

VARIETY WHOLESALERS, INC.
PO SEND METHOD CHOICE #3
EMAIL (one recipient) MAIN recipient
www.vwstores.com
<http://www.vwstores.com/edi/>

The **MAIN** recipient is considered by VARIETY to be responsible for submitting the PO for processing.

DO NOT REPLY REQUESTS OR INQUIRIES TO: orders@vwstore.com
Orders@vwstores.com is not monitored for replies/vendor issues.

THE BODY OF EACH EMAIL includes EDI contact information and traffic/shipping advice and contact information.
EACH PO contains VARIETY merchandising contact information included in a section of the attached PO document's heading.

URGENT ISSUES - WHO TO CALL?

PO CONTENT CHANGE/RESEND (i.e. - dates, prices, add/remove items) – contact **VARIETY merchandising associate**, email or phone.

LABELS – reference your **VARIETY merchandising associate**, email or phone.

CORPORATE RECEPTIONIST – 252-430-2600.

SHIPPING ADVICE (routing, pickups) – **UNYSON**, website www.myunyson.com 866-722-0291 or email varietywholesalers@unyson.com.

NC APPOINTMENTS (Henderson, NC appointments) - 252-430-2503 or email appointments@vwstores.com (TRAFFIC document available).

GA APPOINTMENTS (Newnan, GA appointments) - 770-304-1223 or email nqaappointments@vwstores.com (TRAFFIC document available).

PAYMENTS/general INVOICE questions/DISCOUNT-ALLOWANCE INQUIRIES – 252-430-2154, Accounts Payable management.

EDI in general, EDI purchase orders, or PO SEND METHOD CHANGES – Lisa Cooper; lcooper@vwstores.com or 252-430-2303.

EMAIL recipient changes or EDI 810 invoices – Lee Anne Baity; lbaity@vwstores.com or 252-430-2183.

MULTIPLE SENDS OF THE SAME PO ARE POSSIBLE AND PROBABLE. PO send occurrences can be from:

- VARIETY merchandising staff sending POs manually via scans or faxes (outside of our system's control/tracking).
- PO changes – system RE-releases will generate 'changed' copies to send respectively (read below-HOW TO AVOID...).

VARIETY's PO NUMBERS ARE UNIQUE. Please do not duplicate or double-ship.

Reference Below:

***MAIN EMAIL** = EMAIL to **MAIN recipient** from orders@vwstores.com with PO attachment (attachment type default, .pdf; .txt is available)

***RE-release** = PO change: When a VARIETY PO **CONTENT CHANGE** is needed – our purchasing system mandates the buyer to re-open the PO, make the change and RE-release the PO. Our RE-release 'default' settings will generate additional copies of the same PO.

ONE VARIETY PO = one EMAIL (with PO as an attachment – document type can be .pdf or .txt; default is .pdf).

EMAILS (with PO attachment) are generated and sent 'real-time' – at the time the purchase order is released from VARIETY's purchasing system.

PRINT THE PO – Open the attachment, select/click print options. (.pdf, ADOBE software required – reference **PO PRINT ADVICE** document).

PO SEND METHOD #3:

Any release of a purchase order from VARIETY's purchasing systems, the following occurs:

- ***MAIN EMAIL** – a *MAIN EMAIL is generated and sent to the vendor's ***MAIN EMAIL recipient** from orders@vwstores.com with a read-receipt-reply request. PO is attachment to the EMAIL - reference **PO PRINT ADVICE** document.

Note: The MAIN recipient is considered by VARIETY to be responsible for submitting the PO for processing.

ABOUT THE VARIETY PO ATTACHMENT:

- **CAUTION! - when receiving multiple purchase orders! Each .pdf attachment generated has the same name, [poviaemail.pdf](#).** Be wary of saving/naming/sharing/overwriting these document(s).

ABOUT the READ-REPLY:

We **require** a read-reply-receipt to our orders@vwstores.com.

- The read-reply-receipt is our indicator that the emailed PO was received/confirmed by the vendor.
- Our PO's via EMAIL are sent with a read-receipt-reply request.
- No 'text in' or 'attachment to' the reply is necessary.
- Leave our 'Subject' text intact (our system CROSS-REFERENCES read-replies).
- Replies should always include VARIETY's purchase order number (already in 'Subject' text).
- Answer 'YES' to "sender requests reply" pop-up question/window (if any).
- **A MANUAL REPLY - is acceptable; open the email, click 'REPLY', then click 'SEND'.**
- Opening EMAIL via a cell phone can produce un-predictable 'reply' results.

Note: In newer versions of OUTLOOK, when the EMAIL is opened, a 'read-reply' is automatically sent.

Reference our **EMAIL TROUBLESHOOT** document for possible EMAIL issues.

HOW TO AVOID MULTIPLE SENDS OF THE SAME PO: When you request the PO change, inform your VARIETY merchandising contact 'NO RESEND' - for the PO change resend option.

Further EDI, SEND METHOD explanations and other referenced documents are available online at <http://www.vwstores.com/edi>.
 Scroll to bottom section, 'Click here' on various applicable documents.