

Supplier Change of Ownership / Distribution

A change of ownership or appointment / change of a distributor is a time-critical and complex process for many suppliers. To implement the changeover at Foodstuffs, the following work streams take place...

Foodstuffs Operating Businesses (Foodstuffs North Island & Foodstuffs South Island – note these operate as two separate operational businesses)

Set up a new Vendor account for the change of ownership (you must apply for this in each region as they are separate businesses). More details are available here:

<https://www.foodstuffs-exchange.co.nz/become-a-supplier/setting-up-your-trading-account/>

Each region will implement the change once FOBL has signed off the commercial List Price/Terms confirmations.

As general good business practice, you need to liaise with the appropriate individual FSNI/FSSI stakeholders (Category Managers/Buyers, etc.), advising them of the changes and work through their individual approval and workflow requirements (administration, promo plans, etc.).

FOBL (Commercial)

FOBL confirm to the Foodstuffs Group the commercial elements only, i.e. treatment of List Price, Trade Terms and Invoice Price impact by way of a group brief, with a recommendation to support or not support the change.

To complete this brief please provide the following to FOBL:

- **List Pricing** - Complete the SPA (Supplier Price Adjustment) template to ensure the product articles details in our systems are correct. Note, ONLY the articles in this spreadsheet will be transferred, so please ensure all valid products are included in this form.
<https://www.foodstuffs-exchange.co.nz/processes-and-guides/changing-your-list-price/>
- **Terms** - Complete the Commercial Trade Terms Schedule or alternatively confirm back by email the terms details the brands will draw.
<https://www.foodstuffs-exchange.co.nz/processes-and-guides/changing-your-trading-terms/>
- **Invoice Price** – If list price/terms are changing, provide a SKU summary showing invoice impact on everyday Net Pricing (previous vs. new).
- **Trade Price List** - Attach a copy of your General Trade Price List.
- **Trade Notification** – Attach a copy of the Trade Notification communication.
- **Route To Market (RTM)** – Confirm current RTM and any intended changes.
- **FSNI/FSSI** – Confirm this change is applicable to both FSNI & FSSI.

Foodstuffs National Product Information Management (PIM) System

You must complete the necessary PIM requirements to ensure your products are available to order under the new vendor account.

You must submit the article (product) information to Foodstuffs via GS1 (ProductFlow) or Products at the Foodstuffs eXchange. This will give you the required relationship with the existing articles within each region. It's important you firstly have an approved supplier account with Foodstuffs to gain the required access to Foodstuffs eXchange.

If you have any questions or concerns about the National PIM, Product Flow or Products feature you can email the team at natpim@foodstuffs-si.co.nz. Or alternatively, if you need to speak to someone about access to eXchange or any other questions, you can call the team on 0800 555 985.

From a timing perspective, we recommend engagement and details are sent through as soon as possible, as there is a standard six-week lead-time to complete workflow processing.