

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](http://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@vwstore.com](mailto:orders@vwstore.com)**  
**[Orders@vwstores.com](mailto: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 [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, 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.

**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](mailto: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](mailto: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](mailto: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.**

Reference our **EMAIL TROUBLESHOOT** document for possible EMAIL issues.

**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.