



To Whom It May Concern,

This is to confirm that New Clicks Group has purchased and successfully implemented the Supplier Statement Reconciliation Tool .

Prior to the implementation, reconciling vendor accounts was a labour intensive time consuming process whereby vendor accounts were downloaded from SAP into Excel and manually matched to the supplier statement. These reconciliations were then stored in a folder on the network. The risks involved included:

- No audit trail – one is unable to trace who has completed the reconciliation.
- Manual process errors – because of the large volume of open items; duplicates invoices; VAT errors; short deliveries; etc were missed.
- No segregation of duties – on a manual process, one was unable to enforce authorization limitations on reconciliation and sign-off.
- Insufficient time to focus on reconciling items – as the current process could take up to a few days to balance the accounts, there was no time to focus and perform queries on the reconciling items.
- No central database containing the reconciliations – the accounts were manually stored in various places on the network with limited access restrictions.
- Lack of advanced excel skills as sometimes the formulaes were not correctly calculating

9 months after implementation, the following benefits have been realised:

- Produce faster, more accurate and more reliable reconciliations.

- Reconciliations are available at any time, not only at month-end or before payments are made.
- All statement and reconciliation data reside on SAP – no more Excel reconciliations.
- Spend less time on the actual balancing and more time on resolving reconciling items.
- Ability to focus on and identify store and Distribution Centres non-compliance. The capturing and matching errors at Distribution Centres and stores are exposed.
- Reconciliations are performed automatically from supplier statement to creditors control account and back to payment
- Reporting on unmatched and reconciling items has been enhanced.
- Automatic matching based on common reference with electronically imported vendor statements.
- Drilldown functionality to originating transactions in SAP.
- Flexible authorizations and a comprehensive audit trail.

The quality of service received during our testing and implementation phase was excellent. Jacques Hoon attended to our requirements and all testing and implementation was delivered according to schedule.

Sincerely,

Christine Diebold



Business Systems Manager

Clicks Group Limited