTS

SENT INFORMATION

> **DOLLY PALLETS**

Creation date of the change request, product number and name of the base product, dolly pallet type and status of the dolly pallet change request can be found from the list in Dolly pallets section.

> <u>Date</u>	> <u>Number</u>	> <u>Product name</u>	> <u>Type</u>	> <u>Status</u>
13.01.2020	000000	Product1	Seasonal dolly	Ready
13.01.2020	00000	Product2	Seasonal minidolly	Received

8 PURCHASE PRICE NOTIFICATION

Changing purchase price and the corresponding retail price or back-door price BDP in euros can be informed in Purchase price notification -view in Partner Network. Change in the recycling system/change of deposit can also be informed in the same view. Purchase price notification period is open two times per year according to the price list periods.

Please note that only changing price or recycling system/deposit information should be informed.

Changing the price is not possible for products in large and small specialties and seasonal products. Prices of products in gift boxes and dolly pallets are according to the main product. For new products only the change in the recycling system/deposit is allowed.

Purchase price notification -view can be found from the left-hand menu in Partner Network. At the top of the view is information regarding the price list period for which the notification is made, last date for making the notification, and link for the Price calculator. In addition, there is some general information and contact information in case of any issues.



Purchase price notification

Pricing list period Winter/2021 : Change to be notified by 3.8.2021

[Price calculator 2021_V2](#)

Products? prices are revised two times a year. Thus, increases and decreases in the purchase price as well as changes to the terms of delivery and modes of distribution may become effective two times a year. For products with over 5.5% alcohol sellers have a possibility to use Alko? price calculator, which is a tool for calculating a retail price when a purchase price and possible other pricing factors are changing. For products with maximum 5.5% alcohol Alko will dictate the retail price and the seller can only change the purchase price. The price list periods and the dates of notifications are the same for both groups. Please, in urgent matters contact prices@alko.fi

Number, Product name and Current purchase price is listed on the list. Color of the star symbol is **white when no changes have been saved** and **black after saving data** and closing the row. Products can be searched with the Search-box at the top of the view.

> <u>Number</u>	> <u>Product name</u>	Current purchase price
> 000000	Product 1	0,86 ★
> 000001	Product 2	10,16 ☆

For new products only the Change in the recycling system/Change of deposit drop-down menu is visible.

New product, only change of deposit/change in the recycling system allowed

Change in the recycling system/Change of deposit

For product with maximum 5.5% alcohol it is possible to make purchase price notification for three different store coverages (No guaranteed coverage, Over 100 and Over 300). Price for 'No guaranteed coverage' must be entered first and only after that it is possible to save information for other store coverage fields. Both purchase price and BDP are mandatory. Two decimals are a maximum.



Change in the recycling system/Change of deposit

No selection

When submitting a new purchase price, the 'No guaranteed coverage' -level is mandatory.

Store coverage

Purchase price €

BDP €

No guaranteed coverage

Over 100

Over 300

 Save

For product with over 5.5% alcohol purchase price notification is for one purchase price and retail price. Both purchase price and retail price are mandatory. Two decimals are a maximum.

Change in the recycling system/Change of deposit

No selection

Purchase price €

Retail price €

 Save

Purchase price notification is saved by clicking Save-button. It is possible to change the data as many times as needed until the last date for making the notification. If retail price is greater than purchase price, Partner Network will inform 'Saved successfully. Correct the prices, product's retail price is smaller than purchase price.' after pressing the save-button. Also red dot will appear at the end of the product number row.



After the last date new information can't be entered or saved. New price list for review will be sent to supplier by email to the organization's address.

It is possible to import purchase prices to Purchase price notification view by using specific excel-file template (Purchase price notification_import_template_EN.xlsx) which is available in: <https://www.alko.fi/en/alko-inc/for-suppliers/listing-process-and-product-range/partner-network>. Do not make any changes to the names of the columns. There are sheets for both max and over 5,5% alcohol products.



Sheet for max 5,5% alcohol:

	A	B	C	D	E	F	G	H
1	Product number	Product name	Purchase price	No guaranteed coverage BDP	Over 100 Purchase price	Over 100 BDP	Over 300 Purchase price	Over 300 BDP

Sheet for over 5,5% alcohol:

	A	B	C	D
1	Product number	Product name	Purchase price	Retail price

NB! Change in the recycling system/Change of deposit needs to be informed separately in Partner Network Purchase price notification -view despite importing the prices by excel template. Remember to save the changes.

Excel template is imported by using the Import-button at the top of the Purchase price notification -view.

Import

After the import is finished a pop-up window will appear listing how many product numbers were imported successfully, and which ones were not updated. Saving is done automatically which is indicated by black star at the end of the product number row. Please review the updated purchase prices.

It is also possible to export saved purchase prices and recycling system/deposit data from the view by using the Export-button at the top of the Purchase price notification -view.

Export

This will create .csv-file which can be saved to one's personal files.

9 CONTACT DETAILS

Technical support

Service phone number: +358 20 711 5885, weekdays at 9 AM-5 PM.

Email: purchasinghelp@alko.fi.

