

GS1net User Type 1

Vendor/Supplier Schedule of Fees

(Effective from July 1st 2009)

Introduction

GS1net is a Data Synchronisation and Product Registry service. Through the use of GS1net, trading partners are able to continuously and automatically synchronise item master data. Data synchronisation is an essential foundation and critical first step toward achieving efficient electronic commerce (B2B) and is an absolute prerequisite before contemplating advanced supply chain management applications, Forecasting, Scan-Based-Trading and other forms of electronic collaboration.

GS1net has been designed by industry, for industry, as a central standards-based system to meet the common needs of industry.

GS1 Australia is a not-for-profit trade standards organisation. GS1net is operated by GS1 Australia, on behalf of industry, on a user pays cost recovery basis. A single standardised GS1net Schedule of Fees applies to all industry sectors.

GS1net has provision for three types of registered users. Registration with GS1net is only available to financial members¹ of GS1 Australia. The fees associated with the use of GS1net vary for each User Type.

A summary of the User Types, inclusions and broad functionality is outlined in the following table.

User Type	User Description	Multiple User ID's	Access to Image Library on GS1net (*)	Add & Maintain GTINs	Receive Automatic Updates	Cross Catalogue Search & Download
1	Vendor/Supplier	Yes	Yes	Yes	No	Yes
2	Buyer/Retailer	Yes	Yes	No	Yes	Yes
3	Search & Download Only	No	Yes	No	No	Yes

(*) Imaging of your products by GS1 Australia is a 'paid-for' service. Access to the existing library of product images is part of the GS1net Service offering.

Definitions:

- **GTINs** (Global Trade Item Numbers) are historically more commonly known as APN, EAN, UPC or TUN numbers. GTINs are used to uniquely identify products or services. When identifying products, each packaging level is to be assigned a unique GTIN.

¹ This includes Single Number Members (Restrictions Apply)

- **User Type 1 – Vendor/Supplier (Data Source)** refers to a supply type company or organisation who is responsible for publishing item, and price information about their GTINs in their GS1net catalogue, for the purpose of synchronising their GTIN information with their participating GS1net trading partners. This user type is also known as the ‘Data Source’. Subject to the GS1net Public Release Date, as determined by the Vendor/Supplier user, neutral (non-commercially sensitive) information associated with each GTIN will automatically flow through to the GS1net Registry.

This user type is also able to use the GS1net web browser interface to search and download GTIN information, images and attachments from the GS1net Registry. This process is known as GS1net Cross Catalogue Search & Download.

Examples of this type of user could include, but is not limited to, manufacturers, importers, distributors, wholesalers or brokers who are responsible for the supply of goods and services to their trading partners.

- Definitions on **User Type 2 – Buyer/Retailer (Data Recipient)** and **User Type 3 – Search & Download Only** can be found in the fee schedule for that User Type at: <http://www.gs1au.org/services/gs1net/fees.asp>.
- **User IDs** are user company assigned, unique and individual user identification to provide access to the GS1net web browser interface. Registration with GS1net as either User Type 1 or User Type 2 entitles each company to create and assign multiple User IDs to individual staff members within a range of security access levels.
- **GS1 Imaging** refers to the low resolution, plain view, digital imaging services available from GS1 Australia on a ‘user pays’ basis.
- **Automatic Updates** are the electronic message notifications that GS1net automatically sends to a Buyer/Retailer user who has been granted trading partner access by the Vendor/Supplier and who has elected (subscribed) to receive Automatic Updates. Automatic Updates are generated whenever a Vendor/Supplier adds, updates, corrects or deletes GTINs within their GS1net catalogue; subject to access and subscription settings.
- **Cross Catalogue Search & Download** provides users with the ability to search across the entire GS1net Registry for information that is intended to be publicly available. Secondly it provides users with the ability to download publicly available information such as neutral item data, images and attachments over the internet to a local storage device.
- **Target Markets** are attributes that are applied to a GTIN to indicate the country where the vendor/supplier makes the item available to data recipients. A GTIN that has one target market e.g. Australia, is charged at a single target market rate of \$3.30. A GTIN that has multiple target markets e.g. Australia and New Zealand will be charged at the multiple target rate of \$4.40.

User Type 1 – Vendor/Supplier – Fee Schedule

The quarterly fees associated with the use of GS1net as a User Type 1 – Vendor/Supplier are outlined below (Schedule A).

The fee model is designed to ensure that the GS1net data synchronisation service remains accessible by all organisations including those that operate in sectors with very high numbers of GTINs or SKUs. This is achieved by utilising a combination of the Vendor/Supplier’s revenue turnover, coupled with a count of the “active” GTINs that GS1 Australia lists for the organisation. Each Vendor/Supplier user will be billed for the number of “active” GTINs contained within their GS1net catalogue or within the GS1net Registry, whichever is greater. GTINs that have a past ‘End Availability Date’ are not considered “active”.

GTIN Rates for GTINs in Single Target Markets

The rate is **\$3.30** + GST per “active” GTIN per quarter, however a **capped fee** may be applied based on company turnover (subject to the terms and conditions on the GS1net Quarterly Fee Cap Application Form – see Schedule B). All vendor/suppliers may apply for a capped fee though it may not affect your quarterly invoice depending on how many GTINs are loaded into GS1net for your company.

Schedule A – GS1net Vendor/Supplier Fees

LEVEL	Gross Annual Company Turnover		GS1net Quarterly Fees (Based on \$ 3.30 per GTIN per quarter)	
	From	To	Minimum Fee	Capped Fee
A	Nil	< \$1m	\$ 91.00	\$ 91.00
B	\$1m	< \$5m	\$ 91.00	\$300.00
C	\$5m	< \$10m	\$ 91.00	\$900.00
D	\$10m	< \$25m	\$ 91.00	\$1,375.00
E	\$25m	< \$50m	\$ 91.00	\$1,820.00
F	\$50m	< \$100m	\$ 91.00	\$2,420.00
G	\$100m	< \$500m	\$ 91.00	\$4,250.00
H	\$500m	< \$1b	\$ 91.00	\$7,275.00
I	\$1b	<\$5b	\$ 91.00	\$9,100.00
J	\$5b	+	\$ 91.00	POA

* Fees shown are exclusive of GST

Gross Annual Company Turnover - Relates to the total turnover of the company or legal entity registered as the GS1 Australia member (which in turn becomes the GS1net member).

GTIN Rates for GTINs in Multiple Target Markets

The rate is **\$4.40 + GST** for a GTIN that is in multiple target markets. The \$4.40 charge is charged once per unique GTIN.

A capped fee may be applied for companies with GTINs for both Australian and New Zealand target markets, based on the turnover of both the Australian and New Zealand companies (subject to the terms and conditions on the GS1net Quarterly Fee Cap Application Form – see Schedule B).

LEVEL	Gross Annual Company Turnover		GS1net Quarterly Fees (Based on \$ 4.40 per GTIN per quarter)	
	From	To	Minimum Fee	Capped Fee
K	Nil	< \$1m	\$ 91.00	\$120
L	\$1m	< \$5m	\$ 91.00	\$400
M	\$5m	< \$10m	\$ 91.00	\$1,200
N	\$10m	< \$25m	\$ 91.00	\$1,825
O	\$25m	< \$50m	\$ 91.00	\$2,400
P	\$50m	< \$100m	\$ 91.00	\$3,225
Q	\$100m	< \$500m	\$ 91.00	\$5,640
R	\$500m	< \$1b	\$ 91.00	\$9,700
S	\$1b	<\$5b	\$ 91.00	\$12,130
T	\$5b	+	\$ 91.00	POA

* Fees shown are exclusive of GST

Gross Annual Company Turnover - Relates to the total turnover of the company or legal entity registered as the GS1 Australia member and the GS1 New Zealand member (which in turn becomes the GS1net member).

Joining Fee – A Joining fee of \$110 applies to all organisations registering for GS1net

Minimum Fee - The minimum fee applies for all Vendor/Suppliers registered for GS1net and is \$91.00 per quarter.

“Essentials” Service Fee – The “Essentials” service fee applies for all Vendor/Suppliers registering for GS1net. This service package leads to ‘GS1net Ready’ accreditation and the fee is \$440 for Vendor/Suppliers with either:

Turnover less than \$5M, or
‘Active’ GTINs less than 50

The “Essentials” service fee is \$935 for all Vendor/Suppliers who do not fall into one of the 2 brackets above.

The Essentials Fees are payable regardless of the Data Load Method used or by the use of third party consulting assistance (including GS1 Professional Services)

A ‘reduced’ Essentials Fee of 50% will be charged to those companies where the quality of data has decreased to a point where significant re-work is required to obtain GS1net Ready status again. For example, this may happen when key resources leave the business and no one has maintained the system or data.

Note: Once the number of “active” GTINs charged exceeds the fee cap for a particular turnover bracket, then all additional GTINs are stored and synchronised free of charge (note: fee cap will only apply on the acceptance of a formal application, which is required to be renewed on a rolling 12-month basis).

Optional:

Browser Template Fee - This option involves the ability to load a delimited data file (based on an MS Excel Template provided by GS1 Australia) onto GS1net via the GS1net web interface. There is a connection fee and quarterly access fee for this option:

Establishment Fee	\$210.00 (plus GST)
Quarterly Service Fee	\$52.50 (plus GST)

See Agreement Form attached at rear (Schedule C).

M2M Connectivity

- **HTTP(s) or FTP** - This option is for suppliers who have purchased middleware that creates a DDF or XML file to GS1net standards and now need to load it. There are setup costs and quarterly access fees for this option:
 - Set up costs: \$520.00 (plus GST)
 - Quarterly access fees: \$110.00 (plus GST)
- **AS2 Communications** – This is a secure and reliable standard for Business to Business (B2B) communications. This is generally used for sending XML documents and ensures security and confirmation of transmission over the internet. There are setup costs and quarterly access fees for this option:
 - Set up costs: \$995.00 (plus GST)
 - Quarterly access fees: \$110.00 (plus GST)

User Type 1 Fee Inclusions:

- A fully hosted, individual electronic product catalogue for each Vendor/Supplier user for the purpose of continuous and automated item master data synchronisation with an unlimited number of participating GS1net trading partners.
- Hosting of obsolete GTINs (GTINs that have exceeded their End Availability Date), for a minimum 4-year period, free of charge. For fee calculation purposes, GTINs that meet this criterion are excluded from the “active” GTINs. (Refer “active” GTINs explanation in the following section.)
- An unlimited number of changes or updates can be made to each GTIN resulting in an unlimited number of automatic updates to GS1net trading partners
- Unlimited Cross Catalogue Search & Download access of the GS1net Registry via the GS1net web browser for the download of neutral item master data, product images and attachments over the internet
- An unlimited number of company-assigned, individual User IDs to provide individual staff members access to the GS1net web browser interface within a range of security access levels
- Access to GS1 Australia’s digital imaging library of low-resolution, plain view, digital product images
- Telephone and email support from the GS1net Client Services Team
- Complimentary GS1net User Guides and Technical Guides available for download from the GS1 Australia web site at <http://www.gs1au.org/gs1net>

User Type 1 – Vendor/Supplier Quarterly Fee Calculation Examples

Quarterly Fee Calculation Example #1

Vendor/Supplier joins GS1net and has 40 GTINs and 5 GTINs that have exceeded their End Availability Date. The Vendor/Supplier has not applied for a turnover cap.

The Fixed Fees are:

- Joining Fee \$110
- “Essentials” Fee \$440
- Browser Template \$52.50

The Variable Fees are:

GTINs	=	30
Less GTINs exceeded their End Availability Date	-	5
Active GTINs	=	25
∴ GS1net Quarterly Fee	=	[Active GTINs] x \$3.30
	=	25 x \$3.30
	=	\$82.50 (which is less than the minimum fee)
∴ Minimum fee applies	=	\$91.00 (plus GST)

Quarterly Fee Calculation Example #2

Vendor/Supplier joins GS1net and has 450 GTINs and 60 GTINs that have exceeded their End Availability Date. The Vendor/Supplier has applied, and been approved for, a turnover cap that has a capped fee of \$1,375 per quarter.

The Fixed Fees are:

- Joining Fee \$110
- “Essentials” Fee \$935
- Browser Template \$52.50

The Variable Fees are:

GTINs	=	450
Less GTINs exceeded their End Availability Date	-	60
Active GTINs	=	390
∴ GS1net Quarterly Fee	=	[Active GTINs] x \$3.30
	=	390 x \$3.30
	=	\$1,287 (plus GST)

Note: Approved fee cap does **not** alter the amount payable by the Vendor/Supplier in this example.

Quarterly Fee Calculation Example #3

Vendor/Supplier has joined GS1net and has loaded 2400 GTINs and over time, has 300 GTINs that have exceeded their End Availability Date. The Vendor/Supplier has applied, and been approved for, a turnover cap that has a capped fee of \$2,420 per quarter. This vendor is also GS1net Ready.

There are no fixed fees - the joining fee and the essentials fee have been charged in a previous invoice.

The Variable Fees are:

GTINs	=	2400
Less GTINs exceeded their End Availability Date	-	300
Active GTINs	=	2100
∴ GS1net Quarterly Fee	=	[Active GTINs] x \$3.30
	=	2,100 x \$3.30
	=	\$6,930.00 (which is greater than the approved fee cap)
∴ Approved Capped Fee per quarter applies	=	\$2,420.00 (plus GST)

Quarterly Fee Calculation Example #4

Vendor/Supplier joins GS1net and has 500 unique GTINs that are listed for both Coles (AU target market) and Foodstuffs (NZ target market). 150 unique GTINs (for both target markets) have exceeded their End Availability Date.

The Vendor/Supplier has applied, and been approved for, a multiple target market turnover cap (for the Australian and New Zealand company) that has a capped fee of \$3,225 per quarter.

The Fixed Fees are:

- Joining Fee \$110
- “Essentials” Fee \$935

The Variable Fees are:

GTINs	=	500
Less GTINs exceeded their End Availability Date	-	150
Active GTINs	=	350
∴ GS1net Quarterly Fee	=	[Active GTINs] x \$4.40
	=	350 x \$4.40
	=	\$1,540.00 (plus GST)

Note: Approved fee cap does not alter the amount payable by the Vendor/Supplier in this example.

User Type 1 Fee Conditions:

- GS1net Fees will be invoiced quarterly in arrears, based on the number of “active” GTINs each Vendor/Supplier has on GS1net at the end of each quarter.
- The number of “active” GTINs for each Vendor/Supplier is calculated as follows;
 - > Total GTINs stored on either the Vendor/Supplier's GS1net catalogue or the number of GTINs the Vendor/Supplier has in the GS1net Registry (whichever is greater)
 - > Less Number of GTINs that have exceeded their End Availability Date
- If the number of “active” GTINs multiplied by \$3.30 exceeds the Capped Fee (where applicable) then the Capped Fee will be charged.
 - > Where the Vendor/Supplier has GTINs that are “active” for both Australia and New Zealand this fee per unique GTIN is \$4.40. The combined turnover bracket is the combined annual turnover for both Australia and New Zealand
- All products submitted to GS1 Australia for bar code testing, which have not been loaded onto GS1net by the Vendor/Supplier prior to the product submission, will be automatically added to the GS1net Registry (with limited data fields) by GS1 Australia. This will be done on behalf of the Vendor/Supplier with a default Public Release Date of 28 days, unless otherwise requested. These GTINs will be considered to be part of the Vendor/Supplier's “active” GTINs.
- Vendor/Suppliers are encouraged to review this data regularly to ensure both currency of data and the bill is reflective of “active” GTINs in the marketplace. A Registry Review File is available from the Client Services team upon request.
- Vendor/Supplier registrations received in the second or third month of the billing quarter will be considered ‘pro-rata’. That is, the number of “active” GTINs will be calculated at the end of the quarter, as described above, and the quarterly fee will be calculated on the percentage of the quarter for which the vendor has had GS1net access. The fee for subsequent quarters will be calculated as per the normal method. If the pro-rata amount payable is less than the minimum fee, the minimum fee will apply.
- Quarter end dates are as follows:

31st March; 30th June; 30th September; 31st December
- The GS1net fees are incremental to the GS1 Australia membership fees.
- Registration with GS1net is only available to financial members of GS1 Australia.
- Each Vendor/Supplier GS1net registration must correspond to a single GS1 Australia membership.
- The basis for the turnover measure that applies for capped fees relates to the total turnover of the company or legal entity registered as the GS1 Australia member, not a sub-division that is engaging in GS1net, nor just a calculation of the GTINs sales.

- Registration with GS1net is subject to the Vendor/Supplier user accepting the Terms and Conditions of Use as published by GS1 Australia.
- Uploading of Barcode Verification Reports, Vendor/Supplier provided images and other attachments is the responsibility of the Vendor/Supplier.
- GS1net fees do not include any costs associated with the use of the Internet or EDI services or other middleware products designed to support GS1net.
- Additional costs exist for machine to machine connections. Information on these can be found on page 4 of this document.
- It is the responsibility of the GS1net user to provide and maintain a personal computer, modem, other hardware and/or Internet services (including browser software and Internet service provider) required for accessing and using the service. Where security settings on a personal computer, network or firewall act to impede normal access to and functioning of GS1net, then it is the Vendor/Supplier user's responsibility to seek an IT resolution locally.
- In addition to the telephone and email support provided by the GS1net Client Services Team, a range of professional services to assist GS1net users with implementation and user training are available. Please contact GS1 Professional Services on 1300 366 033, or via email at profservices@gs1au.org

Schedule B - GS1net Supplier / Vendor Quarterly Fee Cap Application Form

Please return the **original** signed forms to **GS1net Client Services**, fax (03) 9558 9551
Unit 100/45 Gilby Road Mt Waverley VIC 3149 Locked Bag 2 Mt Waverley VIC 3149 Australia

Company Name:* _____

ABN:* _____ **GS1 Member ID:** _____

Application Year: 1/07/2009 – 30/06/2010

Please select the appropriate company turnover range from one of the tables below.

I am a Supplier/Vendor with GTINs in only ONE target market (e.g. Only Australia).

Gross Annual Company Turnover		Selected Turnover Range (please "tick" appropriate box)
From	To	
Nil	< \$1m	<input type="checkbox"/>
\$1m	< \$5m	<input type="checkbox"/>
\$5m	< \$10m	<input type="checkbox"/>
\$10m	< \$25m	<input type="checkbox"/>
\$25m	< \$50m	<input type="checkbox"/>
\$50m	< \$100m	<input type="checkbox"/>
\$100m	< \$500m	<input type="checkbox"/>
\$500m	< \$1b	<input type="checkbox"/>
\$1b	< \$5b	<input type="checkbox"/>
\$5b	+	<input type="checkbox"/>

OR I am a Supplier/Vendor with GTINs in my catalogue for both Australian and New Zealand retailers).

Please note: The company turnover range for companies that have GTINs in multiple target markets needs to include both the Australian and New Zealand companies.

Gross Annual Company Turnover		Selected Turnover Range (please "tick" appropriate box)
From	To	
Nil	< \$1m	<input type="checkbox"/>
\$1m	< \$5m	<input type="checkbox"/>
\$5m	< \$10m	<input type="checkbox"/>
\$10m	< \$25m	<input type="checkbox"/>
\$25m	< \$50m	<input type="checkbox"/>
\$50m	< \$100m	<input type="checkbox"/>
\$100m	< \$500m	<input type="checkbox"/>
\$500m	< \$1b	<input type="checkbox"/>
\$1b	< \$5b	<input type="checkbox"/>
\$5b	+	<input type="checkbox"/>



Schedule B - GS1net Supplier / Vendor Quarterly Fee Cap Application Form - Continued

TERMS & CONDITIONS OF GS1net SUPPLIER / VENDOR FEE CAPS

1. GS1net Fee caps are subject to successful acceptance of application by GS1 Australia.
2. GS1net Fee caps will be checked and verified against the GS1 Australia membership. Where variations occur, the most recent member declaration will be used. This applies in the reverse as well, in an instance where the declaration given to GS1net is newer than the current declaration we have against your membership.
3. GS1net Fees are charged in accordance with the GS1net Fee Schedule.
4. This form must be signed by an authorised company officer.
5. GS1 Australia will validate the turnover range quoted to any available 3rd party information sources including ASIC company reports.
6. Should a false or incorrect declaration be made, the applicant company agrees to be liable to GS1 Australia for any fees incorrectly reduced by application of the fee cap model by GS1 Australia.
7. Should the company turnover range change during the fee cap period, the company agrees to complete a new GS1net Quarterly Fee Cap Application Form and return to GS1 Australia at the earliest date possible.
8. GS1net Quarterly Fee Cap Application Forms must be re-completed every 12 months to reconfirm company turnovers.

ACCEPTANCE OF TERMS & CONDITIONS

I <insert name> _____ confirm the above selection is a true statement of the applicable range of **total company turnover/s** for the above named company/ies.

Signed:

Note – This form must be signed by an Authorised Company Officer

Title / Position:



Schedule C - GS1net Browser Template Service Agreement/Order Form

GS1net Browser Template Service Agreement / Order Form

GS1net Browser Template Service Fee Schedule	
GS1net Browser Template - Establishment Fee	\$210.00 plus GST
GS1net Template - Quarterly Service Fee	\$52.50 plus GST

1. The service is only available to GS1net registered Type 1 Vendor/Supplier Users.
2. The Quarterly Service Fee will be invoiced in accordance with the invoicing schedule as outlined in the GS1net Schedule of Fees. There are no pro-rata discounts for applications that occur part way through a Quarter.
3. You may cancel subscription to the Service at any time but will not be entitled to a refund (pro-rata or otherwise) of any Fees.
4. The GS1net Terms and Conditions of Use, which can be viewed at http://www.gs1au.org/assets/documents/services/g1net/s_gs1net_au_tc.pdf apply to your use of the GS1net Browser Template Service.

Company Details:

GS1net Company Alias _____ (This is your 2-8 character GS1net Company Alias)
Company Name _____
Trading Division _____

Contact Details:

First Name _____ Surname _____
Position Title _____ Phone _____
Email _____

I confirm I have read and agree on behalf of the Company to the above Terms and Conditions.

Signature _____

Date _____

Please return the completed form via fax to 03 9558 9551 or mail to GS1 Australia Ltd, Locked bag 2 Mt. Waverley 3149. Applicants should also note that registrations will be processed within 48-72 hours from the time this form is received.

Should you have any queries when completing this form please contact the GS1net Client Services Team on 1300 366 033.

Machine to Machine Connection Order Form

Section 1: Contact Details


Company Name:						
Street Address:						
State:		Postcode:				
Contact Name:			Position:			
Phone:			Email:			
Current Network (Middleware) Provider:						

Section 2: Service Required

<input type="checkbox"/> Set up a New Connection	GS1net Validator GLN: <small>(GS1 to complete <u>after</u> setting up the GS1net Validator account)</small>	
	File type:	<input type="checkbox"/> DDF <input type="checkbox"/> XML
<input type="checkbox"/> Cancel Existing connection	Username:	

Section 3: Connectivity

<input type="checkbox"/> HTTPS	HTTPS client software, manual, username and password will be sent to the nominated contact.
<input type="checkbox"/> FTP	FTP process is detailed in Appendix A of this form. The nominated contact will be sent an FTP username and password.
<input type="checkbox"/> AS2	Complete right hand column in table below – all fields are mandatory. Leadtec will contact the nominated contact to test connectivity.

	GS1net AS2 Settings <small>used when Customer sends AS2 transactions to GS1net</small>	Customer AS2 Settings <small>used when GS1net sends AS2 transactions to customer</small>
Inbound AS2 URL	http://as2connect.leadtec.com.au:9080/msgsrv/as2	
AS2 transactions received on IP address(es)	210.9.58.50; 210.9.58.51; 210.9.58.52; 210.9.58.53; 210.9.58.54; 210.9.58.42	
AS2 Identifier	LEADTEC	
Signing and Encryption Certificate (embedded)	Attached	 Leadtec AS2 Certificate 042009.zip
Encryption Algorithm	No	Optional - <input type="checkbox"/> No <input type="checkbox"/> Yes – specify eg DES 56 or 168
Signing Algorithm	Yes, SHA1	Optional - <input type="checkbox"/> No <input type="checkbox"/> Yes – specify eg SHA1 or MD5
Expected Receipt	Synchronous MDN	<input type="checkbox"/> Yes <input type="checkbox"/> No
Encrypt Document	No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sign Document	Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: please be prepared to send test files within 5 business days of connection being set up.

Section 4: Declaration

GS1 Client Services Representative:

Signature:

Date:

Appendix A: FTP Process

Username & Password	Username and password will be sent to the nominated contact on this order form
Directory Structure	<ul style="list-style-type: none"> • Inbox (customers collect files here) • Outbox (customer send files from here)
Upload Process	<ol style="list-style-type: none"> i. Logon to <u>InTouch</u> (gateway.leadtec.com.au) using Username & Password ii. Change directory to Outbox (cd Outbox) iii. Upload the file (put xxx) the file name is not used
Download Process	<ol style="list-style-type: none"> i. Logon to <u>InTouch</u> (gateway.leadtec.com.au) using Username & Password ii. Change directory to Inbox (cd Inbox) iii. Download files (mget *) iv. Once the files are downloaded, delete the files (DEL *)
Additional Comments	<ul style="list-style-type: none"> • Files can only be deleted if they have been downloaded in the same session from which the delete command is run • Once a file is downloaded it will appear to have been deleted. However if a delete command is not run within the same session, the file will be marked as unread and made available again in approximately 30 minutes • The delete command will only delete files that have been successfully downloaded