

## GLOSSARY

As part of the move to the DTI system, WAN has adopted new terminology according to the terms seen on the screen. The commonly used terms that most closely relate to the new term are listed below.

DTI TERM	DEFINITION	OLD TERM
<b>Account</b>	Receives invoices. The entity responsible for a route's charges and credits.	Account
<b>Route</b>	Receives draw. The location where your product is distributed. A route can be a single copy outlet (e.g. a shop or a school) or a home delivery route. Most Accounts will have one route which holds draw for multiple publications. Note: If multiple editions of the one publication are supplied, a second route would be created, i.e. one route for the State Edition of The West, and a second route for the Metro Edition of The West. <i>See Route IDs table below.</i>	Shop Sub-agent School Line of supply Account
<b>Draw</b>	The number of papers assigned to a particular route for a product per day.	Supply
<b>Single Copy</b>	An individually purchased copy, in that it is not a subscription, e.g. bought at a shop	Shop Subagent
<b>Single Copy Type</b>	Categorises any reseller of a WAN product eg. Newsagent, Service Station	N/A
<b>Distributor</b>	The Distributor of publications, via routes.	Delivery Agent
<b>Delivery Schedule</b>	The days of week a subscriber receives papers. Note the delivery schedule will only appear next to home delivery routes.	N/A

## PUBLICATION CODES

PUB CODE	PUBLICATION
<b>CMN</b>	Countryman
<b>KAL</b>	Kalgoorlie Miner
<b>QKA</b>	Quokka
<b>TAB</b>	TAB Form
<b>WST</b>	The West Australian

## PUBLICATION CODES – REGIONAL

PUB CODE	PUBLICATION	PUB CODE	PUBLICATION
<b>AAD</b>	Albany Advertiser	<b>MBT</b>	Manjimup Bridgetown Times
<b>AEX</b>	Albany Extra	<b>MWT</b>	Midwest Times
<b>AMT</b>	Augusta Margaret River Times	<b>NOB</b>	Narrogin Observer
<b>BAD</b>	Broome Advertiser	<b>NWT</b>	North West Telegraph
<b>BDT</b>	Busselton Dunsborough Times	<b>NGD</b>	Northern Guardian
<b>BHA</b>	Broome Happenings	<b>PBN</b>	Pilbara News
<b>BYH</b>	Bunbury Herald	<b>SOT</b>	Southern Telegraph
<b>GGD</b>	Geraldton Guardian	<b>SWT</b>	South Western Times
<b>GSH</b>	Great Southern Herald	<b>STG</b>	Sound Telegraph
<b>HVR</b>	Harvey Reporter		

## ROUTE IDs

Routes are categorised by the sixth character in the route ID. The categorisations are listed below and the identifying character highlighted in red. The first five characters of the Route ID correspond to the account number.

NAME	TYPE	DESCRIPTION	EXAMPLE
<b>Home Delivery (H)</b>	Home Delivery	Used to deliver papers to a set of subscribers.	J & J Citizen 00001 <b>H</b> 01
<b>Buffer (B)</b>	Single Copy	Used to deliver a few extra papers to a distributor in case they need to top up shops that sell out or if any papers are lost/stolen/damaged. <b>Pre Subscriber Migration:</b> used to hold the draw for the home delivery route.	J & J Citizen 00001 <b>B</b> 01
<b>Standard (R)</b>	Single Copy	Used to deliver papers to shops, vending machines, hotels, etc.	Caltex Papercity 00001 <b>R</b> 01
<b>Early (A)</b>	Single Copy	Used to deliver papers to shops that receive an early State edition, in addition to another Standard single copy route.	Caltex Papercity 00001 <b>A</b> 01

## ROUTE IDs (CONTINUED)

NAME	TYPE	DESCRIPTION	EXAMPLE
<b>NIE Pack (P)</b>	Single Copy	Used to deliver papers for NIE packs.	Papercity PS 00001 <b>P</b> 01
<b>NIE Standing (S)</b>	Single Copy	Used to deliver papers to schools for standing orders.	Papercity SHS 00001 <b>S</b> 01
<b>Uncontracted Seller (U)</b>	Single Copy	Used to deliver papers to shops that are supplied via distributors but who do not have an account with WAN. WAN will invoice the distributor for papers delivered via these routes.	IGA Bridgeville 00001 <b>U</b> 01
<b>Regional (G)</b>	Single Copy	Regional Publications draw and drop locations will be managed in the new Circulation System, however billing and returns will not. These are still handled through WAN's Bunbury Office. The Routes will be displayed in the "Routes" and "Draw" tabs however will not be displayed in the "Returns" tab.	Pilbara News 00001 <b>G</b> 01

## “B” AND “H” ROUTES

Your “B” and “H” routes will have different functions and returns policies depending on which phase you are in during the migration of subscribers to a direct billing relationship with WAN.

### FIRST GO-LIVE – SUPPLY ONLY (REPLACING THE CURRENT CMS)

Your “B route” will hold the draw for your existing subscribers. Distributors will need to advise WAN of any changes to the draw on this route. You will enter returns via the West Network website.

The “H route” will not hold any draw.

### SECOND GO-LIVE – PROMOTIONAL SUBSCRIBERS

The “B route” will still hold the draw for your existing subscribers and returns will be entered into the West Network website.

Your “H route” will now have your promotional subscribers. Returns will not be available for this route and the subscribers will be billed by WAN directly. The draw quantity on this route will be exact as it will be driven by each subscriber start and stop.

## “B” AND “H” ROUTES (CONTINUED)

### THIRD GO-LIVE – SUBSCRIBER MIGRATION

The “B route” will now serve its intended purpose as a “buffer route.” Returns are to be entered through the West Network website – any papers that are not returned, or used to top-up an outlet or replace a home delivery copy, e.g. a stolen paper, will be charged at cover price. Papers taken from the buffer route to top-up an outlet or replace a home delivery copy must be reported to WAN promptly to allow the adjustment to be processed within the system and all papers remaining on the “B route” should be returned.

Your “H route” will now hold your entire home delivery draw. No returns will be allowed for this route. All subscribers will now pay WAN directly.

## ROUTE TYPES – SINGLE COPY

While routes are categorised as either single copy or home delivery, single copy routes are further categorised as per the list below to support ABC reporting requirements and also to facilitate general sales analysis.

SINGLE COPY TYPE	DESCRIPTION
<b>Airline</b>	Airline Sales
<b>Airport</b>	Airport Newsagencies
<b>Bookshop</b>	Bookshops
<b>Buffer</b>	Buffer Route for Distributors
<b>Café</b>	Cafés
<b>Campus</b>	Tertiary Campuses
<b>Convenie</b>	Convenience Stores
<b>Corp</b>	Corporate
<b>Deli</b>	Deli / Lunch Bar
<b>Event</b>	Event Sales
<b>GenStore</b>	General Stores
<b>Hardware</b>	Hardware Stores
<b>Hotel</b>	Hotels / Accommodation
<b>Kiosk</b>	Lottery Kiosks
<b>Minesite</b>	Minesites

## ROUTE TYPES – SINGLE COPY (CONTINUED)

SINGLE COPY TYPE	DESCRIPTION
<b>Newsagent</b>	Newsagents
<b>NIE</b>	NIE Standing Order
<b>NIEBULK</b>	NIE Bulk
<b>NIEPack</b>	NIE Pack
<b>Other</b>	Other
<b>Petrol</b>	Service Stations
<b>Pharmacy</b>	Pharmacies
<b>Rail</b>	Rail/Bus Station
<b>Regional</b>	Regional Publications
<b>Spares</b>	Spares
<b>Street</b>	Street Sales
<b>Supermkt</b>	Supermarkets
<b>Vending</b>	Vending Machines