



EDI IMPLEMENTATION GUIDE

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Exchange of Information

The Dot EDI Analyst will send the Supplier an email containing a link to the Dot Foods EDI website: <http://www.dotfoods.com/who-we-serve/your-resources/ecommerce>

Here, the Supplier can find all Dot EDI implementation information including:

- Dot EDI Profile
- Dot EDI specifications and samples
- Dot DUNS numbers
- EDI 3rd Party Providers
- Dot Pallet Label requirements

The Dot EDI Analyst will also send the Supplier the EDI New Partner form to complete and return to Dot Foods. If the Supplier is AS2 capable, the Supplier and Dot Foods will exchange AS2 Profile and certificate as well.

Third Party Providers

If the supplier is not capable of doing EDI in-house, they can outsource their EDI needs to a 3rd party EDI provider. A list of these providers is available on our website or the Dot EDI Analyst can provide them with the list.

Testing Phase

Any Dot Suppliers who perform EDI in house will be asked to undergo EDI testing with Dot Foods. During testing, Dot Foods will send a test PO to the Supplier and the Supplier will return a test 855 PO Confirmation, 856 Advance Ship Notice and 810 Invoice to Dot Foods, per Dot EDI specifications and requirements.

850/875 Purchase Order

Dot Foods will send a test 850/875 PO. This will be an open purchase order that has already been sent to the supplier via fax. If testing with a new supplier, Dot Foods will send an open PO from a non-competitive vendor.

855 PO Acknowledgement

The Supplier will process the PO and send a test 855 PO Acknowledgement to Dot Foods per Dot specifications.

Dot Foods will review the test 855 transaction data received for format and content and provide feedback to the Supplier. If there are any discrepancies, the Supplier will resolve and resend 855 PO Acknowledgement data until format is approved.

- Timing: The 855 PO Acknowledgment should be sent to Dot Foods within 24 hours of the PO being placed.

Dot Foods requires that changes to the original order quantities will be sent in subsequent 855 transactions until the point of shipment.

856 Advance Ship Notice

The Supplier will process and send a test 856 ASN to Dot Foods per specs. The Supplier will also generate and send a copy of their GS1 SSCC128 pallet label.

Dot Foods will review both format and content of the pallet label and the 856 ASN transaction data. The Dot Foods EDI Analyst will provide feedback to the Supplier. The Supplier will resolve any discrepancies and resend 856 test data and / or GS1 SSCC128 pallet labels until format is approved.

- **Timing:** The 856 ASN should be sent as soon as the truck is loaded. No exceptions are made if the truck is loaded after business hours or if Dot Foods is picking up the order.
- **Third Party Warehouses:** If the supplier utilizes 3rd party warehouses, Dot Foods will accept 856's from the warehouse company on the supplier's behalf. The Supplier is fully responsible for the coordination of the 856 ASN testing process between the 3rd party warehouse and Dot Foods.
- **Catch Weights:** If Dot Foods purchases variable weight (catch weight) products from the supplier, the supplier must be able to communicate the combined actual net weight for each item within the MEA segment on the 856 ASN.

810/880 Invoice

The Supplier will process and send a test 810/880 invoice to Dot Foods per specs.

Dot Foods will review the test 810/880 invoice transaction data received for format and content and provide feedback to the Supplier. The Supplier will resolve any discrepancies and resend 810/880 invoice test data until format is approved.

Invoice numbers can only be received once. If there are any changes to the original invoice or you have sent the invoice number previously to Dot Foods, a hard copy can be sent to ap.invoices@dotfoods.com.

Production Phase

Once all transactions have been successfully tested, the Supplier and the Dot EDI Analyst will agree upon a live date.

Dot Foods will then discontinue the faxed purchase orders and will send all future orders via EDI.

In return, the Supplier will continue to send the 855/875 PO Acknowledgements, 856 Advance Ship Notices and 810/880 invoices for all future PO's.

Additional EDI Requirements:

997 Functional Acknowledgments

997 Functional Acknowledgments are required for each outbound document generated by Dot Foods and should be sent within 24 hours of receiving the original document. Outbound acknowledgments will likewise be generated by Dot Foods and sent within 24 hours of Dot Foods' receipt of inbound documents.

Item Identifiers

Dot Foods is capable of sending the 14 digit GTIN, 12 digit UPC, the supplier's internal product number, and the Dot item number on most outbound documents. The supplier must be capable of sending the 14 digit GTIN on their outbound documents as this is the only item identifier that Dot processes.

879 PRICE

Testing Phase

1. Dot will provide the supplier with a list of their company's items that are currently set up in the Dot system. The supplier should review the list to see if they are any invalid GTIN's or inactive items listed. The supplier should indicate the corrections on the item list and return it to the Dot. Dot will notify the supplier when the corrections have been made in the Dot system.
2. The supplier will send Dot a test 879 containing one or two items.
3. Dot will review the test 879 to confirm that all required information has been provided and that it is in the correct format. If not, Dot will request that the supplier make the necessary changes. The supplier will revise and resend the 879 until the format is approved.
4. Once the test 879 format has been approved, Dot will process the test file to ensure that it processes successfully.
5. After the test 879 processes successfully, the supplier should send Dot Foods an 879 containing prices for all of the items that Dot is eligible to buy. If the 879 processes successfully, the supplier will move to parallel status.

Parallel Phase

The supplier should begin to communicate price changes via the 879 and via the current manual method until they are notified that the duplicate notification can be discontinued.

Production Phase

Supplier will be considered in production once they have been notified that the duplicate notification process can be discontinued.

Important!

Dot Foods needs to receive not only the pricing for the items that are actively being purchased, but also the pricing for any items that Dot is eligible to purchase and resell to our customers.

If the supplier has region or zone pricing, they will need to send a separate 879 for each region or zone. Also, if the supplier has varying weight brackets by product category, they will need to send a separate 879 for each product category.

The supplier should send all bracket prices and/or zone prices necessary for Dot to calculate both cost and selling price.

The supplier should send pricing information for a new item within 24 hours of our request.

The supplier should provide complete, accurate price change data by the 15th of the month for price changes effective skip month. For example, for price changes effective on any day during the month of October, the supplier would need to send to Dot Foods by August 15th.

867 PRODUCT TRANSFER & RESALE

Testing Phase

Dot will send 867 examples to the supplier to process and notify Dot if there are any issues. The different invoice types we could send are listed below:

- Regular invoice
- Regular invoice containing unit promotion (if applicable)
- Regular invoice containing sample products (if applicable)
- Credit memo for price adjustment
- Credit memo for product return
- Debit memo (if applicable – not very common)

The supplier will then notify Dot when they are ready to move to production.

Production

Once in production, it is recommended that the supplier download sales reports from the Dot Foods web site at www.dotfoods.com for a short period of time in order to confirm that the EDI sales data is processing correctly. For assistance in running the sales reports, the supplier should contact the Expressway Help Desk at (888) 433-2320.

867 GENERAL INFORMATION

Purpose

The purpose of the 867 EDI sales reporting is to provide the supplier with information on sales of their products through Dot Foods. Our expectation is that the supplier will integrate these sales with their direct sales to facilitate payment of broker commissions and group fees as well as providing this information to their direct sales force.

Benefits

The benefit in receiving sales reporting via EDI is that the supplier will receive the data daily and can automatically import the sales data into their sales and commission system. Therefore, for the supplier to realize the cost savings, they must create an interface between their EDI translator and their sales forecasting &

commissions system which allows the information to flow automatically without manual intervention.

Schedule

The 867's are transmitted daily.

Credit/Debit Memos

The invoice type in the header record will identify the credit/debit memos. Please note that there will be times when credit memos will list a zero quantity, such as in the case where we are only correcting pricing and the quantity is not affected. Credit/Debit

TIPS FOR SUCCESSFUL 867 INTEGRATION

We contacted some of our trading partners who had successfully integrated our 867's into their systems and asked them to provide us with information on how they accomplished this task. Based on their recommendations, we have compiled the following list of steps. We are providing these steps merely as a guideline and realize that they may not work for all systems.

867 Integration Steps

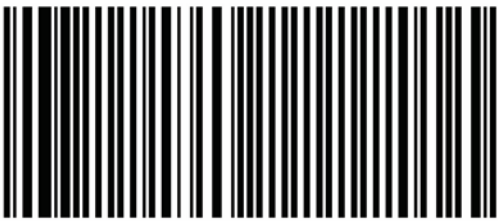
1. The supplier should create a customer cross-reference table to link the Dot customer/ship-to number to the appropriate internal customer number in their system.
2. The supplier should set up all Dot Foods' customers in their system, including customers who are not currently buying on a direct basis.
3. The supplier should set the credit limit on indirect customers to zero so that if the customer later decides to order on a direct basis, the system will automatically indicate that a credit check must be performed at that time.
4. When bringing the 867's into their system, suppliers should by-pass the order processing system and instead send the data directly to the sales reporting/commissions system.
5. The supplier should design reports based on direct sales only, indirect sales only, and direct & indirect sales combined. The sales data should be provided to the supplier's sales force on at least a weekly basis and should be made available on-line if possible.
6. On license fee & commission statements, the supplier should list the Dot invoice number, the customer name, location (city, state), and the items sold on each invoice to expedite the reconciliation process for the brokers & buying groups.

PALLET LABEL REQUIREMENTS

SERIAL SHIPPING CONTAINER CODE (SSCC)

Dot Foods requires that all pallets be labeled with a Serial Shipping Container Code (SSCC) encoded in GS1-128 symbology. The SSCC (or license plate) will be scanned at receiving to match the product on the pallet to the data contained on the 856 – Advance Ship Notice.

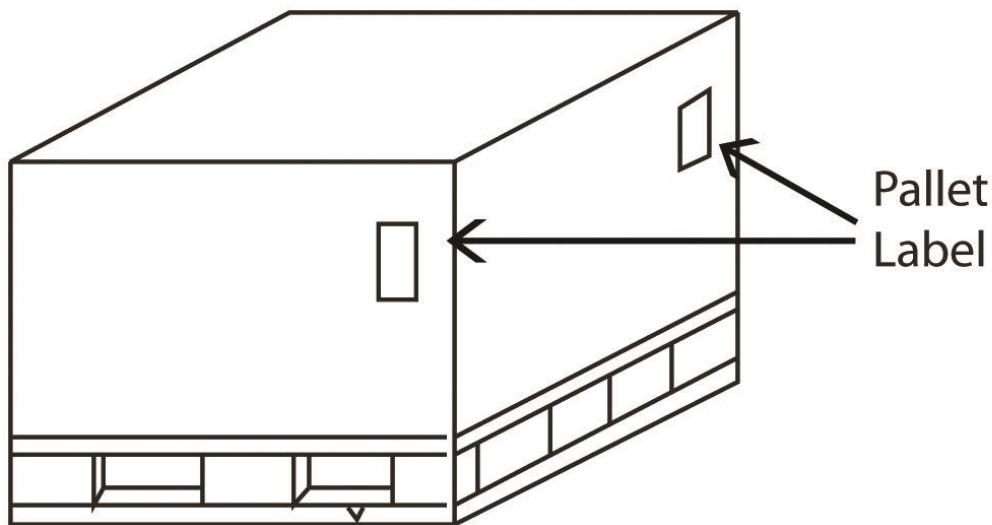
SSCC Pallet Label (Actual label size is 4 x 6, illustration not to scale)

| | | | |
|--|--|--|------------|
| REQUIRED → | SHIP FROM: DOT SUPPLIER ABC DRIVE QUINCY, IL 62301 | SHIP TO: DOT FOODS, INC, 1 DOT WAY MT. STERLING, IL 62353 | ← REQUIRED |
| OPTIONAL → | | | ← OPTIONAL |
| OPTIONAL → | | | ← OPTIONAL |
| OPTIONAL → | | | ← OPTIONAL |
| REQUIRED → Serial Shipping Container Code in GS1- 128 symbology |  (00) 0 0123456 000000001 8 | | |

Please contact your label vendor for specifics regarding how to create pallet labels.

PLACEMENT

Each pallet will have one unique license plate number (LPN) with 2 License Plates Labels. When facing the front of the pallet (40" side), the LPN will be affixed on top of the stretch wrap on the front side and adjacent 48" right side of the pallet. The label should be placed 6 to 10 inches from the top and 6 inches from either vertical edge.



BENEFIT

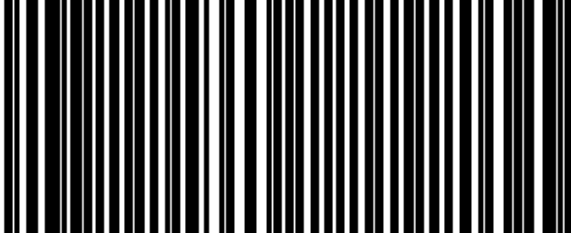
The SSCC Serial Shipping Container Code provides adept product traceability, increases warehouse efficiency and decreases receive time and error, making for all Dot products to be both accurately and automatically distributed through Dot Foods and ultimately into the hands of the end customer.

GS1 US (formerly the Uniform Code Council)

GS1 is the global standards authority for item (UPC and EAN) and logistical numbering. In addition to managing numbering assignments, GS1 provides industry guidelines for supply chain identification. Every country has a regional organization and GS1 US is the non-profit organization in the United States. Dot Foods' pallet label requirements are based on GS1 standards. For detailed information regarding GS1 Identification, visit <http://www.gs1us.org/barcodes>.

DOT FOODS

PALLET LABEL SAMPLE

| | |
|--|--|
| SHIP FROM: DOT SUPPLIER ABC DRIVE QUINCY, IL 62301 | SHIP TO: DOT FOODS, INC, 1 DOT WAY MT. STERLING, IL 62353 |
| (OPTIONAL) | (OPTIONAL) |
| (OPTIONAL) | (OPTIONAL) |
| (OPTIONAL) | (OPTIONAL) |
| SSCC | |
|  | |
| (00) 0 0123456 000000001 8 | |