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 <u>MAIN</u> recipient is considered by VARIETY to be responsible for submitting the PO for processing.

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

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

<u>URGENT ISSUES - WHO TO CALL?</u>
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.
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 ngaappointments@vwstores.com.
PAYMENTS/general INVOICE questions/DISCOUNT-ALLOWANCE INQUIRIES – 252-430-2172, Accounts Payable management.
FREIGHT BILLS – 252-430-2464 / thedgepeth@vwstores.com - Tim Hedgepeth; or 252-430-2465 / spenny@vwstores.com – Sonya Penny.
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)

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 <u>*UNIQUE*</u>. *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 <u>CONTENT</u> 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 '<u>real-time</u>' – 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:
  o   ***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 <u>opened</u>, 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.

VW-EMLPOSM3   Author: Lisa Cooper