

VARIETY WHOLESALERS, INC.

PO SEND METHOD CHOICE #2

EDI 850-PO / 997 + *EMAILCC (+*BACKUP EMAIL-recipient value required)www.rosesdiscountstores.com<https://www.rosesdiscountstores.com/edi-index>**DO NOT REPLY REQUESTS OR INQUIRIES TO: orders@vwstores.com****(Orders@vwstores.com is not monitored for replies/vendor issues)****URGENT ISSUES - WHO TO CALL?:**

PO CONTENT CHANGE/RESEND (i.e. - dates, prices, add/remove items) contact your **VARIETY merchandising associate**, email or phone.
LABELS for items (including FINELINE) – reference your **VARIETY merchandising associate**, email or phone.

VARIETY sends FINELINE our order data updates – daily at 7am EST..

CORPORATE RECEPTIONIST – 252-430-2600.

SHIPPING ADVICE (routing, pickups) – **HUB GROUP** (prior UNYSON), **website** hubconnect.hubgroup.com 866-722-0291
 or email varietywholesalers@myhubgroup.com.

VARIETY sends HUBGROUP our order data updates – weekdays and SUN at 12:00pm & 11:45pm EST.

NC APPOINTMENTS (Henderson, NC appointments) - 252-430-2503 or email appointments@vwstores.com.

GA APPOINTMENTS (Newnan, GA appointments) - 770-304-1223 or email nqaappointments@vwstores.com.

PAYMENTS/general INVOICE questions/DISCOUNT-ALLOWANCE INQUIRIES – 252-430-2172, VW accounts payable management.

FREIGHT BILLS – Tim Hedgepeth - 252-430-2464 / thedgepeth@vwstores.com; or Sonya Penny 252-430-2465 / spenny@vwstores.com.

EDI in general, EDI purchase orders, or PO SEND METHOD CHANGES – Lisa Cooper; lcooper@vwstores.com or 252-430-2303.

EMAIL recipient changes or EDI 810 invoices – Lee Anne Baity; lbaity@vwstores.com or 252-430-2183 (TUE / WED / THU)

EDI 810 invoice rejections (system generated) – EDI810_support@vwstores.com.

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/send 'changed' 850's encoded as 'original' respectively.

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

Definitions to Reference Below (your values [VAN+qualifier/id EMAIL CC recipient](#); and [BACKUP recipient](#)):

***ELECTRONIC ADDRESS**= your **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)

***EMAILCC** = EMAIL to [CC 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).

***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 the same PO.

PO SEND METHOD #2 - PROCESS:

Any release (or *RE-release) of a purchase order from VARIETY's purchasing system, the following occurs:

- **EDI** – VARIETY "850-purchase order" *data* is generated to include vendor's **qualifier/id** from our **qualifier/id**. 850 EDI data represents VARIETY's purchase order. The 850 data is sent to our VAN. Our VAN forwards the 850 to the vendor's ***ELECTRONIC ADDRESS**. **Note: VARIETY EDI data is batched and sent weekdays at 10am, 1pm, 4pm, 7pm & 10pm to our VAN-OPEN TEXT (a.k.a. GXS-INOVIS). On-demand data send sessions can occur.**
In reply to our sent 850-purchase order, VARIETY expects a "997-acknowledgement" within 24 hours.
- ***EMAILCC** – sends **real time** (immediately at the time the order is released). An *EMAILCC is generated and sent to the vendor's [CC recipient](#) from orders@vwstores.com. **PO is an attachment**. No reply from the *EMAILCC is necessary.
Note: Use the *EMAILCC as an 'alert' of a soon-to-arrive EDI version of the PO. [CC recipient](#) will receive the *EMAILCC BEFORE the EDI copy is received. Allow a 24+ hour window before EDI inquiry with VARIETY.
 - **CAUTION! - Each .pdf attachment generated has the same name, [poviaemail.pdf](#).**
 Be wary of saving/naming/sharing/overwriting these document(s).
- **BACKUP EMAIL** – (rare, in case of EDI outage) Instead of 850-purchase order data, our system will generate an EMAIL to the [BACKUP EMAIL recipient](#) from orders@vwstores.com with the PO as an attachment and a read-reply-request (system monitoring occurs for read-replies). No EDI 850 version of the changed PO will send.
 - **CAUTION! - Each .pdf attachment generated has the same name, [poviaemail.pdf](#).**
 Be wary of saving/naming/sharing/overwriting these document(s).

PO CHANGE RESEND OPTIONS:

- **NO RESEND** – No EDI 850 or EMAIL (CC or BACKUP) versions of the changed PO will send.
- **RESEND** – (default) EDI+EMAILCC. The system will generate an EDI 850 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 the vendor's system may need to be entered manually.

Make your PO CHANGE request by contacting the appropriate VARIETY merchandising associate.