



## IMPLEMENTATION GUIDELINE

### ITEM SYNCHRONIZATION VIA EXCEL OR .CSV FILE

#### Contact

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#### Testing

1. The Dot EC Coordinator will provide the supplier with their 6-digit vendor number that will be sent in the Vendor # column on the item file.
2. The Dot EC Coordinator will provide the supplier with a list of their company's items that are set up in the Dot system. The supplier will need to verify the accuracy of the GTIN's and also verify that all of the items are active. If the supplier finds any inaccurate GTIN's or inactive items, they will need to indicate them on the spreadsheet and forward it back to the Dot EC Coordinator so that the Dot system can be corrected before receiving the item file.
3. Once the Dot EC Coordinator has notified the supplier that the item corrections have been made, the supplier should populate the item file with one or two items (see the Item Sync Spec Sheet for detailed instructions on how to fill out the item file).

4. The supplier should save the file using the naming convention

(Company Name) + Item + Date (in MMDDYY format).xls

Example: AcmeItem120108.xls

Or if you will be sending a CSV file:

(Company Name) + Item + Date (in MMDDYY format).csv

Example: AcmeItem120108.csv

**Please do not include spaces in file names as this will cause the upload process to fail.**

5. The supplier should e-mail the test item file to the Dot EC Coordinator.
6. The Dot EC Coordinator will review the file to confirm that all required information has been provided and is in the correct format. If not, the file will be returned to the supplier for changes.
7. Once the file format has been approved, the Dot EC Coordinator will process the test file to ensure that it processes successfully.

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8. After the test file processes successfully, the supplier should send a file containing all of the items that Dot is eligible to buy to the Dot EC Coordinator.

**Note: When sending the initial full load file, the maintenance type should be “Change” not “Add”. Only use “Add” when sending information for a new item that is not yet set up in our system. Also, the full load item file should include not only the items that Dot is actively purchasing, but also any items that Dot is authorized to purchase and resell to our customers.**

9. The Dot EC Coordinator will once again review the format of the file to make sure it meets our requirements and if so, will process the complete item file. If the file processes successfully, the supplier will move to parallel status.

### **Parallel**

Once the complete item file has processed successfully, the supplier is considered to be in parallel status on item sync. The supplier should then begin sending spreadsheets containing **changes only** to their designated Dot Pricing Specialist who will then upload them to our system. The supplier should continue to send their item additions, deletions, and changes to the Dot Pricing Specialist via their previous method until they are notified that the duplicate notification can be discontinued.

### **Production**

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

### **IMPORTANT!**

If sending a .csv file, please use a tilde (~) as the delimiter rather than a comma.

Only send item additions, deletions or changes after full load has been processed. We will not accept full loads every time the spreadsheet is sent.

When removing items from the spreadsheet, please highlight the row, right click and choose “Clear Contents” rather than deleting the row. This will keep the formatting intact for future updates.

If creating the file directly from your system, please start the item records on row 5 as our program is expecting 4 rows of header records.

The Item Sync template, Spec Sheet, and Implementation Guideline documents are posted on our web site at [http://www.dotfoods.com/edi\\_suppliers.html](http://www.dotfoods.com/edi_suppliers.html).