

# VARIETY WHOLESALERS, INC.

## PO SEND METHOD CHOICE #2

**EDI 850-PO / 997 + \*EMAILCC (+\*BACKUP EMAIL-recipient value required)**

[www.rosesdiscountstores.com](http://www.rosesdiscountstores.com)

<https://www.rosesdiscountstores.com/edi-index>

(roll down to bottom of page for .pdf document download links)

**DO NOT REPLY REQUESTS OR INQUIRIES TO: [orders@vwstores.com](mailto:orders@vwstores.com)**

**[Orders@vwstores.com](mailto: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.

**CORPORATE RECEPTIONIST** – 252-430-2600.

**SHIPPING ADVICE** (routing, pickups) – **UNYSON**, website [www.myunyson.com](http://www.myunyson.com) 866-722-0291 or email [varietywholesalers@unyson.com](mailto:varietywholesalers@unyson.com).

**NC APPOINTMENTS** (Henderson, NC appointments) - 252-430-2503 or email [appointments@vwstores.com](mailto:appointments@vwstores.com).

**GA APPOINTMENTS** (Newnan, GA appointments) - 770-304-1223 or email [ngaappointments@vwstores.com](mailto:ngaappointments@vwstores.com).

**PAYMENTS/general INVOICE questions/DISCOUNT-ALLOWANCE INQUIRIES** – 252-430-2154, VW accounts payable management.

**FREIGHT BILLS** – 252-430-2464 / [thedgepeth@vwstores.com](mailto:thedgepeth@vwstores.com) - Tim Hedgepeth; or 252-430-2465 / [spenny@vwstores.com](mailto:spenny@vwstores.com) – Sonya Penny.

**EDI in general, EDI purchase orders, or PO SEND METHOD CHANGES** – Lisa Cooper; [lcooper@vwstores.com](mailto:lcooper@vwstores.com) or 252-430-2303.

**EMAIL recipient changes or EDI 810 invoices** – Lee Anne Baity; [lbaity@vwstores.com](mailto:lbaity@vwstores.com) or 252-430-2183.

**EDI 810 invoice rejections (system generated)** – [EDI810\\_support@vwstores.com](mailto: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 'changed' copies to send 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:

**1st 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 daily at 1pm & 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](mailto:orders@vwstores.com). No reply to the \*EMAILCC is necessary. **PO is an attachment.**

*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).**

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

- **\*BACKUP EMAIL:** will generate an EMAIL to the BACKUP EMAIL recipient from [orders@vwstores.com](mailto: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 PO will send.

*When our "RE-release send method" **DEFAULT** is not preferred, reference below for: PO CHANGE RESEND OPTIONS.*

### PO CHANGE RESEND OPTIONS (summarized):

- **DEFAULT** – A \*BACKUP EMAIL will be generated to the BACKUP recipient from [orders@vwstores.com](mailto:orders@vwstores.com). No EDI or \*EMAILCC.
- **NO RESEND** – No EDI 850 or EMAIL (CC or BACKUP) versions of the changed PO will send.
- **RESEND VIA EDI** – 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.