

Subject **RE: HealthTree x NTUC Partnership**
From Admin <admin@codistri.com>
To Khai Sing <khaising@healthtree.com.sg>
Cc Adrian Chen <adrianypc@codistri.com>
Date 2020-11-09 09:07



-
- stock.pdf (~148 KB)
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Hi Khai

Please see the attachment of that to packing qty for NTUC (remaining stock for Lazada).

Many thanks

Kind regards

Shiou Ly

From: Khai Sing <khaising@healthtree.com.sg>
Sent: Saturday, 7 November 2020 3:25 PM
To: Admin <admin@codistri.com>
Cc: Adrian Chen <adrianypc@codistri.com>
Subject: Re: HealthTree x NTUC Partnership

Hi team,

I've packed the following in a box at gallop today. Do I need to pack all we have for NTUC partnership? or should keep some EVER ECO products for the lazada campaign next week?

Brand	Product Name	Total Qty
EVER ECO	Stainless Steel Mini Containers x 3	12
EVER ECO	Round Nesting Containers - Set of 3	1
EVER ECO	Stainless Steel Bento Snack Box 3 Compartments	2
EVER ECO	Reusable Product Bags RPET Mesh 8 Pack Storage Pouch	7
EVER ECO	Cotton Net Tote Bag Short Handle	2
EVER ECO	Make Up Facial Removal Pads 10 Packs	5
HEALTHTREE	Rose Gold Stainless Reusable Straws 4 Pack (straight) + Cleaning Brush	14
HEALTHTREE	Silver Stainless Steel Reusable Straws 4 Pack (straight) + Cleaning Brush	10
HEALTHTREE	Black Stainless Steel Reusable Straws 4 Pack (straight) + Cleaning Brush	16







On 2020-11-04 18:47, Admin wrote:

Hi Team,

Update Summary Information:

Client: Retail Food Hall @ Lau Pa Sat (NTUC) Hi Team

Dates: Please start to prepare the stocks and deliver to the store during 11th - 13th November. Delivery timing will be from 10am to 6pm excluding 12pm to 2pm. NTUC boss is working out the exact launch date and will inform us once they have any further updates.

Delivery Address:

Shipping/ Delivery Address:

18 Raffles Quay (Facing Cross Street)

Singapore 048582

HealthTree Barcode Details:

0794712355571 - Silver Straws

0794712355588 - Black Straws

0794712355595 - Rose Gold Straws

Agenda:

Action Items from Previous Meeting

1. Repacking HealthTree Straws in SG

Requirements:

- Need all the straws to be repacked in SG (Black, Rose Gold & Silver) into this sequence 2 straight, 2 bent, and 1 cleaning brush
- Make sure no handprint on straws, so best to use hand gloves
- Need to stick two labels on straws (see more details below).

Person: Khai 9/11/20 - 10/11/20

2. Need to know how much of the NTUC products are already in SG and need it to be pack in a separate box and note down the quantity. As a backup plan if stock in Australia does not arrive in time, we still have stock in SG we can present to NTUC. An email was sent 1/11/20.

Person: Khai 9/11/20 - 10/11/20

Next steps:

New Action Items

1. When products from Australia arrives in Singapore. From Australia, there are 3 boxes estimate to arrive Monday, 9th – Wednesday, 11th November.

Requirements:

- Repack all the straws sent to SG (as above). Need to stick 2 sticker label on the back of the box. We need to stick barcodes on the back of the straws box. Also, the sticker label saying Mix Pack. See photo image.
- Lunch boxes take out the white display paper attached
- Straws are 7 qty in one white container. There will be 3 white containers for each colour Rose Gold, Black, and Silver.

Person: Khai 9/11/20 – 10/11/20

2. Printing out the Straws EDM @ Gallop. An email was sent to Khai on 4/11/20

Person: Khai 9/11/20 – 10/11/20

3. Delivering the products to Lau Pa Sat. Need to notify them first and note the delivery time above. Here's Marcus contact number +65 8333 3908 to arrange

Person: Name 9/11/20 – 10/11/20

4. Setting up HealthTree table layout (the same layout as the video).

Person: Name 9/11/20 – 10/11/20

5. After finish setting up, take photo of the layout – close-up and far. Can be used for Marketing purposes to post in social media as our products in Retail Stockist Store.

Person: Name 9/11/20 – 10/11/20

6. The product left at NTUC - State each product and their quantity for our records and to avoid dispute.

Person: Name 9/11/20 – 10/11/20



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  @healthtree.sg healthtree.com.sg

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