



EDI IMPLEMENTATION GUIDELINE – SUPPLIERS

850/875 PURCHASE ORDER

July 2007

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850/875 PURCHASE ORDER

Testing Phase

The supplier & Dot will determine which EDI PO standard to use - X12 850 or UCS 875.

The supplier will provide Dot with unique DUNS+4 numbers for their shipping locations if used.

Dot will send test PO. This will be an open purchase order that has already been sent to the supplier via fax. Or, if testing with a new supplier for whom there are not any open purchase orders, Dot will send an open PO for another non-competitive vendor.

The supplier will process the PO and will notify Dot if there are any issues. Once the 855 PO Acknowledgment and the 856 Advance Ship Notice have been successfully tested, the PO's will be moved to the parallel testing phase.

Parallel Phase

Dot will continue to send faxed orders to the supplier for a period of 30 days for comparison purposes.

Production Phase

If there are no issues reported within the 30 day parallel phase, Dot will discontinue the faxed purchase orders and will send all future orders electronically.

Once we move to Production, we expect the supplier to notify Dot Foods' EDI Coordinator if any purchase orders (other than direct ships or PO revisions) are communicated via fax so he/she can confirm that the vendor location is set up for EDI only.

Exceptions

Direct ship PO's will continue to be sent via fax.
PO revisions will be communicated via phone, fax, or e-mail.