



IMPLEMENTATION GUIDELINE - PRICE 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 price 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 price file.
3. Once the Dot EC Coordinator has notified the supplier that the item corrections have been made, the supplier should populate the price file with one or two items (see the Price Sync Spec Sheet for detailed instructions on how to fill out the price file).

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

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

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

Example: AcmePrice120108.xls

Or if you will be sending a CSV file:

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

Example: AcmePrice120108.csv

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

5. The supplier should e-mail the test 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: The full load price file should include not only the pricing for the items that are being actively purchased, but also the pricing for 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 price file. If the file processes successfully, the supplier will move to parallel status.

Parallel

Once the complete price file has processed successfully, the supplier is considered to be in parallel status on price 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 price 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 price changes after the full price load has been processed. We cannot 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 4 as our program is expecting 3 rows of header records.

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.

The Price Sync template, Spec Sheet, and Implementation Guideline documents are posted on our web site at http://www.dotfoods.com/edi_suppliers.html.