



EDI IMPLEMENTATION GUIDELINE – SUPPLIERS

867 PRODUCT TRANSFER AND RESALE

July 2007

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867 PRODUCT TRANSFER & RESALE

Testing Phase

Dot will send examples of each invoice type listed below:

- Regular invoice
- Regular invoice containing unit promotion
- Regular invoice containing sample products
- Credit memo for price adjustment
- Credit memo for product return
- Debit memo

The supplier will process 867 examples and will notify Dot if there are any issues. 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.

IMPLEMENTATION GUIDELINE - 867 PRODUCT TRANSFER & RESALE (cont.)

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 on a daily basis and can automatically import the sales data into their sales and commission system. Therefore, in order for the supplier to realize the cost savings, they must create an interface between their EDI translator and their sales forecasting & commission system which allows the information to flow automatically without manual intervention.

Schedule

The 867's are sent each day for the previous day's sales. Invoicing is normally done Monday through Friday, so the supplier will receive the 867's Tuesday through Saturday. All original invoices will reflect a Monday or Thursday invoice date. Invoices that are billed on Monday, Tuesday, or Wednesday will reflect Monday's date and invoices billed on Thursday or Friday will reflect Thursday's date.

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 memos are dated for the date that they were created and will contain amounts that are already extended.

Past Sales History

We have the capability to provide past sales history via EDI at start-up time. We will work with the supplier to set up a schedule for transmitting this information during non-business hours. We typically provide one month of sales history per night until all of the requested sales history has been sent.

IMPLEMENTATION GUIDELINE - 867 PRODUCT TRANSFER & RESALE (cont.)

New Customer Notification

We will send New Customer Notification reports to the supplier via e-mail or fax on a nightly basis. This report will list the Dot ship-to customer number, customer name, complete address, contact person, telephone number, fax number, buying group affiliation, customer type (distributor or manufacturer), freight zone, and segmentation (such as foodservice, c-store, retail, etc.).

If the supplier utilizes a broker network to sell their products, the person who receives the New Customer Notifications should check the broker number we have assigned to each customer to ensure that it is correct. This report should also be used to update the EDI customer cross-reference table for EDI integration purposes.

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.