

Welcome to our New Supplier Broadcast

Key changes include:

◆ New Look & Feel

- ◆ Clear and concise, colour coded sections.
- ◆ Information now in the body of the email, rather than PDF attachment.

New Sections



STARTS = New Accounts and Released Accounts.



STOPS = Credit Stops and Closed Accounts



UPDATES = Member Updates (indicated via new highlighting).



HOW TO STOP FRAUDULENT PURCHASES = key information within the email, as well as a handy link for Suppliers to download a poster for their office.

- ◆ Email is now being sent from sales@capricorn.coop.
- ◆ Additional CSV File attached for easier data transfer to Supplier systems.
- ◆ Only one reference number per Broadcast.
- ◆ Simple Navigation - with "BACK TO TOP" click returns in each section.

New Footer with links

- ◆ Click to call phone numbers to Suppliers with relevant country.
- ◆ Click to email Supplier Support with any queries in relation to the Broadcast.

Email is now being sent from sales@capricorn.coop



Mon 24/07/2020 5:01 PM
sales@capricorn.coop

South Australia & NT Suppliers BROADCAST 2471 ACCOUNTS & STOP-RELEASE



Broadcast.csv
766 bytes

Additional CSV file attached for easier data transfer to Supplier systems

Date: 24/07/2020

Only 1 reference number per broadcast (in email subject and email content), previously we provided a separate reference for

STRONGER WITH
CAPRICORN

SOUTH AUSTRALIA & NT

SUPPLIER BROADCAST 2471

Credit Stops & Closed Accounts grouped as "Stops"



4 STARTS



5 STOPS



2 UPDATES

New Accounts & Released Accounts grouped as "Starts"

The new version of the Supplier Broadcast is coming soon!

START CREDIT - NEW ACCOUNTS

050000 • Auto Shop
1 Wheels Lane, ADELAIDE SA 5000

MECHANICAL WORKSHOP
CONTACT: Mike Mechanic
PHONE: 08 8500 0000
ABN: 55 555 555 555

050010 • Auto World
2 Wheels Lane, ADELAIDE SA 5000

MECHANICAL WORKSHOP
CONTACT: Mark Mechanic
PHONE: 08 8500 0001
ABN: 55 555 555 556

Security Reason New Account: 0500001

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START CREDIT - RELEASED ACCOUNTS

050002 • Auto House
ADELAIDE SA 5000

050003 • Auto Place
ADELAIDE SA 5000

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STOP CREDIT - SUSPENDED ACCOUNTS

050004 • Auto Store
ADELAIDE SA 5000

050006 • Auto Land
ADELAIDE SA 5000

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STOP CREDIT - CLOSED ACCOUNTS

050007 • Auto R Us
ADELAIDE SA 5000

050001 • Auto World
ADELAIDE SA 5000

 Security Reason New Account: 050010

050009 • Auto Stuff
ADELAIDE SA 5000

Click Back to return to the top of the email

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UPDATES - EXISTING ACCOUNTS *Indicates Change

050011 • Auto Adventures
***3 Wheels Lane, ADELAIDE SA 5000**

MECHANICAL WORKSHOP
CONTACT: Mandy Mechanic
***PHONE: 08 8500 0003**
ABN: 55 555 555 557

Updates are indicated via new highlighting (this could also reflect in the Starts section)

050012 • Auto Wonders
15 Wheels Lane, ADELAIDE SA 5000









MECHANICAL WORKSHOP
***CONTACT: Matt Mechanic**
PHONE: 1800 111 111
ABN: 55 555 555 558

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How to stop fraudulent purchases key information is included in the email. As well as a handy link for Suppliers to download a flyer for their office (this was previously attached)

HOW TO STOP FRAUDULENT PURCHASES

We encourage you to share these tips with your staff to avoid any unwanted issues.

-  Check the account is not stop credit
-  Obtain a signed delivery receipt
-  Ensure you know the person making the order
-  If you do not know the member ask to sight the Member
-  If the person ordering isn't known and doesn't have a member card, verify with the Member
-  For new accounts, ask to sight the Member card or authorized purchase letter
-  Ensure that the delivery address is the same as the address listed
-  If in doubt, ring the member to confirm



[Download a PDF poster](#) for you to pin up in your workplace.

New Footer with handy click to call phone numbers to Suppliers relevant country.

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capricorn.coop

Contacting Capricorn

AUSTRALIA
28 Troode Street, West Perth WA 6005

1800 327 437

Office hours are 6:15am – 5pm (AWST)

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You are receiving this email as part of your Preferred Supplier status with Capricorn. Please do not reply to this email. If you have any queries regarding this message please contact a member of Capricorn's [Supplier Support team](#).

New click link to email Supplier Support with any queries in relation to the Broadcast

To unsubscribe, please email sales@capricorn.coop with the word **UNSUBSCRIBE** in the Subject Field.