

**VARIETY WHOLESALERS, INC.**  
**PO SEND METHOD CHOICE #1 – DETAIL EXPLANATION**  
**EDI 850-PO / 997 (+\*BACKUP EMAIL-recipient value required)**

[www.vwstores.com](http://www.vwstores.com)  
<http://www.vwstores.com/edi/>

DO NOT REPLY REQUESTS OR INQUIRIES TO: [orders@vwstore.com](mailto:orders@vwstore.com)  
 It is not monitored for replies/vendor issues.

**URGENT ISSUES - WHO TO CALL?:**

**PO CONTENT CHANGE/RESEND** (i.e.- dates, prices, add/remove items) /**LABELS** – reference VARIETY merchandising associate, email or phone.  
**SHIPPING ADVICE** (routing, pickups, appointments) – VARIETY traffic associates (reference **TRAFFIC** document!).  
**EDI or PO SEND METHOD CHANGES** – Lisa Cooper; [lcooper@vwstores.com](mailto:lcooper@vwstores.com) or 252-430-2303.

MULTIPLE SENDS OF THE SAME PO ARE POSSIBLE AND PROBABLE. PO send occurrences can be from:

- VARIETY merchandising staff sending POs manually via scans or faxes (outside of our system's control/tracking).
- PO changes – system \*RE-releases will generate 'changed' copies to send respectively.

**VARIETY'S PO NUMBERS ARE UNIQUE. Please do not duplicate or double-ship.**

Reference Below:

\***ELECTRONIC ADDRESS=VAN** (value added network) + **qualifier/id**: VARIETY'S is **OPEN TEXT (a.k.a. GXS-INOVIS) + 12/8003473765**.

\***BACKUP EMAIL = EMAIL TO BACKUP recipient with PO attachment** (attachment type defaults to .pdf; .txt is available).

**PRINT THE PO** – Open the attachment, select/click print options. (.pdf, ADOBE software required – reference **PO PRINT ADVICE** document).

\***RE-release = PO Change**: When a VARIETY PO CONTENT CHANGE is needed – our purchasing system mandates the buyer to re-open the PO, make the change and RE-release the PO. Our RE-release process results multi-sends of same PO.

**PO SEND METHOD #1:**

**1st release of a purchase order from VARIETY's purchasing systems, the following occurs:**

- **EDI** – VARIETY "850-purchase order" data is generated to include vendor's **qualifier/id** from our **qualifier/id**. 850 data represents VARIETY's purchase order. The 850 data is sent to our VAN. The VAN forwards the 850 to the vendor's \***ELECTRONIC ADDRESS**.

**Note: VARIETY EDI data is batched and sent daily at 1pm & 8pm to our VAN - OPEN TEXT (a.k.a. GXS-INOVIS). If necessary, VARIETY can run on-demand data send sessions.**

*Note: In reply to our sent 850-purchase order, VARIETY expects a "997-acknowledgement" within 24 hours of vendor's receipt of the 850.*

\***RE-release (results multi-sends of same PO), the following (DEFAULT) occurs:**

- **\*BACKUP EMAIL**: When a VARIETY PO CONTENT CHANGE is needed, a \*RE-release of the PO is necessary. Our \*RE-release process send **DEFAULT** will generate an EMAIL to the **BACKUP EMAIL recipient** from [orders@vwstores.com](mailto:orders@vwstores.com) with a read-reply-request. PO is attachment to the EMAIL – reference **PO PRINT ADVICE** document, if needed.

**Note: When a vendor needs a VARIETY PO CHANGE and the DEFAULT send method is not preferred (read below for PO CHANGE RESEND OPTIONS).**

**PO CONTENT CHANGE = \*RE-release of PO from VARIETY's purchasing system:**

Make your 'PO CHANGE request' by contacting the appropriate VARIETY merchandising associate. (This will result in additional sends of a same purchase order). When requesting a PO CHANGE and our **DEFAULT** send option is not preferred, specify to the VARIETY merchandising associate '**NO RESEND**' OR '**RESEND VIA EDI**'.

**PO CHANGE RESEND OPTIONS:**

- **DEFAULT** – A \*BACKUP EMAIL will be generated to the **BACKUP EMAIL recipient** from [orders@vwstores.com](mailto:orders@vwstores.com) with a read-reply-request. No EDI version of the PO will be sent.
- **NO RESEND** – No EDI or \*BACKUP EMAIL versions of the changed PO will send.
- **RESEND VIA EDI** – The system will generate an EDI copy with changed **data**.

**Note: the RESEND VIA EDI sends another 850 still encoded as an 'original' PO.**

- Some vendor's systems can accept this and overwrite an existing PO.
- Some vendors need to delete the existing PO in their system before our resend.
- Some vendors cannot process a '2nd' original 850 of the same PO.

*If VARIETY PO changes occur - changes to the purchase order in vendor's system may need to be entered manually.*