



Gordon & Gotch

GotchConnect

Instruction Manual

Version No:	2.0
Date:	July 2012

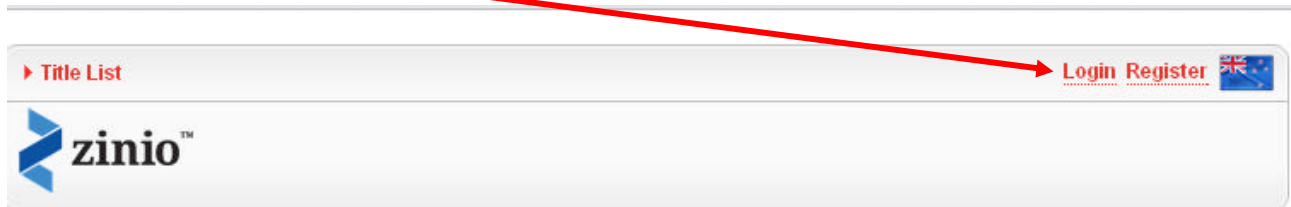
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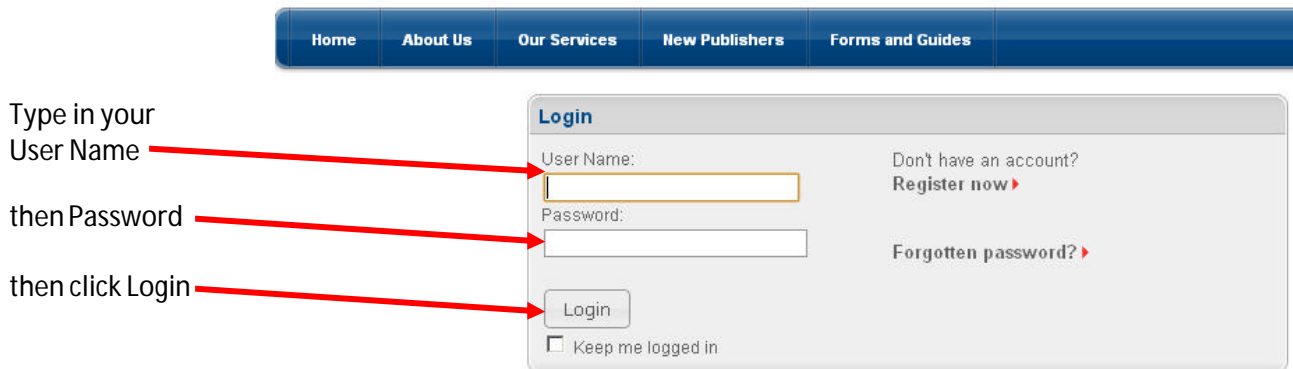
HOW TO LOG ON TO GOTCHCONNECT

Go to the web URL (address) of: www.gordongotch.co.nz

Click on Login



The login screen will appear



If you don't have an account click on Register now (you will need to wait 24 hours after registration to log returns, shortage, extra copies online)

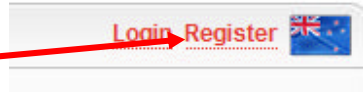
Once you have logged into the Website you will be able to:

- ✓ Enter your Standard Returns (You will need to Sign Up first)
- ✓ Enter any Supplementary Returns (You will need to Sign Up first)
- ✓ Report any Shortages
- ✓ Request Extra Copies of Magazines
- ✓ Get Copies of your Invoices or Credits
- ✓ Get Copies of your Monthly Statements
- ✓ View Gordon & Gotch Title List
- ✓ View any Recall Date Changes
- ✓ Get Copies of Retailers Handbook
- ✓ Get Copies of GotchConnect Handbook
- ✓ Get Copies of Retail Policy & Procedure
- ✓ Get Copies of Credit Application Form
- ✓ Get Copies of Refund Form

HOW TO REGISTER

Go to the web URL (address) of: www.gordongotch.co.nz

Click on Register



Type in the required details and click on the Register button when finished.

You will need your Outlet Number and a valid Recent Invoice and Invoice Date to validate your account.

Register a new user account

Create a new user account by entering Login, Contact and Outlet details. Make Login details memorable as you'll need these each time you access the website.

Login details

User Name

Password (The password is case sensitive)

Repeat Password

Contact details

First Name

Surname

Phone Number

Email

Repeat Email

Outlet details

Outlet Number If Outlet No. entered User Account will be link to Outlet

Invoice Number By entering valid recent Invoice's No. & Date the site will

Invoice Date

Login Details
User Name: Can be anything but must be unique, this is what you will use to Login to GotchConnect with
Password: The Password must have 6 digits or characters.
Repeat Password: Re-type the password

For example the User Name could be 'maryj4sq' and the Password could be 'secret'.

Contact Details
These are the contact details for the website login only and will not change any other contact information on your Gordon & Gotch account .

Ensure you have access to the email address as a confirmation email will be sent to the one entered..

Outlet Details
This is for security reasons and is easier if you find a recent invoice.

The information needed is on the right of the document, above the invoiced information.

Please Note: All fields are mandatory and must be completed.

After clicking on Register you should see the below web page and receive an email to the email address you typed in.

Registration submitted successfully

An email has been sent to the email address entered during registration. Please open the email and follow the instructions to complete the activation of your new Gordon & Gotch Connect user account.

Thank you for registering with the Gordon & Gotch Portal.

The email you receive will have a link for you to complete the registration process

Thank you for registering with GotchConnect. To complete the registration process, please click the activation link below.

<https://www.gordongotch.co.nz/Activate?id=5519b90-9bgf-ba54-a091009f9dd6&outlet=123456>

Please note this link will expire tomorrow evening, after which you will need to contact a Gordon & Gotch Customer Representative on (09)979 3018 to complete the registration process.

Please do not reply to this email as it has been automatically generated and the mailbox is not monitored.

Thank you for using GotchConnect.

Click on the link, you should be directed to the Registration Successful page.

Congratulations! you are now registered on GotchConnect.

Registration successful! User Account activation is complete.

Login 'Karlo123' has been activated and is now logged in to the Gordon & Gotch Connect secure areas.
Please take this opportunity to sign-up for Online Returns. You can review the benefits in the Sign-up section below.

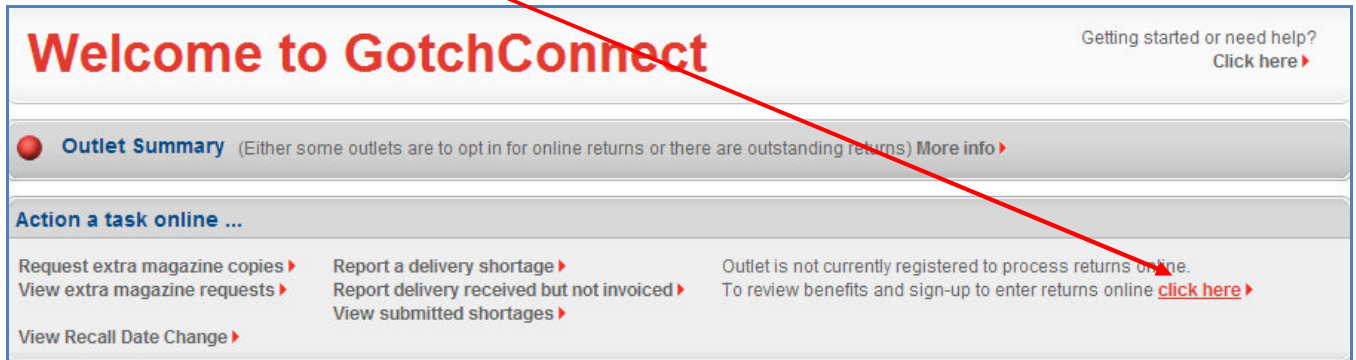
Sign-up for Online Returns

Please review the below check list and tick all the boxes then click the Save button to activate Online Returns for your Outlet.

- I have a working printer and I can print to it from the computer/s I will be using to view the Gordon & Gotch Connect site.
- I have Adobe Reader (or compatible PDF reader) installed on the computer/s I will be using to view the Gordon & Gotch Connect site.
- I understand I will still need to print and send in the return sheet with my returns.
- I would like to opt-in to Online Returns to receive the following benefits:
 - Your return requests will be processed overnight and credits lodged against your account the next day.
 - You will be able to see the return's credit value you will receive as you are processing the return.
 - Zero risk of return requests getting lost now that it's electronic.
 - No risk of missing/forgetting to complete a return sheet as there is a process to ensure you cannot process the next return until you have completed the oldest.
 - All unprocessed returns are able to be viewed.
 - All previously submitted returns are able to be viewed.
 - The return form will show you the net balance available to claim - if you have previously been credited for short deliveries etc. these will show as already being deducted.

To Process Returns On-Line you will need to "Sign Up" first

From the Home Page click on [click here](#) to sign-up to enter Returns online



Welcome to GotchConnect Getting started or need help?
Click here ▶

Outlet Summary (Either some outlets are to opt in for online returns or there are outstanding returns) [More info ▶](#)

Action a task online ...

Request extra magazine copies ▶	Report a delivery shortage ▶	Outlet is not currently registered to process returns online. To review benefits and sign-up to enter returns online click here ▶
View extra magazine requests ▶	Report delivery received but not invoiced ▶	
View Recall Date Change ▶	View submitted shortages ▶	

Click on all of the options, then click the Save button

Please review the below check list and tick all the boxes then click the Save button to activate Online Returns for your Outlet.

I have a working printer and I can print to it from the computer/s I will be using to view the Gordon & Gotch Connect site.

I have Adobe Reader (or compatible PDF reader) installed on the computer/s I will be using to view the Gordon & Gotch Connect site.

I understand I will still need to print and send in the return sheet with my returns.

I would like to opt-in to Online Returns to receive the following benefits:

- Your return requests will be processed overnight and credits lodged against your account the next day.
- You will be able to see the return's credit value you will receive as you are processing the return.
- Zero risk of return requests getting lost now that it's electronic.
- No risk of missing/forgetting to complete a return sheet as there is a process to ensure you cannot process the next return until you have completed the oldest.
- All unprocessed returns are able to be viewed.
- All previously submitted returns are able to be viewed.
- The return form will show you the net balance available to claim - if you have previously been credited for short deliveries etc. these will show as already being deducted.

Once you have Signed Up to receive your Returns on-line you will see them appear on the Home Page. If you sign up:

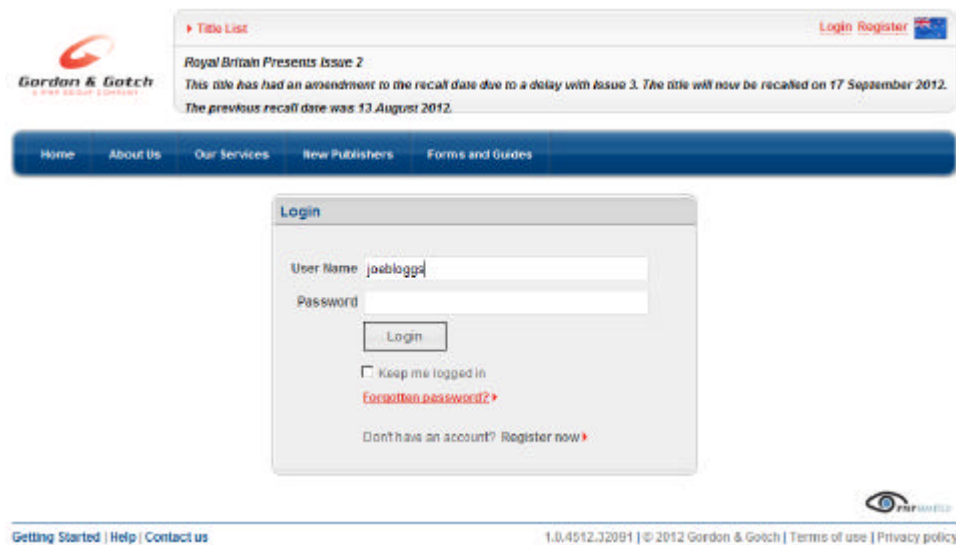
- ✓ Monday or Tuesday you will have your first return available the following Monday.
- ✓ Wednesday, Thursday, Friday or Saturday you will have your return available the Monday after next.

This means if you signed up on Tuesday, 7 August 2012 your first online return would be available Monday, 13 August 2012. If you signed up on Wednesday, 8 August 2012 your first online return would be available on Monday, 20 August 2012.

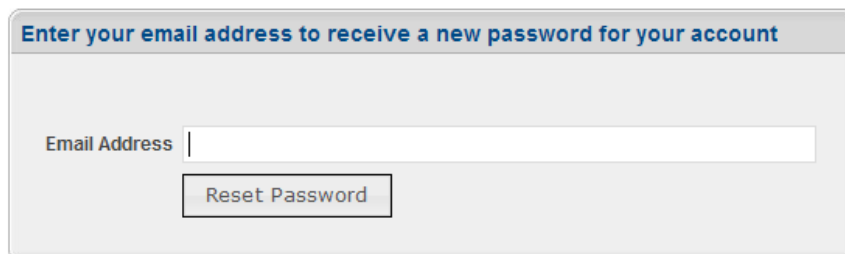
Forgotten Your Password

If you have forgotten your password you can request the website to send you a new one, then you can login to the website and change it to something you will remember.

On the Login web page, type in your User Name and click on [Forgotten password](#)



Another web page will appear for you to type in the email address, this needs to be the email address that was typed in when you registered for GotchConnect.

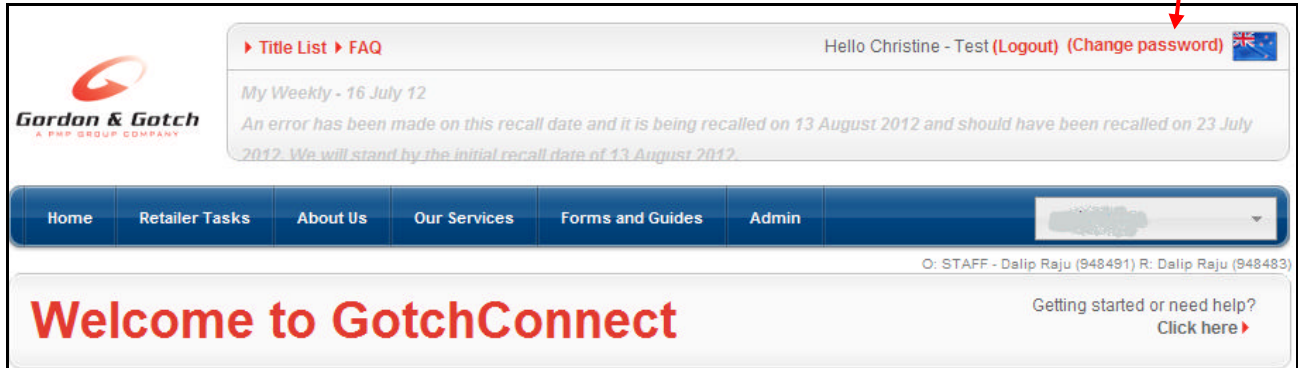


Type in your email address and click Reset Password.

The email address entered will receive an email with a new Password, use your existing User Name and the new Password to login to the GotchConnect web page.

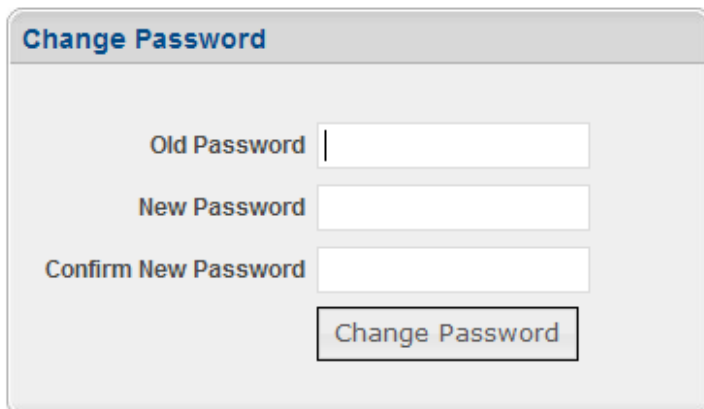
Changing Your Password

At any time you can change your Login Password, once you have logged into the website click on [\(Change password\)](#) at the top right of a web page.



The screenshot shows the top navigation bar with links: Home, Retailer Tasks, About Us, Our Services, Forms and Guides, and Admin. A user profile bar displays 'Hello Christine - Test (Logout) (Change password)'. Below this is a 'My Weekly' section with a date '16 July 12' and a recall notice. A navigation bar contains the same menu items. At the bottom, a large red banner says 'Welcome to GotchConnect' with a 'Click here' link for help.

A new web page will pop up allowing you to type in your current Password and new Password and confirm New Password, click Change Password when finished.



The form is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below the fields is a 'Change Password' button.

Your GotchConnect password must be at least 6 characters long this can be alphabetical, numeric or a combination of both.

HOME PAGE

Introduction

The Home Page gives you a quick access to log a shortage, enter a return or to request extra copies of a magazine, view your latest Invoices, Return, Credits and Monthly Statements.

Welcome to GotchConnect

Getting started or need help?
[Click here](#) ▶

Action a task online ...

Request extra magazines copies ▶	Report a delivery shortage ▶	Generate your 13/02/2012 return's pick list ▶
View extra magazine requests ▶	Report delivery received but not invoiced ▶	Enter your 13/02/2012 return now (it will expire on 5/03/2012) ▶
	View submitted shortages ▶	View all outstanding returns ▶
		Enter a supplementary return ▶

View recent documents ... [View documents history](#) ▶

Invoices (\$ incl. GST)	Statement
15433659 ▶ 28/02/2012 \$66.32	31/01/2012 ▶
15675214 ▶ 24/02/2012 \$148.50	1/01/2012 ▶
15675838 ▶ 23/02/2012 \$1,600.06	31/12/2011 ▶
15675680 ▶ 23/02/2012 \$303.61	
15433657 ▶ 20/02/2012 \$68.18	

Credit Notes (\$ incl. GST)	Returns (\$ excl. GST)
73561130 ▶ 7/02/2012 -\$24.76	7/02/2012 ▶ -\$21.52
73557853 ▶ 2/02/2012 -\$1,481.97	2/02/2012 ▶ -\$284.46
73556856 ▶ 2/02/2012 -\$47.22	30/01/2012 ▶ -\$1,288.69
73557925 ▶ 2/02/2012 -\$327.14	27/01/2012 ▶ -\$18.59
73553823 ▶ 27/01/2012 -\$21.38	26/01/2012 ▶ -\$43.66

All the options on the Home Page, requests, report delivery shortages, viewing documents can also be found under the Retailer Task menu.

Retailer Tasks
About Us

Requests ▶

Returns ▶

Shortages ▶

View Documents

Requests, Returns and Shortages will take you to another drop down menu

Requests to:	<div style="background-color: #0056b3; color: white; padding: 2px 5px; margin: 0;">Extra Magazines</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin: 0;">View Submitted</div>	Returns to:	<div style="background-color: #0056b3; color: white; padding: 2px 5px; margin: 0;">Returns</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin: 0;">Supplementary Return</div>
Shortages to:	<div style="background-color: #0056b3; color: white; padding: 2px 5px; margin: 0;">Report Shortages</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin: 0;">View Submitted</div>		

Requests

This section will give you access to Request Extra Copies of an already received magazines.

Returns

This section will give you access to Generate Pick Lists, Enter Returns, Enter Supplementary Returns
(Note: You must have "Opted In" to access this section)

Shortages

This section will give you access to report any magazine shortages, either by individual title or by missing Bundles. You can also report any magazines you have received in error.

View Documents

This section will give you access to view all documents, Return Sheets, Invoices, Credits and your Monthly Statements.

You can select to use the "More Info" [More info ▶](#) in each section or use the top drop down menu list to get further details or information.

RETURNS

Introduction

Once you have Registered and "Opted In" to process your Returns online, provided you 'opt in' before 5pm on a Tuesday, the following Monday Return sheet will be available online. Supplementary Returns can be processed the next day.

Process

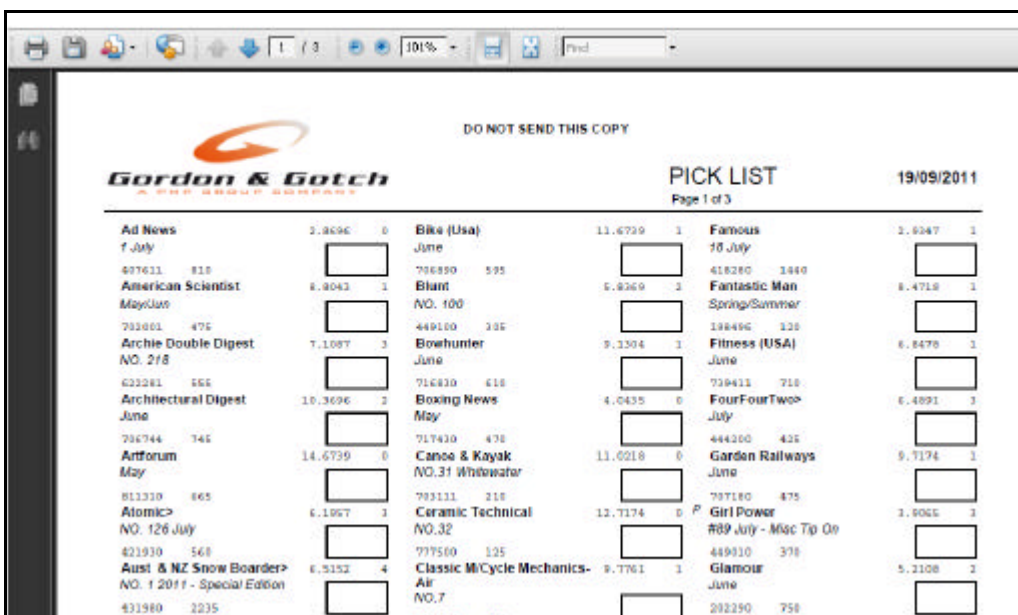
1. Login to the GotchConnect Website
2. From the Home Page or Go to Returns page and Generate Pick List for your Outstanding Returns
3. Pick the magazines, using the Pick List, write in your returning quantities
4. On the Website click on Enter Return
5. Type in your returning quantities
6. Click on Confirm Return to view the Confirmation Page (this shows you the credit value)
7. Click on Submit Return
8. Print the PDF Return Claim Summary and Return the tops or full copies as you would normally

How to Log a Return

From the Home Page, click on Generate pick list

[Generate your 20/02/2012 return's pick list ▶](#)
[Enter your 20/02/2012 return now \(It will expire on 12/03/2012\) ▶](#)
[View all outstanding returns ▶](#)
[Enter a supplementary return ▶](#)

Print the PDF document. This is used to assist you in picking the magazines off your shelves. Do not send this with your magazine/mastheads/covers, this is for your use only



DO NOT SEND THIS COPY

Gordon & Gotch
A THE GROUP COMPANY

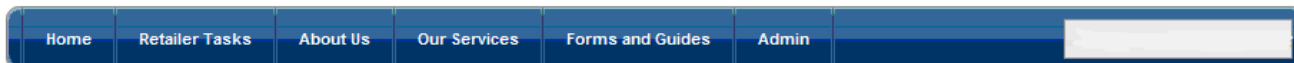
PICK LIST
Page 1 of 3
19/09/2011

Ad News 1 July 407611 810	2,8696 0	Bike (USA) June 756890 595	11,6739 1	Famous 18 July 418280 1440	2,8247 1
American Scientist May/June 703001 475	8,9043 1	Blunt NO. 100 449100 385	5,8269 3	Fantastic Man Spring/Summer 198486 120	8,4718 1
Archie Double Digest NO. 218 622281 666	7,1087 3	Bowhunter June 716830 618	9,1394 1	Fitness (USA) June 709411 710	6,8478 1
Architectural Digest June 706744 745	10,3696 2	Boxing News May 717430 478	4,0435 0	FourFourTwo July 444200 425	6,4891 3
Artforum May 811310 865	14,6739 0	Canoe & Kayak NO.31 Whitewater 703111 218	11,6218 0	Garden Railways June 707180 475	5,7174 1
Atomic NO. 126 July 421930 568	6,1967 1	Ceramic Technical NO.32 777500 125	12,7174 0	Girl Power #89 July - Misc Top Op 449910 378	1,9006 1
Aust & NZ Snow Boarder NO. 1 2011 - Special Edition 431980 2235	6,5152 4	Classic MCycle Mechanics- Air NO.7	9,7761 1	Glamour June 202250 750	5,2108 1

After printing the Home Page will appear, to complete a Return, click on the Enter Returns

[Generate your 20/02/2012 return's pick list ▶](#)
[Enter your 20/02/2012 return now \(It will expire on 12/03/2012\) ▶](#)
[View all outstanding returns ▶](#)
[Enter a supplementary return ▶](#)

The Returns Entry web page will appear, click on the first Return Qty box and type in your returning quantity for the title, press Tab to go to the next Return Qty box and repeat until you have typed all your returning quantities.



Returns Entry

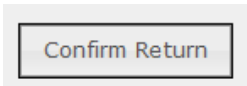
- Put in the Return Quantity for each individual title into the box on the Return Qty column
- If you cannot find the title, use the search function on the top left of the table
It will search for all Title Description, Title Code, Issues Description, Issue No. and Trade Price to find a match
- Once completed, click on the Confirm Return button and it will take you to a confirmation page

Return Date: 19/09/2011 Expiry Date: 10/10/2011

Search:

					Totals	6	\$42.79
Title Desc.	Issue Desc.	Title Code	Issue No.	Trade Price	Avail. Qty	Return Qty	Claim Value
Ad News	1 July	407611	810	2.8696	0		\$0.00
American Scientist	May/Jun	702001	475	8.8043	1	<input type="text"/>	\$0.00
Archie Double Digest	NO. 218	622281	555	7.1087	3	<input type="text" value="2"/>	\$14.22
Architectural Digest	June	706744	745	10.3696	2	<input type="text" value="1"/>	\$10.37
Artforum	May	811310	665	14.6739	0		\$0.00
Aust Woodworker	NO. 157		410230	475	7.0435	0	\$0.00
Aviation History	July		702101	480	11.0218	0	\$0.00
Bead Unique	June		721980	240	12.3261	0	\$0.00
Beadwork Special	NO.61 Buyers Guide Beads		792460	290	11.6739	0	\$0.00
Beano	7 May		113240	2545	2.6087	0	\$0.00

As you Tab off the quantity the Claim Value will update with the credit amount.



When complete click on Confirm Return

The Confirmation Web Page will appear for you to check and then confirm



Return Confirmation

Instructions

- Please review Return Claim Summary quantities below.
- Once you are happy and all return quantities are correct, click on 'Submit Return' button.
- The Return Claim cannot be modified once submitted for processing.
- A printable PDF Return Claim Summary will be displayed shortly following submission.
- Print out a hardcopy and send it in with any return copies or covers.

Return Claim Summary

Return Date: 19/09/2011 Expiry Date: 10/10/2011

Title	Issue	Title Code	Issue Number	Trade Price	Returned	Value
Ad News	1 July	407611	810	2.8696	0	\$0.00
American Scientist	May/Jun	702001	475	8.8043	0	\$0.00
Archie Double Digest	NO. 218	622281	555	7.1087	1	\$7.11
Architectural Digest	June	706744	745	10.3696	2	\$20.74
Artforum	May	811310	665	14.6739	0	\$0.00
Atomic>	NO. 126 July	421930	560	6.1957	0	\$0.00
Aust & NZ Snow Boarder>	NO. 1 2011 - Special Edition	431980	2235	6.5152	0	\$0.00
Aust Creative	Jun/Jul	463320	2495	4.6957	0	\$0.00
Aust Tennis	June	416100	185	5.4782	1	\$5.48
Aust Woodworker	NO. 157	410230	475	7.0435	0	\$0.00
Aviation History	July	702101	480	11.0218	0	\$0.00
Bead Unique	June	721980	240	12.3261	0	\$0.00
Beadwork Special	NO.61 Buyers Guide Beads	792460	290	11.6739	0	\$0.00
Beano	7 May	113240	2545	2.6087	0	\$0.00

Click on Submit Return if all correct, or click on Adjust Return Quantities to correct


Wired - Air~	July	899592	760	13.0435	0	\$0.00
Wonderland	Apr/May	108489	165	9.7174	0	\$0.00
Word Seek Puzzle	NO.370	683352	745	7.5000	0	\$0.00
WWE Magazine	June	872350	410	10.3696	1	\$10.37
XXL Worldwide - Air	August Juicy	898630	505	13.0435	0	\$0.00
Totals					61	\$545.00

Submit Return Adjust Return Quantities

Note: Your credit value(Excluding GST)

Adjust Return Quantities will take you back to the quantities entry page, make any adjustments click on Submit Return to come back to the Confirmation page, repeat as many times as necessary.

A Printable copy of the return sheet will now appear, print and return with any Full Copy or Mastheads to Gordon and Gotch.



ONLINE RETURN 4/04/2011
Page 1 of 7

Title	Issue	Trade Price	Return Qty	Credit	
2020 BMX Mag	NO. 38 December	411778 125	8.4457	0	
3D World	January	258770 770	15.7826	1-	\$15.78-
4 Wheel & Off Road	March	742961 775	11.0218	1-	\$11.02-
Acne Paper	NO.11 Winter	198405 145	9.7174	4-	\$38.87-
Ad News	11 March	407611 770	2.8696	2-	\$5.74-
P Asro	NO. 29 Jan/Mar	448180 110	7.5000	0	
Air Classics	V47 - 2	710360 720	14.0087	3-	\$43.83-

View Recently Submitted Returns

To view any recently submitted returns go to the View Recently Submitted Returns on the Returns Home Page and click on **View ▶** next to the return line you wish to view.

Recently Submitted Returns						
Return Date	Type Of Return	Submitted Date	User	Total	Status	
19/09/2011	Standard	6/10/2011		-\$545.00	Submitted	View ▶
26/08/2011	Supplementary	26/08/2011		-\$118.89	Completed	View ▶
24/08/2011	Supplementary	24/08/2011		-\$260.33	Completed	View ▶
22/08/2011	Standard	25/08/2011		-\$3,310.54	Completed	View ▶
18/08/2011	Supplementary	18/08/2011		-\$24.62	Completed	View ▶
17/08/2011	Supplementary	17/08/2011		-\$99.57	Completed	View ▶

[View History ▶](#)

This will bring up a PDF of the Return Sheet, see sample below.

Gordon & Gotch A PNP GROUP COMPANY		ONLINE RETURN 4/04/2011			
		Page 1 of 7			
Title	Issue		Trade Price	Return Qty	Credit
2020 BMX Mag	NO. 38 December	411778 125	8.4457	0	
3D World	January	258770 770	15.7826	1-	\$15.78-
4 Wheel & Off Road	March	742961 775	11.0218	1-	\$11.02-
Acne Paper	NO.11 Winter	198405 145	9.7174	4-	\$38.87-
Ad News	11 March	407611 770	2.8696	2-	\$5.74-
Aero	NO. 29 Jan/Mar	448180 110	7.5000	0	
Air Classics	V47 - 2	710390 720	14.6087	3-	\$43.83-
Amer Woodworker	NO.54 Winter 20 Furniture Proj	701272 535	17.2826	3-	\$51.85-
Anglers Almanac	2011	411792 105	3.5869	0	
Animals & You	NO. 123	178950 805	5.8043	0	
Arabian Horse News	V44-4 December	414125 125	5.8369	1-	\$5.84-
Archie Digest Mag	NO. 3	622011 590	7.3696	1-	\$7.37-
Arsenal	V9 - 5	222050 480	8.4782	2-	\$16.96-
Art In America	January	800140 695	15.6522	2-	\$31.30-
Arthritis Today	February	715400 250	7.3696	2-	\$14.74-

Supplementary Returns

This is to be used when returning magazines that are:

- Late returns
- Returns not yet due for Recall

Click on Enter Supplementary Return this will bring up the Supplementary Return page.

[Generate your 20/02/2012 return's pick list ▶](#)
[Enter your 20/02/2012 return now \(It will expire on 12/03/2012\) ▶](#)
[View all outstanding returns ▶](#)
[Enter a supplementary return ▶](#)

To search for a title

- by barcode, type in the barcode in the Barcode Search or
- by title description, type in the description in the Title Description Search.

Supplementary Return

- To start, enter either the bar code for the magazine on the left hand box or enter the title on the right hand box
- Enter the quantity you wish to return and click Add, it will then show up on the table below
- Click on the title in the table if you want to remove it from the return
- After you have entered all the returns, click on Confirm Return button and it will take you to a confirmation page

Title Desc.	Issue Desc.	Title Code	Issue No.	Trade Price	Inv. Qty	Credited Qty
						NZ Womans Weekly 1 August
						NZ Womans Weekly 15 August
						NZ Womans Weekly 22 August
						NZ Womans Weekly 25 July

Select the required magazine from the list, the title will then populate the details and default the Return Qty to 1, type in your returning quantity and click Add.

Supplementary Return

- To start, enter either the bar code for the magazine on the left hand box or enter the title on the right hand box
- Enter the quantity you wish to return and click Add, it will then show up on the table below
- Click on the title in the table if you want to remove it from the return
- After you have entered all the returns, click on Confirm Return button and it will take you to a confirmation page

Title Desc.	Issue Desc.	Title Code	Issue No.	Trade Price	Inv. Qty	Credited Qty	Avail. Qty	Return Qty
NZ Womans Weekly	29 August	572220	395	2.6739	4	0	4	<input style="width: 40px;" type="text" value="1"/>

This will then add the line to the Supplementary Details, which shows the Claim Value (Excluding GST). Click on Confirm Return, or Remove Selected Return if not correct.

Supplementary Details

Supplementary Date: 6/10/2011

Remove Selected Return Confirm Return

Title Desc.	Issue Desc.	Title Code	Issue No.	Trade Price	Inv. Qty	Credited Qty	Avail. Qty	Return Qty	Claim Value
Ad News	26 August	407611	830	2.8696	2	0	2	1	\$2.87
NZ Womans Weekly	29 August	572220	395	2.6739	4	0	4	1	\$2.67
								2	\$5.54

Confirm Return will bring up the Return Confirmation page, if all correct click on Submit Return

Return Confirmation

Instructions

- Please review Return Claim Summary quantities below.
- Once you are happy and all return quantities are correct, click on 'Submit Return' button.
- The Return Claim cannot be modified once submitted for processing.
- A printable PDF Return Claim Summary will be displayed shortly following submission.
- Print out a hardcopy and send it in with any return copies or covers.

Return Claim Summary

Return Date: 6/10/2011

Title	Issue	Title Code	Issue Number	Trade Price	Returned	Value
Ad News	26 August	407611	830	2.8696	1	\$2.87
NZ Womans Weekly	29 August	572220	395	2.6739	1	\$2.67
Totals					2	\$5.54

Submit Return
Adjust Return Quantities

To adjust any quantities click on Adjust Return Quantities, this will take you back to the supplementary details where you can change the quantities, then click on Confirm Return again to bring you back to this page.

EXTRA MAGAZINE REQUEST

Introduction

Once you have Registered you will be able to log a request for more copies of an already received magazine, on-line, but only for a specific time period.

Frequency	Days available after On Sale Date
Annuals, Bi Annuals, Quarterly	21
Fortnightly	7
Monthly	14
Weekly	3
Exceptions are:	
English – all titles	9
American – all titles	9

To Request More Copies of Magazines

Note: You can only request Extra Copies of magazines you have already been supplied, to request any New Magazines or any outside of the above days available please contact the Gordon and Gotch Call Centre.

From the Home Page screen click on Request extra magazine copies

Or Click on Retailer Tasks, then Requests, then click on Extra Magazines



Step 1: Type in the Title number, part of the description or barcode in the "Select Title" box

Order Extra Magazine Copies

Select Title:

Title Code	Title Description	Issue Code	Issue Description	On Sale Date	Recall Date	RRP	Supplied Quantity	Order Quantity	Reason	
										Add ▶

Step 2: Click on your required title from the drop down list

Order Extra Magazine Copies

Select Title:

Title Code	Title Description	Issue Code	Issue Description	On Sale Date	Recall Date	RRP	Supplied Quantity	Order Quantity	Reason	
	New Idea 1 August (571410) 9771170581019									
	Rugby News (NZ) V42-23 (572891) 9415234398945									Add ▶

Your selected title will then populate into the Request Extra Magazine copies area for you to type in your required Extra Quantity

Order Extra Magazine Copies

Select Title:

Title Code	Title Description	Issue Code	Issue Description	On Sale Date	Recall Date	RRP	Supplied Quantity	Order Quantity	Reason	
572891	Rugby News (NZ)	1885	V42-23	19/09/2011	3/10/2011	\$5.99	6	<input type="text"/>	Sold Out	Add ▶

Supplied Quantity = the quantity we have already supplied to you

Step 3: Type in your required Quantity and select your Reason for the extra copies,

Order Extra Magazine Copies

Select Title:

Title Code	Title Description	Issue Code	Issue Description	On Sale Date	Recall Date	RRP	Supplied Quantity	Order Quantity	Reason	
572891	Rugby News (NZ)	1885	V42-23	19/09/2011	3/10/2011	\$5.99	6	<input type="text" value="3"/>	Sold Out	Add ▶

Step 4: Click on [Add ▶](#)

This will then populate in the Request Details section,

Request Details

[Remove Selected Issues](#)

Title	Issue
Christchurch Street Directory (W031B)	2011 (105)

If you have added a title incorrectly then click the incorrect row and click on Remove Selected Issues.

Step 5: Repeat Steps 1 to 4 to select more titles.

Step 6: Check your list, if all correct click on Submit Order

Submit Order - Up until 5:30pm you can go back and change this request by going to View Submitted to make changes, after 5:30pm up will need to contact the Gordon and Gotch Call Centre.

Cancel Order - This will cancel the Request

After you click on Submit Order the screen will return to the Home Page .

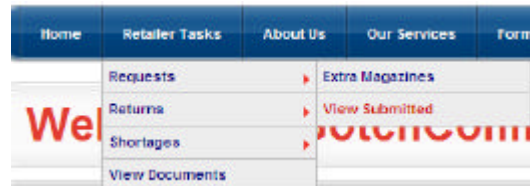
View Extra Magazine Requests

Action a task online ...

- Request extra magazine copies ▶
- [View extra magazine requests](#) ▶
- Report a delivery shortage ▶
- Report delivery received but not invoiced ▶
- View submitted shortages ▶

To view any Extra Magazine Requests to see the status or edit them by clicking on View extra magazine requests from the Home Page

or go to the Retailer Tasks, then down to Requests then View Submitted



To Edit a recently submitted request click on Edit, this will take you back to your request screen to add another magazine or delete lines. To alter a quantity you will need to delete the row and re-add with the new quantity.

Place a Request

Click here to request Extra Copies of already received magazines

Request History

Enter Title, Title Code, Order Number in the search field to find previously submitted requests.

Show **10** entries *Order Qty column shows Requested, and Fulfilled quantities Search:

Request No.	Title	Issue	Recall Date	R.R.P	Order Qty*	Status	Invoice No.
42 (Edit) ▶	Rugby News Special (612350)	Super Rugby Special Edition (2265)	2/04/2012	\$9.95	2	Submitted	
31 (Edit) ▶	Aust Ironman (411810)	V19-1 February (1395)	12/03/2012	\$10.95	2	Submitted	
9 (Edit) ▶	Rugby News Special (612350)	Super Rugby Special Edition (2265)	2/04/2012	\$9.95	5	Submitted	
9 (Edit) ▶	Women's Health (542580)	February (300)	12/03/2012	\$7.90	2	Submitted	
5	Womans Day Amer (859641)	November 17 (1025)	5/03/2012	\$8.90	10	Processing	
5	Country Style> (421241)	February (755)	12/03/2012	\$8.99	7	Processing	
4	Car And Driver (713490)	February (785)	12/03/2012	\$13.70	2	Processing	
4	Tattoo Revival (413060)	Vol 28 (195)	16/04/2012	\$14.40	3	Processing	
3	Astronomy (708344)	February (325)	12/03/2012	\$12.90	2	Processing	
3	Trends New Homes> (611191)	V28 -1 (2035)	16/04/2012	\$10.95	2	Processing	

Showing 1 to 10 of 11 entries First Previous Next Last

Request History

Enter Title, Title Code, Order Number in the search field to find previously submitted requests.

Show **10** entries * The Qty column shows requested, and fulfilled quantities Search:

Request No.	Title	Issue	Recall Date	R.R.P	Qty*	Status	Invoice No.
81	Gonatural (NZ Naturist) (579630)	NO. 220 March (375)	14/05/2012	\$8.50	6	Order reduced	15433691
80	Gonatural (NZ Naturist) (579630)	NO. 220 March (375)	14/05/2012	\$8.50	3	Order completed	15433691
80	Beaded Wheels (573491)	Feb/Mar #314 (495)	18/04/2012	\$6.95	2	Order completed	15433691
80	Aust Men's Health (452580)	March (545)	2/04/2012	\$9.90	5	Order completed	15433691
80	NZ Guns & Hunting (581544)	Mar/Apr (170)	16/04/2012	\$8.90	5	Order reduced	15433691
79	NZ Listener (571110)	10 March (535)	12/03/2012	\$0.00	10	Order reduced	
78	NZ Guns & Hunting (581544)	Mar/Apr (170)	18/04/2012	\$8.90	2	Order completed	15433690
78	Aust Men's Health (452580)	March (545)	2/04/2012	\$9.90	2	Order completed	15433690
78	NZ Womans Weekly (572220)	12 March (535)	12/03/2012	\$0.00	4	Order completed	15433690
78	Gonatural (NZ Naturist) (579630)	NO. 220 March (375)	14/05/2012	\$8.50	2	Order completed	15433690

Showing 1 to 10 of 10 entries First Previous Next Last

Status describes where and what has happened to your request. Once it has been invoiced to you the Invoice Number will populate and you can click on the number to open the invoice copy.

SHORTAGES

Introduction

Once you have Registered on the Gordon and Gotch web portal you will be able to log any Shortages of magazines you have not received, these can be logged in two ways:

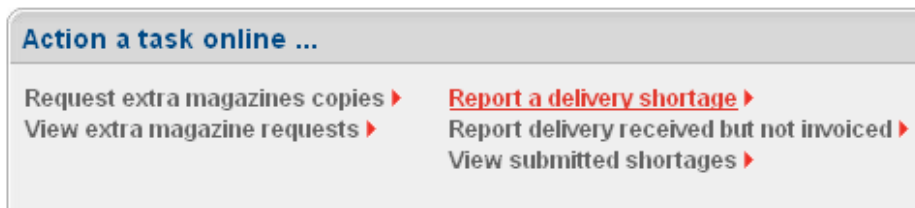
- A missing magazines or
- A missing Bundle of magazines

Note: When reporting a Shortage via GotchConnect website you do not need to contact the Call Centre, if you have any queries regarding your logged shortages please contact the Call Centre advising you have logged the shortage online, to enable them to help you faster.

To Log a Single Magazine Shortage

Log on to the Gordon and Gotch website using your username and password (www.gordongotch.co.nz)

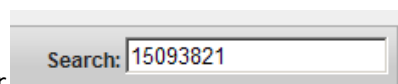
From your Home page click on Report Shortages



Or Click on Retailer Tasks, then Shortages, then Report Shortages

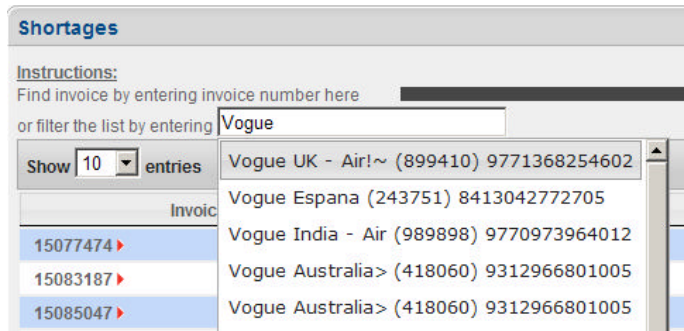
Find the Invoice that contains the Shortage in several ways:

- by clicking on the Search and typing in the invoice number



The screenshot shows a search box with the label "Search:" and the number "15093821" entered inside.

- or clicking on the Title, Code or barcode box and typing in the Title, Title description if known, and clicking on the required title



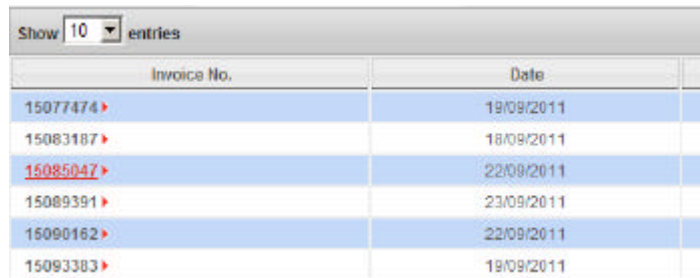
Shortages

Instructions:
Find invoice by entering invoice number here
or filter the list by entering

Show entries

Invoice No.	Date
15077474	19/09/2011
15083187	18/09/2011
15085047	22/09/2011
15089391	23/09/2011
15090162	22/09/2011
15093383	19/09/2011

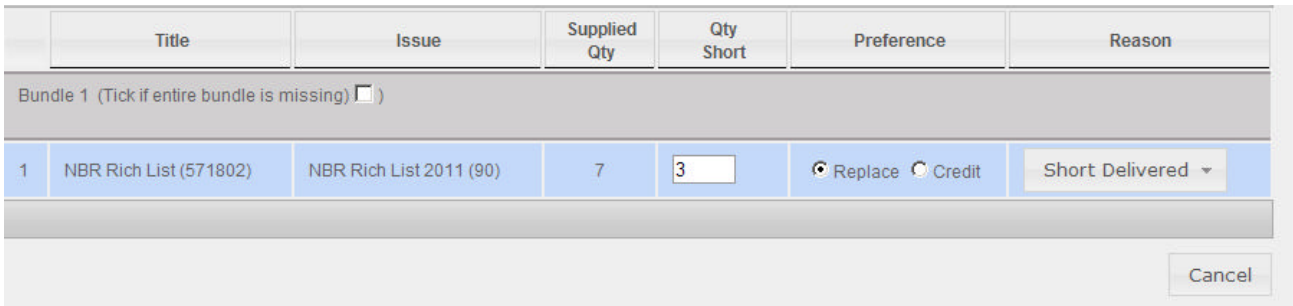
- or clicking on one of the required invoice showing



Invoice No.	Date
15077474	19/09/2011
15083187	18/09/2011
15085047	22/09/2011
15089391	23/09/2011
15090162	22/09/2011
15093383	19/09/2011

After selecting the right invoice or title the screen will bring up your selected title(s),

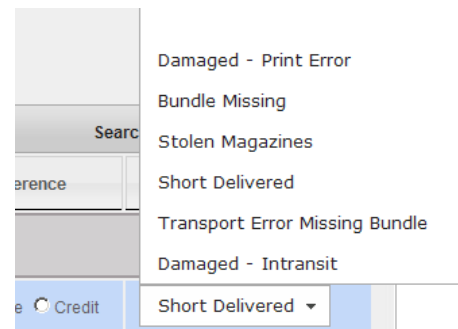
- type in the Quantity you are short,
- select your Preference (Replace = we will send you copies of the magazines if we have them in stock or Credit = we will credit you these copies)



Title	Issue	Supplied Qty	Qty Short	Preference	Reason
Bundle 1 (Tick if entire bundle is missing) <input type="checkbox"/>					
1	NBR Rich List (571802)	NBR Rich List 2011 (90)	7	<input type="text" value="3"/>	<input checked="" type="radio"/> Replace <input type="radio"/> Credit
					Short Delivered

Cancel

- Select the Reason for the Shortage from the drop down list,



Search

Preference

Short Delivered

Short Delivered

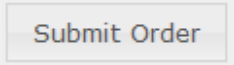
Short Delivered

Short Delivered

Short Delivered

Short Delivered

Short Delivered

- then click on Submit  You will be taken to the Home Page

To Log a Bundle Shortage

Log on to the Gordon and Gotch website using your username and password (www.gordongotch.co.nz)

From your Home page click on Report Shortages



Action a task online ...

- Request extra magazines copies ▶ **Report a delivery shortage ▶**
- View extra magazine requests ▶ Report delivery received but not invoiced ▶
- View submitted shortages ▶

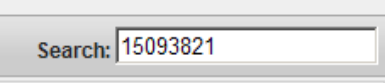


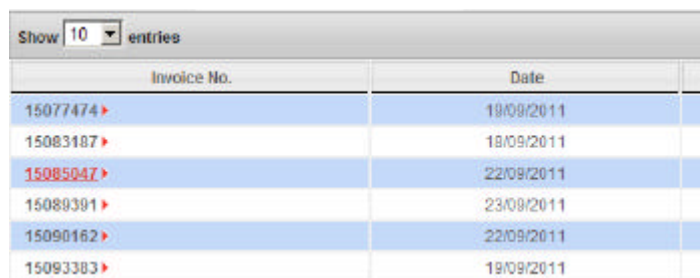
Home Retailer Tasks About Us Our Services Forms

- Requests ▶
- Returns ▶
- Shortages ▶ **Report Shortages**
- View Documents View Submitted

Or Click on Retailer Tasks, then Shortages, then Report Shortages

Find the Invoice that contains the Shortage in several ways:

- by clicking on the Search and typing in the invoice number 
- or clicking on one of the required invoice showing



Invoice No.	Date
15077474 ▶	18/09/2011
15083187 ▶	18/09/2011
15085947 ▶	22/09/2011
15089391 ▶	23/09/2011
15090162 ▶	22/09/2011
15093383 ▶	19/09/2011

After selecting the required Invoice the screen will show all magazines for the selected invoice

Click on the Bundle that is missing, in the below example Bundle 2 is missing

Quantity	Product Name	Month	Quantity	Quantity Short	Replace	Credit	Reason
Bundle 2 (Tick if entire bundle is missing) <input type="checkbox"/>							
2	Stereophile (832371)	July (785)	2	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	
2	Find & Circle Large Print (673671)	September (220)	2	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	
2	Outdoor Photographer (791932)	July (720)	3	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	

After ticking Bundle 2 the screen will update the Quantity Short to be the same as Quantity Supplied, the Preference will default to Replace (we will replace based upon stock availability, if no stock we will credit) and the Reason will default to Bundle Missing.

1	RC Driver (804860)	August (555)	2	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	
Bundle 2 (Tick if entire bundle is missing) <input checked="" type="checkbox"/>							
2	Stereophile (832371)	July (785)	2	<input type="text" value="2"/>	<input checked="" type="radio"/>	<input type="radio"/>	Bundle Missing
2	Find & Circle Large Print (673671)	September (220)	2	<input type="text" value="2"/>	<input checked="" type="radio"/>	<input type="radio"/>	Bundle Missing
2	Outdoor Photographer (791932)	July (720)	3	<input type="text" value="3"/>	<input checked="" type="radio"/>	<input type="radio"/>	Bundle Missing
2	WPT Poker (777842)	July (215)	2	<input type="text" value="2"/>	<input checked="" type="radio"/>	<input type="radio"/>	Bundle Missing
2	Harvard Bus Review (808101)	Jul/Aug (720)	3	<input type="text" value="3"/>	<input checked="" type="radio"/>	<input type="radio"/>	Bundle Missing

Submit Order

Click on Submit. You will be taken to the Home Page

Stock Received Not Charged

This is where you can advise Gordon and Gotch you have received a magazine that you have NOT ordered or been invoiced or you have received more copies than you ordered.

Log on to the Gordon and Gotch website using your username and password (www.gordongotch.co.nz)

From your Home page click on Received Not Charged

Action a task online ...

Request extra magazines copies ▶	Report a delivery shortage ▶
View extra magazine requests ▶	Report delivery received but not invoiced ▶
	View submitted shortages ▶

Click on Not ordered or Received > ordered (You have received more copies than you ordered)

Find the title, by typing in the title code, description or barcode, select the correct title/issue

Stock Received and not Invoiced

Remove Selected Lines

Over Supply Reason	Title	Quantity Received	Keeping?	Regular Order?
<input checked="" type="radio"/> Not ordered <input type="radio"/> Received > ordered	New <input style="width: 100px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
	<div style="border: 1px solid #ccc; padding: 2px;"> New York Review of Books - Air (897680) June 9 - 22,2011 1185 New York Review of Books - Air (897680) May 26 - June 8,2011 1180 New York Review of Books - Air (897680) May 12 - 25,2011 1175 New York Review of Books - Air (897680) March 24 - April 6,2011 </div>			<input type="button" value="Cancel"/>

Type in the QuantityReceived.

Click on Yes if you wish to Keep the copies, we will process another Invoice for the quantity, or No if you do not wish to keep them, we will contact you to advise what we would like you to do with the copies.

Click on Yes if you want to keep them and would like to have a regular order (add to your standing order) or click No if you do not want a regular order

Click on Submit when completed

This will automatically email the Gordon and Gotch Call Centre who will be in contact.

To View Submitted Shortage Requests

Go to View Submitted Shortage box from the Home Page

Action a task online ...

[Request extra magazines copies ▶](#) [Report a delivery shortage ▶](#)
[View extra magazine requests ▶](#) [Report delivery received but not invoiced ▶](#)
[View submitted shortages ▶](#)

This shows a list of all shortage requests you have submitted via the website, it shows the Status, any credit numbers or replacement order numbers.

View Submitted Shortage Requests

Show entries Search:

Invoice No. ^	Title ◊	Issue	Supplied Qty	Qty Short	Status ◊	Document Number ◊	Submitted ◊
15701922	Who Weekly (480470)	12 March (940)	10	3	Requested		9/03/2012
15701922	Animals' Voice (581161)	Autumn (200)	4	2	Requested		9/03/2012
15701922	NZ Rodder (564622)	NO. 108 (375)	4	2	Requested		9/03/2012
15701922	In Business (581686)	Mar/Apr (135)	3	2	Requested		9/03/2012
15701922	GQ US - Air~ (896392)	March (785)	2	2	Requested		9/03/2012
15701922	Animals' Voice (581161)	Autumn (200)	4	2	Replaced partially	15433689 ▶	9/03/2012
15701922	NZ Rodder (564622)	NO. 108 (375)	4	2	Replaced fully	73495199 ▶	9/03/2012
15701922	GQ US - Air~ (896392)	March (785)	2	2	Replaced fully	73495199 ▶	9/03/2012
15701922	In Business (581686)	Mar/Apr (135)	3	2	Replaced fully	15433689 ▶	9/03/2012
15701922	Who Weekly (480470)	12 March (940)	10	3	Replaced fully	15433689 ▶	9/03/2012

Showing 1 to 10 of 27 entries ◀ ▶

Available Statuses

- Submitted: Yet to be actioned by G&G. To make changes click on Edit.
- Requested: Yet to be actioned by G&G. No changes are allowed.
- Replaced Fully: A replacement order has been created. You will not be credited or charged for the replacement copies.
- Credited: A credit has been processed and will appear on your monthly statement.

Note: At this point in time the document number is not linked to the PDF or copy of the document.

VIEW DOCUMENTS

Through this web page you will be able to view:

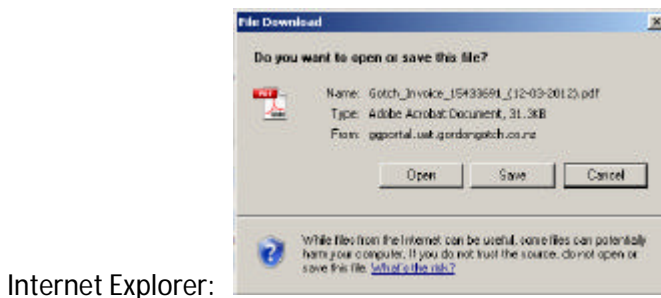
- Copies of Return Sheets
- Copies of Invoices
- Copies of Credit Notes
- Copies of Statements

View recent documents ...			View documents history ▶	
<u>Invoices (\$ incl. GST)</u>			<u>Statement</u>	
15641498 ▶	13/02/2012	\$527.21	31/01/2012 ▶	
15636468 ▶	10/02/2012	\$44.55	1/01/2012 ▶	
15637339 ▶	9/02/2012	\$862.72	31/12/2011 ▶	
15632004 ▶	9/02/2012	\$3,400.88		
15623596 ▶	6/02/2012	\$557.89		
<u>Credit Notes (\$ incl. GST)</u>			<u>Returns (\$ excl. GST)</u>	
73561137 ▶	7/02/2012	-\$24.75	7/02/2012 ▶	-\$99.78
73561138 ▶	7/02/2012	-\$114.75	7/02/2012 ▶	-\$21.52
73560979 ▶	7/02/2012	-\$869.63	6/02/2012 ▶	-\$756.18
73557929 ▶	2/02/2012	-\$52.05	2/02/2012 ▶	-\$45.25
73556833 ▶	2/02/2012	-\$10.27	30/01/2012 ▶	-\$1,446.63

Click on the Date, or Number to link to the PDF or other software that you use to view documents.

You will be prompted to download or save, depending upon your browser.

Examples below



Internet Explorer:




Google Chrome:

View document history **View documents history** will take you to the full list of Invoices/Credits/Returns where you can search for a particular document.

View Documents

Show entries Search:

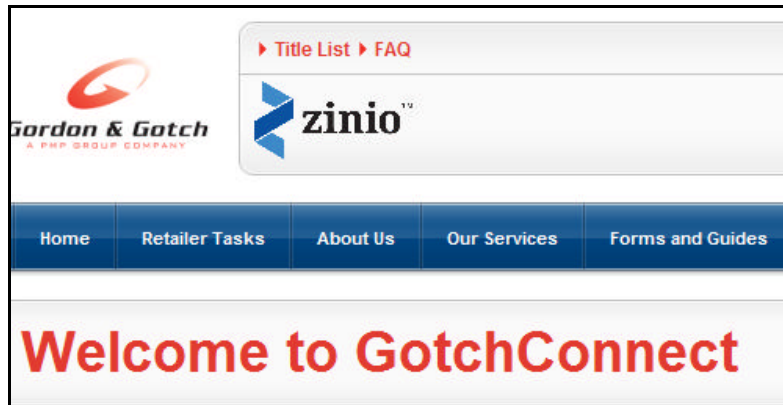
Document Type	Reference	Date	Value
Invoice	15134496	6/10/2011	3260.20
Invoice	15137493	6/10/2011	656.12
Invoice	15141559	6/10/2011	455.46
Invoice	15124477	3/10/2011	793.24
Invoice	15123937	3/10/2011	431.74
Invoice	15130118	2/10/2011	11.99
Invoice	15118384	30/09/2011	44.55
Invoice	15123731	30/09/2011	31.23
Invoice	15119265	29/09/2011	600.82
Invoice	15113630	29/09/2011	3036.17

Showing 1 to 10 of 353 entries 

Click to go Next / Previous

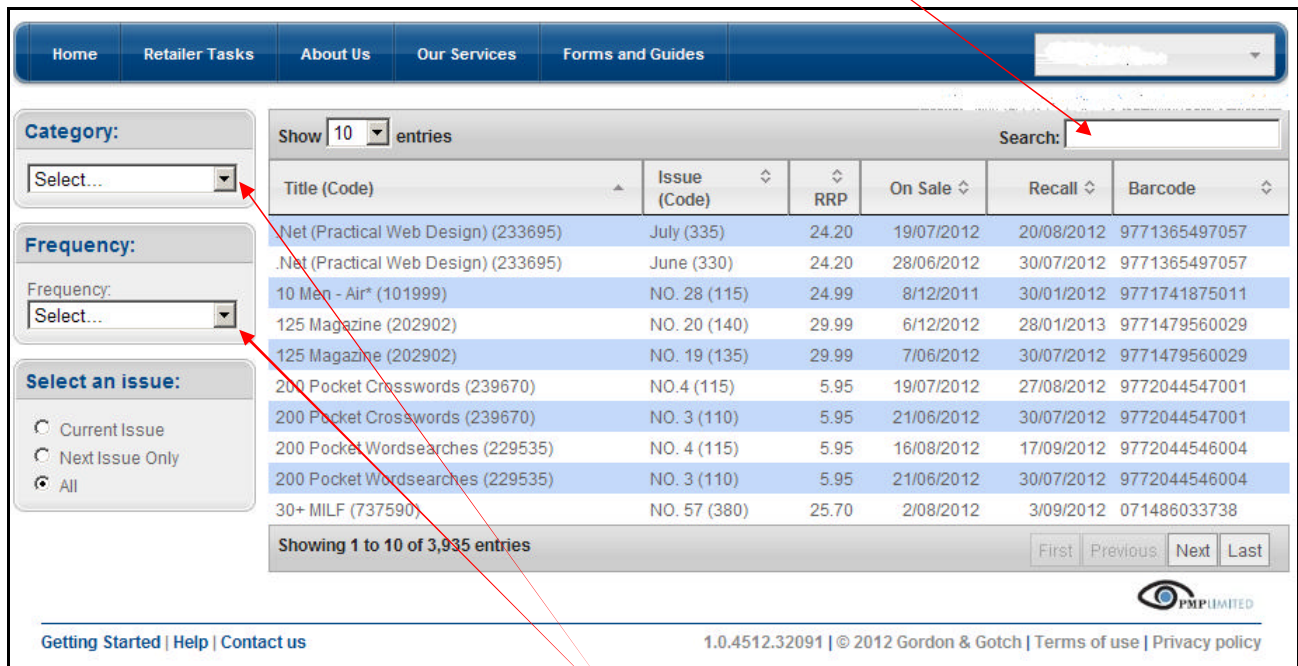
TITLE LIST

To access the Title List click on "Title List" at the top of any web page



This will take you to the Title List web page where you can search for a title, by title code, title name, barcode or by category or frequency (ie Weekly or Monthly) and select only the Current, Next or All Issues.

To search by title name, number or barcode type in the details into the Search box



The screenshot shows the Title List search interface. It includes a navigation bar, a search box, and several filter options. A table of titles is displayed with columns for Title (Code), Issue (Code), RRP, On Sale, Recall, and Barcode. Red arrows point to the search box, the category dropdown, and the frequency dropdown.

Title (Code)	Issue (Code)	RRP	On Sale	Recall	Barcode
Net (Practical Web Design) (233695)	July (335)	24.20	19/07/2012	20/08/2012	9771365497057
.Net (Practical Web Design) (233695)	June (330)	24.20	28/06/2012	30/07/2012	9771365497057
10 Men - Air* (101999)	NO. 28 (115)	24.99	8/12/2011	30/01/2012	9771741875011
125 Magazine (202902)	NO. 20 (140)	29.99	6/12/2012	28/01/2013	9771479560029
125 Magazine (202902)	NO. 19 (135)	29.99	7/06/2012	30/07/2012	9771479560029
200 Pocket Crosswords (239670)	NO.4 (115)	5.95	19/07/2012	27/08/2012	9772044547001
200 Pocket Crosswords (239670)	NO. 3 (110)	5.95	21/06/2012	30/07/2012	9772044547001
200 Pocket Wordsearches (229535)	NO. 4 (115)	5.95	16/08/2012	17/09/2012	9772044546004
200 Pocket Wordsearches (229535)	NO. 3 (110)	5.95	21/06/2012	30/07/2012	9772044546004
30+ MILF (737590)	NO. 57 (380)	25.70	2/08/2012	3/09/2012	071486033738

To search by Category or Frequency use the drop down options.

Example of searching using the title name:

Show 10 entries Search: women

Title (Code)	Issue (Code)	RRP	On Sale	Recall	Barcode
Runners Word - Complete Guide (212110)	Guide to Women's Running (120)	22.99	17/05/2012	9/07/2012	5017558132003
Ten Magazine (10 Women) (101000)	NO. 43 Summer/Autumn (255)	22.99	19/07/2012	3/09/2012	9771475538022
Ten Magazine (10 Women) (101000)	NO. 42 Spring/Summer (250)	26.50	19/04/2012	4/06/2012	9771475538015
Women of King (777872)	Autumn (150)	24.70	20/06/2013	12/08/2013	071658019003
Women of King (777872)	Summer (145)	24.70	21/06/2012	13/08/2012	071658019003
Women's Health (542580)	August (330)	7.90	6/08/2012	10/09/2012	9313398000332

Example of searching for any "Computer" titles – select Computer from the Category listing

Category:

Select...

- Select...
- Albums, Cards, Stickers
- Art, Literature, Theatre
- Automotive, Cycle, Car
- Aviation, Military
- Boating and Yachting
- Books
- Business, Finance, Int
- Calendars
- Children's Interest
- Comics
- Computer**
- Craft
- DCT Annuals/Calendar
- Electronics, Home Ent
- Entertainment and TV
- Fashion

Category:

Computer

Frequency:

Frequency

Select...

Select an Issue:

Current Issue

Next Issue Only

All

Show 10 entries Search:

Title (Code)	Issue (Code)	RRP	On Sale	Recall	Barcode
Net (Practical Web Design) (233685)	June (330)	24.20	28/06/2012	30/07/2012	9771365497057
3D World (258770)	June (860)	24.20	28/06/2012	30/07/2012	9771470438013
Admin Network & Security (133220)	NO. 8 (135)	19.99	14/06/2012	30/07/2012	9772045070003
Adebe photoshop (Focus guide) (280520)	NO. 114 (805)	31.80	28/06/2012	30/07/2012	9771741396004
Apple Bookazines (190780)	Ult 2012 iTunes & iCloud15 (135)	19.90	28/06/2012	13/08/2012	9781858704470
Atomic (421930)	NO. 138 July (820)	9.50	28/06/2012	30/07/2012	9771444899000
Circuit Cellar (767290)	June (345)	20.00	5/07/2012	6/08/2012	725274753499
Computer Arts (292580)	June (870)	14.50	12/07/2012	13/08/2012	9771360537024
Computer Arts -Air (912651)	August (870)	30.00	16/07/2012	13/08/2012	9771360537024
Computer Arts Bookazine (190582)	Illustration 3 (110)	19.90	7/06/2012	16/07/2012	9781858704869

Showing 1 to 10 of 60 entries (filtered from 3,935 total entries)

First Previous Next Last

Example of search for any Computer titles, that are Monthly only and only the Current Issues:

Choose the Category

Choose the Frequency

Click on the "Current Issue"

Category:

Computer

Frequency:

Frequency

Monthly

Select an Issue:

Current Issue

Next Issue Only

All

Show 10 entries Search:

Title (Code)	Issue (Code)	RRP	On Sale	Recall	Barcode
Net (Practical Web Design) (233685)	June (330)	24.20	28/06/2012	30/07/2012	9771365497057
3D World (258770)	June (860)	24.20	28/06/2012	30/07/2012	9771470438013
Adebe photoshop (Focus guide) (280520)	NO. 114 (805)	31.80	28/06/2012	30/07/2012	9771741396004
Atomic (421930)	NO. 138 July (820)	9.50	28/06/2012	30/07/2012	9771444899000
Circuit Cellar (767290)	June (345)	20.00	5/07/2012	6/08/2012	725274753499
Computer Arts (292580)	June (870)	14.50	12/07/2012	13/08/2012	9771360537024
Computer Arts -Air (912651)	August (870)	30.00	16/07/2012	13/08/2012	9771360537024
Computer Arts Bookazine (190582)	Illustration 3 (110)	19.90	7/06/2012	16/07/2012	9781858704869
Computer Arts Projects (190581)	NO. 162 (885)	29.90	28/06/2012	30/07/2012	9771740900011
Computer Music (195061)	NO. 178 June (865)	21.00	12/07/2012	13/08/2012	9771463687039

Showing 1 to 10 of 51 entries (filtered from 3,935 total entries)

First Previous Next Last

You can choose how many rows you want to see on the screen by changing the "Show entries"

Show 10 entries

10

25

50

100

.Net (F... Web Desi

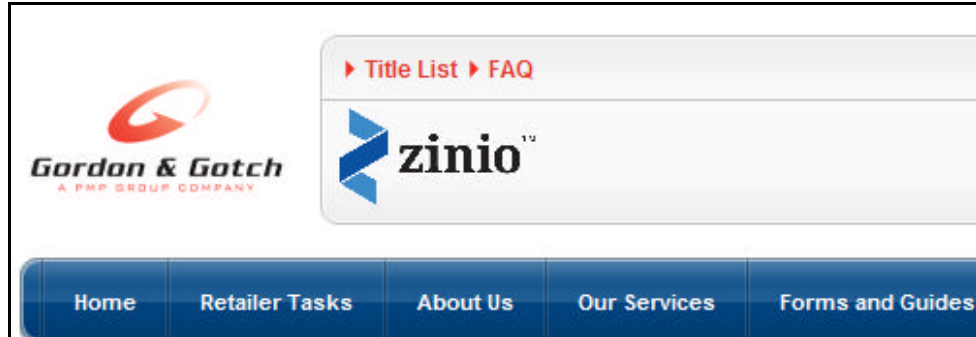
The bottom of the screen shows the number of rows and the Next, Last, Previous and First buttons

Showing 21 to 30 of 51 entries (filtered from 3,935 total entries)

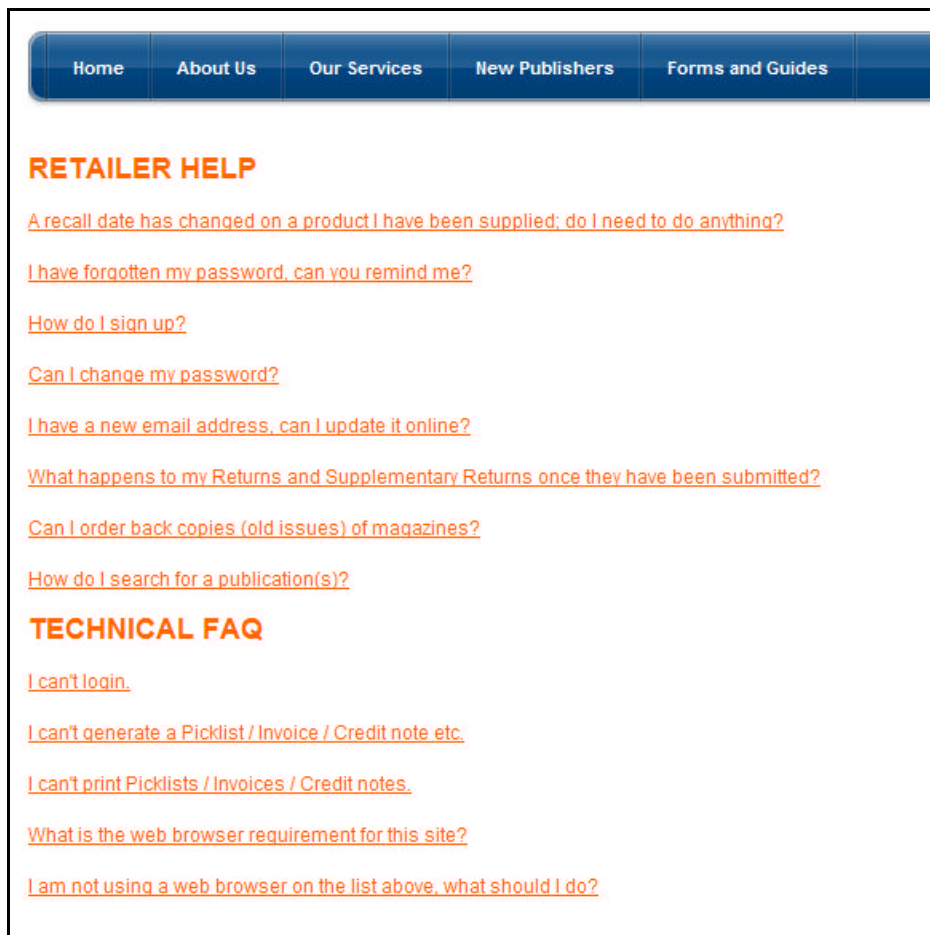
First Previous Next Last

HOW TO GET HELP

At the top of each page there is an FAQ page (FAQ = Frequently Asked Questions)



This will direct you to the Help Page



Or alternatively you can view this manual online by clicking on Forms and Guides and clicking on GotchConnect Manual.

Or you can phone the Call Centre who will be happy to assist you with any problems you might be having.

FORMS AND GUIDES

Forms and Guides currently has the following

Forms and Guides
Retailers Handbook
GotchConnect Handbook
Retail Policy & Procedure
Recall Date Change
Credit Application Form
Refund Form

Retailers Handbook - Everything a Retailer needs to know when doing business with Gordon & Gotch

GotchConnect Handbook - How to find your way around the website

Retail Policy & Procedure - Gordon & Gotch Policies relating to the following:

Retailers Policies & Procedures

[Price Changes Policy](#)

[Recall Date Changes Policy](#)

[Extras Quantities Policy](#)

[Returns Policy](#)

[On line Return Policy](#)

[Passwords Policy](#)

Recall Date Change - A link to a PDF document showing the latest Recall Date Changes

Credit Application Form - Gordon & Gotch Credit Application Form to open an account

Refund Form - A Refund Form to request your Retailers deposit refunded when selling or closing your business

RECALL DATE CHANGES

From time to time Gordon & Gotch need to update a title and issues Recall Date, to access the report showing any changes:

Click on Forms and Guides, then select Recall Date Change



Home About Us Our Services New Publishers Forms and Guides

Category:

Frequency:

Show 10 entries

Title (Code)

- .Net (Practical Web Design) (233695)
- .Net (Practical Web Design) (233695)
- 10 Men - Air* (101999)

Retailers Handbook

GotchConnect Handbook

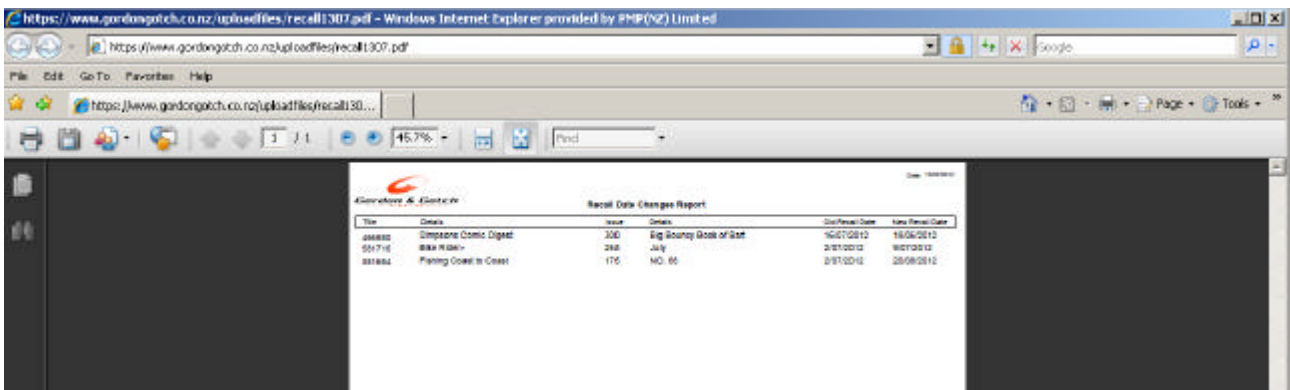
Retail Policy & Procedure

Recall Date Change

Credit Application Form

Refund Form

Another window will open with the Recall Date Changes Report



https://www.gordongotch.co.nz/uploads/files/recall1307.pdf - Windows Internet Explorer provided by PHP(NZ) Limited

https://www.gordongotch.co.nz/uploads/files/recall1307.pdf

File Edit Go To Favorites Help

https://www.gordongotch.co.nz/uploads/files/recall130...

45.7%

Print

Gordon & Gotch

Recall Date Changes Report

Title	Issues	Issue	Dates	Old Recall Date	New Recall Date
300000	Empire Comic Digest	300	Big Souny Gods of Gaf	16/07/0812	16/06/0812
551716	Black Rider	288	July	2/01/0812	18/11/0812
333884	Playing Cards in Cases	176	NO. 66	2/01/0812	25/08/0812

You can print or save the PDF.