Updated information on ICA's automation of Full Pallet grey in SMART Pooling
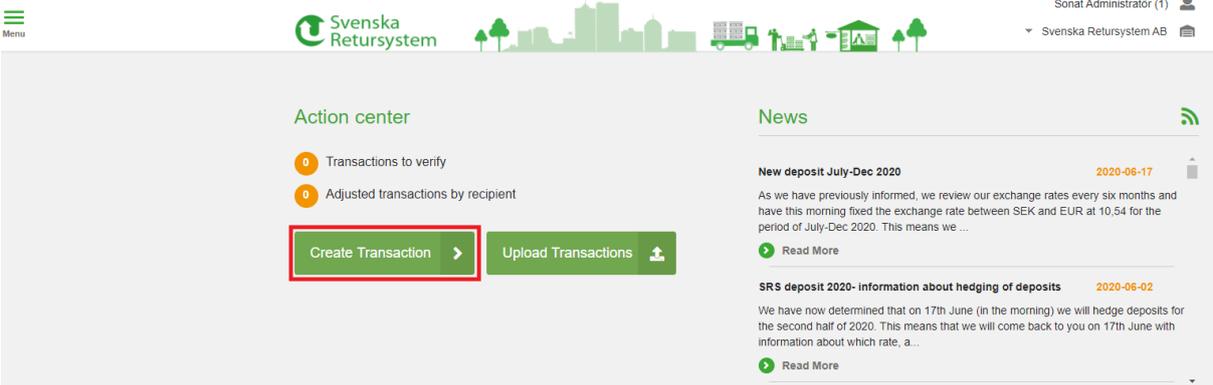
Create outbound shipment

• Always create a shipment during loading. Transactions must be created in SMART Pooling before the goods are received at ICA, otherwise inbound deliveries are created with reversed user charge.

Navigate to Create outbound delivery

• There are two ways to navigate to the page to create an outbound shipment in the SRS customer web SMART Pooling:

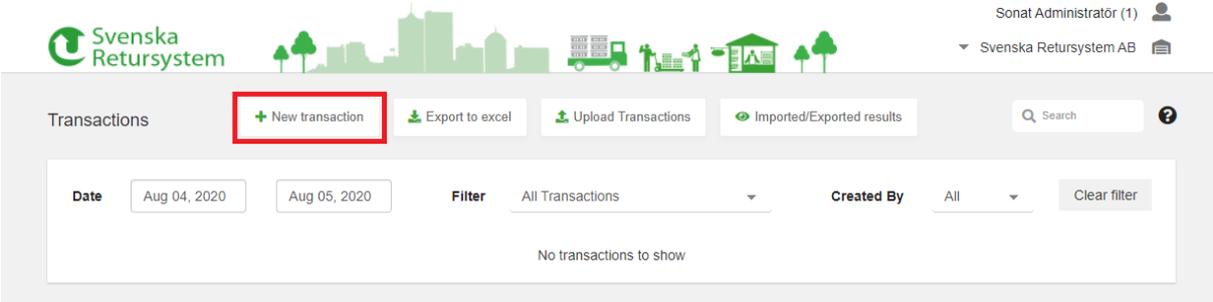Alternative 1: Press "Create transaction" from the home page.

Alternative 2: Go to Menu and click Transactions. Press "New Transaction."

Create New Transaction ⬆ Upload Transactions

Receiver*

Type at least three characters to search... ★

If you deliver directly to a store, please enter the store in this field

Flow Direction

Outbound ▾   NEW

Date*

*Transaction date is the date of arrival at the receiver's and where the responsibility for the load carriers is transferred to the recipient. The counterparties may have another risk transition settlement.**

Order reference*

Transporter

Select transporter ▾

Waybill number*

Upload

Internal notes ⌄

External comment

300 left out of 300

Cancel   **Save**

Enter delivery information

Here, you create the transaction for the shipment. Start by entering the following delivery information:

• Recipient
Here, you enter the customer's customer number or enter the recipient's name. Search for the recipient by starting to write the name. If the recipient is ICA DE Helsingborg and you do not know the location number, you can enter ICA Helsingborg in the text field. The recipients that are called something with ICA and Helsingborg then appear.

For direct delivery to ICA store, enter the ICA store as the recipient.

• Transaction date
The transaction date refers to the date for the transfer of the risk. Enter the arrival date, if the consignor owns the transport. Enter the arrival date, if the recipient owns the transport. Balance and rent are counted from the transaction date, once the transaction has been approved by the recipient.

• Order reference
Enter order reference. ICA's order reference number is the five or six-digit purchase order number that you, as the vendor, receive from ICA when the order is placed. Preferably, enter the five-digit number when both a five and six-digit purchase order numbers are available for the same order. It is important you include all zeros in the references. If both types of ICA purchase order numbers are given, these must be given with a slash between the order numbers. Example: 12345/912478

NOTE! You can't use a space because it's a character.

One transaction per order number
It is desirable that, as a vendor, you create one transaction per order number. If several purchase order numbers are stated on the same delivery to ICA, the consignment note number will be the decisive reference instead. If the consignment note number is missing in ICA's warehouse system, the transaction is rejected, and ICA's automation creates an inbound delivery with a reversed user charge, one transaction per purchase order number.

Orders exceeding one vehicle
If an order exceeds one vehicle, the same purchase order number may be used as an order reference multiple times. Therefore, create multiple transactions with different consignment note numbers but with the same purchase order number.

Order Reference for Store Pack (BP)
For deliveries of store-packed goods that go via ICA's warehouse (not direct deliveries to stores), you, as consignor, need to add (BP) as an addition to the agreed order reference. These transactions are handled manually until further notice. If you are a store pack vendor, you will have already received a separate mail from ICA with more information.

Contact your contact person at ICA, if you have any questions about purchase order numbers.

![Svenska Retursystem logo]

• Carrier
Here, you can specify the carrier that responsible for transporting the shipment in order to be able to follow it up more easily later. Please contact SRS, if any carrier is missing and we will add it to the list.

• Consignment note number
The consignment note number is mandatory and must always be entered. By pressing Attach consignment note, you can upload an image of the physical consignment note for the shipment. You can also choose to write an External Comment to the recipient, and an Internal Comment that is not shown to the recipient.

When all of the information has been entered, click Save to create the transaction for the shipment.

Adjustment of transactions

When ICA physically reconciles the goods and registers the SRS full pallet balance in ICA's business system, ICA's automation searches for a transaction in SMART Pooling to reconcile the balance against. If there is a transaction matching the correct consignor, the correct quantity, and the correct order reference or consignment note number, the system approves the transaction. Otherwise, the transaction and the user fee are adjusted, rejected or reversed.

If there are items in ICA's business system, but not in SMART Pooling, ICA's automation creates an inbound delivery with reversed user fee.

Please contact lastbarare.sverige@ica.se for any questions about how the reconciliation is done.

For those with evening and weekend deliveries
If you send goods after working hours in the evenings and weekends, when you do not have staff on site, it is even more important to review your procedures.

Transactions must be created in SMART Pooling before the goods are received at ICA, otherwise inbound deliveries are created with reversed user charge.

SRS offers integrations that can automatically capture information from your business system and create transactions in SMART Pooling. Contact us, and we'll tell you more!

Please contact lastbarare.sverige@ica.se for any questions about how the reconciliation is done.

Please contact kundservice@retursystem.se for questions about SMART Pooling.