

Dear business partners,

As it was already announced during last months, from 1st of July Sportisimo will switch a new, company-wide Microsoft D365 ERP system. This change brings the need to change some existing processes, or set new ones in relations to you, suppliers. We believe adaptation of the new system will take place without major complications and that the new platform will bring many advantages by expanding our possibilities of collaboration in the form of automation and making regular supply operations more effective, like listing products, order placements, confirmation messages and sending accounting documents through EDI, reporting and other areas and, at the same time, it can make the exchange of information between Sportisimo and suppliers faster and more precise. In general, D365 will help us focus on the core (trade part) of collaboration with suppliers and, by using the possibilities of the new system, extend this collaboration if mutually beneficial. In this regard, we would like to ask for your cooperation to assure smooth transition to the new system, and patience while removing obstacles that can happen in transition period.

Bellow, we present the main areas in which changes will happen, including new requirements that need to be met to ensure the functioning of the service/process and deadlines for meeting them.

AREAS OF CHANGES:

1/ WHILE PLACING THE ORDER

ORDER (all types of orders)

AREA	DOCUMENT/SERVICE	TYPE OF CHANGE/REQUEST	DEADLINE	RESPONSIBLE PERSON
Purchase	Order	Example of the new order form in the attachment	July 1 st , 2020	Respective buyer
		New code list of stores and warehouses changes in the attachment	July 1 st , 2020	Respective buyer
		Every order must contain a specific SIMO order no.	July 1 st , 2020	Respective buyer
		Product information required (mandatory/optional)	July 1 st , 2020	Respective buyer
		For every delivery, there must be an order. Products that will not be ordered cannot be received	July 1 st , 2020	Respective buyer
		Product match code cannot be changed once is entered to the systém	July 1 st , 2020	Respective buyer

2/ PRIOR TO DELIVERY OF PRODUCTS

Prior to delivery of the goods all missing mandatory product information must be provided, such as

Match code

Product colour

EAN

Country of origin

HS code

Weight

Etc.

3/ WHILE DELIVERING THE PRODUCTS

LOGISTICS MANUAL (For deliveries to the central warehouse and stores)

AREA	DOCUMENT/SERVICE	TYPE OF CHANGE/REQUEST	DEADLINE	RESPONSIBLE PERSON
Logistics	Logistics manual	Logistic requirements for central warehouse and stores (see attachment)	July 1 st , 2020	Martin Cabadaj (cabadaj@sportisimo.cz) - enquiry re warehouse deliveries
			July 1 st , 2020	Vaclav Podstata (podstata@sportisimo.cz) - enquire re store deliveries

DELIVERY NOTE

AREA	DOCUMENT/SERVICE	TYPE OF CHANGE/REQUEST	DEADLINE	RESPONSIBLE PERSON
Logistics	Delivery note	Delivery note must contain a specific SIMO order no.	July 1 st , 2020	Petra Hrašková (hraskova@sportisimo.cz)

INVOICE

AREA	DOCUMENT/SERVICE	TYPE OF CHANGE/REQUEST	DEADLINE	RESPONSIBLE PERSON
Finance	Invoice	Invoice must contain number of a delivery note (mandatory info) and/or SIMO order no. (secondary info)	July 1 st , 2020	Radka Šídlová (sidlova@sportisimo.cz)
		We require to provide an invoice within 3 working days from issuing the delivery note (to be sent to dodaky@sportisimo.cz)	July 1 st , 2020	Radka Šídlová (sidlova@sportisimo.cz)

CREDIT NOTE

AREA	DOCUMENT/SERVICE	TYPE OF CHANGE/REQUEST	DEADLINE	RESPONSIBLE PERSON
Finance	Credit note	Credit note must contain the invoice no.	July 1 st , 2020	Radka Šídlová (sidlova@sportisimo.cz)
		We require to provide a credit note within 7 days from mutual agreement (to be sent to dodaky@sportisimo.cz)		