

TO: OUR TRADE VENDER**SUBJECT: VARIETY 'DOMESTIC' POs VIA EMAIL**

DO NOT REPLY REQUESTS OR INQUIRIES TO: orders@vwstore.com.

Orders@vwstores.com is NOT monitored for replies/vendor issues.

All purchase order inquiries should be directed to your VARIETY merchandising associate.

VARIETY POs that send via EMAIL from orders@vwstores.com:

- Are system-generated.
- Are sent using OUTLOOK software.
- One EMAIL = one purchase order (as attachment).
- Over time, multiple sends of the same PO are possible-especially if order changes are requested.
- Our purchase order numbers are unique. Do not duplicate shipment.
- The text in the body of the EMAIL contains general VARIETY information and contacts.
- Are sent with a read-receipt-request. It's usual that your opening the EMAIL automatically sends the read-receipt-reply (Read-reply is not applicable to EMAILs considered CC's).

*(If you get the message box - SENDER HAS REQUESTED READ-REPLY - click YES or NO, **click YES**).*

THE FOLLOWING MAY CAUSE UNPREDICTABLE READ-RECEIPT-REPLY RESULTS:

- Using a cell phone to check EMAIL.
- Not using OUTLOOK as your EMAIL software.
- Having a dated version of OUTLOOK.

TO MANUALLY READ-REPLY - with the EMAIL open, select-click 'REPLY' and 'SEND'.

- No "text in" or "attachment(s) to" the READ-REPLY is necessary.
- Do not change the 'SUBJECT' line's text on the READ-REPLY.

Our computer system cross-references read-receipt-replies using the 'Subject' text.

If we do not receive read-receipt-replies, you will get a "PO CONFIRM" follow-up message from posupport@vwstores.com.

The purchase order is an attachment to the EMAIL.

- The attachment type can be either .pdf or .txt (default is .pdf).
 - **CAUTION – all VARIETY's purchase orders that are generated as .pdf's – have the same name, poviaemail.pdf.** *If you are getting multiple EMAILs/purchase orders, be wary of saving/naming/possible overwriting/sharing the document(s) inaccurately.*
 - **CAUTION – using your cell phone to check your EMAIL changes your EMAIL status from 'READ' to 'UN-READ' – which can lead to delays in your filling our order(s).**

For smooth receipt of our POs via EMAIL, ensure your system:

- Accommodates retaining attachments (consider your habits – forwarding or saving).
 - *Be aware of the possible duplication of attachment names.*
- Does not block EMAIL from orders@vwstores.com.
- Manages mass EMAILS/attachments.
 - *We have experienced 'DELAYS' and possible SPAM issues- (have your I.T. staff check 'rate control' of your server or EMAIL system).*

Currently, if we have only 1 EMAIL recipient defined and your company is not EDI capable, know that VARIETY can accommodate a 2nd EMAIL recipient (consider as a CC and/or a BACKUP). WE do not require read-replies from CC's.

Contact for EMAIL address changes/EDI set up:

Lisa Cooper
VARIETY EDI Coordinator
252-430-2303
lcooper@vwstores.com

Lee Anne Baity
Administrative Assistant
252-430-2183
lbaity@vwstores.com or posupport@vwstores.com

VARIETY considers and prefers EDI as the most dependable way of sending purchase orders. We can accommodate our sending purchase orders via "EDI + 1-EMAILCC recipient".

Document: EMAIL-vendor-advice ; Author: Lisa Cooper