

VARIETY WHOLESALERS, INC.
PO SEND METHOD CHOICE #2 – DETAIL EXPLANATION
EDI 850-PO / 997 + *EMAILCC (+*BACKUP EMAIL-recipient value required)

www.vwstores.com
<http://www.vwstores.com/edi/>

DO NOT REPLY REQUESTS OR INQUIRIES TO: orders@vwstore.com or pocopy@vwstores.com
 Neither is monitored for 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 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.**

* **EMAILCC = EMAIL** to **CC recipient** with **PO attachment** (attachment type defaults to .pdf; .txt is available)

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

*Note: *EMAILCC recipient and *BACKUP EMAIL recipient values can be the same or different.*

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 perform an additional release the PO.

PO SEND METHOD #2:

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

- o **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.
- o ***EMAILCC** – **Real time** (immediately at the time the order is released), an *EMAILCC is generated and sent to the vendor's ***EMAILCC recipient** from pocopy@vwstores.com. No reply to the *EMAILCC is necessary. PO is attachment to the EMAIL – reference **PO PRINT ADVICE** document, if needed.
Note: Use the *EMAILCC as an 'alert' of a soon-to-arrive EDI version of the PO.
***EMAILCC recipient will receive the *EMAILCC BEFORE the EDI copy is received.**

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

- o ***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 with a read-reply-request. PO is attachment to the EMAIL – reference **PO PRINT ADVICE** document, if needed.
Note: The difference of the 'from' email address between a 1st release and a *RE-release. When a vendor needs a VARIETY PO CHANGE and the DEFAULT send method is not preferred, reference (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. No EDI or *EMAILCC.
- **NO RESEND** – No EDI or EMAIL (CC or BACKUP) versions of the changed PO will send.
- **RESEND VIA EDI** – The system will generate an EDI copy with changed **data** and a *EMAILCC.
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.

Further mapping specs, SEND METHOD explanations and other referenced documents are available. Online at <http://www.vwstores.com>, within the EDI tab - scroll to bottom section, 'Click here' on various applicable documents.