





# Our speaker today



**Karen Fletcher**  
**Mitre 10 Finance**

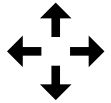


# Welcome

## Agenda



**Mitre 10 Transformation**



**Key Changes**



**Timeline and dates**



**What's next and Q&A**



# Our journey so far



November  
2022

Mitre 10  
Support  
Centre  
moves to SAP

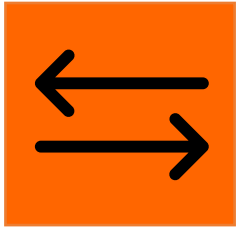
October  
2023

All **national**  
suppliers  
moved to  
SAP - No PO  
No Pay, 3-  
way matching

November  
2023

**Ponsonby  
Store on SAP**

**Local  
Suppliers  
moved to SAP**



# What's Changing?

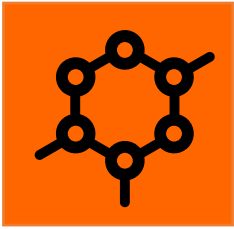
## New!

- Centralised services
- Transition to single account
- Transition to single payment

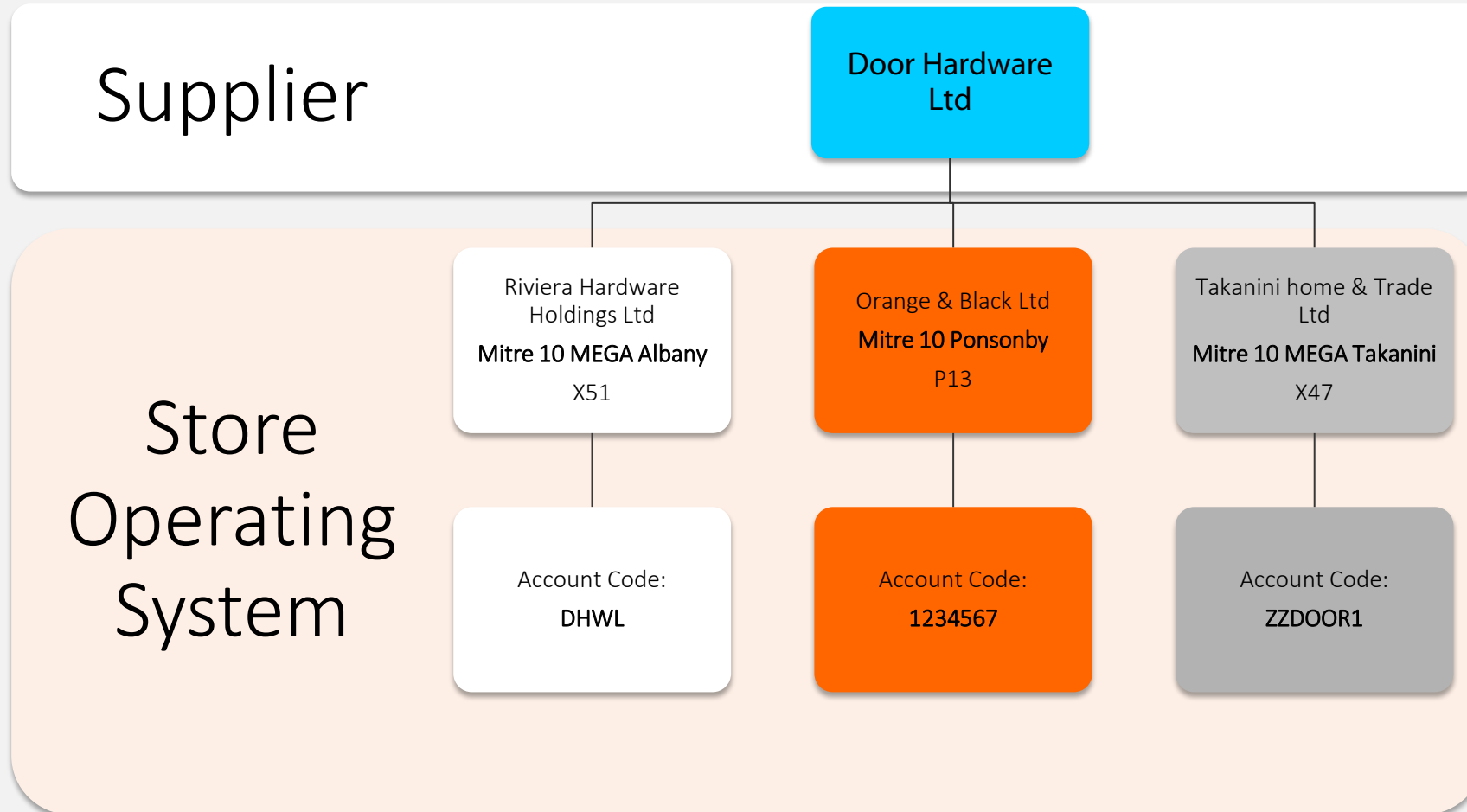


## No Change

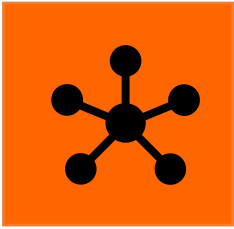
- Relationship
- Liability
- Charge to entity



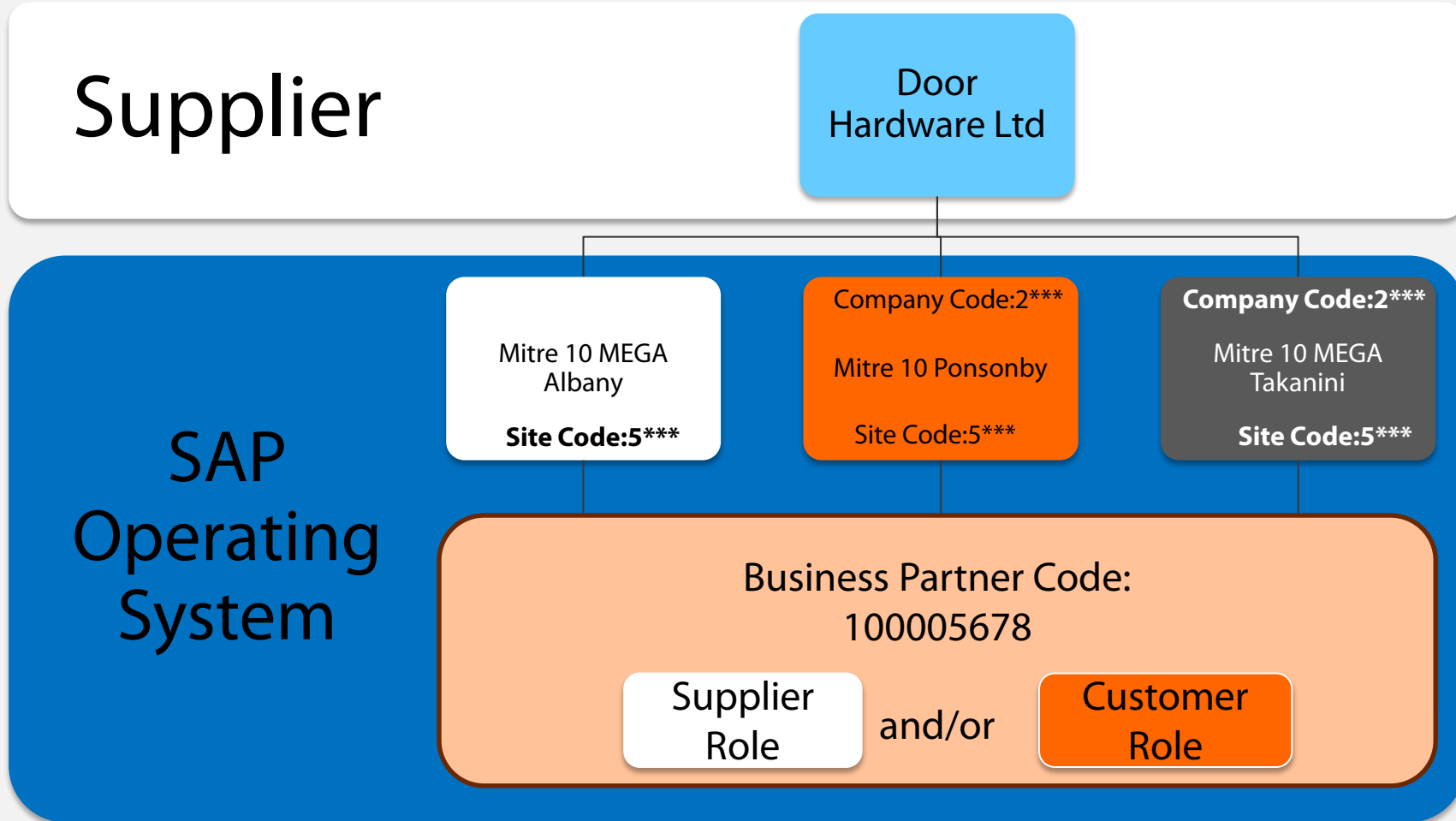
# Current De-centralised Model



- PO from Store
- Goods delivered to store
- Invoice charged to store
- Invoice processed by store
- Each store liable for purchases
- Payment from each store
- T&Cs with each store legal entity



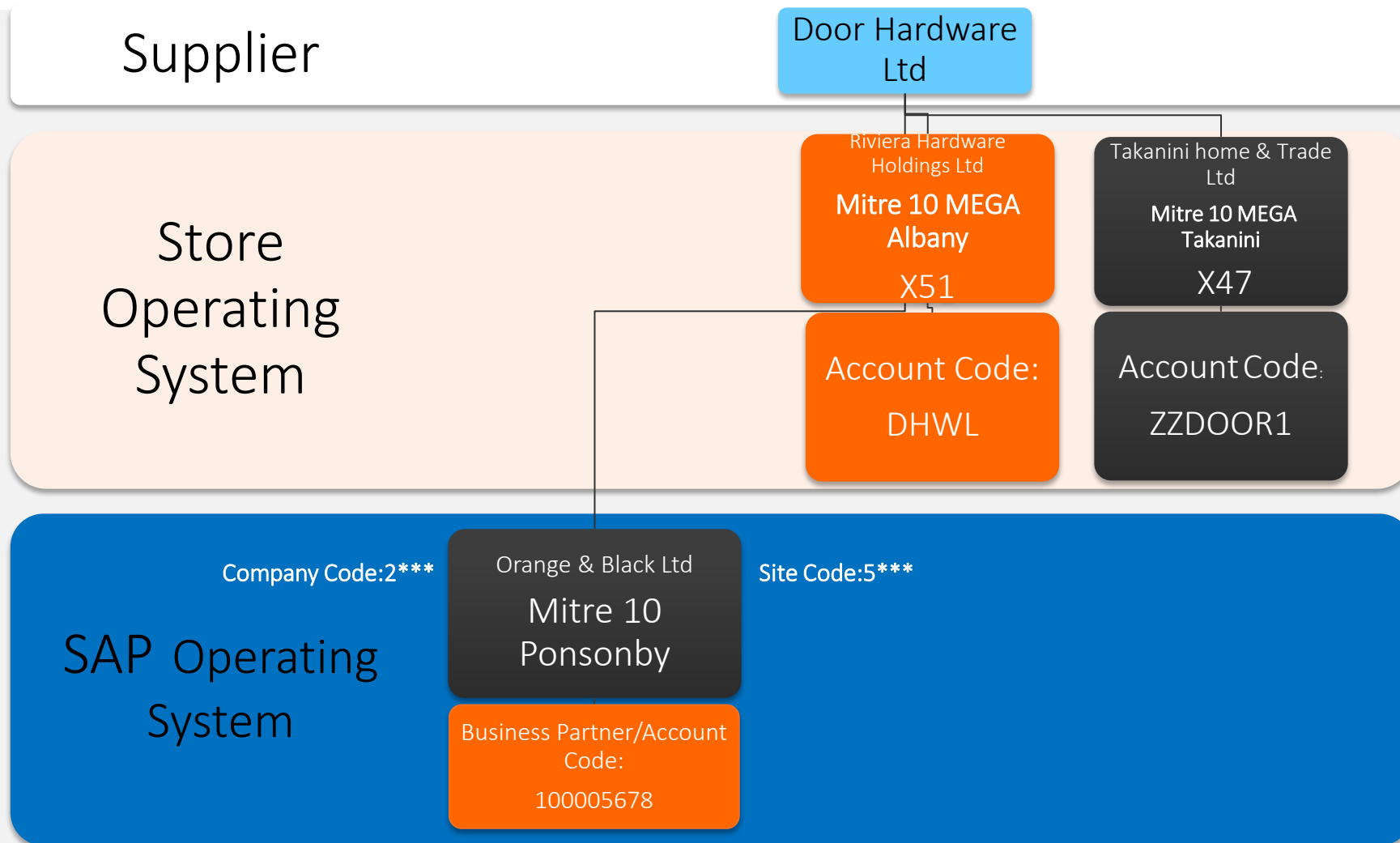
# New Shared Services Centralised Model



- PO from Store
- Goods delivered to store
- Invoice charged to store
- **Invoice processed by Mitre 10 Support Centre Shared Services**
- Each store liable for purchases
- **Payment from Support Centre**
- T&Cs with each store legal entity
- **Mitre 10 T&Cs**



# Transition - New Shared Services Centralised Model



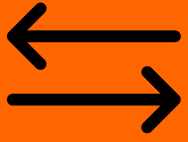
- PO from Store
- Goods delivered to store
- Invoice charged to store
- Invoice processed by store
- Each store liable for purchases
- Payment from each store
- T&Cs with each store legal entity
- **Invoice processed by Mitre 10 Support Centre Shared Services**
- **Payment from Support Centre for deployed stores**
- **Mitre 10 T&C's**

# Mitre 10 T&Cs



Overarching document to facilitate transition to...

- A single account
- Centralised Shared Services
- Payment on Behalf
- Liability



# Product Data - What's Changing?

## SAP/GKPOS stores

- Centralised creation and management
  - New sku created on store request
- Stores can update local pricing and replenishment values
- Single Sku Ref – all stores

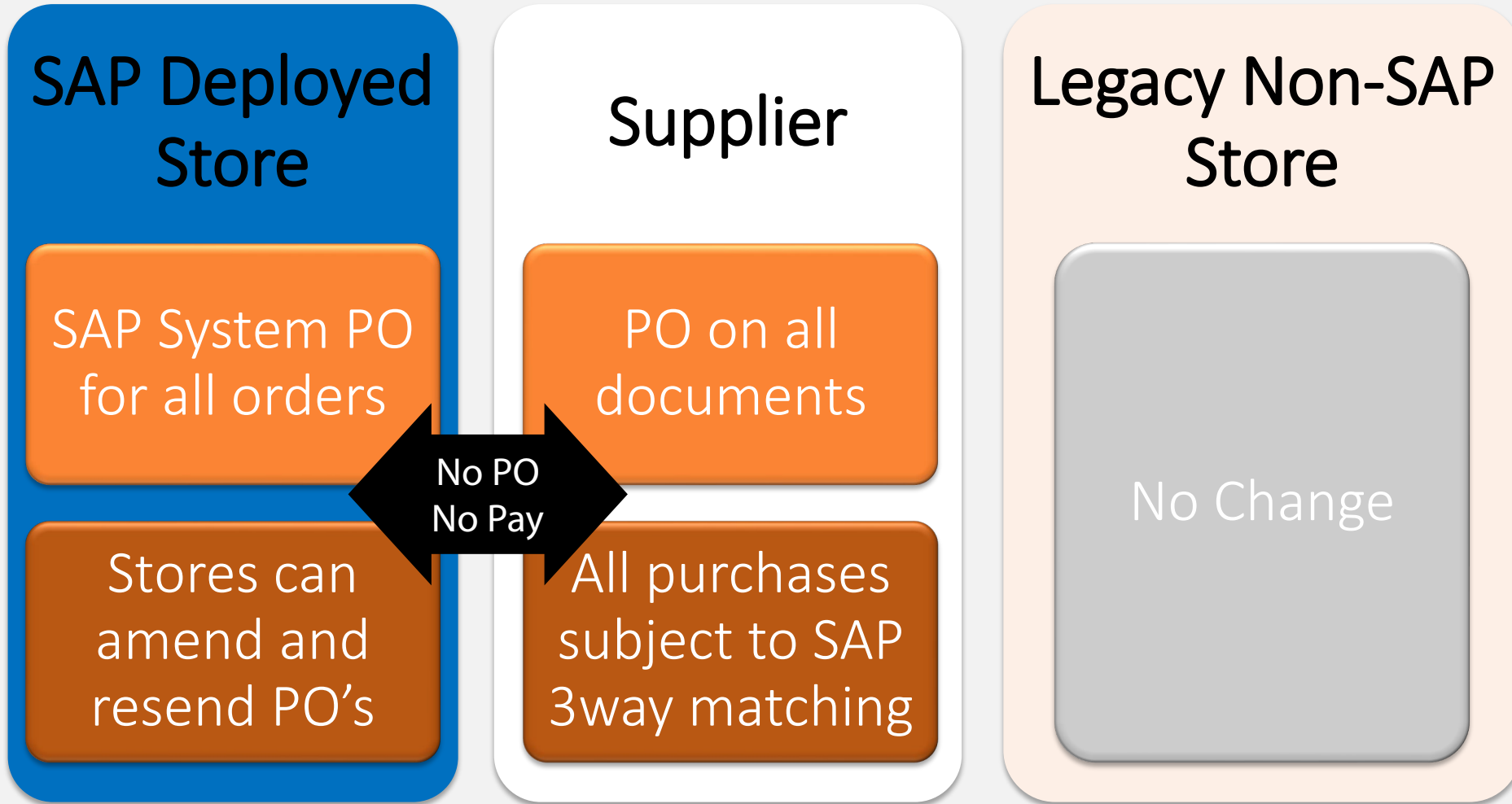
Legacy stores

No Change





# Purchase Orders – No PO, No Pay





# 3 Way Matching – PO Invoice



This short animated video explains the 3-way matching process between purchase orders, good receipts and invoices





# 3 Way Matching – Payment on Behalf of



## STORES



1  
SAP  
Raise PO

4  
SAP  
Receipt Goods

8  
SAP  
Agree Payment

## SUPPORT CENTRE



Manage supplier info

Manage article data

5  
Process Invoice  
MITRE 10 Connect

6  
3 Way Match  
SAP

7  
Direct Debit Payment request to store  
SAP

9  
Pay Supplier on behalf of store  
SAP

## SUPPLIERS

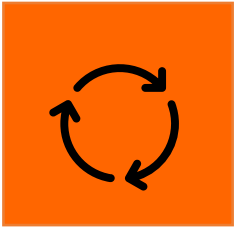


2  
Issue Goods  
• Copy Invoice  
• Packing Slip

3  
Issue Invoice  
• Item  
• QTY  
• \$

10  
Receive Payment





# 3 Way Matching

|               | Item | Price | Quantity |
|---------------|------|-------|----------|
| PO            | ↑    | ↑     |          |
| Invoice       | ↑    | ↑     | ↓        |
| Goods Receipt |      |       | ↓        |

| 3 Way Match Comparisons |                       | Matched | Invoice Block Status |
|-------------------------|-----------------------|---------|----------------------|
| PO item and cost        | Invoice item and cost | Yes     | Not blocked          |
| GR quantity             | Invoice quantity      | Yes     | Not blocked          |
| PO item and cost        | Invoice item and cost | No      | Blocked              |
| GR quantity             | Invoice quantity      | No      | Blocked              |





# Credit Claim Requests

Issued  
by

**Stores**

- Inventory Movement
- Return PO

**Support  
Centre Shared  
Services team**

- Short Delivery
- Incorrect Cost

# New Supplier Portal

**MITRE 10 Connect** Search... Vendor Portal ? [lock icon] [PL icon]

Home Orders Announcement view Blocked invoices Document library Helpdesk Invoices Store directory Team directory Vendor reports

**Dashboard** **SUBMIT AN INVOICE** **SUPPLIER HUB - CLICK HERE FOR MORE INFO** [Tip: Mitre 10 purchase order numbers start with the new 4-digit store code followed by the legacy order number e.g. 5031409035](#)

**My orders**

|                                    |  |                         |
|------------------------------------|--|-------------------------|
| <b>3</b><br>All orders - This week | <b>54</b><br>All orders - Last 30 days | <b>78</b><br>All orders |
|------------------------------------|--|-------------------------|

**My invoices**

|                                       |                                      |   |   |   |
|---------------------------------------|--------------------------------------|---|---|---|
| <b>0</b><br>Invoices pending approval | <b>0</b><br>Invoices pending payment | <b>0</b><br>Paid invoices (last 2 months) | <b>0</b><br>Invoices pending verification | <b>1</b><br>Rejected invoices (last 2 months) |
|---------------------------------------|--------------------------------------|---|---|---|

**Immediate Priority Announcements**

| Subject   | Announcement type | Importance | Date/time created     |
|---|-------------------|------------|-----------------------|
| Welcoming our Pilot Suppliers to Mitre 10 Connect |                   | Immediate  | 19/09/2023 2:16:54 PM |
| Welcoming our Suppliers to Mitre 10 Connect       |                   | Immediate  | 12/10/2023 2:54:56 PM |

[View all](#)

**High Priority Announcements**

| Subject  | Announcement type | Importance | Date/time created     |
|--|-------------------|------------|-----------------------|
| **PO Addresses - Drop Shipments/Direct to Site** |                   | High       | 29/09/2023 6:07:36 AM |

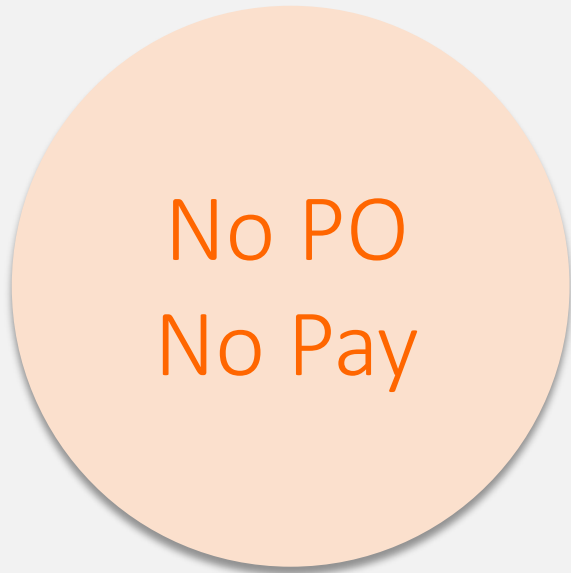
[View all](#)

Order history (last 12 months) Blocked invoices

Coming in the New Year



# Summary



- Transition to **single Business Partner** as stores deploy
- All invoices must include **Mitre 10 system-generated PO number** for payment and be emailed as a PDF
- **3 Way Matching**
  - Stores will be able to view blocked items
  - Stores will have an opportunity to release blocked items
  - Stores will have an opportunity to block matched items
- **Claims** issued by stores and Support Centre
- New Mitre 10 **T&Cs**



## 29 November

Mitre 10 Ponsonby changes to SAP and GKPOS

## Black Out ▶▶

2023 Christmas blackout

**28 November 2023 –  
8 January 2024**

From 8 January 2024 onwards we can recommence pricing changes up to 2,500 Articles/SKUs per week.

## Q1 2024

New Supplier Portal Go Live



SAP  
stor

# Staying Connected

## Register for online drop-in session

[Add dates]

## Key Dates

### What's changing?

We'll be requiring purchase orders on all invoices (**No PO, No Pay**) and using the industry standard three way matching on purchase orders, receipting and invoices. Watch the video below to see how this will work at Mitre 10.

Our new supplier portal, **Mitre 10 Connect**, will be your one-stop shop for information about purchase orders, invoices, payments, credits and more. [add B2b] Your payments will

### What do you need to do?

Change to pdf invoices if you don't already do this.

Include our PO number on all invoices to us.

Keep an eye out for your Mitre 10 Connect login which will be coming your way in late December or January.

[Local \(mitre10.co.nz\)](https://mitre10.co.nz)



# Questions and support



If you have questions or support after the webinar please send them through to [m10accountshelp@mitre10.co.nz](mailto:m10accountshelp@mitre10.co.nz)

FAQs will be collated and published on our supplier webpage

**MITRE 10 Connect**

**Q&A**

