User guide

- The template is divided into two tabs: the *Output - Customer invoice* tab and the ***To be completed*** tab.
- The Output - Invoice tab is the output of the To be completed tab, and it is this tab that should be sent as the invoice.
  - **In the Output - Invoice tab, the retailer must add their logo to the invoice before sending.**
- The To be completed tab is the part to be completed by the retailer. The information entered here is used to create the invoice.

To be completed tab

☐ Boxes in light grey **must be filled in by the retailer.**

☐ In order to speed up the invoicing process, the boxes in light blue are already pre-filled according to the basic assumptions detailed in Section 2- Assumptions. The data **may, however, be modified by the retailer** if he considers that his situation differs materially from the base case.

General information

Retailers must complete the general information on their
This section should in principle only be completed once. In principle, this section should only be completed once.
Depending on the surface area indicated by the retailer, the latter will be classified according to one of the three standard retail models.

⚠ If the surface area indicated by the retailer does not correspond to any of the three standard retail models, the basic assumptions cannot be applied.
As a result, a number of blue boxes will turn grey and will have to be filled in manually by the retailer.

I) Non-traditional businesses (100,000 sq ft and over)
II) Large grocery shops (20,000 to 40,000 ft²)
III) Small grocery shops (average 10,000 ft²)

The monthly cost per sq. ft. corresponds to the monthly space cost (in dollars) paid by the retailer divided by the number of sq. ft. rented.

Billing details

Based on the costs incurred for the billing month, the retailer **must complete** the information concerning :

☐ Invoice number
☐ Invoice month Invoice date
☐ The number of tumblers in shop
☐ Estimated hourly rates by job type for materials handling and accounting

If necessary, the retailer **can then modify** the pre-filled information about :

☐ Price paid for a tumbler
☐ Depreciation period (years) for a tumbler
☐ Monthly cost of maintenance and servicing for a tumbler
☐ Surface area (in ft²) for a tumbler
⚠ The surface area (in ft²) for the storage space at the front of the shop and for the storage space at the back of the store.
☐ The amortisation period (years) from the closing of storage space
⚠ The price paid for the fencing of the storage space
The number of trolleys used
⚠ The price paid for a trolley and the depreciation period for a trolley (years)
⚠ Working hours per type of job required to handle and record instructions
☐ The monthly cost of electricity and cleaning products for a tumbler machine
⚠ The number of bags and wraps per pallet used

☐ The unit cost of bags and packaging film for a pallet

⚠ *These cells are coloured pale grey (not pre-filled) and must be filled in manually if the surface area indicated by the retailer cannot be related to the three standard retail models*

➕ **Retailers can add costs to the invoice if they so wish**

To add **fixed costs**, the retailer must click on the *Other fixed costs* button and detail these costs in the new boxes that appear. These costs may be depreciable or standard and will be reflected in the invoice sent.

In the **variable costs** section, the retailer can add additional labour items and specify the number of hours and the average hourly rate allocated to the activities. It is important to name the items correctly, as they will be included in the invoice sent.

Still in the **variable costs** section, the retailer can add additional cost items such as printing, transition costs or other quantifiable costs deemed relevant. It is important to name these costs clearly, as they will appear on the invoice.

❌ **The Office Suite on your workstation may block the execution of macros from unknown sources**

⊗ RISQUE DE SÉCURITÉ Microsoft a bloqué l'exécution des macros car la source de ce fichier n'est pas approuvée. | En savoir plus | ✕

To resolve this issue, right-click on the file and select **Properties** from the menu. At the bottom of the **General** tab, you should see a Security section. Tick the **Unblock** box. You must first have saved the file and closed the application.

If the problem persists, please contact your IT department or the Microsoft support service.

More help