

Bunnings Electronic Trading Rules

Document Information Formats		
1. Paperwork with Goods		
1.1	Unpriced Delivery Documentation	Suppliers are preferred to provide unpriced delivery documentation with goods; the delivery docket number must correctly reference the electronic invoice. Please ensure the delivery docket is visible to our Goods Inwards team on the exterior of the box/pallet.
1.2	Mandatory fields on delivery documentation	Mandatory fields must be completed on paper delivery docket. These include delivery docket number, delivery docket date, purchase order number (in total, no abbreviations). Delivery document and invoice number cannot be reused or recycled.
1.3	Scannable Barcode on Delivery Paperwork	<ul style="list-style-type: none"> • Scannable Barcode must be present • Barcode to represent a concatenation of the Purchase Order and Delivery number • Must be Code 128 (wide) compliant
2. Electronic Invoice		
2.1	Electronic invoice timing	Supplier must provide an electronic invoice before the goods are received in store.
2.2	Mandatory fields on electronic invoice - Header level	<p>These include:</p> <ul style="list-style-type: none"> • Invoice number • Invoice date • Reference purchase order number (In total, no abbreviations) • Reference delivery docket number • Totals including and excluding GST, total GST • Bunnings Corporate Identifier • Vendor Code Identifier • Supplier ABN or GST No/IRD • Must include the words "Tax Invoice" <p>Note: Zero value invoices are not accepted.</p>
2.3	Mandatory fields on electronic invoice - Line level	<p>These include:</p> <ul style="list-style-type: none"> • Line value • GTIN • Supplier Item Number (for CSO's) • Item description • Quantity • Unit of measure • Unit price • Net amount • Tax percentage • Tax amount
2.4	Unique invoice numbers	Invoice numbers must be unique on all invoices and must not be re-used or duplicated.
2.5	Duplicate invoices	Suppliers must not send the same invoice more than once.

3. Data Alignment Between Purchase Order and Good Delivered		
3.1	One purchase order to one invoice	Only one purchase order to one electronic invoice.
3.2	Costs / prices	Line level cost on invoice must be equal to or less than cost on purchase order.
3.3	Stock to right location	Supplier must only send stock to location specified on the original purchase order.
3.4	Substitutions	Suppliers are only able to substitute items from the original purchase order if authorised by Merchandising. Merchandising can grant exemptions to suppliers on case-by-case basis. Each supplier should discuss this with the Inventory Team prior to order fulfilment. Supplier should always aim to fill to the exact requirements on the purchase order.
3.5	Unit of Measure	The UOM returned must exist in the packaging hierarchy.
3.6	Match between goods delivered and eInvoice	The goods delivered and reflected on the paperwork at back of store, must be an exact match to the goods on the electronic invoice.
3.7	Blank invoices	No zero value or blank value invoices - these will not be accepted.
3.8	GST	GST at line level must match the item in the Bunnings Master File.