



**XchangeIT Software Pty Limited**

Suite 13, 38-46 Albany Street

St. Leonards NSW 2065

Phone: 1300 551 212

Email: [support@xchangeit.com.au](mailto:support@xchangeit.com.au)

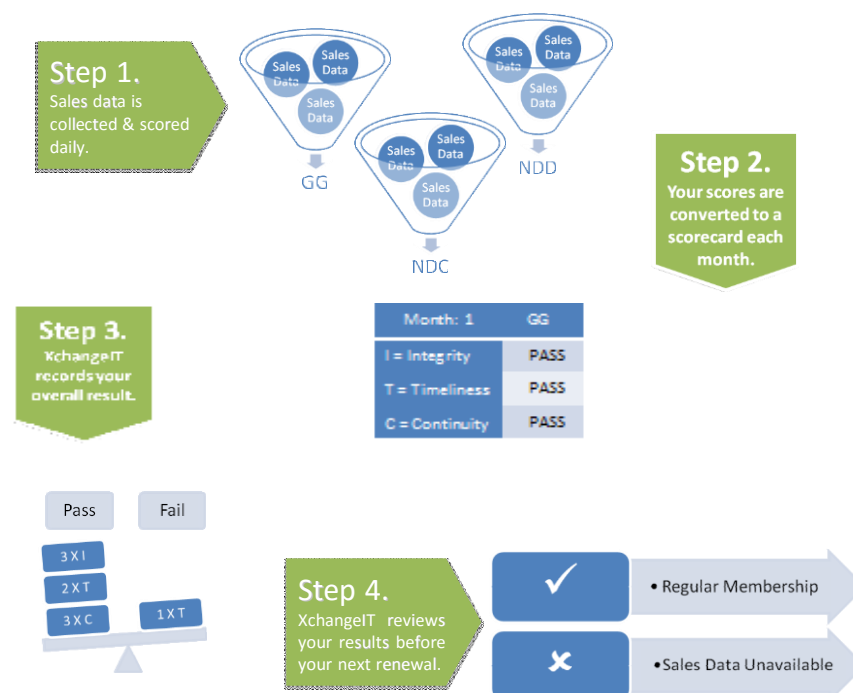
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## Welcome Pack – Item 4 – ITC & V Overview

This is an extract from the Information Pack, and provides you with a quick reference to the Assessment process. For more information see the Information Pack and the Compliance Requirements document.

There are currently 4 types of assessments – Integrity, Timeliness, Continuity and Variance (I,T,C & V). The assessments are done on your Sales Inventory data, on a daily basis.

By way of an overview, the follow diagram breaks the process into 4 steps:



Your ITC data is initially assessed using various on-line tests that are run automatically against the data supplied. You are given instant feedback on the results – see example below.

Rec: 23/09/16 - 05:01:57 AM	1928-2016-09-23-05-01-48-389-GG20160922_20160922232911_1.SL2	Gordon and Gotch	Sales Inventory Data (SL2)	<u>doc</u>	<u>P</u> <u>P</u> <u>P</u>	RESEND
Rec: 22/09/16 - 05:00:32 AM	1928-2016-09-22-05-00-19-622-GG20160921_20160921232912_1.SL2	Gordon and Gotch	Sales Inventory Data (SL2)	<u>doc</u>	<u>P</u> <u>P</u> <u>P</u>	RESEND
Rec: 21/09/16 - 05:02:19 AM	1928-2016-09-21-05-01-49-709-GG20160920_20160920232914_1.SL2	Gordon and Gotch	Sales Inventory Data (SL2)	<u>doc</u>	<u>F</u> <u>P</u> <u>P</u>	RESEND

The purpose of the assessments is to ensure accurate data, all the time. If distributors do not receive accurate data all the time it works against what we are collectively trying to achieve, which is a more efficient supply chain in the newsagency world.

What to do to remain compliant:

NOTE: For a full description of Compliance read the “Compliance Requirements for Newsagencies” document that is on the web site. Note that we are referring herein only to Sales inventory assessments for compliance.

Step 1. There are 3 tests for each distributor, each day, for a total of 6 tests on Sales data that are assessed daily. You need to pass 4 out of 6 each day. Here is a table of the tests. 9 tests = one daily assessment.

Day 1	GG	IPS
I = Integrity	P/F	P/F
T = Timeliness	P/F	P/F
C = Continuity	P/F	P/F

Step 2. A Performance cycle contains 31 daily assessments across 31 days – you need to pass 85% of these (i.e. pass 27 tests out of 31).

Step 3. There are 6 performance cycles in a billing review period – you need to pass 4 of 6 performance cycles to be compliant and maintain your lowest possible subscription fee.

### Remember:

- Scan all your sales, every day, on time.
- Scan all sub-agent transfers in/out, where applicable.
- Send your Sales Inventory data each and every day, on time. That way you will retain all your services plus keep your fees at a minimum.