

VARIETY CONSIDERS EDI THE MOST DEPENDABLE METHOD OF SENDING PURCHASE ORDERS.

VARIETY WHOLESALERS, INC.

PO SEND METHOD CHOICE #4 – DETAIL EXPLANATION

EMAIL (two recipients) MAIN recipient + CC recipient

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

The **MAIN** recipient is considered by VARIETY to be responsible for submitting the PO for processing.

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

THE BODY OF EACH EMAIL includes EDI contact information and shipping/routing contact information.
EACH PO contains VARIETY merchandising contact information included in a section of the attached PO document's heading.

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.
PO EMAIL SUPPORT – Lee Anne Baity; posupport@vwstores.com or 252-430-2183.

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 (read below-HOW TO AVOID...).

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

Reference Below:

***MAIN EMAIL** = EMAIL to MAIN recipient from orders@vwstores.com with PO attachment (attachment type default, .pdf; .txt is available)
 ***EMAILCC** = EMAIL to CC recipient from pocopy@vwstores.com with PO attachment (attachment type default, .pdf; .txt is available)
 ***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. **RE-release** 'default' settings will generate additional copies of the PO.
ONE VARIETY PO = one EMAIL (with PO as an attachment – document type can be .pdf or .txt; default is .pdf).
EMAILS (with PO attachment) are generated and sent 'real-time' – at the time the purchase order is released from VARIETY's purchasing system.
PRINT THE PO – Open the attachment, select/click print options. (.pdf, ADOBE software required – reference **PO PRINT ADVICE** document!).

PO SEND METHOD #4:

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

- ***MAIN EMAIL** – a *MAIN EMAIL is generated and sent to the vendor's *MAIN EMAIL recipient from orders@vwstores.com with a read-reply-request. In newer versions of OUTLOOK, when the EMAIL is **opened** a read-reply is **automatically** sent. PO is attachment to the EMAIL - reference **PO PRINT ADVICE** document.

Note: The MAIN recipient is considered by VARIETY to be responsible for submitting the PO for processing.

We require a read-reply-receipt to our orders@vwstores.com.

ABOUT the READ-REPLY:

- The read-reply-receipt is our indicator that the emailed PO was received by the vendor.
- No 'text in' or 'attachment to' the reply is necessary.
- Leave our 'Subject' text intact (our system **CROSS-REFERENCES** read-replies).
- Replies should always include VARIETY's purchase order number (already in 'Subject' text).
- Answer 'YES' to "sender requests reply" pop-up question/window (if any).
- **A MANUAL REPLY - is acceptable**; open the email, click 'REPLY', then click 'SEND'.
- Opening EMAIL via a cell phone can produce un-predictable 'reply' results.

Note: In newer versions of OUTLOOK, when the EMAIL is opened, a 'read-reply' is automatically sent.
 Consider advising your *EMAILCC recipient in your absence (read below-***EMAIL CC BACK-UP FOR MAIN?**).

Note: Reference our **EMAIL TROUBLESHOOT** document for possible EMAIL/REPLY resolutions.

- ***EMAILCC** – In addition to the *MAIN EMAIL, an *EMAILCC is generated and sent to the *EMAILCC recipient from pocopy@vwstores.com. The *EMAILCC is not sent with a read-reply-request. No reply is necessary to VARIETY from *EMAILCC. *EMAIL CC may be instructed as a *MAIN BACK-UP (read below).

Note: In general, the *EMAILCC should be considered an 'FYI-informational' courtesy copy.

***EMAIL CC, BACK-UP FOR *MAIN?** – In the event of the *MAIN EMAIL recipient's absence, consider using the *EMAILCC recipient as a BACK-UP. MAIN should communicate to the CC recipient instructing them to submit PO(s) for processing. Advise CC to reply to pocopy@vwstores.com – open the *EMAILCC, click 'REPLY', click 'SEND'.

HOW TO AVOID MULTIPLE SENDS OF THE SAME PO: When you request the PO change, inform your VARIETY merchandising contact - '**NO RESEND**' - for the PO change resend option.

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.