

# F18 Gift Packs

- Timings
- Process, codes & abbreviations (please read)

# F18 Timings

- T1 – summer/fall
  - Commitments being processed
  - Deliveries from end June onward
- T2 – fall/winter
  - Commitments due 13 Feb.
  - Deliveries from end July (regional) & end Aug. (global) onward
- T3 – winter/spring
  - Commitments due end of May
  - Deliveries end Dec. onward

# F18 Gift Process

- **Commitments for F18 Gift are due by the end of the day Monday 13 Feb. This is a hard deadline.**
- **Please order all gift in flat cases, not units or 9lt cases**
- All packs within the Global & Regional range are to be treated as COGS
- Global packs can be ordered packed or unpacked. All Regional gift is shipped unpacked as bulk materials from Prague, for local assembly – full assembly instructions will be provided
- Pricing on Regional packs is ex warehouse Prague – freight to market is extra
- **Pricing for Global packs will be charged in USD which is shown for each pack, they are however converted on the website to EUR (at spot rate) as we can only use one currency on the site.**
- Regional pack pricing includes all packaging materials & premiums, except where the premium is alcohol or soft drink, all of which need to be sourced locally
- Regional packs are based on MOQ (minimum order quantity) volumes & will drop in price if a few markets go strong on any given line
- All Sample requests for both Global & Regional packs will be charged to the markets, including freight. For both, these will be deducted from your commitment volume
- Data insert cards are possible on all Packed Gift. You need to request a material number to be printed on your insert card & ship the inserts to the packing facility to arrive before the end of May. There will be a small labor up charge for card inserts
- **Commitments do not constitute an order for Global packs – a Purchase Order must be placed with LVL Customer Services.** It's the responsibility of each market to ensure this happens in a timely fashion. We have issues with this every year. A reminder of this will be sent in June
- If a market cancels or reduces quantities after materials have been ordered & another home can't be found for it, then unfortunately they will be charged for these materials
- **There will be no extensions beyond 13 Feb. 'On time & full' is a critical deliverable for F18 & with so many new concepts to bring to market we must close on this date.**

# Gift Codes & Abbreviations

- **Please take the time to understand the codes & abbreviations to ensure the correct sku is ordered**
- We get a significant number of changes after commitments are made, sometimes months after
- This can lead to mistakes being made & also in delays
  - If you change from SCS to SCD we haven't made stickers that need to be included
  - If you change from PK to UNPK, or UNPK to PK, then your whiskey is likely in the wrong location (we pack some JD gift in Lynchburg but most is done in Louisville)
- **We have 280 live gift SKU's across the world across the portfolio, so please don't add to this complexity - please order the correct sku for your needs the first time**

# Gift Codes & Abbreviations

- This reference is provided to facilitate reading and understanding the codes & abbreviations used on Gift packs. It is very important that each market input their desired quantity under the correct planning SKU. If you have any questions about the description of an item, please contact Mike Topham.
- How to read a planning SKU: **In red are the codes where most mistakes are made**

**Example: 601151 JD 700/6BPC 80° Tin NR SS CMF G6 SCD**

**601151** = the planning SKU number

**JD** = The Specific Brand, here Jack Daniel's Black Label

**700** = size, here 700ml

**6BPC** = **6 bottles per case**

**80°** = Alcohol volume, expressed either as proof (°) or % (here 80 proof or 40%)

**Tin** = Type of gift or VAP NR = Non-refillable bottle

**SS** = Strip Stamp or Tax Stamp

**CMF** = Cold Market Formula

**G6** = Gift 6, number of gift/VAP packages in the case

**SCD** = Scan Code Different, the bottle and the gift pack will have different bar codes

**SCS** = Scan Code Same (both bottle and gift package have the same bar code)

**PK** = Packed, **UNPK** = unpacked, gift shipped without alcohol.

**DF** = Duty Free, **TR** = Travel Retail, **LE** = Local Economy **SE** = Standard Export, **PET** = Plastic bottle, **OP** = Open Pourer Bottle, **GC** = Gift Carton, **GLS** = Glasses (the number of glasses per gift package is included if more than 1 glass), **DBLTIN** = Double Tin, **HT** = Hang Tag **BKLT** = Booklet