

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

VARIETY WHOLESALERS, INC.
 PO SEND METHOD CHOICE #4 EXPLANATION
EMAIL (two recipients) MAIN recipient + CC 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@vwstore.com.
ORDERS@VWSTORES.COM is not monitored for vendor replies/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 866-722-0291 or email varietywholesalers@unyson.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 – 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; 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 as attachment (attachment type default, .pdf; .txt is available)**

***EMAILCC = EMAIL to CC recipient from orders@vwstores.com with PO as 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. RE-release 'default' settings will generate additional copies of the PO.

ONE VARIETY PO = one EMAIL (with PO as an attachment – document type can be .pdf or .txt; default is .pdf).

PRINT THE PO – Open the attachment, select/click print options. (.pdf, ADOBE software required).

PO SEND METHOD #4:

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.

ABOUT the READ-REPLY:

- The read-receipt-reply is our indicator that the emailed PO was confirmed/received 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).
- Issues should be communicated to the applicable **VARIETY merchandising associate**.
- 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'.
- Newer versions of OUTLOOK automatically send the read-reply – just by your opening the EMAIL.
- Opening EMAIL via a cell phone can produce un-predictable 'reply' results.

Consider advising your ***EMAILCC recipient in your absence** (read below-***EMAIL CC BACK-UP FOR MAIN?**).

- ***EMAILCC** – In addition to the *MAIN EMAIL an *EMAILCC is generated and sent to the ***EMAILCC recipient** from orders@vwstores.com. The *EMAILCC is not sent with a read-receipt-reply request. No reply is necessary to VARIETY from *EMAILCC. *EMAILCC may be instructed as a *MAIN BACK-UP (read below). **In general, the *EMAILCC should be considered an 'FYI-informational' courtesy copy.**

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).

***EMAIL CC, BACK-UP FOR *MAIN?** – In the event of the *MAIN EMAIL recipient's absence, consider using the *EMAILCC recipient as a BACK-UP. MAIN should communicate to the CC recipient instructing them to submit PO(s) for processing. Advise the CC to reply to orders@vwstores.com – (open the *EMAILCC, click 'REPLY', click 'SEND').

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-EMLPOS44 Author: Lisa Cooper