

# SAVI Training Manual

## Grower To Grower Transfer

# Grower To Grower Transfer

## Previous Process (Financial & Non Financial)

1. Supplier physically despatched crates to another grower
2. Supplier contacted the EC Team via phone or email and requested the transfer of crates from one supplier to another
3. EC Team would request written permission from both suppliers to move the crates between the SAVI accounts
4. EC Team would then perform up to 4 different transactions to complete the transfer
5. If the transfer was deemed to be a 'financial' transfer the EC Team would request a credit from Coles on behalf of the supplier. An invoice would also be raised for the hire of the crates to the receiving supplier

The Average Time of This Process is 2 Weeks

# Grower To Grower Transfer

## New Process (Financial & Non Financial)

Non Financial - NOTE: Logtek EC Team do not need to be notified

1. Supplier physically despatched crates to another grower
2. Supplier creates a 'Despatch' in SAVI to the receiving supplier and sends a copy of the Crate Transfer Docket (CDT) to the receiving supplier
3. Receiving supplier 'Receipts' in the crates onto their account

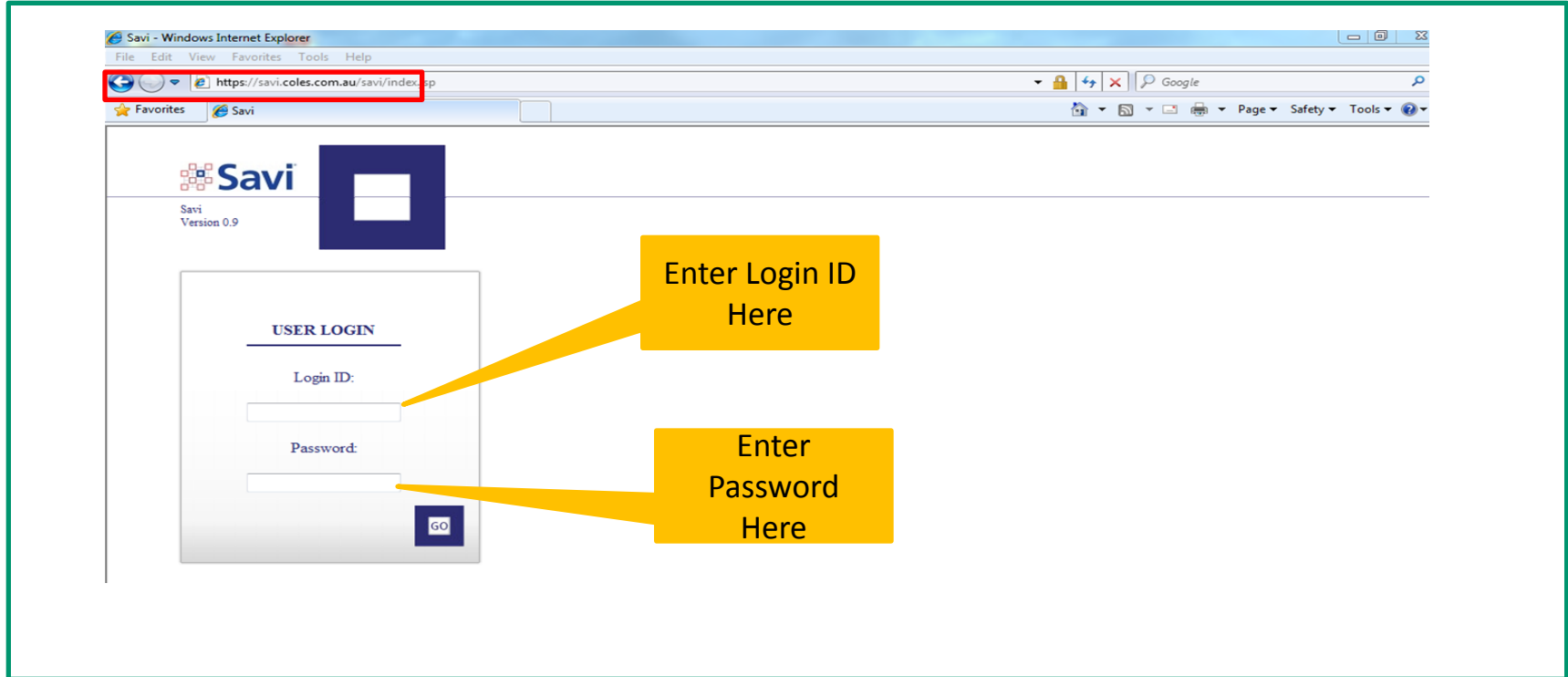
### Financial

3. Complete steps 1,2 & 3 above
4. Download a 'Grower To Grower Transfer' form from <http://www.cratesrus.com.au/SAVI.php>
5. Complete all sections in the form and send to the receiving supplier to complete
6. Send a copy of the completed form to the EC Team who will process the credit and invoice accordingly

The Average Time of This Process is 3 days not 2 weeks

# How to Log On

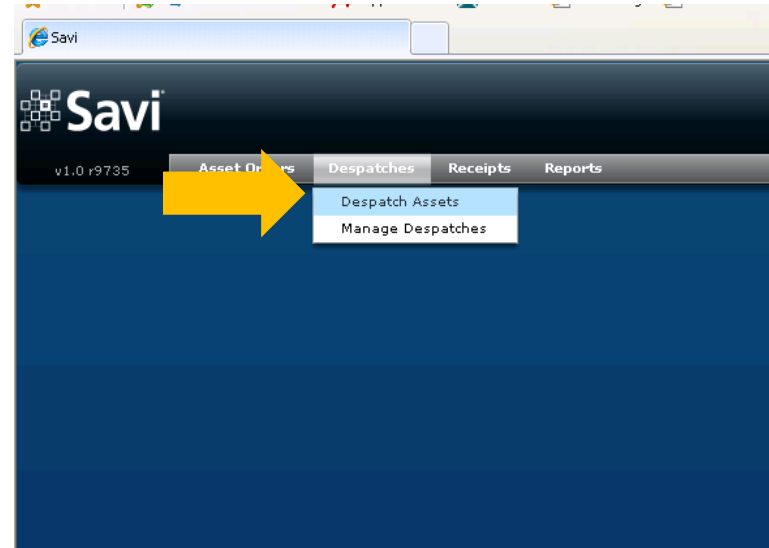
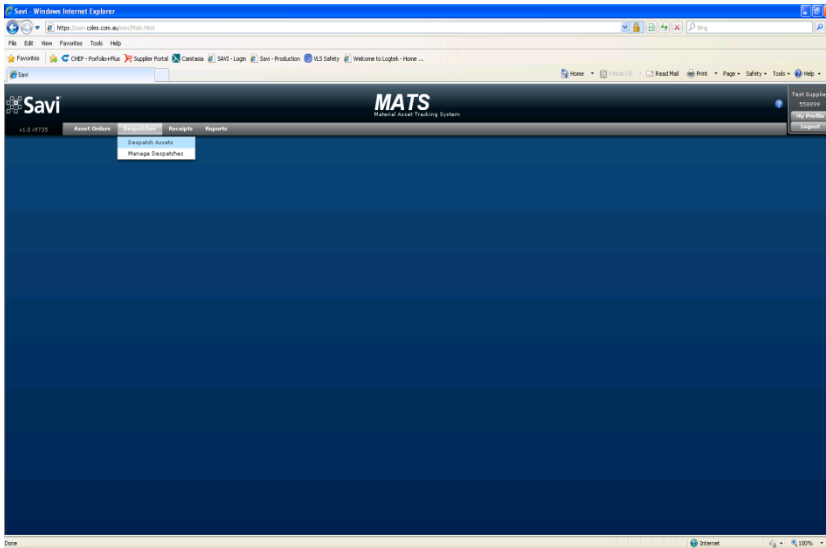
Currently there is only 1 way to log onto SAVI by typing in the web address into the address line, refer below:



1. The SAVI internet address is <https://savi.coles.com.au>
2. Once opened, this web page can be saved in your favourites
3. Enter your Userid & Password – after your first log in you will need to change your password

**Note:** Your Userid & initial password will be provided to you by Cratesrus via email. Passwords can be changed at anytime by using the My Profile option once logged on.

# Despatch Assets



Select **'Despatch Assets'** from the main menu bar

# Despatch Assets

Two screens will appear

1<sup>st</sup> screen – Manage Despatches screen

Customer Reference #	Docket #	Despatch Date	Entered Date	Origin Site Code	Origin Site	Origin Site B	Destination Site Code	Destination Site	Destination	Carrier	Status
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2<sup>nd</sup> – Create/Edit Despatch Screen

Asset Type	Asset Name	Qty This Despatch
Select Asset Type...		0
Select Asset Type...		0

**This screen will be used to Despatch to another Supplier**

# Despatch Assets

The screenshot shows a software interface for creating or editing a despatch. The form is titled 'Create/Edit Despatch' and contains several input fields and a table. Numbered callouts (1-7) point to specific elements:

- 1: Account From (CHEP) field
- 2: Destination Site field (with a dropdown arrow)
- 3: Customer Reference # field
- 4: Asset Type dropdown in the table
- 5: Asset Name field in the table
- 6: 'apply billing?' checkbox
- 7: 'Remove Selected' button

Asset Type	Asset Name	Qty This Despatch
Select Asset Type...		0
Select Asset Type...		0

Buttons at the bottom: Add Item, Remove Selected, Actions, Clear, Save, Save & Close, Cancel.

1. The **Origin Site** field will auto populate with your vendor number and site name / if you have access to multiple sites then select from the **drop down list**
2. From the **Destination Site** field use the drop down box to select the required supplier account/ If you know the name or account number of the supplier then type this into the field which will shorten the list available
3. In the **Customer Reference #** field . A reference number will be system generated
4. Using the drop down box select the **Asset Type** that you will be delivering into DC
5. In the **Qty This Despatch** field enter the total number of crates for that particular crate type
6. If you have more than two crate types, select **Add Item** and enter details as per Step 4 & 5
7. If you need to remove a row of data **Highlight the Relevant Row** and then select **Remove Selected**

Continued on the next page

# Despatch Assets

Customer Reference # \* INV55790

Status

Despatch Date

Docket #

Account From (CHEP)

Receipt Date

Origin Site \* TEST\_SUPPLIER : Test Supplier X

Effective Date

Account To (CHEP)

Account From (LOSCAM)

Destination Site \* D9250XF : NSW Produce DC X

Account To (LOSCAM)

Optional Account (CHEP) Select a Pallet Account

Optional Account (LOSCAM) Select a Pallet Account

Remarks

Asset Det... Despatch History

Asset Type	Asset Name	Qty This Despatch
CRATE-B	RPC Crate Type B	258
CRATE-C	RPC Crate Type C	254

apply billing?

Add Item Remove Selected Actions

Despatch

Clear Save Save & Close Cancel

8. Once all fields have been completed select the **Actions** button
9. Then click on **Despatch**

Continued on the next page



# Despatch Assets

Customer Reference # \* INV55790

Status

Despatch Date

Docket #

Account From (CHEP)

Receipt Date

Origin Site \* TEST\_SUPPLIER : Test Supplier X

Effective Date

Account To (CHEP)

Account From (LOSCAM)

Destination Site \* D9250XF : NSW Produce DC X

Account To (LOSCAM)

Optional Account (CHEP) Select a Pallet Account

Optional Account (LOSCAM) Select a Pallet Account

Remarks

Asset Type	Asset Name	Qty This Despatch
CRATE-B	RPC Crate Type B	258
CRATE-C	RPC Crate Type C	254

apply billing?

Add Item Remove Selected **Actions** Clear Save Save & Close Cancel

Print  
Email

10. Select the **Actions** button and you have an option to print the docket
  11. Click on **Print** and a PDF box opens prompting you to print as many copies as you require
- NOTE:** You should send a copy of the docket with the driver who delivers the crates to the other supplier site, so the receiving supplier can complete the transaction

# Example Despatch Docket

**1** **Asset Transfer** ABRA00000522A

**2** Customer Reference: INV55790

Movement Date: 12-Mar-2013  
Movement Time: 18:48:02  
Effective Date:

**3** Remarks:

From: TEST\_SUPPLIER  
Location: Test Supplier  
CHEP Account Number:  
LOSCAM Account Number:  
Address:  
Phone:  
Contact Email:

**4**

To: D9250XF  
Location: NSW Produce DC  
CHEP Account Number:  
LOSCAM Account Number:  
Address: 4 Beach Close, Eastern Creek, New South Wales, 2766  
Phone:  
Contact Email:  
Carrier:

**5**

Asset	Type	Code	Quantity
RPC Crate Type B	CG	CRATE-B	258
RPC Crate Type C	CG	CRATE-C	254

**6**

Driver's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Receiver's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

**7**

DC Stamp

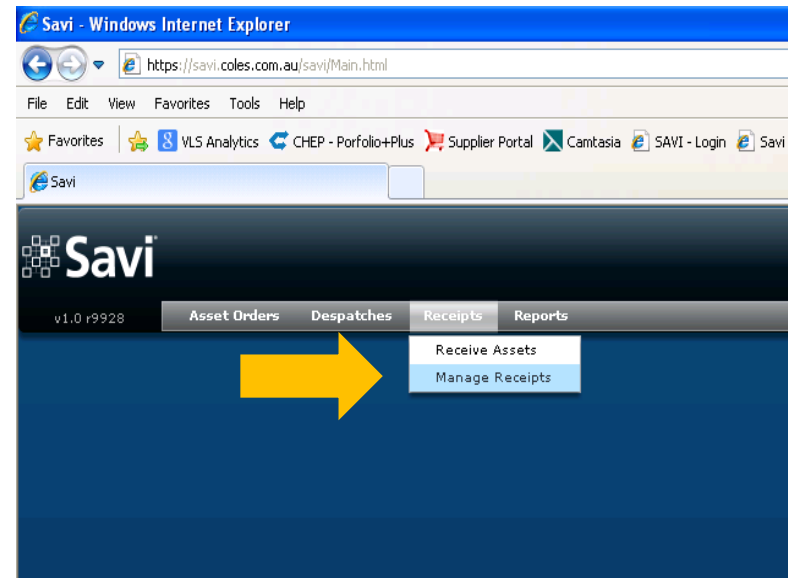
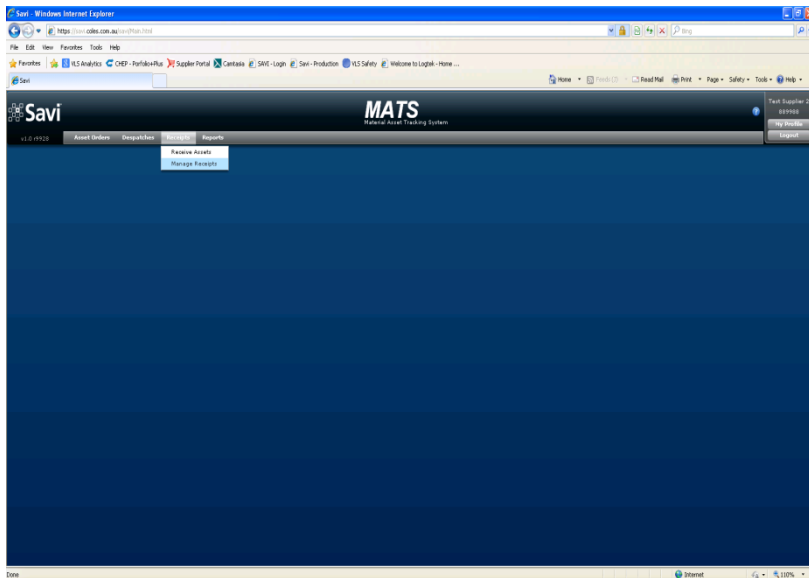
coles

Queries regarding this transfer contact Site Pallet Controller on the above details

1. Docket Number
2. Customer Reference No. (Same as invoice number)
3. Movement Date & Time
4. From Location site details
5. To Location site details
6. Description of Asset Type and Qty
7. Signatures

# Receipt Assets

Once you have received crates from another supplier, use the SAVI docket to complete the process



Select **'Manage Receipts'** from the main menu bar

# Receipt Assets

The 'Manage Receipts' should be displayed

The screenshot shows the 'Manage Receipts' interface. At the top, there are search filters for Customer Reference #, Docket #, Origin Site, Destination Site (set to TEST\_SUPPLIER2), and Carrier. There are also fields for Asset Type, Status (set to In Transit), Brand, Receipt Date, and Entered Date. A 'Search' button is highlighted with callout 3. Below the filters is a table with columns: Customer Reference, Docket #, Receipt Date, Entered Date, Origin Site Code, Origin Site, Origin Site B, Destination Site Co, Destination Site, Destination, Carrier, and Status. One row is highlighted in blue with callout 4. At the bottom right, there are buttons for 'Actions', 'Create New Receipt', and 'Edit', with callout 5 pointing to the 'Edit' button.

Customer Reference	Docket #	Receipt Date	Entered Date	Origin Site Code	Origin Site	Origin Site B	Destination Site Co	Destination Site	Destination	Carrier	Status
CTD0000000436	ABRA0000000	27/03/2013		TEST_SUPPLIER	Test Supplier		TEST_SUPPLIER2	Test Supplier 2			In Transit

1. The **Destination Site** should auto populate, if not you must select a site from the list from the group
2. Using the **Status** field select **In Transit** from the drop down box
3. Click on the **Search** button
4. Any transactions that require to be Receipted into your site will appear in the data table, select the correct transaction (e.g. highlighted in blue above)
5. Click on the **Edit** button NOTE: the Create/Edit Receipt screen will appear

# Receipt Assets

**Create/Edit Receipt**

Customer Reference # CTD0000000436 Status In Transit  
Despatch Date 27/03/2013 3:54 PM Docket # ABRA00000800A  
Receipt Date  
Effective Date  
Account From (CHEP) Account From (LOSCAM)  
Origin Site \* TEST\_SUPPLIER : Test Supplier  
Optional Account (CHEP) Select a Pallet Account Optional Account (LOSCAM) Select a Pallet Account  
Account To (CHEP) Account To (LOSCAM)  
Destination Site \* TEST\_SUPPLIER2 : Test Supplier 2  
Remarks

1

Asset Det... Receipt History

Asset Type	Asset Name	Qty This Despatch	Qty Received
CRATE-B	RPC Crate Type B	589	589

2

3

Print  
Email  
Receipt

Clear Save Save & Close Cancel

1. In the Qty Received column enter the number of crates you have received
2. From the Actions box click on Receipt
3. If you wish to Print a copy of the docket just select the Actions box and click on Print. A PDF box will appear in the middle of the screen