



25<sup>th</sup> October 2023

Dear Sir/Madam,

**Compulsory Subscription for GUARDIAN MALAYSIA BizTrade Web Electronic Document Interchange ("BIZTRADE WEB EDI")**

B2B Commerce is the appointed (GUARDIAN) exclusive service provider for the Web EDI project. **Guardian Malaysia** has authorized **B2B Commerce** to issue this announcement letter to its suppliers to subscribe to the Guardian Outright Biztrade Web EDI services.

To enhance the digital documentation process, Guardian has implemented additional document types for suppliers. Kindly subscribe for the Guardian Web EDI Biztrade Portal and the EDI Document Services as stated below:-

**Outright Suppliers – Trade Suppliers: New Document Types effective January 2024**

- 1) **Delivery Order**
- 2) **Load Manifest** (for cross dock vendor codes only)

All the above mentioned "New Document Types" are available in Biztrade effective from **January 2024** onwards.

**Benefit:**

1. The purpose of the documents of **Delivery Order** is to communicate accurate delivery details to Guardian prior to shipment including item quantity, number of cartons and actual delivery date.
2. As for the documents of **Load Manifest** is for cross dock vendor only, the purpose is to consolidate the list of all the Purchase Order that is being delivered in one delivery.

It is compulsory for suppliers to subscribe to the above "New Document Types" on Biztrade as per Guardian's procurement policies. Suppliers are required to subscribe to enroll for the training and familiarize with the new features and documents on Biztrade. Training dates will be available from 11<sup>th</sup> Dec 2023 onwards, invitations to be sent out upon activation of suppliers' additional document service.

Please contact B2B Commerce Onboarding services for the registration matters.

**B2B Commerce Personnel:**

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**Guardian Personnel:**

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Thank you.  
Best Regards,

Guardian Health and Beauty Sdn Bhd

Name: Anna Hull

Designation: Commercial Director

Date: 27/10/23

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