

Be Prepared



1. I.T. Resource:

- Have you adequate resources available for your system readiness for May 20th to ensure compliance?
- Is your software and hardware provider aware of Track & Trace and can it be integrated into your existing system or run separately?

2. Finance Team:

- Do your finance teams understand the billing and payment message requirements?
- Do you have the financial resources in place to implement what's required? Including training, added time to process orders and peripheral costs. *Industry issued hardware & software will need to be purchased initially and then reimbursed by the industry post purchase.*

3. Operations Team:

- Logistics (inbound & outbound), Tobacco Room staff, Distribution Centre staff, 3rd Party Logistics etc. Have you started discussing possible solutions and procedures?

4. Sales Team:

- Do your teams understand the legislation should they be asked by your customer?

5. Do you act as / or use a 3rd Party Distributor?:

- This will require additional procedures and sharing of information
- The SWA have been working with the Road Haulage Association to keep them informed of impending logistical requirements when working with our wholesalers.

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6. Retailer:

- Retailers must **SIGN UP** to the new Tobacco Registry in order to purchase and sell tobacco. This is in addition to the Scottish Tobacco Register.
- Once tobacco is delivered into the “First Retailer Outlet” it no longer requires to be traced. Even if a retailer forwards/shares tobacco between several of their shops.
- How will you communicate to/ educate your retailers?

7. Training:

- Have you planned your training schedule to ensure all staff are educated on the legislation and how it will effect their role?

8. Stock Management:

- Rotation of non-T&T stock to sell first, administrative resources for barcode changes, ensure stock levels are adequate and in line with current sales rates, availability of picking slots.
- Some tobacco manufacturers already have barcode/ stock information available on new T&T stock for wholesalers to update their systems.

9. Process Creation & State of Readiness:

- Are you ready to receive T&T stock?
- What’s still required, what questions do you still have? The SWA are here to help answer your questions. We are in constant dialogue with HMRC and the tobacco manufacturers to get the most up to date information available.
- Email track@scottishwholesale.co.uk with any questions or concerns.