

Dear Suppliers,

Hope you're well.

In our constant effort to build further efficiencies to the Product Enrichment Portal to improve visibility and platform experience, the automated email notification you currently receive from PEP advising you of 'URGENT' and 'UPCOMING' styles in PEP will begin to look different!

Starting week commencing 24th Oct, you will start receiving a revised PEP notification email advising you of 'OVERDUE' styles requiring enrichment. The current notification emails from PEP provide you with the links to products pending in PEP. The revised email will provide you with the URGENT styles in the body of the email itself for better visibility to action them. The table (sample below) will contain all the relevant information related to each pending style:

identifier	brand	copy_s tatus	first_receiv ed_date	image_ status	online_name	product _type	retek_supplier _colour	retek_supplier _style
Product 01	Brand Name	10	2022-08-19 00:00:00	10	Test Name 01	Jacket	Red	10232784
Product 02	Brand Name	10	2020-10-27 00:00:00	10	Test Name 02	Top	Birch	10232187
Product 03	Brand Name	10	2020-10-26 00:00:00	10	Test Name 03	Skirt	Black	10232176

As a result of the enhanced automated emails, **the Online Enrichment Team will no longer be sending a separate follow-up email on urgent styles that need to be actioned.** The Team will use the automated PEP notification emails if follow ups on any the pending styles is required.

HOW WILL THIS HELP YOU?

- Every Monday, you will receive a PEP notification in the new format. If the styles are still pending by the end of the week, the Enrichment Team will re-send the notification manually for an update from you
- This view will provide a quick access to all 'URGENT' and overdue styles that need to be actioned in the body of the email
- Please continue to communicate your response on the status of pending styles on email as required

Please remember that 'UPCOMING' styles will continue to be the responsibility of the Supplier to enrich on time. There will not be a separate notification advising you of UPCOMING styles and it will be your responsibility to access and enrich these styles from the automated PEP email.

OVERDUE – Product In Stock 9

URGENT – Due In 4 Weeks 25

Supplier Action Required 347

Please get back to us if you have any queries on the above. You can expect to start receiving these revised PEP notifications from next week. We will also continue to make improvements to this process in the coming months.

Thanks

The Online Enrichment Team, Myer