

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

VARIETY WHOLESALERS, INC.
PO SEND METHOD CHOICE #3
EMAIL (one recipient) MAIN recipient
www.rosesdiscountstores.com
<https://www.rosesdiscountstores.com/edi-index>

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

DO NOT REPLY REQUESTS OR INQUIRIES TO: orders@vwstores.com
Orders@vwstores.com is not monitored for replies/vendor issues.

THE BODY OF EACH EMAIL includes EDI contact information and traffic/shipping advice and 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) – contact **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 <https://myhubgroup.com> 866-722-0291 or email varietywholesalers@hubgroup.com
NC APPOINTMENTS (Henderson, NC appointments) - 252-430-2503 or email appointments@vwstores.com
GA APPOINTMENTS (Newnan, GA appointments) - 770-304-1223 or email ngaappointments@vwstores.com
PAYMENTS/general INVOICE questions/DISCOUNT-ALLOWANCE INQUIRIES – 252-430-2154, 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; lbait@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)
***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** 'default' settings will generate additional copies of the same 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).

PO SEND METHOD #3:

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-receipt-reply request. PO is attachment to the EMAIL.

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

ABOUT THE VARIETY PO ATTACHMENT:

- **CAUTION! - when receiving multiple purchase orders! Each .pdf attachment generated has the same name, poviaemail.pdf.** Be wary of saving/naming/sharing/overwriting these document(s).

ABOUT the READ-REPLY:

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

- The read-reply-receipt is our indicator that the emailed PO was received/confirmed by the vendor.
- Our PO's via EMAIL are sent with a read-receipt-reply request.
- 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.

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.