



## **EDI IMPLEMENTATION GUIDELINE – SUPPLIERS**

### **888 ITEM MAINTENANCE**

#### **Contact**

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#### **Testing**

1. The Dot EC Coordinator 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 EC Coordinator. The Dot EC Coordinator will notify the supplier when the corrections have been made in the Dot system.
2. The supplier will send Dot a test 888 containing one or two items.
3. The Dot EC Coordinator will review the test 888 to confirm that all required information has been provided and that it is in the correct format. If not, the Dot EC Coordinator will request that the supplier make the necessary changes. The supplier will revise and resend the 888 until the format is approved.
4. Once the test 888 format has been approved, the Dot EC Coordinator will process the test file to ensure that it processes successfully.
5. After the test 888 processes successfully, the supplier should send Dot Foods an 888 containing prices for all of the items that Dot is eligible to buy. If the 888 processes successfully, the supplier will move to parallel status.

#### **Parallel**

The supplier should begin to communicate price changes via the 888 and via the current manual method until they are notified that the duplicate notification can be discontinued.

#### **Production**

The supplier is considered to be in production when they have been notified that the duplicate notification process can be discontinued.

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**Important!**

When sending the full load, the maintenance type should be “Change” not “Add”. Only use “Add” when sending information on a new item that is not yet set up in our system.

The supplier should only send item changes, additions, and deletions after the full load has been processed. The supplier should not send their entire catalog each time the 888 is sent.

The supplier should send new item information via the 888 within 24 hours of our request.