



VENDOR PARTNER POLICY MANUAL

ASSOCIATED WHOLESALE GROCERS, INC.



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Introduction

Overview

These guidelines are to outline the requirements, specifications and policies pertaining to all vendor partners of Associated Wholesale Grocers, Inc. (AWG) and Valu Merchandisers Company (VMC), a wholly owned subsidiary of AWG. There are also additional sections outlining specific requirements for unique product types. The requirements outlined include compliance, merchandising, as well as pallet and case characteristics necessary for all inbound products. Following the requirements in this guide will increase the efficiencies across the AWG network, reducing the handling and administrative costs, which is mutually beneficial. This guide does not outline nor attempt to outline all legal requirements that may be applicable to any particular vendor, its products or operations and all vendors are solely responsible for compliance with all such legal requirements. If you have any questions about the information in this manual, please contact your AWG business partner.

AWG Glossary: Acronyms and Definitions

Allocation – A method of controlling the quantity of an item that may be billed and shipped to each member store.

AWG Brands – Private brands supplied by Associated Wholesale Grocers, including Always Save, Best Choice, Clearly by Best Choice, and Best Choice Superior Selections.

Backhaul – A transportation term for a method of utilizing empty trailers on the return trip to the warehouse after completing deliveries. Rather than returning to the warehouse with an empty trailer, the truck will pick up product from a vendor for transportation to the AWG warehouse or drop off at a member store (as with DSD or SOLO shipments).

Balances – Balances is a three-way matching system used to reconcile the purchase order from Supply Chain Management (SCM), the warehouse receipt and the vendor's invoice to generate payment. It provides a workflow for merchandising to review exceptions when there are pricing discrepancies to ensure that we accurately pay our vendors.

Banana Boxes – Boxes that produce vendors use to ship bananas. These boxes are extra sturdy and contain a plastic liner. Note: Returns to AWG's Damage Return Center are accepted in banana boxes ONLY.

Billback – An accounting transaction in which AWG charges a vendor for an amount it deems is due by the vendor to AWG (e.g., for shortages, outdated product, unpaid allowances, etc.).

Bill of Lading – A written document provided by a vendor which lists a shipment's origin, destination, and contents. The "Bill of Lading" is a legal document used to verify these aspects of the shipment and constitutes transfer of ownership once signed by the receiving company.

Bracket pricing – A method of pricing in which a vendor will offer a lower price per case for greater quantities of product ordered.

CAW (Cube-Adjusted Weight) – An arbitrary value assigned by a vendor to a case of product to manipulate the weighting factor required to account for a full truckload of product. CAW is most often used with lightweight or high-cube items (e.g., marshmallows).

CHEP Pallets – CHEP pallets are painted blue and have "CHEP" printed on the side of the pallet. There is a pooled pallet fee charged for vendors shipping on CHEP for each PO. See the section on Pooled Pallet Charges for the details.

Claim – An amount alleged to be owed by one party to another as compensation for a lack of performance (e.g., damaged product from a vendor upon receipt).

Co-op (Cooperative Agreements) – Promotional deal offerings received from a vendor for a designated period of time, usually one year. AWG usually retains co-op monies in a promotional fund to be used in future promotional efforts at AWG's discretion.

Damaged – Refers to product deemed unsaleable due to damage to the product or its packaging.

Damage Return Center – A contracted, third party, off-site facility utilized by AWG for the processing of unsaleable merchandise as part of AWG's Reclamation Program.

Deal – A promotional activity offered to AWG by a vendor which allows a product to be purchased with more favorable pricing than is normally offered. Also referred to as "promotional deal offering".

Diverting – A method of buying and selling product through a third-party company in order to take advantage of pricing and or promotions not universally available.

EBA (Early Buy Allowance) – An additional discount given to Member stores who commit to purchase a minimum quantity of a featured product prior to a specified date. Early commitments provide the buyer with a more accurate forecast of anticipated product needs, allowing for better buying decisions.

EDI (Electronic Data Interchange) – A method by which companies, banks, and other organizations exchange information and data electronically rather than by paper. Some common uses for AWG is to transmit orders to vendors, receive invoices from vendors, receive orders from stores and send invoices to stores.

EDI Invoices – Invoices paid via an EDI transaction.

EFT (Electronic Funds Transfer) – The transfer of funds electronically from one institution to another. An example of an EFT transaction is the automatic deposit of a payroll check into the recipient's bank account.

FIFO (First in first out) – A date control process.

FOB (Freight on Board) – A transportation term which refers to the point at which title of a shipment passes from the shipping company to the receiving company. At AWG, 'FOB' is commonly used to define title passing to AWG at the vendor's dock.

Gains and Losses – The financial gains and losses resulting from purchases or transactions attributed to an individual buyer or category manager.

GM – General Merchandising or Grocery Merchandising.

Gold Sheet – A merchandising program offered during each of the thirteen four-week merchandising periods which features special sales on pallet quantities of product. Gold sheet categories include all major dry grocery, frozen, and dairy lines. Each period, several Gold Sheet items are offered with additional allowances under DSD or SOLO programs.

GTIN (Global Trade Item Number) – A 14-digit number and barcode that is used to identify a case of produce. It identifies the company where the product came from, the item, the lot or field, all used in tracing the product back to the source

Last Buy – A procurement term for the opportunity AWG is offered to make a last purchase of product at the end of a deal period. Last buy allows AWG to take advantage of any “street money” previously paid directly to the stores, as well as the off-invoice discount which it previously received. Last buy allows AWG to receive comparable terms to those that grocery store chains receive.

Leaker Allowance – Allowance given by vendors to cover damaged product due to “leaks.” Primarily given by packaged meat vendors. Leaker allowance monies are passed to Member stores via an off-invoice transaction.

Lumper – In the distribution area, a term used to refer to a non-AWG employee whose services are utilized to unload common carrier loads.

Master Vendor – A term used to refer to a company which supplies product to AWG. The master vendor is the highest level of a supplier’s organization and is normally the parent company. For example, Procter and Gamble would be considered the master vendor for all divisions.

Monitoring – A safety and environmental term which refers to the process of measuring environmental parameters on a real-time basis for spatial and time variations.

New Item Form – The official AWG document which provides all the necessary information required to set up a new item within AWG’s Procurement.

Off-Invoice – An invoice transaction where a percentage or dollar amount is subtracted from an invoice to compensate for the amount owed.

Pack date – The date a perishable item was packed at the vendor and used for date control.

PECO – A red pooled pallet solution. There is a handling fee charged for vendors shipping on PECO for each PO. See the section on Pooled Pallet Charges for the details.

Performance Allowance – An allowance which is paid by a vendor to a store, through AWG, as compensation for advertising the vendor's product(s) in the store. For this term, "performance" refers to advertising and implies obligation for the store to justify the allowance by "performing" the advertising. Advertising can take any number of forms, such as print ads, in-store displays, in-store promotions, etc. A Performance Allowance is generally not used to reduce cost of goods.

P.O. (Purchase Order) – A document issued by AWG to a vendor or diverter detailing the terms of a purchase by AWG.

POD (Proof of delivery) – A method to establish the fact that the recipient received the contents sent by the sender. When the sender sends multiple documents through the mail there is a possibility of some not reaching the intended recipient. Generally post offices provide additional service of guaranteed delivery wherein they ask the recipient to sign a paper and that paper is filed by the postal service for a specified number of days.

POS (Point-of-sale) – Refers to the location at which the sale of retail product takes place. For example, a 'POS display' is a merchandising display which is placed in a store, generally offering product for sale.

Reclamation Program – A program through which AWG's member retailers and warehouses process unsaleable merchandise via the AWG Damage Return Center (ReTurn, Inc.). The unsaleable product is gathered at the store or warehouse, packed in banana boxes (for the retailers), and sent to ReTurn, Inc. At ReTurn, the product is scanned by UPC bar code, sorted by manufacturer or vendor, and disposed of according to the terms specified on the AWG "Unsaleable Returns Agreement" for the vendor. ReTurn reports the scanned information to AWG on an accounting period basis. AWG then credits the member retailers for the amount of product returned and generates invoices to charge the appropriate vendor for its unsaleable product.

Reefer - In the distribution area, a term commonly used to refer to a refrigerated trailer, or to the refrigeration unit on a trailer.

R.O.E. (Remote Order-Entry) – A method by which AWG member retailers electronically order regular product from AWG. Current methodology allows member retailers to order over the phone using a hand-held electronic device (sometimes referred to by the device's brand name, such as "Telxon" or "Symbol"). The majority of store orders are entered using ROE.

Service Level – In the distribution area, a percentage measurement of the quantity of product a given facility shipped versus the quantity of product which was ordered.

Shipper – A pallet, pre-packaged display module, or an assortment of product which is sold as 'one item,' and is considered 'one item' within the system. A shipper may consist of a variety of different types of products.

Slotting Allowance – A procurement term for an allowance paid by a vendor to AWG in exchange for AWG slotting one of the vendor's items (usually a new item) in its warehouse(s). The vendor enters the slotting allowance in the 'Miscellaneous' section of the 'New Item Form' for a new item. The 'slotting allowance' is not entered into the Procurement System but is used by the Category Manager/Buyer. A chargeback may be issued by AWG to the vendor to collect the slotting allowance from the vendor.

SOLO (Store Order Load Option) – A program offering the opportunity to have direct truckload buys of product billed through the AWG warehouse. With SOLO, merchandise is backhauled from the vendor to the store on AWG equipment. Product is billed at 1% over the net billed cost to AWG. Note: SOLO purchases do not qualify for year-end rebate.

SOLO II (Store Order Load Option II) – A program offering the opportunity to have direct truckload buys billed through the AWG warehouse. SOLOII is similar to SOLO above, except that merchandise is shipped via an outside carrier. Product is billed at 1% over the net cost billed to AWG. NOTE: SOLOII purchases do not qualify for year-end rebate.

SRP (Suggested Retail Price) – Member retailers set their own retail prices on their sole discretion. For convenience, AWG may provide for consideration a suggested retail price (SRP) at which one retail unit of the item may be priced. The SRP is a suggestion for member retailers to consider and is assigned by 'zone' based on geographic and demographic considerations.

TPR (Temporary Price Reduction) – A merchandising promotions term for temporarily reducing the price of a retail item to generate additional sales.

Traffic – Refers to AWG's Traffic department, which is responsible for arranging for the shipment of product from vendors to AWG warehouses.

Traffic-arranged – Refers to a shipment of product which was arranged by AWG's Traffic department.

Unsaleable Merchandise – Product that is deemed unfit for sale to Member stores (if located in an AWG warehouse) or to consumers (if located in a member store). Product may be considered unsaleable if it is broken, crushed, dented, soiled, leaking, cut, under-filled, over-filled, contaminated, missing a label, returned by a customer, or outdated (only for baby formula). Unsaleable merchandise is processed through AWG's 'Reclamation Program' (see above). Only authorized national brand merchandise may qualify as unsaleable.

Compliance

Food Safety

Supplier Approval Program

AWG is dedicated to providing safe, wholesome food of consistent quality that meets or exceeds our members' customers' expectations. To accomplish this, it is important that our suppliers have the same objective. We adopted ReposiTrak's Compliance Management System to manage our document requirements for our Supplier Approval Program. All vendor partners, food and nonfood, are required to enroll and participate in the ReposiTrak program. AWG will deduct \$510 annually for ReposiTrak. The program charge will be auto processed via electronic processing per vendor every November 1st. Elements of the AWG supplier approval program include but are not limited to:

- Hold Harmless
- Continuing Guaranty
- Recall or Withdrawal Agreement
- Emergency 24-hour Contact
- Food Safety Third Party Audit Information
- FDA Registration
- USDA Establishment Numbers
- Reclamation Program
- Sustainability Survey
- Company Ethics Survey

AWG utilizes ReposiTrak's Compliance Management System to better manage our supplier approval program, food safety, and compliance within the supply chain. Required compliance documentation includes vendor agreements, various certifications, and indemnification, along with additional record requirements based on your business profile.

Participation and full compliance in our supplier approval program is mandatory for all vendors. If you are not enrolled and in full compliance, AWG reserves the right to place a hold on any future orders being created until compliance is met.

For technical questions about the ReposiTrak system, please contact the ReposiTrak success team by phone (888) 842-5465 or email enrollment@repositrak.com. For all other inquiries, please contact your AWG business partner.

Recalls and Withdrawals

All withdrawals and recalls are subject to the established recall and withdrawal fees. **To report recalls or withdrawals, please email FSQA@awginc.com.**

Your product action information must include the following:

- Type of action – withdrawal or recall with classification
- UPC(s)
- Code(s) or date(s) affected
- Reason for the withdrawal/recall
- Shipping records, as requested
- Product disposition

Menu Labeling Standard for Deli Bakery Items

AWG partners with Applied Data Corporation (ADC) in executing a portal to help our members manage their compliance with the Menu Labeling Rule. ADC continues to be a leader in technical capabilities, industry recognition, low cost for our vendors and ease of use. With no hardware or software to install, your only requirement is to enter all nutritional and ingredient data of each of the products you supply to AWG into the ADC portal.

We require that all AWG Deli Bakery vendor partners log into the ADC portal to update their nutritional and ingredient data for compliance with the FDA's revisions of the Nutrition and Supplement Facts Labels and the Serving Sizes of Foods that Can Reasonably Be Consumed at One Eating Occasion.

Participation in this program is a requirement of doing business with AWG. All new item setups require this data prior to being authorized for distribution. AWG bills a fee of \$100 per item. This charge will cover maintenance and data entry for all AWG divisions.

Should you have any questions you may contact FSQA@awginc.com.

Temperature Control Requirement (COPELAND)

Temperature monitoring continues to be a very important part of AWG's commitment to cold chain management. We have made a commitment to the COPELAND (Emerson) Ultra Wireless Label for temperature monitoring on all our inbound refrigerated trucks—COPELAND (Emerson) Ultra Wireless is the only label we will accept.

If any other recorders are used or not started at time of loading, you will be billed back the cost of the recorder.

If you have any questions on the recorders, please contact:

Michelle Rodriguez
Cold Chain Cargo Solutions
(561) 294-8651
Michelle.Rodriguez@copeland.com

Grocery/Dairy/Frozen/VMC Dating Standards

We continually work to build processes and system enhancements to improve product freshness for our members. We have a companywide dating standard system enhancement in which all products arriving at our facilities are tracked by the product sell by date. Our requirement for products received in all of our distributions centers is as follows:

- ***All products received that have a retail sell by date must have the sell by date clearly printed on the outside of the shipping carton/packaging or be visible through the shipping container without opening the product.***
- ***All products that have a shelf-life standard must have a sell by date printed on the products contained within the shipping carton.***

It is also important that we receive the freshest available product from our vendor and manufacturer partners. To ensure that we achieve this goal we have instituted the following new policy regarding inbound dating at the time of receipt by AWG:

- ***All products arriving in our facilities will be required to meet or exceed the minimum inbound dating standards as defined on the following schedule.***
- ***Items not meeting the new inbound dating requirements will be refused at the time of receipt and the supplier/vendor will be required to provide an expedited delivery of replacement products which meets or exceeds these requirements.***

If you have questions, please reach out to your appropriate Category Manager, or Category Director.

AWG and VMC Center Store Inbound Dating Standards by Category

Department	Product Description	Receiving Specifications
Grocery/Dairy/Frozen	Dry Grocery	50% of Max Shelf Life or 180 days min
Grocery/Dairy/Frozen	Chips	50% of Max Shelf Life or 75 days min
Grocery/Dairy/Frozen	Drinks Soda, Isotonic, Aseptic packs, Juice tonics	50% of Max Shelf Life or 60 days min
Grocery/Dairy/Frozen	Moist Snuff	Not less than 14 days
Grocery/Dairy/Frozen	Frozen Grocery	50% of Max Shelf Life or 180 days min
Grocery/Dairy/Frozen	Frozen Dough, Pizza, Organics	50% of Max Shelf Life or 90 days min
Grocery/Dairy/Frozen	Dairy	50% of Max Shelf Life or 45 days min
Grocery/Dairy/Frozen	Yogurts	Not less than 24 days
Grocery/Dairy/Frozen	Eggs	Not less than 21 days
Grocery/Dairy/Frozen	Milk	Not less than 16 days
VMC Gen Merch	GM - Non Food	50% of Max Shelf Life or min 360 days
VMC Gen Merch	GM - Edible	50% of Max Shelf Life or min 180 days
VMC HBC	HBC - OTC	50% of Max Shelf Life or min 360 days
VMC HBC	HBC - Edible (not including Nutrition Bars)	50% of Max Shelf Life or min 180 days
VMC HBC	HBC - Nutrition Bars	50% of Max Shelf Life or min 120 days
VMC Spc Foods	Specialty Foods -Dry Grocery Items (except bakery items)	50% of Max Shelf Life or min 120 days
VMC Spc Foods	Specialty Foods - Bakery Items	50% of Max Shelf Life or min 45 days
VMC Spc Foods	Specialty Foods - Chips/Crackers/Snacks	50% of Max Shelf Life or min of 60 days
VMC Spc Foods	Specialty Foods - Hispanic, Tex/Mex Tortillas	50% of Max Shelf Life or min 45 days

Insurance

Vendor Insurance Requirements (Perishable Products)

AWG Product Vendor Insurance Requirements Perishable Products (A1)

These are general insurance requirements for product vendors of Associated Wholesale Grocers, Inc. (AWG).

AWG requires that vendors provide insurance coverage with insurance companies who carry at a minimum an A rating provided by AM Best. AWG reserves the right to change required insurance coverages for any vendor or disapprove insurance coverage for any vendor due to financial instability of the insurance company, limits, coverages, and insurance terms or conditions, or the lack thereof.

AWG vendors shall carry the following insurance coverage:

1. Commercial General Liability
\$1,000,000 bodily injury/property damage—per occurrence
\$2,000,000 general aggregate
\$2,000,000 products/completed operations—aggregate
\$10,000 medical payments
 2. Automobile Liability Insurance
\$1,000,000 combined single limit—bodily injury and property damage for injuries to person or persons involved in an accident in connection with vehicles entering unto AWG property or transporting AWG vendor products.
 3. Excess/Umbrella Liability Insurance
\$9,000,000 combined single limit—bodily injury and property damage in excess of the Commercial General Liability (Products) and Automobile Liability.
 4. Workers' Compensation (WC) and Employers' Liability (EL) Insurance
WC— statutory
EL— bodily injury by accident—\$500,000 each accident
bodily injury by disease—\$500,000 policy limit
bodily injury by disease—\$500,000 each employee
1. AWG and all subsidiaries will be named as an additional insured on the vendor's general liability, automobile liability, and excess/umbrella liability insurance required in #1, #2, & #3 above.
 2. The vendor shall also require their insurance to be primary and non-contributory to AWG's insurance.

AWG shall be provided with a certificate of insurance evidencing the current insurance coverage and limits required above and the Certificate Holder as evidence below. A current certificate shall be provided to coi@awginc.com upon any change in coverage or upon renewal.

Certificate Holder:
Associated Wholesale Grocers, Inc.
Valu Merchandisers Company
Super Market Developers, Inc.
AWG Acquisition, LLC
Attn: Insurance Department
5000 Kansas Avenue
Kansas City, KS 66106
Phone: (913) 288-1434
Email: coi@awginc.com

Vendor Insurance Requirements (Shelf-Stable Products)

AWG/VMC Product Vendor Insurance Requirements Shelf-Stable Products (A2)

These are general insurance requirements for product vendors of AWG/VMC.

AWG/VMC requires that vendors provide insurance coverage with insurance companies who carry at a minimum an A rating provided by AM Best. AWG/VMC reserves the right to change required insurance coverages for any vendor or disapprove insurance coverage for any vendor due to financial instability of the insurance company, limits, coverages, and insurance terms or conditions, or the lack thereof.

AWG/VMC vendors shall carry the following insurance coverage:

1. Commercial General Liability
\$1,000,000 bodily injury/property damage—per occurrence
\$2,000,000 general aggregate
\$2,000,000 products/completed operations—aggregate
\$10,000 medical payments
2. Automobile Liability Insurance
\$1,000,000 combined single limit—bodily injury and property damage for injuries to person or persons involved in an accident in connection with vehicles entering unto AWG property or transporting AWG/VMC vendor products.
3. Excess/Umbrella Liability Insurance
\$4,000,000 combined single limit—bodily injury and property damage in excess of the Commercial General Liability (Products) and Automobile Liability.

4. Workers' Compensation (WC) and Employers' Liability (EL) Insurance

WC – statutory
EL – bodily injury by accident—\$500,000 each accident
bodily injury by disease—\$500,000 policy limit
bodily injury by disease—\$500,000 each employee

1. AWG/VMC and all subsidiaries will be named as an additional insured on the vendor's general liability, automobile liability, and excess/umbrella liability insurance required in #1, #2, & #3 above.
2. The vendor shall also require their insurance to be primary and non-contributory to AWG's/VMC's insurance.

AWG shall be provided with a certificate of insurance evidencing the current insurance coverage and limits required above and the Certificate Holder as evidence below. A current certificate shall be provided to coi@awginc.com upon any change in coverage or upon renewal.

Certificate Holder:
Associated Wholesale Grocers, Inc.
Valu Merchandisers Company
Super Market Developers, Inc.
AWG Acquisition, LLC
Attn: Insurance Department
5000 Kansas Avenue
Kansas City, KS 66106
Phone: (913) 288-1434
Email: coi@awginc.com

Payment, Policies and Arrangements

Payment Change Request

AWG launched a single-use, virtual credit card payment option for suppliers (referred to as SUA). AWG partners with J.P. Morgan on this initiative, which enables AWG suppliers to leverage the scale, security, and ease of use that J.P. Morgan card processing platforms offer for back-office administration.

While you may already accept credit card payments, you will need to enroll in our SUA program. Your enrollment in our program will permit J.P. Morgan to send you virtual card payments on our behalf. Within one to two days after completing enrollment, you will receive a welcome email from J.P. Morgan with important instructions on processing SUA payments. While the acceptance of SUA payments comes with no additional costs from J.P. Morgan or AWG, please note that your own merchant processing fees will still apply.

If you have any questions regarding our SUA program, including on-boarding and features included as part of the SUA platform; J.P. Morgan Supplier Support Services can be reached by email at sua.supplier.support@jpmchase.com or by phone at 877-263-5184

AWG's internal campaign team and ongoing program support can be reached by email at SUA_Admin@awginc.com.

Another option is to provide your bank information for payment via Electronic Funds Transfer (EFT). However, with this method of payment, we request a change to terms to remain cash float neutral. This traditionally means an additional 5 days added to terms. No change to terms is needed if SUA is selected as the payment method. If you would like to receive EFT payments, please fill out [this form](#) and send to your merchandising contact.

AWG Vendor Fee Policy

AWG spends an inordinate number of resources validating our deductions and payment processes due to a lack of communication within certain vendors.

List cost, promotional allowances, freight and cash discount terms will be administered according to the purchase order transmitted via EDI, fax or mail. Immediately contact the Merchandising department if the purchase order is inconsistent with your anticipated invoicing so that corrections can be made. Deductions from remittances due to invoicing inconsistencies, previously communicated via the purchase order will be deemed valid.

As accounts receivable commitments are made to AWG by Brokers and Sales Representatives, it is their responsibility to communicate that obligation to the appropriate parties within that particular vendor. Invoices prepared by AWG for returned merchandise, co-op billings or AMAP billings will be routed to the designated contact previously solicited. AWG does not believe it is our responsibility to provide additional copies when receivables are deducted from remittances. If copies of backup are requested, there is a \$50 charge per request.

AWG policy is to calculate a cash discount on the gross delivered price before subtracting off-invoice allowances and freight. AWG prides itself on paying vendors according to terms but will apply those terms based on the latter of the following four dates:

- 1.) Vendor invoice date
- 2.) Date of receipt of goods
- 3.) Date of receipt of invoice
- 4.) Pickup Date

AWG has spent considerable resources developing the ability to transmit purchase orders and receive invoices via EDI. The intent of EDI was to eliminate the manual reconciliation process thereby improving productivity in the accounts payable area.

Based on the above discussion and in light of Efficient Consumer Response and Best Practices the following penalties have been assessed by AWG, since March 1, 1998 for effort expended due to Vendor non-compliance.

CASH DISCOUNTS:

Responses to vendor correspondence disputing cash discounts, whereby terms were taken according to paragraph four above, will result in a \$50 service charge.

ACCOUNTS RECEIVABLE DEDUCTIONS:

Invoices generated by AWG will be sent daily to the address previously solicited. Invoices will be deducted from our next remittance. Request for additional copies of Accounts Receivable invoices will result in a charge of \$50 per invoice.

ACCOUNTS PAYABLE DEDUCTIONS:

Validating an Accounts Payable deduction or additional copies of Accounts Payable deduction notices will result in a service charge of \$50 per purchase order.

INVOICES:

A \$50 processing fee will be assessed for any invoice with incorrect list cost or allowances. Vendor invoices with a different unit of measure than the original purchase order (pallet module vs. cases) will be assessed a processing fee of \$300 per invoice.

Vendors requested to provide EDI invoicing who do not, will be assessed a \$125 per invoice processing fee.

CORRESPONDENCE:

All inquiries concerning adjustments to AWG checks need to be addressed by submitting a case through the Vendor Portal.

AWG feels these measures are necessary in order to maintain competitive cost of goods for our Retailers and to force the issue on accurate and timely communication.

Vendor Payment Portal Instructions

Vendor Documentation for ServiceNow

1.0 AWGConnect

1. User will need to go to the AWGConnect webpage using the web address <http://www.awgconnect.com>. The webpage will pull up as shown below.



2. If the user already has access to AWGConnect, then the user will enter in their log in credentials in the Email Address and Password fields. Skip down to step number 6.
3. If the user **DOES NOT** have access to AWGConnect, then the user will need to request access using steps 4-5 below.
 - a. Please note, the response time for access requests is generally 48 hours.

4. If the user does not have access to AWGConnect, then they will need to click on the Request Access option as shown below.



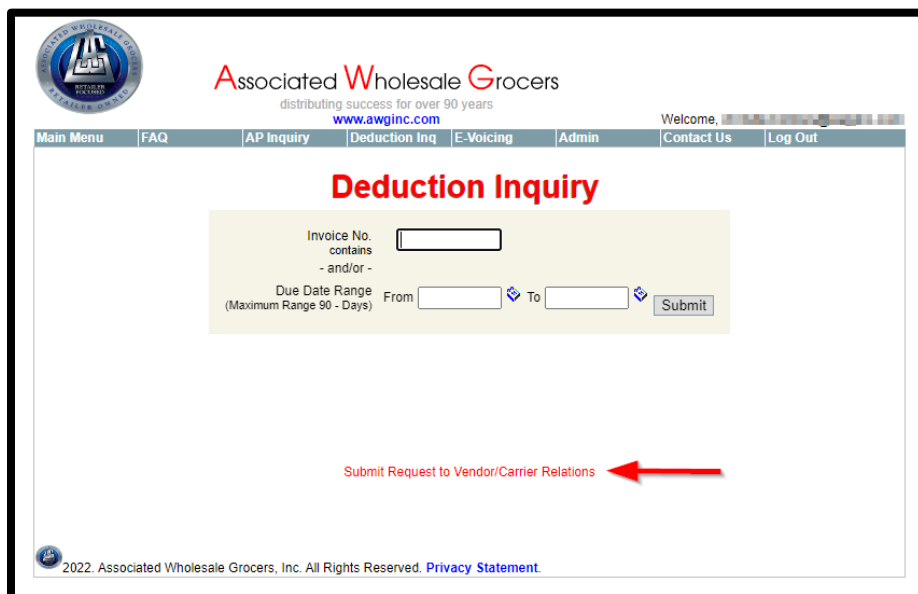
5. This will bring up a screen to request access as shown below. Fill in all of the information and then click the Submit button.

The screenshot shows the 'Request Access' form on the AWG website. The form is titled 'Request Access' in red. Below the title, there is a message: 'Please fill out form below. If your access is approved, you will receive an email notification.' The form contains four input fields: First Name, Last Name, Email Address, and Company Name. Below these fields is a 'Submit' button. At the bottom of the form, there is a message: 'If you are requesting access for another vendor, please use the [Help](#) screen.' The footer of the page includes the copyright notice '2022. Associated Wholesale Grocers, Inc. All Rights Reserved.' and links for 'Privacy Statement' and 'Site Map'.

6. Once the user logs in, they will see a screen similar to the one shown below.



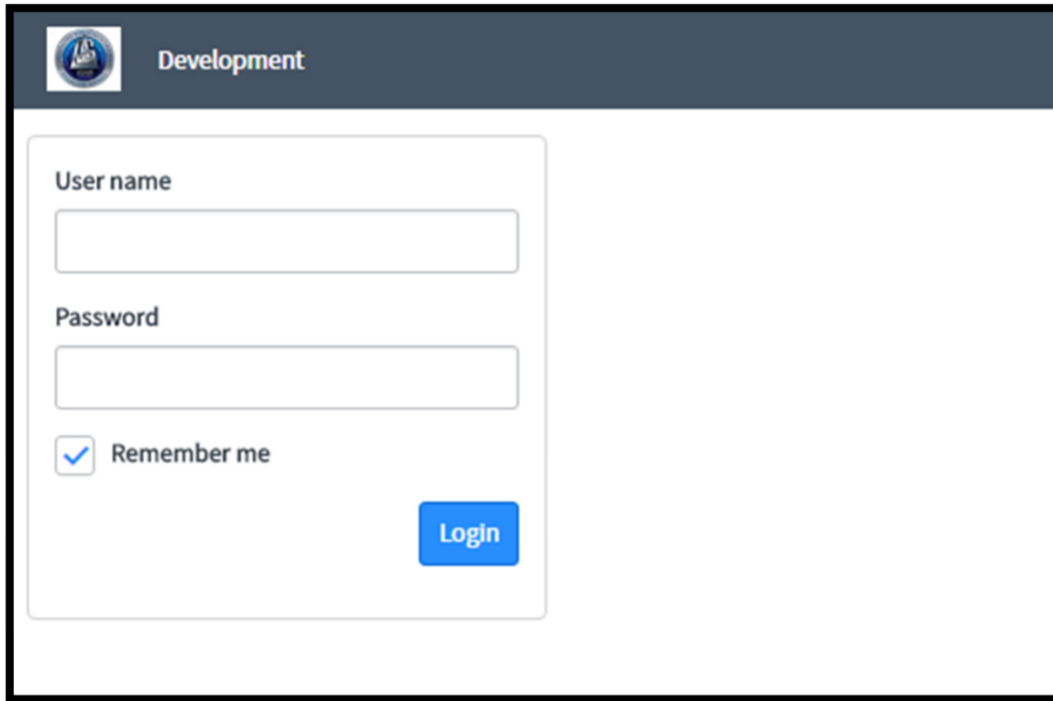
7. The user will then choose either the A/P Inquiry Screen or the Deduction Inquiry Screen as shown in the image above. In this example, we are showing the Deduction Inquiry Screen.
8. This will bring up the Deduction Inquiry screen, from here the user will need to choose the Submit Request to Vendor Relations link as shown below.



9. This will take you to the new ServiceNow portal where you can submit your request to Vendor Relations.

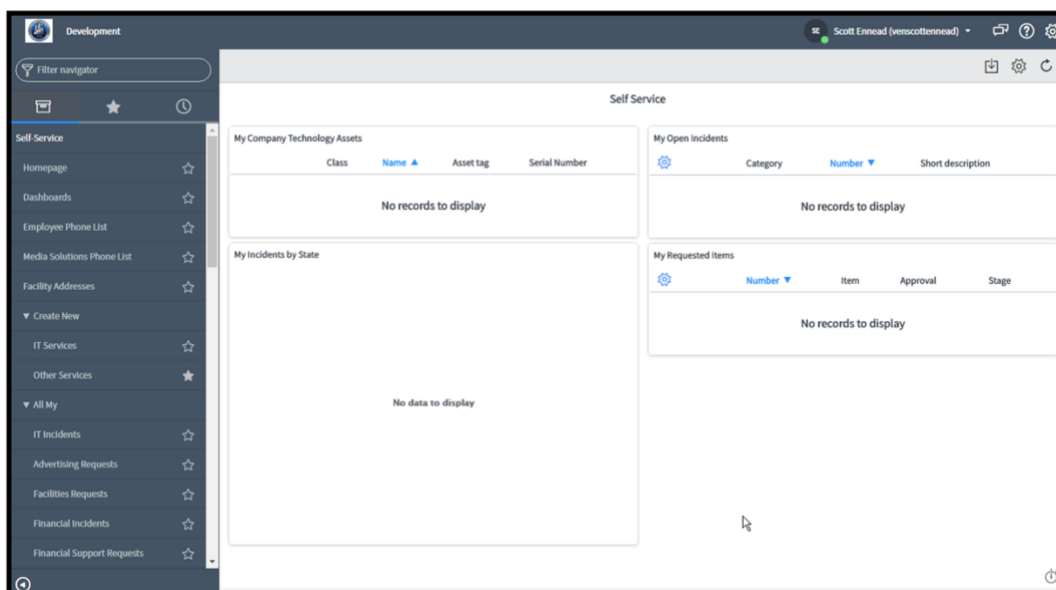
2.0 ServiceNow

1. The user will be brought to the ServiceNow website as shown below where they will enter in their log on information for ServiceNow.

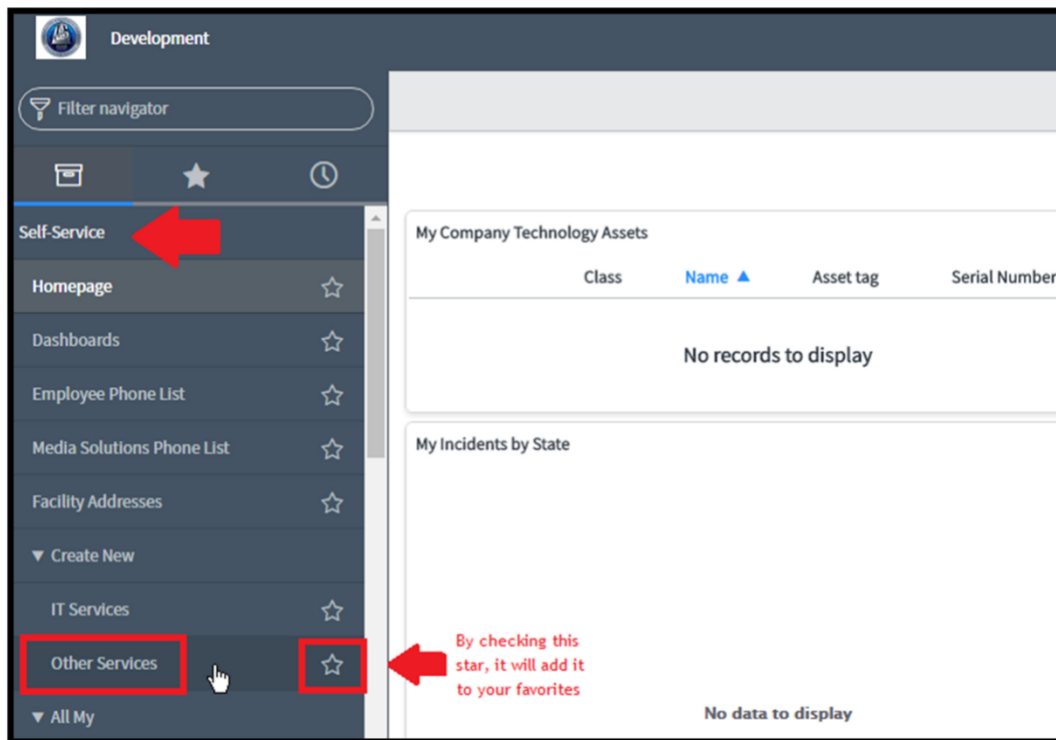


The image shows the ServiceNow login page. At the top, there is a dark blue header with a logo on the left and the word "Development" in white. Below the header, the login form is centered. It contains two input fields: "User name" and "Password". Below the "Password" field is a checkbox labeled "Remember me" which is checked. To the right of the checkbox is a blue "Login" button.

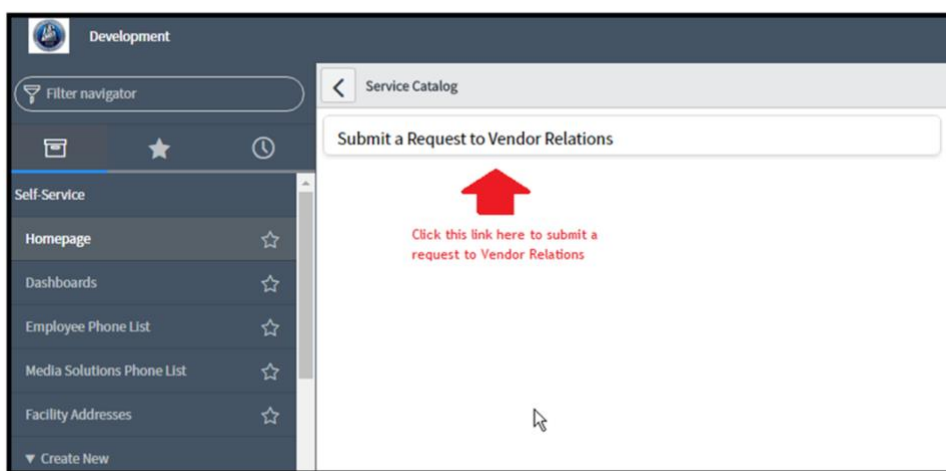
2. Once you have entered in your user credentials, click the Login button.
3. Now you will be brought to the main screen within ServiceNow as shown below.



4. On the far-left side of the page there is navigation for filtering. Look for the Self-Service – Create New - Other Services option as shown below.

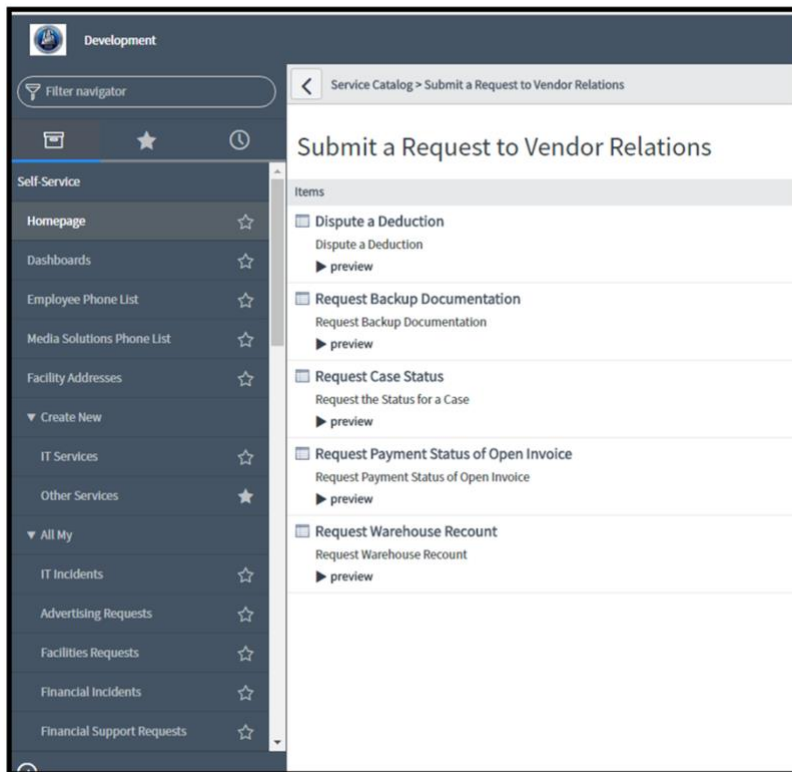


5. Click on the star icon as shown above. This will add the option to your Favorites within ServiceNow.
6. Once you click on the Other Services option, a screen will appear as shown below.



7. Click on the Submit a Request to Vendor Relations link as shown above.

8. This will bring you to the page where you can select which type of request you would like to submit to Vendor Relations as shown in the image below.



9. The options to choose from and the examples are listed below.
- a. **Dispute a Deduction**
 - i. AWG Generated Invoice
 - ii. Pooled Pallet
 - iii. Vendor Invoice
 - b. **Request Backup Documentation**
 - i. Copy of AWG Generated Invoice
 - ii. PO Deduction Notices
 - iii. Proof of Delivery/Bill of Lading
 - c. **Request Case Status**
 - i. Specific Case Number
 - 1. ***Only for Cases entered in through ServiceNow NOT NetSuite.***
 - ii. Search for All Cases Within a Specified Time Period
 - 1. ***Only for Cases entered in through ServiceNow NOT NetSuite.***
 - 2. ***This includes Cases for the vendor, NOT just Cases submitted by the vendor contact.***
 - d. **Request Payment Status of Open Invoice**
 - e. **Request Warehouse Recount**

10. For an example, we will step through the option of Dispute Deduction – AWG Generated Invoice. Once you choose the option, Dispute a Deduction, it will take you to another page to begin filling in your information as shown below.

Service Catalog > Submit a Request to Vendor Relations > Dispute a Deduction

Dispute a Deduction

Vendor representatives can submit requests to dispute a deduction using this system.
To add attachments, please select the paper clip at the top right hand corner of this form.

* Requested By
Scott Ennead (venscottennead) [Search] [Info]

* Vendor Number
[Text Field]

* Vendor Name
[Text Field] [Search]

Please provide more details regarding your request in the section below.

* Type of Dispute
☒ -- None --
☐ AWG Generated Invoice
☐ Pooled Pallet
☐ Vendor Invoice

Submit

11. You will be required to enter in your 4-digit vendor number or 6 digit vendor number containing leading zeros (7 digits total). After entering in your proper vendor number, you can hit Tab on your keyboard, and it will auto-populate your Vendor Name in the field below.
12. Now you can choose which Dispute Deduction type you want. In this example, we will be using the AWG Generated Invoice option.
- Depending on which form or type of dispute you select will depend on what fields are required/needed for that selection.

Dispute a Deduction

Vendor representatives can submit requests to dispute a deduction using this system.
To add attachments, please select the paper clip at the top right hand corner of this form.

* Requested By
Scott Ennead (venscottennead) [Search] [Info]

* Vendor Number
0003520

* Vendor Name
KELLOGG SALES COMPANY [Search]

Please provide more details regarding your request in the section below.

* Type of Dispute
☐ -- None --
☒ AWG Generated Invoice
☐ Pooled Pallet
☐ Vendor Invoice

* Invoice Number Generated by AWG
▶ More Information

Check Number
[Text Field]

Payment Date
[Text Field] [Calendar]

* Disputed Amount
▶ More Information

* Reason for Dispute
[Text Field]

Additional Information
[Text Field]

Submit

13. In the image below, you can see a paperclip icon. This is where you would attach any documentation that you currently have to support your case.

14. At a minimum you MUST enter in all fields that contain the red * symbol. When you are done filling out your form, click on the Submit button in the bottom right-hand corner of the screen as shown below.

15. After you clicked the Submit button, you will be taken back to the Submit a Request to Vendor Relations homepage. Here, you will be able to see the case number that was generated from your submitted form. You can also start a new request from here as well. See the image below for an example.

Inbound Non-Compliance

AWG works collaboratively with our vendor partners to achieve our overall supply chain metrics and to deliver the service level results expected by our member retailers. Fulfillment of these expectations is highly reliant on the inbound service level fulfillment and on-time deliveries to our facilities by our vendors. Failing to meet these expectations has a negative impact on our member stores by creating out of stocks at retail and further impacts our cooperative due to the additional costs we incur to make special deliveries and other accommodations to keep our member stores in business.

AWG's ongoing inbound supply expectations for all of our vendor partners are: 1) overall purchase order service level of no less than 97.5%, including 100% on promotional goods, and 2) on time arrival to the delivery appointment date and time.

Our vendor compliance policies regarding inbound supply are as follows:

Vendor Scorecard

AWG conducts a period review of vendor supply results. We utilize a joint scorecard to measure and communicate the performance on our 4-week period targets which are as follows:

1. Service level of 97.5% or better and 100% on promoted goods within each 4-week period.
2. Full load vendors achieve 95% on time arrival to PO requested delivery date per each 4-week period.
3. LTL vendors achieve 75% on time arrival to PO requested delivery date per each 4-week period.

Non-Compliance Action Plans

Vendors that have failed to meet the inbound supply requirements as defined below must submit action plans to the appropriate AWG department Executive Director or Vice President within 7 days of period end and non-compliance fees will be updated:

1. Period service level of 95% or less will be non-compliant and required to submit a service level action plan with solutions and dates of recovery to be at the expected 97.5% target within the next 4-week period.
2. Full load vendors not achieving 90% period on time arrival to the PO requested delivery date will be non-compliant and required to submit an on-time arrival action plan with solutions and dates of recovery to be at the expected 95% on time arrival target within the next 4-week period.
3. LTL vendors not achieving 70% period on time arrival to PO requested delivery date will be non-compliant and required to submit an on-time arrival action plan with solutions and dates of recovery to be at the expected 75% on time arrival target within the next 4-week period.

Non-Compliance Fees

1. Vendors failing to review their scorecard, submit the required action plan within 7 days of period end, and/or achieve the next period compliance targets will be subject to period non-compliance fees as follows:
 - a. 3% of period service level value gap to target and \$200 administration fee per event.
 - b. 3% of period late truck value to target and \$200 administration fee per event.
2. All vendors falling outside the following requirements on individual purchase orders shall be deemed as critical failures and will be assessed the applicable non-compliance fees on each event:
 - a. Service level by PO that is 94% or less is subject to a 3% fee on shorted product value and \$200 administration fee.
 - b. Vendors who miss their scheduled appointment date will be subject to a 3% fee on PO/Truck value and \$200 administration fee.

Maintaining good inbound service and supply will allow AWG and our member retailers to focus on selling for our mutual benefit. It is our hope that by working collaboratively we can achieve the targets as outlined and never need to assess fees. Any fees charged must not be paid from any AWG or member earned trade funds. Any questions please contact your corporate department leader.

Excess Close Dated Inventory Policy

As part of our Product Dating initiative to maximize shelf life for our member retailer, our facilities require the following procedure for managing Excess/Close dated Inventory. This policy includes all items by the manufacturer including substituted and conversion items. Each Vendor/Broker representative will be notified via email weekly of all Excess/Close Dated Inventory.

Excess Inventory: These inventories require sales plans put in place to sell through at retail. Utilize additional promotional activity, buy downs or Ads. The Division Center Store Director and IMD Buyer should be informed of the details to process these inventories.

Close Dated: all close dated products must be sold or removed at your expense within two (2) weeks prior to the AWG guaranteed retail date. If disposition is not received by our guaranteed retail date, any remaining product will be donated or destroyed on your behalf and the Vendor will be charged back for cost of goods.

Maintaining fresh product assortment and a high level of service for our member retailers are top priorities. Your assistance in managing these inventories to maintain the maximum days of shelf life will streamline the process, improve

productivity at our distribution centers and improve our product freshness for our member retailers.

Discontinued When Out Item Policy

The high turnover of items, the growth of new innovation and the limited capacity in our facilities requires the following procedure for managing discontinued items.

This policy includes all items discontinued by the manufacturer including substituted and conversion items, items discontinued due to poor performance and/or product mix rationalization by Category Sales.

Each Vendor/Broker representative will be notified via email and product must be sold or removed at your expense within 4 weeks. If disposition is not received within 4 weeks of notification, any remaining product will be donated or destroyed on your behalf and the Vendor will be charged back for cost of goods.

Maintaining an efficient product assortment to drive sales and a high level of service for our member retailers are top priorities. Your assistance in managing our assortment will streamline the process, improve productivity at our distribution centers and improve our product selection for our member retailers.

AWG and VMC Post Payment Review Guidelines

This is an overview of Post Payment Review Guidelines that will be used by AWG and VMC across all operating divisions.

These guidelines will establish a consistent company-wide policy, provide the vendor community with our expectations, and will serve as our post payment review guidelines.

Promotional Offers: Notification Period Required

- An established notification period for promotions prior to the first order date. All promotional offers must be submitted through DemandTec.
- Guideline:
 - Require promotion submission at least 14 days (30 days for Bakery) before the first order date of the promotion. If not received, all orders placed 7 days prior to the first order date are due the allowance.
 - If promotions are accepted by AWG within 14 days (30 days for Bakery) of the promotion start date, the AWG category manager must

specify late acceptance of the promotional offer with an authorization for the exception to policy.

Buyers, when aware of an upcoming promotion, adjust their purchase order quantities in anticipation of future allowances.

The late notice of a promotion does not allow our buyers the opportunity to adjust their order quantities and qualify for the promotional allowances.

Without proper notice, orders are placed without allowances. When prices are reduced during the performance period, merchandise is sold at the promotional price for which AWG has paid full price.

EXCEPTION: When no orders are placed within 7 days of the first order date of the deal, the allowance will be due on one order only up to 2 weeks prior to the first order date of the deal.

NOTE: This policy does not apply to food show, web blasts, special requests, back-to-back deals, or accruals.

Promotional Offers: Changes to Existing Deals

- All promotional deals published to AWG or VMC retailers are considered final.
- Any changes to deals after publication must result in the same or lower unit cost than previously published.

Promotional merchandising and pre-booking of associated product is a key element of success for AWG member retailers. Changes to published deals disrupt the planning process and could result in a noncompetitive situation and add administrative cost.

Price or deal changes on previously published promotions will be accepted only if the same or lower unit cost is offered.

Promotional Offers: Large Purchases Before & After Deal

- Large orders in promotional quantities indicate the buyer had some expectation that an allowance would be available.
- Guideline:
 - Orders 2.5 times or greater than the size of a turn order placed within 7 days before the first order date of a deal qualify for the promotional allowances.
 - All orders placed within 7 days after the last order date of a deal qualify for the promotional allowances.

A quantity minimum of 2.5 times a turn order has been established as the definition of promotional quantity or a large purchase.

As expected, AWG will audit to make sure all orders within a promotional period have received the promotional discount. In addition, the audit will ensure that any order 2.5 times or greater than the size of a turn order placed within 7 days of the first order date of a promotion receives the allowance offered. All orders placed within 7 days after the last order date of a promotion will be restocking items sold on promotion and will qualify for the allowance.

In general, buyers do not and should not place large, promotional quantity orders before the deal. When a normal order is placed immediately after the deal, it will be replacing the inventory carried into the promotion.

A normal turn quantity is calculated using the annual quantity of product purchased where no allowance is involved divided by the number of orders.

NOTE: This policy does not apply to display pallets.

Promotional Offers: Short Shipments

- Orders are placed during a promotional period expecting to receive the allowance.
- Guideline:
 - All shorted product should receive the allowance.
 - - Shortage of promotional funds due to shorted PO quantities, will be deducted from payment.

Orders are placed during a promotional period expecting the product to be received with the promotional allowance and be sold to the member stores with the allowance.

Sales are lost when advertised merchandise is not available for sale.

Companies who enforce a short ship policy may receive promotional product before those who do not enforce a short ship policy.

Promotional Offers: Display Pallets

- Items offered in a display/pallet are advertised at the store level and should receive a promotional allowance.

- Guideline:
 - A promotional allowance is expected on all displays/pallets.
 - If a promotional allowance is not offered, a fair allowance will be established through an analysis of past promotions on the product and applied to all purchases of the display/pallet.

Displays/pallets are intended to be placed in the aisles and advertised at the store level.

An allowance is expected on all displays/pallets in order to support the store promotion of the merchandise.

Promotional Offers: Non-Notification of Deal

- When a vendor fails to notify AWG of a deal, the allowance will be extended to other orders.
- Guideline:
 - Promotional time period is established through invoice examples.
 - Orders placed 1 week prior to the first established promotional order date will qualify for the allowance.
 - Orders placed 1 week after the last established promotional order date will qualify for the allowance.

When a vendor fails to notify AWG of an allowance, we are unable to participate in the promotion.

A promotional period will be established through invoice examples. The first occurrence of the allowance AWG was not expecting on an invoice will be the beginning order date of the promotion. The last occurrence of the allowance AWG was not expecting on an invoice will be the ending order date of the promotion.

EXCEPTION: If no orders are placed within 1 week of the established deal start date, the allowance will be due on one order only up to 2 weeks prior to the start date. If no orders are placed within 1 week of the established deal end date, the allowance will be due on one order only up to 2 weeks after the end date.

Promotional Offers: Case Caps

- Promotional offers should not be restricted by case caps in order to achieve successful performance.

- Guideline:
 - Case caps will not be applicable to any promotional offers made to AWG.

Case caps do not allow AWG to take full advantage of a promotional offer. AWG is passing along the allowance to member stores with no case caps.

NOTE: This policy does not apply to web blasts.

Promotional Offers: New Items

- Promotional offers for new item introductions are due from the first receipt of the new item.
- Guideline:
 - Promotional offers for new items are expected for all orders placed through the last order date of the deal regardless of when ordered.

Promotional offers for new item introductions are expected from the first receipt of the item.

For new item introductions, sometimes orders are placed well in advance and may be placed prior to the first order date for the introductory promotion. Any orders placed prior to the first order date of the promotion will still be due the deal.

Promotional Offers: Family Items

- Promotional offers for items in the same family grouping (list cost, pack, and size) should receive the same deals.
- Guideline:
 - Promotional offers for items in the same family grouping are expected for all similar items.
 - The AWG Category Manager must make notation of any excluded family items as authorization for exception to this policy.

Promotional offers for items in the same family grouping are typically promoted together and are expected to receive the same deals for all similar items.

Any family items excluded from a promotional offer must be noted by the AWG Category Manager as authorization for exception to this policy.

Promotional Offers: Holiday, Seasonal, and Bonus Packs

- Promotional offers for holiday, seasonal, and bonus pack items are due from the first receipt of the item.
- Guideline:
 - Promotional offers for holiday, seasonal, and bonus pack items are expected for all orders placed through the last order date of the deal regardless of when ordered.

Promotional offers for holiday, seasonal, and bonus pack items are expected from the first receipt of the item.

For holiday, seasonal, and bonus pack items, sometimes orders are placed well in advance and may be placed prior to the first order date for the promotion. Any orders placed prior to the first order date of the promotion will still be due the deal.

Promotional Offers: Loss On Deal

- When AWG incurs a loss on a promotion of \$100 or more, the deal will be protected.
- Guideline:
 - Orders placed after the last order date and also received within the ship dates will be billed until the loss is recovered.
 - Orders placed prior to the first order date will be billed until the loss is recovered.

AWG will gladly handle the administration of vendor promotions, but we do not expect to subsidize these promotions.

Any deal loss of \$100 or more will be protected from selling product at the promotional price for which AWG has paid full price.

Orders placed after the last order date and also received within the ship dates will first be reviewed and billed until the loss is recovered.

If still in a loss position, orders placed prior to the first order date will be billed until the loss is recovered.

Any remaining loss can be explained by prior deal gains or billed back if created by differences in the deal allowance being offered on the current deal versus the prior deal.

Promotional Offers: Vendor Managed Inventory

- Vendors participating in vendor managed inventory agreements will adjust their purchase order quantities in anticipation of future allowances.
- Guideline:
 - For vendors participating in vendor managed inventory, all orders placed 7 days before the first order date of a promotion are due the allowance.
 - For vendors participating in vendor managed inventory, all orders placed 7 days after the last order date of a promotion are due the allowance.

Vendors participating in vendor managed inventory agreements are expected to adjust their purchase order quantities in anticipation of future allowances.

All orders placed 7 days before the first order date and 7 days after the last order date are due the allowance regardless of order size or deal profitability.

Swell/Leaker/Spoils/Damage Allowance Offers

- Swell, leaker, spoils, damage, and any other allowance offered on a percentage of cost basis will be calculated on the gross invoice amount before subtracting any other allowances.
- Guideline:
 - The allowance amount is calculated on the gross invoice amount, prior to the deduction of promotional allowances, freight allowances, and other line item or invoice level allowances.
 - The same swell/leaker allowance is expected in all divisions.
 - AWG/VMC accounting software captures swell/leaker allowances at the item level as opposed to the invoice header level. If you are giving swell/leaker allowance, please check with your accounting and/or EDI department to verify you are passing this allowance at the item level on your EDI invoice. All invoices will now require swell/leaker allowances at the item level. If swell/leaker allowances are not given at the item level, a miss-match surcharge of \$50 per invoice will be deducted from your check.

The industry standard is to calculate swell, leaker, spoils, damage, and any other allowances offered on a percentage of cost basis on the gross amount of the invoice before subtracting any other allowances.

Pricing and Promotions - Order Date Versus Ship Date

- All AWG pricing and promotions are based upon the purchase order date issued by AWG.

All AWG pricing and promotions are based upon the purchase order date issued by AWG. There are no exceptions to this policy.

Pricing and Promotions Across Divisions

- All divisions are to receive the same list cost adjusted for bracket pricing and freight.
 - All divisions are to receive the same promotional deals, including number of promotions and value of promotions, for regular promotions throughout the year.

AWG has a commitment to our member stores to offer the same cost, no matter which division they are buying from. In order to fulfill this commitment, we must receive the same pricing and promotional structure across all divisions.

Price Increases: Notification Period Required

- Buyers want the opportunity to buy-in at the lower price before the price increase takes effect.
- Guideline:
 - Bakery, Deli, Dairy, Meat, and Produce: 30-day notification required. If not received, old pricing is extended by 30 days from notification date and calculated using order date and list price.
 - All Others: 60-day notification required. If not received, old pricing is extended by 60 days from notification date and calculated using order date and list price.
 - No price increases will be allowed during a promotion.

A late notification of a price increase does not allow for our buyers to adjust orders prior to a price increase.

All buyers would order large buy-in quantities prior to a price increase in order to create inventory appreciation.

Our competition, due to their guidelines, may have received the price increase with sufficient time to place buy-in orders.

EXCEPTION: Notification period required for bacon only is 14 days.

Price Increases: Short Shipments

- All orders placed prior to the price increase will be protected at the lower cost.
- Guideline:
 - Protect all items effected by the price increase that are short shipped at the lower cost.
 - Order Quantities not fulfilled at the lower price on future price increase items, will be deducted from payment.

All orders placed before the effective date of the price increase are to be protected at the lower cost.

Order quantities that are not filled by the vendor are due the lower price upon arrival.

Price Declines: Inventory Protection

- Product purchased prior to a price decline is owned at a higher cost and should be protected against devaluation.
- Guideline:
 - Inventory on-hand and product on order will be protected at the lower cost.

Inventory depreciation occurs when inventory is owned at a higher cost than the current pricing of the merchandise.

To remain competitive, we lower the price to our member stores which was purchased at a higher cost.

When protection is not offered, AWG is placed in a negative profit position.

Bracket Pricing

- The combining of purchase orders shipped, ordered, or received on the same day can result in a lower bracket price.
- Guideline:
 - Use ordered, shipped, requested arrival, or receipt date to determine the best bracket price.
 - The best bracket price will be expected when the product is picked up.

Bracket pricing is offered to provide lower pricing for larger quantity orders.

The vendor should combine orders to achieve the best bracket price for AWG.

Pricing- Vendor Managed Inventory

- Vendors participating in vendor managed inventory agreements will adjust their purchase order quantities in anticipation of future price increases.
- Guideline:
 - For vendors participating in vendor managed inventory, all orders placed 7 days after the effective date of a price increase are due the lower price.

Vendors participating in vendor managed inventory agreements are expected to adjust their purchase order quantities in anticipation of future price increases.

All orders placed 7 days after the effective date of a price increase are due the lower price regardless of order size.

Slotting Allowance

- A slotting allowance is charged to vendors introducing new product into our warehouse to cover the administrative costs associated with setting up the new item.
- Guideline:
 - Slotting will be charged in accordance with AWG policies in effect at time of introduction.

Slotting allowances were developed industry wide to help cover the administrative costs of setting up a new item.

Slotting allowances are presented with new items and are in addition to any promotional allowances.

In/Out Fees or UPC/Pack Size Changes

- An in/out fee or conversion fee is charged on in/out items and UPC/pack size changes in order to cover administrative costs associated with these items.
- Guideline:
 - Each in/out item and UPC/pack change item will be charged according to the AWG policy in effect at the time.

The in/out fee and conversion fee were developed industry wide in order to offset the administrative costs associated with in/out items and UPC/pack changes.

Cash/Trade Discount Offers

- Cash discount will be calculated on the gross invoice amount.
- Guideline:
 - The discount amount is calculated on the gross invoice amount, prior to the deduction of promotional allowances, freight allowances, and other line item or invoice level allowances.
 - For vendor delivered orders, terms will be calculated from the later of receipt of goods, invoice date, or invoice receipt date.
 - For pickup orders, terms will be calculated from the later of product pickup date, invoice date, or invoice receipt date.
 - The same cash/trade discount is expected in all divisions.

The industry standard is to deduct cash/trade discounts on the gross amount of the invoice.

Terms are calculated based upon envelope date.

For vendor delivered orders, envelope date is defined as the later of receipt of goods, invoice date, or invoice receipt date.

For pickup orders, envelope date is defined as the later of product pickup date, invoice date, or invoice receipt date.

Terms offered must be consistent across all AWG divisions and departments.

Extended Terms

- Extended terms are offered in conjunction with new items, seasonal items, new divisions, etc.
- Guideline:
 - All offers of extended terms should be taken and accepted. If the invoice is paid early, the vendor will be charged early payment interest at a reasonable rate of interest (prime plus 2%) for the number of days paid early.

Interest for early payment will only be charged in instances where the terms per the vendor invoice are incorrect.

Freight: Short Shipments

- Orders are placed to meet freight criteria. When merchandise is not shipped, AWG still incurs the freight expense.
- Guideline:
 - All shorted product should receive the freight allowance.

Freight allowance will be charged for the full quantity ordered for all pickup orders.

Returned Goods

- Returned goods should be billed to the vendor.
- Guideline:
 - All returned product will be billed to the vendor based on the gross cost of the product unless it can be 100% ascertained that the product was purchased on deal, in which case the vendor will be based on the net cost of product.
 - Cash discount will never be repaid on returned product.

When the product is returned to the vendor, the product should be billed at the gross price.

If it can be 100% ascertained that the product was purchased on deal, then the vendor will be billed back on a net cost basis (gross cost less allowances received).

Under no circumstances will cash discount be repaid on returned product.

AWG Advance Ship Notice EDI

All POs shipped to AWG distribution centers require an EDI 856: Advanced Ship Notice (ASN). Direct to Store, SOLO deliveries, and some fresh Produce deliveries may be exempt from this requirement. AWG is requiring the ASN to improve inventory visibility, data accuracy, and receiving efficiencies in our distribution facilities.

ASNs must have accurate data on them to be accepted, they must match the PO, have accurate item information (such as item UPCs and GTINs, expiration dates, and pack size), and physically match what was sent. Cases must be labeled appropriately to match the ASN transmission, please refer to the section "[Inbound Product and Pallet Standards](#)" for specific labeling requirements.

AWG expects to receive ASNs before the physical shipment arrives at the distribution facilities. ASNs received after this time will be considered late.

AWG partners with Edict Systems for EDI transactions. Instructions on how to engage with Edict are as simple as contacting Edict's Sales Department at sales@edictsystems.com or contacting Edict at 1-800-443-3428 Option 1 will connect you to the Sales Department.

In some cases, you may already be using this program with other customers provided by Edict. The process of engagement is quite simple and does not require AWG involvement. You can contact Edict directly and they will be ready to engage with you.

The process is the following:

Step 1 – Setup and Implementation

- Register for the T&C process with the help of your Account Executive and pay the one-time testing fee for 30 days of unlimited access to the testing site.

Step 2 – Testing & Certification

- Complete testing on the site. Your company will have full access to Edict's Customer Support team to assist you with any questions that might arise during the testing process.

Step 3 – Production

- Once testing has been completed you will be placed in production for the 856 and begin sending the new document through EDI.

AWG Partner Gateway

The AWG Partner Gateway (APG) is a “best in class” information sharing portal designed to standardize all communications between AWG/VMC and its vendor and broker partners. AWG and VMC use this information sharing portal as the primary and singular way for our vendor partners and their respective broker partners to exchange data, benefiting all trading parties. All vendors are required to sign up for APG.

The APG capabilities provide:

- Improved speed and profitability of decision-making;
- Short and long-term demand forecasting capabilities for our vendor partners (including the visibility to drive supply chain efficiencies);
- Significantly reduced manual processing costs via vendor partner workflow automation for overall vendor partner updates; and
- Simplified item management/introduction and information maintenance with our vendor partners (coming soon)

Vendors with existing APG access:

To log in to the APG, please go to

<https://advantage.iriworldwide.com/unify-awg> and use your log in and password.

Vendors that need to sign up for APG:

Please complete the online [APG New Vendor Form](#). This will kickstart the AWG Partner Gateway sign up process.

APG/1WorldSync Functionality

AWG and VMC partnered with **1WorldSync** to implement and leverage the **Global Data Synchronization Network (GDSN)** for the automated exchange of product information.

In upcoming platform updates, the integration of APG with 1WorldSync will further allow vendor partners to integrate their systems to automate the flow of item attribute maintenance via the GDSN directly into the APG portal.

Our goal with this initiative is to simplify and reduce the cost to serve our member retailers, while maximizing the distribution and sale of your products. By gathering your product content through the standardized GDSN platform, we are able to:

- Simplify the exchange of product information; and
- Improve efficiency within the supply chain

We are encouraging our supplier base participate in the GDSN capability to enable suppliers to reduce the time spent on item setup and maintenance. By leveraging the

GDSN platform, we are enabling the exchange of standardized, reliable and brand owner certified content.

Enroll with 1WorldSync/GDSN to establish the process to publish your product information.

If you are currently using a GDSN data pool:

Submit the AWG Trading Partner Form [HERE](#)
Review the Implementation Guide and desired attributes located on the 1WorldSync [Landing Page](#)
Publish item specific content to the **AWG GLN: 0070038000006**
Once GDSN content has been synchronized, go into the [AWG Partner Gateway](#) to complete setup for new items and update existing items.

If you are NOT currently using a GDSN data pool:

Submit the AWG Trading Partner Form [HERE](#) and a 1WorldSync representative will contact you

- OR -

Contact 1WorldSync directly at 866-280-4013 or businessdevelopment@1worldsync.com

For GDSN related questions or to get started on data synchronization, contact 1WorldSync at businessdevelopment@1worldsync.com or 866-280-4013.

For AWG initiatives related questions or issues, contact datasync@awginc.com or your AWG business partner.

Merchandising

Vendor Packets

AWG Grocery and VMC Vendor Packet

Grocery Vendor Packet: New Vendor Form

[Click here for New Vendor Form](#)

Grocery Vendor Packet: Payment Method EFT or SUA

With the future uncertainty of the U.S. Postal Service, we are attempting to convert vendors currently receiving checks over to the EFT payment method or to the Single Use Account (SUA – virtual credit card). By converting to an electronic payment means, we will be able to ensure that our valuable vendor partners continue to receive their funds in a timely and seamless manner.

The SUA program option would only involve a merchant fee paid to your card processor (bank or other third-party payment processor) for each payment as agreed upon by you

and your processor. Those companies involved in a factor agreement for their receivables could potentially see better cash flow with the SUA payment method versus factoring. Our SUA program is handled by J.P. Morgan. In order to switch to the SUA payment method, please contact J.P. Morgan via email at sua.supplier.support@jpmchase.com or at 877-263-5184 (Monday through Friday, 8 a.m. to 6 p.m. ET). Reference documents are attached for your review.

When switching to EFT, an additional 3-5 days terms is requested to offset mail float. To switch to the EFT payment method please contact your AWG/VMC merchandiser or, if a carrier, contact the Traffic Department and they will submit your request. Banking information can be provided either on company letterhead or by filling out our EFT form (attached).

Grocery Vendor Packet: SUA Supplier Letter

[Click here for SUA Supplier Letter](#)

Grocery Vendor Packet: SUA Supplier Overview

[Click here for SUA Supplier Overview.](#)

Grocery Vendor Packet: New Item Form Instructions

BOLDED COMPONENT	AWG USE/DESCRIPTION	DATA REQUIRED
Side One		
VENDOR NAME	IDENTIFIES SHIP/WITH VENDOR	FULL VENDOR NAME
REGULAR ITEM	REGULAR STOCK ITEM	X IN BOX
IN & OUT	IN & OUT ITEM	X IN BOX
Shelf Ready Pkg	Case ready Pkg	X IN BOX
SUGGESTED DISTRIBUTION	IDENTIFIES WHICH DIVISIONS YOU ARE SUGGESTING THIS ITEM FOR	X IN BOX
NEW ITEM	DESIGNATES NEW ITEM	X IN BOX
RE-PRESENT	DESIGNATES ITEM HAS BEEN PRESENTED BEFORE	X IN BOX
ITEM CHANGE - REASON FOR CHANGE	PACK CHANGE, NAME CHANGE, SIZE CHANGE, SPEC CHANGE	X IN BOX - THEN THE REASON
CONVERSION ITEM: OLD ITEM CODE	USED BY CAT. MGMT. AND BUYERS TO MANAGE THE TRANSITION	PROVIDE CURRENT ITEM CODES FOR EACH SKU THAT IS CHANGING
FIRST SHIP DATE	SPEED TO SHELF	FIRST AVAILABLE SHIP DATE FROM MANUFACTURER
MASTER PACK	TOTAL NUMBER OF SELLING UNITS IN A CASE	NUMBER OF RETAIL SELLING UNITS PER PACK.
SHIPPER	FOR WAREHOUSE AND BUYER USE	X IN APPLICABLE BOX (YES OR NO)
CASE LENGTH	WAREHOUSE USE	CASE LENGTH IN INCHES
CASE BARCODE	PURCHASING, EDI, WAREHOUSING	ALL 11 DIGITS OF UPC ON CASE. EXAMPLE: 0 16000 12345

CASE WIDTH	WAREHOUSE USE	CASE WIDTH IN INCHES
GTIN CODE	PURCHASING, EDI, WAREHOUSING	14 DIGITS, INCLUDING THE PREFIX & SUFFIX CHECK DIGIT. EXAMPLE xxx-xxxxx-xxxxx-x
CASE HEIGHT	WAREHOUSE USE	CASE HEIGHT IN INCHES
VENDOR TI/HI	FOR WAREHOUSING AND BUYER USE	VENDOR TI/HI - EX: 10 X 6
CASE WEIGHT	PO CREATION & DISTRIBUTION	MANUFACTURER'S GROSS CASE WEIGHT
VENDOR ITEM CODE	NOT APPLICABLE FOR GROCERY/FROZEN/DAIRY	USED FOR CROSSDOCK VENDORS
BRAND NAME	COMPARE & SAVE LABELS	THE PRODUCT'S BRAND NAME
PRIVATE LABEL	YES/NO BOX	PLACE X IF YES
LONG DESCRIPTION	INTERNAL USE FOR SYSTEM	COMPLETE DESCRIPTION OF PRODUCT
SIZE (MAX 6 CHARACTERS)	AWG SYSTEM - RETAIL - WEIGHTS & MEASURES	SELLING UNIT SIZE
RETAIL UNIT HEIGHT	PLANOGRAMS	HEIGHT OF RETAIL SELLING UNIT
RETAIL UNIT WIDTH	PLANOGRAMS	WIDTH OF RETAIL SELLING UNIT
RETAIL UNIT DEPTH	PLANOGRAMS	DEPTH OF RETAIL SELLING UNIT
RETAIL WGT & UOM	PLANOGRAMS	RETAIL WEIGHT OF THE ITEM AND THE UNIT OF MEASURE EXAMPLE 6 OZ
UNIT BARCODE	RETAIL SYSTEMS AND PURCHASING	ALL 11 DIGITS OF UPC ON RETAIL SELLING UNIT. EXAMPLE: 0 16000 12345
MFG/VND SHELF LIFE	AWG SYSTEM AND WAREHOUSING	THE NUMBER OF DAYS OF THE PRODUCT LIFE FROM MANUFACTURING TO EXPIRATION.
WHSE SHELF LIFE GUARANTTED TO AWG	AWG SYSTEM AND WAREHOUSING	THE NUMBER OF DAYS GUARANTEED TO AWG WHEN PRODUCT IS RECEIVED AT AN AWG WAREHOUSE.
SHIP/INNER PACK	NUMBER OF RETAIL UNITS IN SELLING UNIT TO AWG MEMBER	NUMBER OF RETAIL SELLING UNITS PER PACK.
LIST COST - KC, SP, OKC, ME, NA, FW, GC	FOR PURCHASING AND PAYABLES	VENDOR LIST COST BY AWG DIVISION (MAY BE DIFFERENT BY DIVISION DUE TO BRACKET PRICING)
WEIGHT FACTOR	PO CREATION & DISTRIBUTION	VENDORS WHO USE ALTERNATIVE WEIGHT FACTORS (CAW/COF)
Side Two		
CASH DISCOUNT TERMS	TO ASSIGN APPROPRIATE MARGIN IF LESS THAN 2% N10 CASH TERMS ARE GIVEN	CASH TERMS AS NOTED
REPACK INNER LENGTH	WAREHOUSE USE	INNER PACK SHIPPING LENGTH
REPACK INNER WIDTH	WAREHOUSE USE	INNER PACK SHIPPING WIDTH
REPACK INNER HEIGHT	WAREHOUSE USE	INNER PACK SHIPPING HEIGHT
REPACK INNER WEIGHT	WAREHOUSE USE	INNER PACK SHIPPING WEIGHT
BARCODE	PURCHASING, EDI, WAREHOUSING	BAR CODE ON INNER PACK ALL 11 DIGITS. EXAMPLE: 0 16000 12345
		THE AMOUNT ADDED TO THE LIST COST TO GET THE PRODUCT DELIVERED, OR, PICKED UP AND

COST BASIS: FOB	DELIVERED PRICE CALCULATION AND TRAFFIC. (Item level freight vendors only)	DELIVERED TO AWG WHSE. A FLAT RATE PER CASE OR A RATE IDENTIFIED BY MULTIPLYING THE CASE WEIGHT X THE RATE PER HUNDRED WEIGHT.
COST BASIS: DELIVERED	DELIVERED PRICE CALCULATION AND TRAFFIC. (Item level freight vendors only)	THE AMOUNT ADDED TO THE LIST COST TO GET THE PRODUCT DELIVERED TO AWG WAREHOUSE. USUALLY A RATE PER CASE FOR FOB DELIVERED.
SLOTting ALLOWANCE	AWG USE	AMOUNT VENDOR IS GIVEN TO SLOT THE ITEM IN OUR WAREHOUSE.
ARE JPEG IMAGES OF THE ITEM AVAILABLE?	AWG SYSTEM FOR PLANOGRAMS AND NEW ITEM NOTIFICATIONS TO RETAIL	X IN APPLICABLE BOX (YES OR NO)

Grocery Vendor Packet: New Item Form

[Click here for New Item Form](#)

Grocery Vendor Packet: Shipper Component Sheet

[Click here for Shipper Component Sheet.](#)

Grocery Vendor Packet: New Item Process

A friendly reminder of the new presentation procedures/requirements when presenting to either AWG or VMC Category Managers:

Upon presenting any new items to AWG/VMC, please have the following completed:

- Completed New Item forms for all items being presented
- Copy the Vendor's Current Price List (copy of current spec sheet if different)
- New Item Presentations to include:
 - What consumer need is satisfied?
 - What primary strategy do you recommend for the newly presented SKU?
 - Where does this new item fit within the Consumer Decision Tree?
 - How is this new item going to grow sales and profits for our retailers?
 - What are the key promotion and shelf presentation tactics?
 - What is the total promotional spending of the new item launch?
 - What are the Seasonal Lift patterns for this item?
- Ranking of New Item acceptance order
- Please see all AWG New Item Sample and Imaging Process steps [here](#)

- Live Product Samples:
 - Submit two live samples with scannable UPC's of each item
 - Two live samples are needed for the item to be approved and set up.
 - Please address Attn: Your Category Manager's First and Last Name, whether delivered in person or by USPS/UPS/FedEx to the AWG/VMC Offices.
 - Associated Wholesale Grocers / Valu Merchandisers Company.

 ATTN: YOUR Category Manager's First, Last Name
 5000 Kansas Avenue
 Kansas City, KS 66106
 913-288-1000
 - Note: If your CM works remotely, please send 1 sample to their remote office and 1 sample to their Assistant at the AWG/VMC office.
- AWG/VMC Image Policy and Requirements
 - Images are required for all new items, conversions (including pack changes), items with package, graphic, size, or UPC changes. Please follow the steps below for supplying images, emailing to pog_images@awginc.com. Please submit a current and correct image, associated with the correct UPC, for every item.
 - JPEG format only (no 3D images) - see [image policy](#)
 - Failure to comply with these requirements will result in a deduction of \$250 per item incorrectly submitted.
- AWG New Item Presentation
 - Complete and submit the attached New Item Presentation to send to your Category Manager.
 - [AWG New Item Presentation](#) - please complete/verify the following:
 - Justification
 - Merchandising Activity
 - Sales Representative
 - Image for each new item listed. This may be a mock-up image of the package design to help sell the product into our member retailers.

Grocery Vendor Packet: New Item Data Sheet

[Click here for New Item Data Sheet.](#)

Grocery Vendor Packet: Freight Rate Notification

[Click here for Freight Rate Notification Form](#)

Grocery Vendor Packet: Unsaleable Returns Agreement

[Click here for Unsaleable Returns Agreement](#)

Swell Agreement

[Click here for Swell Agreement](#)

Grocery Vendor Packet: DemandTec Quick Guide

Grocery DemandTec Quick Guide

This quick guide can be used alongside the full Retailer/Wholesaler User's Guide found under **Online Help** on DemandTec's Deal Management (see screen shot below).

The screenshot shows the DemandTec Deal Center interface in a web browser. The top navigation bar includes links for HOME, DEALS, BILLS, REPORTS, MY INFO, and HELP. The main content area displays a table of deals with columns for Offer #, Vendor, Retailer, Description, Date, Part Name, Status, Process Status, and View/History links. The table lists various deals from KRAFT FOODS and VELVEETA, with statuses ranging from Accrual to Processed. A sidebar on the left contains a search bar and a list of links including Online Help, Common Questions, Training, Release Notes, Newsletter, and Submit a Support Question. The bottom of the screen shows the Windows taskbar with several open applications.

Offer #	Vendor	Retailer	Description	Date	Part Name	Status	Process Status	View	History
AWG1000322	KRAFT FOODS (0003770)	08AWG-Fort Worth	Kraft Cheez Whiz Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000322	KRAFT FOODS (0003770)	05AWG-Nashville	Kraft Cheez Whiz Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000322	KRAFT FOODS (0003770)	04AWG-Memphis	Kraft Cheez Whiz Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000322	KRAFT FOODS (0003770)	00AWG-Kansas City	Kraft Cheez Whiz Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000322	KRAFT FOODS (0003770)	03AWG-Oklahoma City	Kraft Cheez Whiz Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000322	KRAFT FOODS (0003770)	01AWG-Springfield	Kraft Cheez Whiz Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000319	KRAFT FOODS (0003770)	08AWG-Fort Worth	Velveeta Loaf 1# Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000319	KRAFT FOODS (0003770)	05AWG-Nashville	Velveeta Loaf 1# Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000319	KRAFT FOODS (0003770)	04AWG-Memphis	Velveeta Loaf 1# Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000319	KRAFT FOODS (0003770)	03AWG-Oklahoma City	Velveeta Loaf 1# Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000318	KRAFT FOODS (0003770)	08AWG-Fort Worth	PP \$4.99 Velveeta 30 Cs Mod NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000318	KRAFT FOODS (0003770)	01AWG-Springfield	Velveeta Loaf 1# Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000318	KRAFT FOODS (0003770)	05AWG-Nashville	PP \$4.99 Velveeta 30 Cs Mod NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000318	KRAFT FOODS (0003770)	00AWG-Kansas City	Velveeta Loaf 1# Shipper NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000317	KRAFT FOODS (0003770)	05AWG-Nashville	PP \$4.99 Velveeta 30 Cs Mod NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000317	KRAFT FOODS (0003770)	04AWG-Memphis	PP \$4.99 Velveeta 50 Cs Mod NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000318	KRAFT FOODS (0003770)	04AWG-Memphis	PP \$4.99 Velveeta 30 Cs Mod NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000317	KRAFT FOODS (0003770)	08AWG-Fort Worth	PP \$4.99 Velveeta 50 Cs Mod NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000317	KRAFT FOODS (0003770)	03AWG-Oklahoma City	PP \$4.99 Velveeta 50 Cs Mod NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History
AWG1000317	KRAFT FOODS (0003770)	01AWG-Springfield	PP \$4.99 Velveeta 50 Cs Mod NLINE 2011	8/23/2010	~ Accrual	Processed	Processed	View	History

ACCEPTING A DEAL

Once the vendor has submitted a deal, the Category Manager will see the deal in their queue. After opening the deal, you have the following status options:

Modify – send the deal back to the vendor for re-work

Review – this status lets the vendor know the deal has been received and is under review by the Category

Manager Accept – the deal is complete and ready to go into the system

Pending Accepted – for accruals only, once the accrual has been accepted the status changes to Pending Accepted and goes to the Promotion Manager for secondary approval

Reject – the deal is not accepted and cannot be re-worked

DEAL TABS

Sponsor Tab

This tab shows vendor/broker contact information

Event Tab

Defines the Performance type, Allowance type, Dates and Payment Methods for the deal.

- Performance dates = member ship dates
- Allowance dates = vendor order dates
- If allowance dates differ from performance dates, vendor must change allowance dates

Performance Types are:

- Grocery Sales Events 1-13 (dates are populated but can be overwritten when this Performance type is selected)
- Accrual
- Food Show (non-event Food Show deals)
- Promotion (regular vendor promotions)
- TPR – AWG (this must be selected if you want the deal to be TPR!)

Allowance Types are:

- Accrual Damage/Swell
- Accrual Leaker (Perishables only)
- Accrual Gold Sheet/Managed Fund (used for annual accrual income deals)
- Accrual Last Buy (use for all income-only short term last buy deals)
- Accrual Quantity Discount
- Accrual EDLC (positive portion of EDLC)
- Performance Allowance (use for Gold Sheet Plus only)
- Retail Only (use on all expense deals to spend out of co-op fund)
- Vendor Allowance (regular vendor promotion)

Items Tab

Defines the specific products included in the deal as well as the allowance amounts for each item. This is also where the vendor can enter forecast information.

Locations Tab

Defines the divisions where the deal items are active. AWG/VMC has implemented the following program-specific fields. These retail use only (RUO) fields are used by AWG/VMC internal users to enter additional deal details related to your company's business process. You can update these fields at any time before the allowance start date.

The following retail use only (RUO) fields appear on the **Locations** tab. To view and edit these fields, use the drop-down list to select **View Retail Use Only Fields**.

Deal	Deal Status	Booth Number	SSO Prog Control Id	Member Pass	Late Deal	Prior Deal	Source	Amount	Type	MemberStartDate	MemberEndDate		
00AWG-Kansas City	Submitted		SS051G		<input type="checkbox"/>		SA	\$0.50	Regular	11/12/2011	12/26/2011	Add	Delete
03AWG-Oklahoma City	Submitted		SS051G		<input type="checkbox"/>		SA	\$0.50	Regular	11/12/2011	12/26/2011	Add	Delete
04AWG-Memphis	Submitted		SS051G		<input type="checkbox"/>		SA	\$0.50	Regular	11/12/2011	12/26/2011	Add	Delete
05AWG-Nashville	Submitted		SS051G		<input type="checkbox"/>		SA	\$0.50	Regular	11/12/2011	12/26/2011	Add	Delete
08AWG-Fort Worth	Submitted		SS051G		<input type="checkbox"/>		SA	\$0.50	Regular	11/12/2011	12/26/2011	Add	Delete
1 1 to 5 of 5 Total Items													

Booth #	If applicable, enter the food show booth number that corresponds to the offer.
SSO Prog Control IDs	The default SSO Prog Control ID for the deal's selected performance type will auto-populate. If needed, you can enter additional IDs as comma- separated values, up to a total of five.
Member Pass	Enter the percentage of the allowance that will be passed through to members. When the allowance Basis is Per Case , Per Unit or Per Pound , this defaults to a dollar value. When the allowance Basis is % of Cost , this defaults to a percentage value. For some allowance types, this value will auto-populate.
Late Deal	Set the checkbox if late deal will incur a penalty.
Prior Deal	If applicable, enter the Offer # of the prior deal (for clean up deals).
Source	Select the source of the expense amount, either a vendor-entered allowance or a co-op Line # . If using a co-op line # you will need to type over the allowance type.
Amount	Enter the expense amount.
Type	Select the type of expense: Regular , EBA or Plus Allowance .
Member Start Date	This field defaults to the selected Performance Start Date . If needed, you can enter a different date.
Member End Date	This field defaults to the selected Performance End Date . If needed, you can enter a different date.
Add/Delete	Click Add to create an additional row to enter an expense under a specific location. Click Delete to remove the row.

Financial Summary Tab

Displays financial data about the deal derived from forecasted units entered manually by the vendor.

History Tab

Shows the different statuses a deal has gone through, along with dates, users and comments associated with the deal.

DEAL VALIDATION RULES

Warnings

The warning messages listed below may appear on your deal. Warning messages are intended for informational purposes only and will not prevent the vendor from submitting a deal.

Warning messages are displayed in blue. See example below:

Offer #:	710033050	Manufacturer:	MELA	Vendor:	MELA
Vendor Tracking #:		Deal Status:	New	Retailer:	SuperBuy
WARNING: Retailer Item Group(s) selected for this deal are not complete. Additional items from retailer Item Group(s) have not been selected for this deal.To add items to deal, select Add From Catalog.					

WARNING: This offer overlaps with offer # XXXXXXXX.

The deal contains one or more common items and allowance dates or performance dates overlap by at least one day with an existing deal. The vendor will need to cut the deal to run back-to-back deals if the deal amounts match. If deal amounts differ on the overlap, the higher deal needs to run the full time and the dates should be cut on the lesser deal.

WARNING: This deal contains items that this vendor is not approved to submit. Please review item match description to identify issues.

The deal contains one or more items with a **Match Description** other than **Authorized, New Item, Not Included** or **No Match**.

WARNING: Performance Start Date occurs in the past.

The **Performance Start Date** selected for the deal occurs before the current date.

WARNING: Allowance Start date occurs in the past.

The **Allowance Start** selected for the deal occurs before the current date.

WARNING: Vendor allowances exceed AWG/VMC list cost.

The allowance amounts entered for at least one item on the deal are higher than AWG/VMC's list cost for the item.

Note: If unauthorized items are added to a deal, the Unit Cost will default to \$0.00 and this warning will display.

WARNING: Default Performance Dates have been changed for this Sales Event.

You have selected one of the **Grocery Sales Event** performance types and have modified the default **Performance Start Date** or **Performance End Date** for the deal. Sales event deals should generally use the default performance dates associated with them.

WARNING: Please enter forecast per Category Manager's instructions.

Vendors should enter a forecast for event deals only (not applicable on accruals and regular promos). Forecast is entered by selecting the item(s) to which the forecast applies on the **Items** tab, clicking **Batch Update** and entering the value in the **Forecast Units** field. Category Managers can work with the vendors on how they would like forecasts to be entered.

NOTE: On the following late deal warnings, the Category Manager is responsible for determining whether the deal will incur late deal charges by checking the Late Deal box on the RUO screen.

WARNING: Performance Start Date is less than 60 days from today's date.

The **Performance Start Date** you have selected for the deal occurs less than 60 days in the future from the current date and you have added items to the deal from the dry groceries department. Deals for dry grocery items should generally be submitted 60 days in advance of the **Performance Start Date**.

WARNING: Performance End Date is less than 60 days from today's date.

The **Performance End Date** you have selected for the deal occurs less than 60 days in the future from the current date and you have added items to the deal from the dry groceries department.

Deals for dry grocery items should generally be submitted 60 days in advance of the **Performance End Date**.

WARNING: Allowance Start date is less than 60 days from today's date.

The **Allowance Start** you have selected for the deal occurs less than 60 days in the future from the current date and you have added items to the deal from the dry groceries department. Deals for dry grocery items should generally be submitted 60 days in advance of the **Allowance Start**.

WARNING: Allowance End Date is less than 60 days from today's date.

The **Allowance End** you have selected for the deal occurs less than 60 days in the future from the current date and you have added items to the deal from the dry groceries department. Deals for dry grocery items should generally be submitted 60 days in advance of the **Allowance End**

ERRORS FOR VENDORS

When you enter information into a deal that does not follow the rules listed below, an error message is generated by the system. Error messages are intended to inform you that your deal is not correct.

Some errors will display when you save your deal or move to another tab; others will only display when you click **Submit**. Your deal cannot be successfully submitted to the wholesaler until you resolve the errors. Error messages are displayed in red. See example below:

<input type="button" value="Submit"/>	<input type="button" value="Prepare"/>
Offer #: 12345678	Manufacturer: Mela
Vendor Tracking #:	Deal Status: New
Deal must have at least one allowance.	

ERROR: Performance Start Date must be completed for this offer.

The **Performance Start Date** field is required for all deals. Please enter performance dates on the **Events** tab.

ERROR: Performance End Date must be completed for this offer.

The **Performance End Date** is required for all deals. Please enter performance dates on the **Events** tab.

ERROR: Allowance Start date must be completed for this offer.

The **Allowance Start** field is required for each allowance on a deal. Please enter allowance dates on the **Events** tab.

ERROR: Allowance End date must be completed for this offer.

The **Allowance End** field is required for each allowance on a deal. Please enter allowance dates on the **Events** tab.

ERROR: Performance End Date occurs in the past.

The **Performance End Date** you have selected for the deal occurs before the current date.

ERROR: Allowance End date occurs in the past.

The **Allowance End** you have selected for the deal occurs before the current date.

ERROR: Performance Name must be completed for this offer.

The **Performance** field is required. Please select from the drop-down **Performance** menu on the **Events** tab.

ERROR: Performance End Date must be the same as or fall after Performance Start Date.

The date selected for **Performance End Date** cannot be before the selected **Performance Start Date**. Please enter a new **Performance End Date** which is the same as or later than the **Performance Start Date**.

ERROR: Allowance End Date must be same as or fall after Allowance Start date.

The date selected for **Allowance End** cannot be before the selected **Allowance Start**. Please enter a new **Allowance End** which is the same as or later than the **Allowance Start**.

ERROR: All offers must contain at least one allowance.

One or more of your location-level offers does not contain an allowance. Each offer must have at least one item allowance. Please add an item allowance and allowance amount.

ERROR: New offers must contain all locations: XXXXX, XXXXX.

The first time you submit a specific deal, it must contain all AWG/VMC locations for which at least one of the deal items is valid. If your deal should not apply to all locations, you can remove locations when the deal is in Modified status and resubmit.

ERROR: Vendor Allowances for Dry Grocery and/or Perishables cannot exceed 90 days in length.

You have created a deal with a **Vendor Allowance** (allowance type) that includes items from the dry grocery or perishables department in which the performance or allowance period is longer than 90 days. Please modify the deal's performance dates and allowance dates to ensure that the performance and allowance periods are 90 days or fewer.

ERROR: Show Allowance for Dry Grocery and/or Perishables cannot exceed 90 days in length.

You have created a deal with a **Show Allowance** (allowance type) that includes items from the dry grocery or perishables department in which the performance or allowance period is longer than 90 days. Please modify the deal's performance dates and allowance dates to ensure that the performance and allowance periods are 90 days or fewer.

ERROR: Performance Allowance for Dry Grocery and/or Perishables cannot exceed 90 days in length.

You have created a deal with a **Performance Allowance** (allowance type) that includes items from the dry grocery or perishables department in which the performance or allowance period is longer than 90 days. Please modify the deal's performance dates and allowance dates to ensure that the performance and allowance periods are 90 days or fewer.

ERROR: Retail Only for Dry Grocery and/or Perishables cannot exceed 90 days in length.

You have created a deal with a **Retail Only** (allowance type) that includes items from the dry grocery or perishables department in which the performance or allowance period is longer than 90 days. Please modify the deal's performance dates and allowance dates to ensure that the performance and allowance periods are 90 days or fewer.

ERROR: Basis for random weight items must be pound.

The deal contains random-weight items, but you have selected a **Basis** for the allowance that is not **Per Pound**. Please update the **Basis** field to **Per Pound**.

ERROR: All allowance amounts must be greater than 0.

The allowance amount entered for at least one of your allowances is zero (0) or a negative number. Please update the allowance amount to be greater than zero (0).

NOTE: Deals cannot be submitted to AWG until all errors are corrected! Deals with warning messages can still be submitted.

Grocery Vendor Packet: AWG Accounting/Vendor Relations

Instructions for submitting inquiries to our solution are available on www.awgconnect.com under Contact Us - Vendor Relations.

[Click here for Vendor Payment Portal Instructions](#)

Vendors are **required** to submit the request types below online:

*Payment Status of Open Invoices

(Includes: Copies of check stubs no longer available on www.awgconnect.com as well as how to apply a check/payment)

*Backup Documentation

(If you currently have a copy of the AWG invoice, please describe what additional information you need in the 'Additional Information' field on the case request.)

*BOUPOD Copies

*Warehouse Recounts

*Disputing a Deduction / Repayment Requests / Balance Dues

*Case Status *(Note: Only cases submitted on the new system can have a status requested via this request type)*

It is **very** important that vendors submit their inquiries as accurately as possible as this will ensure a more timely review/research and resolution.

You can locate the system by going to: www.awgconnect.com

Once logged in you can access the form via the AP Inquiry screen or the Deduction Inquiry screen by clicking on "**Submit Request to Vendor Relations**".

(You will need to have a login to access the form. If you do not already have a login ID, please request one online via www.awgconnect.com under "Request Access"?)

Please note how to request for other common inquiries:

Contact, E-Mail, Address or Duns # changes - Please submit to your Merchandising

Contact EFT Requests - Please submit to your Merchandising Contact

Credits due AWG/VMC - Please E-Mail: vendorar@awginc.com

Central Bill questions/inquiries - Please E-Mail: centralbilling@awginc.com

Carrier Inquiries - Please E-Mail: CarrierRelations@awginc.com

Grocery Vendor Packet: Electronic Data Interchange Processing

EDI (\$125.00 noncompliance charge)

As a continuing effort to streamline invoice and vendor payment processing, Associated Wholesale Grocers (AWG) is expanding our use of electronic data interchange (EDI) with the vendor community. We currently process invoices and purchase orders using EDI with a large portion of our vendors, but a significant percentage is still being processed manually.

In order to increase efficiencies in the supply chain process and take full advantage of the benefits of EDI processing, AWG and VMC, will require all product suppliers to move to electronic processing of purchase orders and invoices. We have already partnered with Edict Systems as a third-party provider to assist us with this project. Edict Systems is a leading provider of web-based electronic commerce solutions, including Standards testing and EDI certification. They will be able to work with your company in defining the best solution to match your desired approach to EDI communication. Although Edict Systems' solutions are the preferred method of communicating with AWG, if your company already has an EDI partner, Edict will work with them to complete all data format and item certification testing. Additional data testing may be required after certification has been completed with Edict.

An Edict representative will contact you in the coming weeks to assist you through the setup process and explain the various options available. After your discussion with Edict, we are asking that your company conform to our EDI requirements within 90 days. Those companies that choose not to comply with using EDI communications will be assessed a \$125 fee for every invoice that we handle mutually.

If you have any immediate questions regarding their solution options, please contact Edict Systems at 800-443-3428 or via email at solutions@edictsystems.com.

Grocery Vendor Packet: Pallet Charges (pooled pallet)

[Click here for Pallet Charges](#)

Grocery Vendor Packet: Produce Food Safety Survey

[Click here for Food Safety Survey](#)

Grocery Vendor Packet: W-9

[Click here for W-9 Form](#)

Grocery Vendor Packet: Vendor Insurance Requirements

[Click here for AWG Insurance Requirements](#)

Grocery Vendor Packet: Vendor Dating Letter (explains dating standards expected for inbound loads)

At AWG, we continually work to build processes and system enhancements to improve product freshness for our members. We have instituted a companywide dating standard system enhancement in which all products arriving at our facilities are tracked by the product sell by date. With this enhancement, our requirement for products received in all AWG, VMC and Always Fresh facilities is as follows:

- ***All products received that have a retail sell by date must have the sell by date clearly printed on the outside of the shipping carton/packaging or be visible through the shipping container without opening the product.***
- ***All products that have a shelf life standard must have a sell by date printed on the products contained within the shipping carton.***

It is also important that we receive the freshest available product from our vendor and manufacturer partners. To ensure that we achieve this goal we have instituted the following policy regarding inbound dating at the time of receipt by AWG:

- ***All products arriving in our facilities will be required to meet or exceed the minimum inbound dating standards as defined on the attached schedule.***
- ***Items not meeting the new inbound dating requirements will be refused at the time of receipt and the supplier/vendor will be required to provide an expedited deliver of replacement products which meets or exceeds these requirements. In the event that product must be held at the warehouse an email notification will be sent. Disposition must be received within 48 hours. Failure to do so will result in donation of product. If arrangements are being made to pickup product, product will be donated after 72 hours.***

Working together we can improve the freshness of all products in our distribution system and ultimately the freshness of products on our member store shelves. If you have questions, please reach out to your appropriate category manager, director or division sales manager.

Grocery Vendor Packet: Dating Standards Grocery

[Click here for Dating Standards](#)

Grocery Vendor Packet: EFT Form for payment

[Click here for EFT Form for Payment](#)

Perishables Vendor Packet: Electronic Data Interchange Processing

EDI (\$125.00 noncompliance charge)

[Click here for electronic data interchange \(EDI\) processing requirements](#)

Perishables Vendor Packet: Managed Receiver Registration Instructions / Scheduling Delivery Appointments

HOW DO I ACCESS MANAGED RECEIVING? (Registration)

Vendor/Carrier users are required to complete the Provider Registration application located on the website: <http://mgdrec.capstonelogistics.c01n> and click "Sign Up Here!"

Perishables Vendor Packet: AWG Accounting/Vendor Relations

Vendor Relations – New Solution Announcement

The following are changes coming to Vendor Relations for AWG/VMC and new requirements for submission of vendor inquiries, backup, recounts, disputes, etc.

Vendor Relations, in Corporate Accounting, is implementing a new online solution utilizing ServiceNow for processing vendor requests. Instructions for vendors to submit inquiries to our new solution will be available on www.awgconnect.com under Contact Us – Vendor Relations.

Vendors will be required to submit the request types below online:

- Payment Status of Open Invoices
- Backup Documentation
- BOL/POD Copies
- Warehouse Recounts
- Disputing a Deduction / Repayment Requests / Balance Dues
- Case Status (Note: Only cases submitted on the new system can have a status requested via this request type)

Email requests for approval/denial of vendor cases that a great number of AWG/VMC personnel currently receive from NetSuite will be replaced with a ServiceNow email request for case approval/denial. During our transition from NetSuite to ServiceNow, you may be receiving emails from both systems, depending on where the original case request resides.

The email requests generated from ServiceNow are very self-explanatory, but training is available for participants.

Please note how to request other common inquiries:

Contact, email, address or Duns # changes – Please submit to Merchandising Contact

EFT Requests – Please submit to Merchandising Contact

Credits due AWG/VMC – Please email: vendorar@awginc.com

Central Bill questions/inquiries – Please email: centralbilling@awginc.com

Carrier Inquiries – Please email: carrierrelations@awginc.com

Perishables Vendor Packet: Pallet Charges

[Click here for Pallet Charges](#)

Perishables Vendor Packet: Produce Food Safety Survey

[Click here for Food Safety Survey](#)

Perishables Vendor Packet: Vendor Insurance Requirements

[Click here for AWG Insurance Requirements](#)

Perishables Vendor Packet: Vendor Dating Standards (explains dating standards expected for inbound loads)

[Click here for Vendor Dating Standards](#)

Perishables Vendor Packet: Code Dating Letter Example (required for all new items)

Vendor Letterhead

Should include how case is code dated-
shelf life from production- remaining shelf life guarantee at time of delivery
photo of an item label

Code dating:

Production code DD MM YYYY

Best Before Code DD MM YYYY

The two first numbers represent the day, the two following letters represent the month and the four last numbers represent the year.

Example: A product made on March 18th 2014 will be coded as follow:

Lot/Production date 18MR 2014

Best Before 18SE 2014

Shelf Life: 9 months (270 Days) from date of manufacturer

Guaranteed Shelf Life on Delivery: 220 Days

Example below



Perishables Vendor Packet: Dating Standards (Meat, Deli/Bakery and Produce specs)

AWG DATING STANDARDS - MEAT

Product Description	Receiving Specs	Receiving Temp
Boxed Beef (Bone-in)	10 days or less, off pack date	28 to 40
Boxed Beef (Boneless)	10 days or less, off pack date	28 to 40
Ground Beef	6 days or less, off pack date	28 to 36
Ground Beef Case Ready Overwrap	16 days remaining on sell by date or scale date	28 to 36
Fresh Pork VAC (Bone-in)	8 days or less, off pack date	28 to 38
Fresh Pork VAC (Boneless)	8 days or less, off pack date	28 to 38
Fresh Pork Gas Flush	5 days or less, off pack date	28 to 38
Flavored Fresh Pork Case Ready	21 Days remaining sell by date	28 to 38
Case Ready Poultry	11 days remaining on sell by date	28 to 33
CVP Poultry	3 days or less, off pack date	28 to 33
Smart Chicken	11 days remaining on sell by date	28 to 32
Fresh Turkey Parts/ Ground Turkey	10 days remaining on sell by date	28 to 32
Fresh Lamb & Veal (Bone-in)	10 days or less, off pack date	28 to 40
Fresh Lamb & Veal (Boneless)	10 days or less, off pack date	28 to 40
Fresh Fish Wild	3 days or less, off pack date	28 to 36
Fresh Catfish (Ice packed)	3 days or less, off pack date	28 to 36
Smoked Meats (Retail)	50% of Max Shelf Life or 45 days min	28 to 40
Lunch Meats	50% of Max Shelf Life or 45 days min	28 to 40
Hams	45 days off pack date	28 to 40
Frozen Sausage Roll, Link, Patties	50% of Max Shelf Life or 45 days min	2 or below
Frozen Ground Beef Patties	50% of Max Shelf Life or 180 days min	2 or below
Frozen Brats, Italian Sausage	50% of Max Shelf Life or 75 days min	2 or below
Frozen Breaded Items, Sandwiches	50% of Max Shelf Life or 90 days min	2 or below
Frozen Pizza's	50% of Max Shelf Life or 120 days min	2 or below
Breakfast Sandwiches and Snack Items	50% of Max Shelf Life or 45 days min	2 or below
IQF Poultry	50% of Max Shelf Life or 180 days min	2 or below
Frozen Meal Kits/Dinners/Corn Dogs/Mexican	50% of Max Shelf Life or 180 days min	2 or below
Frozen Shrimp	50% of Max Shelf Life or 180 days min	2 or below
Frozen Seafood/Breaded Seafood	50% of Max Shelf Life or 180 days min	2 or below

AWG DATING STANDARDS - DELI BAKERY

Product Description	Receiving Specs	Receiving Temp
Bakery / Deli Frozen	50% of Max Shelf Life or 90 days min	2 or below
Bakery / Deli Dry	50% of Max Shelf Life or 120 days min	
Deli Meats	50% of Max Shelf Life or 40 days min	28 to 40
Deli Cheese	50% of Max Shelf Life or 40 days min	28 to 40
Deli Salads	50% of Max Shelf Life or 30 days min	28 to 40
Fresh Deli Chicken	5 days or less, off pack date	28 to 38

AWG PRODUCE DEPARTMENT DATING STANDARDS

Product	Receiving Specs	Becomes Aged Inventory	Becomes Critical Inventory	Receiving Temp	Shipping Spec
Value Added Veg	Not less than 9 days	7 days	6 days	35 to 38	Minimum 5 days
Value Added Carrots	Not less than 19 days	16 days	15 days	35 to 38	Minimum 12 days
Value Added Cut Fruit	Not less than 7 days	6 days	5 days	35	Minimum 4 days
Value Added Sliced Apples	Not less than 9 days	7 days	6 days	35--38	Minimum 5 days
Value Added Salads	Not less than 9 days	7 days	6 days	35 to 38	Minimum 5 days
Value Added Celery & Radhish Sticks	Not less than 9 days	7 days	6 days	35 to 38	Minimum 5 days
Value Added Bagged Greens	Not less than 9 days	7 days	6 days	35 to 38	Minimum 5 days
Value Added Organic Carrots	Not less than 16 days	12 days	10 days	35 to 38	Minimum 8 days
Caramel Apples	Not less than 14 days	9 days	7 days	35 to 38	Minimum 5 days
Living Lettuce	Not less than 8 days	6 days	5 days	35 to 38	Minimum 4 days
Egg Roll/Wonton	Not less than 30 days	18 days	16 days	35 to 38	Minimum 14 days
Value Added - Brussel Sprouts	Not less than 9 days	8 days	7 days	35 to 38	Minimum 5 days
Value Added Potaotes	Not less than 16 days	9 days	7 days		Minimum 5 days
Fresh Figs	Not less than 30 days	25 days	20 days		Minimum 14 days
Tofu	Not less than 60 days	50 days	40 days		Minimum 40 days

Perishables Vendor Packet: Unsaleable Returns Agreement

[Click here for Unsaleable Returns Agreement](#)

Perishables Vendor Packet: Freight Rate Notification

[Click here for Freight Rate Notification](#)

Perishables Vendor Packet

Please note: These forms can be found on the AWG website under "Vendors"
<http://www.awginc.com/vendors.html>

- New Vendor Form (must also include W-9 and Certificate of Insurance)
- Vendor EFT Request Form (included in new vendor form link)
- SUA Payment Method Instructions (included in new vendor form link)
- New Item Form Instructions
- New Item Form
- Meat New Item Data Sheet

Vendor Forms

New Vendor Information Form Instructions

Complete only the BOLD areas on the Vendor Information form. All BOLD areas must be completed for new Vendors. For changes to existing Vendors, complete only the appropriate fields. Field definitions can be found below. Submit this form along with necessary attachments to the appropriate Category Manager or Buyer.

SUPPLIER AND MESSAGE DATA	
Field Name	Field Description
New Vendor or Change to Existing	Indicate whether the form is being submitted to set up a new supplier (required if AWG/VMC/LAS is not currently purchasing product from the supplier) or being submitted to change information for a current supplier.
Warehouse	Indicate warehouse location.
Supplier Name	The name of the supplier.
DEA Number	The Drug Enforcement Agency (DEA) nine digit alphanumeric code for the supplier. (Required for some VMC suppliers.)
Address Line 1	The supplier's corporate headquarter address.
Address Line 2	The supplier's corporate headquarter address.
City	The supplier's city.
State/Region	The supplier's state or national region.
Zip/Postal Code	The supplier's zip code.
Country	The supplier's country of origin.
Supplier Phone	The supplier's corporate telephone number.
Supplier Fax	The phone number for the supplier's corporate facsimile machine.
Supplier E-Mail	The supplier's corporate email address.
Supplier Website	The supplier's corporate website address.
Send Order To	Indicates to whom a purchase order should be sent either the Representative or the Supplier.
Transmission Type	Indicates the type of transmission used to send the purchase order.

ACCOUNTING VENDOR INFORMATION	
Accounts Receivable Contact name, phone, fax, and address	The contact name, phone, fax, and address where all payments Should be sent
City	The city for the remit address.
State	The state code for the remit address.
Zip Code	The zip code for the remit address.
Phone	The telephone number for the remit address.
Fax	The facsimile machine phone number for the remit address.
Supplier DUNS#	The supplier's 9-digit Dun & Bradstreet (DUNS) number.
Participate in Reclaim	Does the supplier participate in Reclaim? Attach the "Unsaleable Returns Agreement" form.
EDI Contact	The name of the supplier's Electronic Data Interchange (EDI) contact (if the supplier has EDI capability).
EDI E-mail	The email address for the EDI contact.
EDI Contact Phone	The phone number for the EDI contact.
Supplier FEIN#	Supplier's 9 digit Federal Employee Identification Number (FEIN).
Vendor's Accounts Payable Address	The address where all invoices, deduction notices, correspondence, etc. should be sent.
City	The city for the Accounts Receivable address.
State	The state for the Accounts Receivable address,
Zip Code	The zip code for the Accounts Receivable address.
Contact	The contact person for the Accounts Receivable address.
Phone	The telephone number for the Accounts Receivable contact.
Fax	The facsimile machine phone number for the Accounts Receivable contact.
EDI	Does vendor have EDI. If so, contact phone and email

ASN	ASN Yes or No
BROKER/ SALES REPRESENTATIVE CONTACT DATA	
Rep's Name	The name of the headquarter account representative with primary responsibility for calling on the Category Management team at AWG or VMC or the LAS/Perishable department buyer.
Rep's Company	The representative's company name.
Address Line 1	The representative's address.
Address Line 2	The representative's address.
City	The representative's city.
State/Region	The representative's state or national region.
Zip/Postal Code	The representative's zip code.
Country	The representative's country of origin.
Rep's Phone	The representative's telephone number.
Rep's Fax	The representative's facsimile machine phone number.
Rep's E-Mail	The representative's email address.
Rep#2 Name	An additional representative's name or if AWG Category Management vendor, the AWG Division Buyer contact.
Rep#2 Phone	The additional representative's phone number.
Cust Service Contact (Dist Contact)	The Customer Service contact for purchase order inquiry and changes.
Cust Service Phone (Dist Contact Phone)	The Customer Service contact telephone number.
Addtl Contact (Acct Contact)	An additional contact such as the supplier's divisional manager.
Addtl Contact Phone (Acct Phone)	An additional contact telephone number.
SUA vendor with JP Morgan	SUA vendor with JP Morgan "Yes" – see attached details
VENDOR FREIGHT AND PAYMENT DATA	
Lead Time	The number of calendar days required between order placement and the arrival date.
Freight Rate Available?	Is there a freight rate available if AWG/VMC/LAS picks up product?
Freight Rate Allowance (Freight Rate Amount)	This rate is the dollar or percentage amount that the vendor or freight company pays for delivering the product.

Freight Paid Per: (Freight Rate Type)	Indicates the type of rate used to calculate the vendor's freight rate allowance. The most common are per hundred weight (CWT) and per truckload. Other options could be: <ul style="list-style-type: none"> • Percentage of List Cost • Dollar Amount per Store Shipping Case • Dollar Amount per Pallet • Dollar Amount per Cubic Foot (Volume) • Dollar Amount per COF or CAW (Units), etc.
Additional Freight Information	Include any additional freight information. For example, some items are purchased with a per hundred weight allowance for LTL shipments. If a full truck is purchased, the freight allowance changes to a flat rate such as \$1000/truckload or the per hundred weight allowance changes.
Freight Payment	Indicates the Freight Payment method type.
Cash Discount Type	Indicates the description of how the system will calculate a cash discount.
Discount Rate	The rate is the cash discount amount that is applicable to the payment of this supplier's invoices.
Days	Indicates the number of days the supplier allows the customer to pay the invoice and qualify for the corresponding discount rate.
Net Due Days	From the last discount days until the Net Due Day indicated in this field, full payment is due. After the net due day, the invoice is considered past due.
EFT	Does the supplier have Electronic Funds Transfer (EFT) capabilities?
Pallet Exchange	Indicates whether pallet exchange is to take place with this Vendor.
Transportation	Indicates the delivery type for this Vendor.
Pickup Allowed	Indicates whether ordered merchandise may be picked up from this Vendor.
FOB Point	Indicates the location where merchandise originates for the order.
Shipped From	Indicates the location from where merchandise delivery originates for the order.
Pickup Point	Indicates the location (usually an address) where merchandise is to be picked up.
Supplier Pickup Contact	The name of the supplier pickup contact
Supplier Pickup Phone	The supplier pickup contact phone number.
Special Equipment Needed	Note any special equipment needed to unload the merchandise such as slip-sheet machine, temperature controls, reefer, van, or size of trailer, etc.

Pallet Type	Is the product shipped on CHEP pallets?
Representative Signature	The Representative's signature is required. It is intended that an electronic signature will be as binding as a handwritten signature.

AWG New Vendor Information Form

AWG New Vendor Information Form: New Vendor Form

[Click here for New Vendor Form](#)

AWG New Item Form

[Click here for New Item Form](#)

VMC New Item Form

[Click here for VMC New Item Form](#)

Vendor Instructions:

- This form must accompany all new item presentations as part of a New Item Packet.
- A separate New Item Form is required for each UPC.
- Please complete ALL fields on both pages of this form which have yellow box. Do NOT complete any other fields.
- If not a current supplier to AWG, a complete set of new vendor forms must be submitted as part of the New Item Packet.

Attach the Vendor's Cost List and Fact Sheet to this form, and present with samples to the appropriate VMC Category Manager.

AWG Shipper-Prepack-Pallet Component Form

[Click here for AWG Shipper-Prepack-Pallet Component form](#)

VMC Shipper-Prepack-Pallet Component Form

[Click here for VMC Shipper-Prepack-Pallet Component form](#)

AWG Perishables Form

[Click here for Perishables New Item Form](#)

AWG Perishables Instructions

[Click here for New Item Form Instructions for AWG Perishables](#)

AWG Meat New Item Data Sheet

[Click here for Meat New Item Data Sheet](#)

AWG/VMC Digital Coupons



AWG DIGITAL COUPON CONTENT is our attempt at leveling the playing field for our retailers. It will allow retailers to offer digital and specific consumer offers to their customers while collecting consumer data.

HOW IT WORKS:

Customers sign up for an account then load digital offers to their account. Finally, they redeem deals in store with a phone number, card or "virtual card" on the retailers' app.

BENEFITS:

- Vendors have one point of contact to bring digital offers.
- Relevant digital content aligns AWG member retailers with today's consumer behavior.
- Provides measurable results to AWG members and our vendor partners to drive future sales.

LET'S GET STARTED!

WHAT ARE WE LOOKING FOR?

Digital Coupon Content

WHY DIGITAL?

Digital coupon users spend 60% more

WHAT IS A DIGITAL COUPON?

A virtual coupon that can be "clipped" to a barcode, phone number or loyalty card.

NO PRINTING REQUIRED

WHAT IS "CLIPPING"?

Clipping is selecting an offer to get loaded onto your account.

WHEN DO WE NEED THE DIGITAL COUPON CONTENT?

We would like the content a minimum of 12 weeks prior to offer start date.

TIP: Target event periods, selling shows, marketing campaigns for maximum exposure.

WHAT IS NEEDED TO SUBMIT AN OFFER?

Please contact digitalcoupons@awginc.com for access to the AWG Digital Coupon Portal

WHAT ARE THE COSTS?

You will be charged for the redemption of the digital coupons and \$0.10/clip

WHO CAN WE CONTACT FOR TECHNICAL SUPPORT & PROGRAM INFORMATION?

For any questions please contact digitalcoupons@awginc.com

DIGITAL COUPON CONTENT PROCESS

Get Access to
AWG Digital Coupon
Portal

Enter coupon
information and
image in Portal

Category Manager
Approval of Offer

Launch
Offer

Receive redemption
information and
applicable billing

FREQUENTLY ASKED QUESTIONS

STORE RELATED

How many stores are on the program?

This portal currently distributes to around 1100 stores and looking to grow to cover all AWG stores on a Digital Coupon Program

Are these only AIM stores?

No, the stores are independent of Ad Groups and can include self-negotiating retailers

COUPONS & REDEMPTIONS

What is the difference between digital offers?

National offers are provided to aggregators and paid back through retailer clearing house. AWG offers are cleared internally and only available to AWG Members.

What is the redemption on digital coupons?

6% of clipped coupons are redeemed.

AVAILABLE PARAMETERS

Can I limit the coupons?

Yes, you can limit the total number of clips as well as the duration of the coupon offer.

What is the standard duration for an offer?

The average offer usually runs 4-6 weeks.

WHAT TYPES OF OFFERS CAN I DO?

"Free", "Buy one save \$X", "Buy this get that"

REPORTING

CAN I GET REDEMPTION REPORTS?

Yes. Reports are available the second week of each month for the prior month

CAN I SEE WHICH CHAINS RAN THE COUPON?

You will get store by store information of clips and redemptions on your digital coupon.

SEP TEAM RECOMMENDATIONS

FOR BEST RESULTS WE RECOMMEND THE FOLLOWING:

- Type of Offer: Buy One Save \$X
- Offer Amount: \$1 off or higher
 - Length of Offer: 4 weeks or longer
 - Clips: 50,000 – 100,000



FOR MORE INFORMATION ON THIS AND OTHER MEMBER SERVICES PLEASE CONTACT:

DIGITALCOUPONS@AWGINC.COM

[Click here for the AWG Digital Coupon Portal Tutorial](#)

[Top of the Document](#)

Private Brands Additional Requirements

AWG Brands Supplier Expectations

It is your responsibility, as a current or potential AWG Brands supplier to meet or exceed AWG's expectations to ensure products produced for AWG are safe and satisfy our quality standards and those of our members' consumers.

Failure to meet AWG insurance coverage requirements will result in serious consequences to our business relationship, including, in AWG's sole discretion, cancellation of purchase orders, suspension of warehouse receiving activity and, potentially, the termination of our relationship.

SUPPLIER APPROVAL PROGRAM

All vendor partners, food and nonfood, are required to enroll and participate in the [ReposiTrak program](#).

AWG Brands Standardized Code Dating

AWG is committed to providing private brands foods that are safe, quality foods. Expiration dates on food and drinks have been the subject of confusion as consumers try to understand the difference in code dating language (i.e., "Best By", "Use By", "Best If Used By"). This consumer confusion leads to increased waste as foods that are safe to eat are thrown out.

To help reduce consumer confusion and waste, AWG requires all AWG Brands vendors to standardize date labels. Packaged, shelf stable foods and beverages will be labeled with "BEST if Used By" as an indication of product quality. Products with a "BEST If Used By" date may be used/consumed beyond the labeled date but will not be at optimal quality. "USE By" will be used on product that is either time or temperature sensitive or might have possible food safety implications. Products with a "USE By" should be discarded once the date has been reached.

Date Label Nomenclature	Desired Consumer behavior regarding date label once date has been reached	Why product has this nomenclature	Examples of foods using nomenclature
BEST If Used By Or	Product may be used/consumed beyond date but not at optimal quality	Product past this date may experience quality, freshness, flavor or performance	Packaged food or shelf stable beverages

BEST If Used or Frozen By		degradation but can still be used or consumed	
USE By Or USE or Freeze By	Discard product	Product that is either time or temperature sensitive or might have possible food safety implications	Perishables: meats, deli items, some dairy, skin care products with SPF factor degradation

Products falling under the jurisdiction of state laws regulating date label language should continue to comply with applicable state regulations. The standardized dating element is incorporated into our Annual Quality Testing Program as a verification step. For questions, please see the AWG Standardized Code Language Guidelines or contact your Daymon Business Development Manager.

AWG Standardized Code Language Guidelines

Standard Product Code Date Label Phrases

"BEST If Used By" or "BEST If Used or Frozen By" as an indication of product quality, which may be truncated to "BEST By" for small packages and "BEST" or "BB" for very small packages. The "BEST If Used By" quality date is intended to indicate to the consumer that, after a specified date, the product may not taste or perform as expected but can be used or consumed.

"USE By" or "USE or Freeze By" for those limited perishable products, which may be subject to a material degradation of critical performance or potential food safety concern. "USE By" can be truncated to USE for very small packages. The "USE By" phrase and associated date would be for a small segment of time or temperature-sensitive products that should be consumed by the date on the package and discarded after that date.

Language Guidelines

For consistency, the following styles are recommended:

- **For the Quality label:**
 - "BEST If Used By" is the preferred format.

- Other variations, for example, "BEST if used by," are acceptable. However, in all cases, all the letters in the word "BEST" should be capitalized.
- If guidance regarding freezing is to be added, then "BEST If Used or Frozen By" is the preferred format.
- "BEST if used or frozen by" or "BEST If Used Or Frozen By" are also acceptable.
- In cases where package size prohibits the use of the entire phrase, the label language may be truncated to "BEST By" or "BEST" or "BB" for very small packages.

• **For the Discard label:**

- "USE By" is the preferred format.
- Other variations (ex: "USE by") are also acceptable, providing the USE is always capitalized.
- If freezing guidance is being added, "USE or Freeze By" is the preferred format.
- "USE or freeze by" or "USE or Freeze by" are also acceptable.
- "USE" is an acceptable truncation for very small packages

Supplemental Guidance

In addition to the two standard phrases "BEST If Used By" or "BEST If Used or Frozen By" for product quality and "USE By" or "USE or Freeze By" for material degradation factors, supplemental handling instructions may be included on product packaging, such as "Use within 7 days of opening" language. These additional instructions should not supersede or in any way distract from the primary Product Code Date labels. This additional information furthers the goal of providing U.S. consumers with information and constructive guidance regarding the prudent use of purchased food products.

In rare instances, additional information for retail employees may be used including "packed on" language to provide store associates with stocking and rotation guidance. This would be for highly perishable food products, such as sliced deli meat.

COUNTRY OF ORIGIN LABELING REQUIREMENTS

Country of Origin Labeling is a labeling law that requires retailers, such as full-line grocery stores, supermarkets, and club warehouse stores, to notify their customers with information regarding the source of certain foods. Food products, (covered commodities) contained in the law include muscle cut and ground meats: veal, pork, lamb, goat; wild and farm-raised fish and shellfish; fresh and frozen fruits and vegetables; peanuts, pecans, and macadamia nuts; and ginseng.

(<http://www.ams.usda.gov/AMSv1.0/cool>)

We fully expect our suppliers to be in compliance so that all products on our shelves will meet the federal requirements for labeling.

PRODUCT LABELING

All AWG Brands products must be labeled according to the [Code of Federal Regulations Title 21](#) and [USDA Labeling Policies](#).

All master cases must be minimally labeled with the following:

- Item Description
- Pack/Size/Weight
- 10 Digit UPC
- Bar Code
- Date Code
- Temperature Control Requirements
- Distribution Clause “Distributed By”

INTRODUCING NEW ITEM FOR APPROVAL

AWG works closely with Daymon, a third-party agency dedicated to building private brands, to help develop and execute our AWG Brands concepts. New items are reviewed by Daymon and approved by AWG Category Managers, the Food Safety/Quality Assurance Team and tested by Daymon Quality Assurance, at the expense of the vendor. If there is an interest, your Business Partner will contact your company to arrange a meeting to further discuss opportunities. AWG Brands items are tested against benchmarks. Please ask your Business Development Manager or Category Manager what your benchmark is for your category/brand so you may understand formula expectations.

The following information is required for product approval:

- Specification
 - Technical specification
 - Label development specification
- Food Safety Questionnaire

- Completed [AWG Brands New Item Proposal Sheet](#)
- AWG Quality Assurance Testing
- Shelf life studies, upon request
- All- natural, organic and/or other regulated claims with supporting documentation
- Hazard Analysis Critical Control Point Plan (HACCP) or product assessment as requested and/or required by UDSA/FDA regulations for food products
- Copies of Third Party Food Safety/Food Quality Audits performed in last 18 months as well GFSI audit certification upon request
- Complete allergen information upon request including:
 - Copy of your company's Allergen Policy specific to product and category
 - A disclosure of all FDA mandatory allergens for U.S.
 - Wheat, Milk, Egg, Soy, Tree Nuts, Peanuts, Fish, Sesame and Shellfish

In addition, the supplier is expected to meet the below requirements:

- A supplier is required to provide AWG with the following upon request:
 - Access to the supplier's processing facilities
 - Details of the supplier's Food Safety and Quality Assurance Program
- All products must perform satisfactorily in routine Quality Assurance Product Audits.
 - Random, routine quality audits are conducted by AWG Quality Assurance at no cost to the supplier
 - Each item is tested annually by a third party for technical testing. AWG will deduct the cost of this test from the supplier.
- Work with customer service to investigate customer comments and assist in responding to customers as necessary
- Packaging
 - Packaging material must comply with FDA requirement for use in direct contact with food
- Deliveries
 - Shall be made via clean, sound carriers that have not been used for the shipment of pesticides or other harmful non-food materials. The vendor must inspect all carriers and materials prior to loading. Materials and carriers shall be free of off-odors, garbage, debris, chemicals and evidence of insect/rodent/pest infestation

THIRD PARTY TESTING

AWG has partnered with Daymon Quality Assurance to create a customized quality testing program. All AWG Brands vendors are required to participate in the testing protocol which includes but is not limited to annual testing by Daymon Quality Assurance, upkeep of product specifications in Store Brand Source, corrective actions based on testing outcome and testing cost association. AWG Brands items are tested against benchmarks. Please ask your Daymon Business Development Manager or Category

Manager what your benchmark is for your category / brand so you may understand formula expectations.

PRODUCT RECALL OR WITHDRAWAL

[Click here for Recalls and Withdrawals](#)

CORPORATE RECLAMATION POLICY

AWG abides by the presumptive allocation of responsibility for product damage. In addition, we engage in ongoing efforts to reduce retailer-responsible damage. Because we seek to recover reasonable offsets for our expenses, we offer three options for vendors to set procedure for the payment and disposition of damaged goods:

- 100% of highest retail
- Cost plus 20%
- Joint Industry Report (JIR) Guidelines: Consist of cost plus the three charges recommended by the JIR. The three main components are pre-damage direct costs (DPC), post damage handling costs (PDC) and reclamation center processing costs (RCC).
 - DPC: Pre damage costs are those we incur from the point AWG receives the product to the time it reaches the store. The value of 13 cents per unit is assessed.
 - PDC: Post damage costs are those expenses to remove the unsaleable goods from the shelf and transport them to the reclamation facility. The value of 13 cents per unit is assessed.
 - RCC: Reclamation center costs are those expenses we incur to have an unsaleable receiving/sorting disposition facility operated for us. The fee is based upon the expense incurred plus any additional options.

PRICING GUIDELINES

Cost Changes

- AWG requires a 60-day minimum advance notice for all cost changes for all Warehouse Non-Perishable and DSD Commodities. All warehouse cost changes must be submitted to the AWG Category Manager. Forms should be sent via e-mail and the vendor/supplier must receive an e-mail acknowledgement of acceptance/denial from the Category Manager. AWG reserves the right to request price protection for all price reductions.
- The 60-day minimum advance notice for all cost changes is also applicable in the case of vendors that have a Broker partnership with AWG and the same rules apply for the notification via e-mail and the e-mail acknowledgement for acceptance/denial of the cost change.

- AWG requires daily advance notice for all cost changes for all Warehouse Perishable Commodities. In the case of Perishable packaged items, AWG requires a 30-day minimum advance notice, excluding eggs and milk. The cost change should be submitted to the AWG Category Manager via e-mail, fax, Internet or communicated via telephone and the vendor/supplier must receive an e-mail, fax or verbal acknowledgement of acceptance/denial from the Category Manager.

Cost Change Acceptance

- A vendor list price change form is utilized to update prices in the master price file. *Each Category Manager* is responsible for reviewing and signing the vendor price change form. The price change form includes the following information: item code, item description, new price and effective date. Forms not properly completed, will be returned for correction and may delay the acceptance of any list price change.

DISCONTINUATION OF ITEM

AWG requires notification from the vendor 60 days prior to the discontinuation of the item. AWG reserves the right to request markdown funding or a reduced price as an exit strategy.

FINISHED GOODS AND PACKAGING

AWG, VMC, and all subsidiaries, shall not be responsible for more than ninety (90) days of supply regarding packaging material or finished goods, based on supplier's normal delivery of product, unless otherwise specifically agreed upon, authorized and specified by AWG/VMC in writing.

NOTICE OF PROMOTION ALLOWANCE

AWG strives to maintain long planning horizons. AWG requires a 60-day minimum advance notice of allowances and trade funds. All allowances and trade funds should be communicated to the appropriate Category Manager.

LATE FEE ASSESSEMENT FOR DELAY OF PROJECTS

In an effort to ensure speed to market, AWG Brands will assess \$100 late fees per project in conjunction with missed project deadlines.

To encourage communication and maintain a high level of customer service, these fees will be based on the following supplier related turnaround times:

- Send in all requested specs, product samples, and signed Label Development Form (LDF) - 8 business days

- Round 1 Review - 8 business days
- Subsequent rounds of review(s) - 3 business days

We understand that each vendor maintains their own review process that may not accommodate this established timeline. Given the potential of unforeseen circumstances and conditions, we will do our part to fairly assess charges on a case by case basis. AWG would like to know in advance your expected project timelines so late fees and repeated requests for specs are not required.

AWG reserves the right to remove product from commerce as seen fit for Food Safety and Quality purposes.

No changes should be made to a formula or material or its process that results in changes, without prior written approval.

Store Brand Source Supplier User Guide

AWG Brands utilizes Store Brand Source for a variety of initiatives that require private brand specification data.

This includes for:

- Publishing data online in consumer facing information and e-commerce portals.
- Lab testing of products versus specification.

Since the data for the online portals is pulled directly from Store Brands Source it is pulled directly from StoreBrandSource™, *it is essential* that our suppliers accurately interpret all standards for the items they supply to AWG and keep their specifications up-to-date. If you are unsure about your login information, please email:

support@storebrandsource.com

[Click here for StoreBrandSource Supplier User Guide](#)

AWG Brands Diverting Policy

Products bearing an AWG trademark label that due to overproduction, warehouse dating policy, quality standards or any other applicable cause may be:

1. Stripped and relabeled with the vendor's control label; *or*
2. Diverted to a bulk use institution as so long as there is no food safety risk; *or*
3. Donated; as so long as there is no food safety risk and the supplier has necessary controls in place to ensure product is not sold or redistributed for retail use

The express written consent of AWG is required. Under no circumstance shall product be resold for retail use bearing an AWG trademarked label. When product is either diverted to a bulk use institution or donated, the supplier bears sole responsibility of notification to consignee should it be necessary for any applicable reason.

A supplier whom would like to request to donate or divert product must fill out a request and wait for AWG approval prior to completing disposition of product.

AWG Brands Request for Produced Product Disposition

Date:

Name of Company Requesting:

Company Representative and Contact Information (Name, email & phone):

Physical Address of Company:

AWG Vendor Number:

Item UPC	Item Description	Lot Code (include Best By Date)	Quantity (units & cases)

Disposition (circle): RELABEL DONATE* BULK USE
INSTITUTION*

*Name and address of consignee

Reason for request

AWG INTERNAL USE ONLY

Supplier Indemnity & Hold Harmless on file? YES NO

Supplier Certification of Insurance on file? YES NO

NAME (SIGN)

Date

NAME (PRINT)

AWG Brands Testing Notification

Pricing

Tier 1: \$455, Tier 2: \$775, Tier 3: \$1175 depending on the complexity of the testing required.

Vendors are responsible for providing product samples and National Brand Equivalent (NBE) compare-to samples for testing.

If products fail testing and require new testing, additional charges will apply.

Overall Liking Score

AWG Brands is conducting overall liking scores (on a nine-point hedonic scale) for evaluation. This score provides a powerful summary metric of quality and can provide an easy comparison between the private brand and national brand item as well as across a category. Scoring is done by a 5-member experienced panel, assessing the product blind.

Item Pricing

In conjunction with the overall liking score, adding price evaluation allows a comparison of value to be made between competing products and across the brand and category. Pricing is normalized for this purpose, for example, to \$ per oz.

Bioengineering and Kosher Evaluations

Product labels will be verified for accurate bioengineering and kosher information during testing. This ensures accurate information is being transmitted to consumers on the AWG Brands websites.

Common Formulas Across Brands

To save you money, going forward, the Daymon Quality Assurance team will ask suppliers to notify us if they have common formulas across brands (typically Best Choice and Always Save). If common formulas exist, only one will be tested to streamline effort and cost.

AWG Brands Vendor Information

The purpose of this document is to provide a brief and summarized view into Associated Wholesale Grocers' processes and cost of doing business for new vendors. For more in-depth conversations, please reach out to your Daymon-KC BDM.

Before quoting a price, there are many variables to consider, starting with all pricing for AWG should be submitted as delivered pricing.

- AWG currently has 11 distribution centers to service the almost 3,400 retail member stores.
- Ship to addresses:
 - Kansas City (KC), 4701 Speaker Road, Kansas City, KS 66106
 - Springfield (SP), 3201 East Division, Springfield, MO 65802
 - Oklahoma City (OK), 5600 S. Council, Oklahoma City, OK 73179
 - Mid-South (MS), 8690 Tulane Road, Southaven, MS 38671
 - Nashville (NA), 500 S. Cartwright St., Goodlettsville, TN 37072
 - Gulf Coast (GC), 63331 Old Military Rd., Pearl River, LA 70452
 - Nebraska (NE), 1810 South 16th St., Norfolk, NE 68702
 - Great Lakes (GL), 5521 88th Avenue, Kenosha, WI 53144
 - Upper Midwest (UM), 6401 8th Avenue South, St. Cloud, MN 56301
 - Upper Midwest Perishable (UM), 275 74th Street South, St. Cloud, MN 56301
 - Mid-South (MS), 500 Kapik Road, Hernando, MS 38632

New Vendors

- Potential new vendors will be required to complete a new vendor set up packet which also includes:
 - Swell allowance agreement
 - Freight rate sheets
 - [Certificate of Insurance](#)
 - W-9 with taxpayer ID
 - AWG Food Safety Survey-completed
 - Provide organic certifications where applicable
 - Hold Harmless and Indemnity Agreement
 - Continuing Food Guarantee and Indemnity Agreement
- Freight components that should be included in your pricing should be:
 - Line Haul Rate (do not include fuel surcharge)
 - Lumper (unloading) fee, which can vary by type of item, pallet, floor loaded versus CHEP, etc. A good average number to use as of this writing is \$150 per full truckload palletized loads.
 - Fuel Surcharge will be deducted based upon the average cost of diesel at the time of shipment.
 - The freight rate/pickup allowance should be built into your delivered price.

- All AWG Brands vendors are required to sign a swell/damage allowance agreement. This agreement provides AWG Brands a rate equal to 0.5% of Sales off invoice.
 - Swell allowance covers retail swell, not warehouse swell/damage.
- AWG requires 2% Terms from all vendors, so please factor into delivered pricing.
 - AWG's terms clock begins based on receipt of goods, invoice date or receipt of invoice, whichever is in AWG's favor.
- AWG also requires vendors to participate in [ReposiTrak](#) for vendor storage of documents and compliance information.
- AWG provides an AWG Brands' sales force to help obtain and keep distribution for AWG Brands products.
- Daymon brokerage. Daymon will send you a contract and payment would be made direct to them. Brokerage should be included in your delivered pricing.
- Label Development at AWG.
 - AWG's Label Development Form (LDF) will identify cost of approx. \$4,300 for item development and approx. \$3,400 for line extensions.
 - Contact Kate Favrow at 913-288-1675 to discuss costs and services as needed.
- Your delivered price should be a net price. AWG Brands will add warehouse mark-up and promotional accruals prior to providing the AWG Retailers a base-selling price (BSP).
- Promotional Events (Best Choice, Clearly by Best Choice, and Best Choice Superior Selections)
 - AWG Brands provides the AWG Retailers thirteen Promotional Events (Events) per year.
 - The planned Events and the associated effective order dates are communicated to the vendors several months in advance of the Events with a request to:
 - Verify pricing with one of three responses
 - Pricing is fine as it exists today
 - We expect pricing to be x% greater during the Events

- Our pricing may increase but we will protect the pricing for the Event with off invoice allowances
- Vendor responses regarding price can impact participation in Events.
- Event planning is the best time for you to inform your Daymon BDM of any promotional shippers, pallet mods, or if incremental funding is available.
- New Items
 - Any item that will be developed will originate via a Label Development Form (LDF). This form is not completed until item samples have been approved by the AWG Brands QA.
 - Daymon BDM originates the Label Development Form which eventually routes to the vendor.
 - New Item launches for AWG Brands items are introduced to the Retailers in four waves during the year.
 - AWG does not sign packaging agreements and prefers working with the vendors for a fair resolution to any packaging. The typical liability of packaging acceptable to AWG is not to exceed 90 days.
 - Vendor is responsible for communicating minimums.
- Retail Pricing
 - AWG supports more than 1,100 independent retailers. While AWG Brands targets product retails, for convenience, may and suggest the retails to the retailers, each retailer manages all of their own pricing in their sole discretion and may not adhere to any SRP.
- Deductions
 - Several factors can cause deductions at AWG, including, but not limited to: delivered price does not match, swell allowance issues, traffic related issues, detention fees.
 - Submission of accurate pricing in a timely manner reduces deductions, all price changes require minimum 60 days from approval to initiation.
 - In the event there is a vendor mistake and a repay is required, the AWG Vendor Relations Department charges approximately \$50 per instance.
- Product Recalls
 - [Click here for recall requirements](#)

➤ Product Dating

- AWG requires all inbound AWG Brands items to arrive at each Distribution Facility with a minimum of 50% of the production shelf life remaining.

AWG Brands New Item Proposal

[Click here for AWG Brands New Item Proposal form.](#)

Produce Supplier Additional Requirements

AWG Food Safety Survey

[Click here for AWG Food Safety Survey](#)

Produce Fee

The fee for new item set up is \$200 and for all in/out items is \$250. These fees will be assessed to help offset increased operational costs. These fees will only pertain to hard lines, non-fresh type items (i.e. – salad dressings, croutons, etc.) and will not pertain to any fresh produce commodity items.

Bioengineered (BE) Food Disclosure Standard for Suppliers

The United States Department of Agriculture (USDA) announced the National Bioengineered Food Disclosure Standard on December 20, 2018. The standard requires food manufacturers, importers, and certain retailers to disclose information about whether foods offered for retail sale are Bioengineered (BE) or contain BE ingredients. All food entering commerce must be labeled in accordance with the Standard.

The Standard defines bioengineered foods as those that contain detectable genetic material that has been modified through in vitro recombinant deoxyribonucleic acid (rDNA) techniques and for which the modification could not otherwise be obtained through conventional breeding or found in nature.

Ongoing, please notify AWG if the status of the foods your company supplies to us requires BE disclosure.

Appointment Scheduling

Locations and Hours

[Click here for Division Information and Hours](#)

AWG 3rd Party Appointment Scheduling (Bluejay)

[Click here for AWG 3rd Party Appointment Scheduling](#)

Appointment

Consolidating Multiple POs to An Appointment

1. ENTER ALL ORDERS IN THE CUSTOMER PO FIELD
2. SELECT THE DELIVERY DATE
3. CLICK SEARCH

3rd Party - Appointment Scheduling - Google Chrome

app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

LAKEISHA HALL (AWGadmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Transportation Management

Account : ASSOCIATED WHOLESALE GROCERS Operation : [Appointment Scheduling](#)

[Appointment Scheduling Shipment Search](#)

Appointment Stop Type

☒ Delivery

Search

Clear

Search by a Reference Number(s)

CUSTOMER PO: 83125,83831,24943,84478,83830

Drop Date: 10/11/2021

Search by Appointment(s)

Confirmation #

Appt. Date

My Appointments ☐

Unappointed and not grouped

Delivery Location	Ref #	Status	Pick-up Plan Date	Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKC 4701 SPEAKER ROAD KANSAS CITY, KS 66106 US	CUSTOMER PO: 83125	Open	10/11/2021	DOT 1 DOT WAY MOUNT STERLING, IL 62353 US	--	53	2	532.45 lb	26.65 cu ft	<input type="checkbox"/> Select All
	CUSTOMER PO: 24943	Open	10/11/2021	DOT 1 DOT WAY MOUNT STERLING, IL 62353 US	--	1,162	42	11,778.74 lb	788.97 cu ft	<input type="checkbox"/>
	CUSTOMER PO: 83830	Open	10/11/2021	DOT 1 DOT WAY MOUNT STERLING, IL 62353 US	--	721	20	9,802.42 lb	850.35 cu ft	<input type="checkbox"/>
	CUSTOMER PO: 83831	Open	10/11/2021	DOT 1 DOT WAY MOUNT STERLING, IL 62353 US	--	316	10	5,624.78 lb	272.65 cu ft	<input type="checkbox"/>
	CUSTOMER PO: 84478	Open	10/11/2021	DOT 1 DOT WAY MOUNT STERLING, IL 62353 US	--	21	1	126 lb	8.72 cu ft	<input type="checkbox"/>

Appointment Selected as Live Appointment Selected as Drop Trailer Consolidate Selected

4. CHECK THE BOX NEXT TO EACH PO NUMBER
5. CLICK THE CONSOLIDATE SELECTED BOX

3rd Party - Appointment Scheduling - Google Chrome
app.tms.blujaysolutions.net/thirdparty/apptscheduling.do
LAKEISHA HALL (AWGadmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Account : ASSOCIATED WHOLESALE GROCERS Operation : [Appointment Scheduling](#)

Appointment Scheduling Shipment Search

Appointment Stop Type
☒ Delivery

Search
Clear

Search by a Reference Number(s)
CUSTOMER PO Drop Date

Search by Appointment(s)
Confirmation # Appt. Date

My Appointments ☐

Unappointed and not grouped

Delivery Location	Ref #	Status	Pick-up Plan Date	Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKC 4701 SPEAKER ROAD KANSAS CITY, KS 66108 US	CUSTOMER PO: 83125	Open	10/11/2021	1 DOT WAY MOUNT STERLING, IL 62353 US	--	53	2	532.45 lb	28.65 cu ft	<input checked="" type="checkbox"/> Select All
	CUSTOMER PO: 24943	Open	10/11/2021	1 DOT WAY MOUNT STERLING, IL 62353 US	--	1,162	42	11,778.74 lb	788.97 cu ft	<input checked="" type="checkbox"/>
	CUSTOMER PO: 83830	Open	10/11/2021	1 DOT WAY MOUNT STERLING, IL 62353 US	--	721	20	9,802.42 lb	850.35 cu ft	<input checked="" type="checkbox"/>
	CUSTOMER PO: 83831	Open	10/11/2021	1 DOT WAY MOUNT STERLING, IL 62353 US	--	316	10	5,624.78 lb	272.65 cu ft	<input checked="" type="checkbox"/>
	CUSTOMER PO: 84478	Open	10/11/2021	1 DOT WAY MOUNT STERLING, IL 62353 US	--	21	1	126 lb	8.72 cu ft	<input checked="" type="checkbox"/>
						Selected Total	2,273	75	27,864.39	1,947.34

Appoint Selected as Live
Appoint Selected as Drop Trailer
Consolidate Selected

6. ONCE ON THIS SCREEN CLICK
7. UPDATE SHIPMENTS AND MANAGED APPOINTMENTS

Modify Shipment Grouping - Google Chrome

app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

Shipment Information

Carrier _____

Ref #	Status Plan Date	Pick-up Location	Pieces	Pallets	Weight	Volume	Sequence	
CUSTOMER PO: 24943	Open 10/11/2021	DOT 1 DOT WAY MOUNT STERLING, IL 62353	1,162	42	11,778.74 lb	788.97 cu ft	0	<input checked="" type="checkbox"/> Adding
CUSTOMER PO: 84478	Open 10/11/2021	DOT 1 DOT WAY MOUNT STERLING, IL 62353	21	1	126 lb	8.72 cu ft	0	<input checked="" type="checkbox"/> Adding
CUSTOMER PO: 83125	Open 10/11/2021	DOT 1 DOT WAY MOUNT STERLING, IL 62353	53	2	532.45 lb	26.65 cu ft	0	<input checked="" type="checkbox"/> Adding
CUSTOMER PO: 83830	Open 10/11/2021	DOT 1 DOT WAY MOUNT STERLING, IL 62353	721	20	9,802.42 lb	850.35 cu ft	0	<input checked="" type="checkbox"/> Adding
CUSTOMER PO: 83831	Open 10/11/2021	DOT 1 DOT WAY MOUNT STERLING, IL 62353	316	10	5,624.78 lb	272.65 cu ft	0	<input checked="" type="checkbox"/> Adding
Total			2,273	75	27,864.39	1,947.34		

UPDATE SHIPMENTS
UPDATE SHIPMENTS AND MANAGE APPOINTMENT
CANCEL

8. SELECT THE DATE AND TIME
9. CLICK SUBMIT REQUEST

Schedule Appointment - Google Chrome
app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

SCHEDULE APPOINTMENT

Appointment Information

Current Appt --
Appt. Status --
Type --
Comments

Delivery Location
AWGKC
4701 SPEAKER ROAD
KANSAS CITY, KS 66106 US

Carrier
Trailer #
Driver
Vehicle #

LIVE TRAILER

Please click on "Next Day" OR "Previous Day" or enter a date to retrieve available appointments

Plan Date
10/11/2021

Date
10/11/2021

SHOW OPEN APPOINTMENTS

<<Previous Day

Next Day>>

01:30
03:00
04:30
06:00

Override Options

Date

Estimated Loading/Unloading Time
0

Appt. Status
☒ REQUESTED ☐ CONFIRMED

Dock
Choose

Affect Dock Slot Usage
☒ Yes ☐ No

Attributes

Comments

Trailer #

Driver

Vehicle #

Consolidation Reference --

Carrier

SUBMIT REQUEST

CANCEL

Shipment Information

Ref #	Status Plan Date	Pick-up Location	Priority	Pieces	Pallets	Weight	Volume	Sequence
CUSTOMER PO: 83127	Open 10/11/2021	DOT 1 DOT WAY MOUNT STERLING, IL	--	189	5	2,362.5 lb	274.05 cu ft	0

To Add an Order to An Existing Appointment

1. ENTER THE PO NUMBERS IN THE CUSTOMER PO BOX
2. SELECT THE DELIVERY DATE
3. SEARCH

The screenshot shows a web browser window titled "3rd Party - Appointment Scheduling - Google Chrome". The address bar displays "app.tms.blujaysolutions.net/thirdparty/selecttpusermodule.do". The page header includes the "Transportation Management" logo, the user name "LAKEISHA HALL (AWGAdmin)", and links for "Help Documentation", "Customer Support", and "Close Window". Below the header, the account information is "Account : ASSOCIATED WHOLESALE GROCERS Operation : Appointment Scheduling". The main section is titled "Appointment Scheduling Shipment Search" and includes a sub-section "Appointment Stop Type" with a radio button for "Delivery". A "Search" button is located to the right of the "Delivery" radio button. Below the "Search" button, there are two search sections: "Search by a Reference Number(s)" and "Search by Appointment(s)". The "Search by a Reference Number(s)" section has a text input field for "CUSTOMER PO" containing "24955,74358" and a date input field for "Drop Date" containing "10/10/2021". The "Search by Appointment(s)" section has a text input field for "Confirmation #" and a date input field for "Appt. Date". At the bottom of the search section, there is a checkbox for "My Appointments" which is currently unchecked.

3rd Party - Appointment Scheduling - Google Chrome

app.tms.blujaysolutions.net/thirdparty/selecttpusermodule.do

Transportation Management

LAKEISHA HALL (AWGAdmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Account : ASSOCIATED WHOLESALE GROCERS Operation : Appointment Scheduling

Appointment Scheduling Shipment Search

Appointment Stop Type

☒ Delivery

Search

Clear

Search by a Reference Number(s)

CUSTOMER PO

Drop Date

Search by Appointment(s)

Confirmation #

Appt. Date

My Appointments ☐

4. SELECT THE ORDER(S) THAT ARE NEEDING TO BE ADDED BY CHECKING THE BOX NEXT TO THE ORDER

5. SINGLE APPOINTMENT ACTION DROP DOWN – MANAGE GROUPING

3rd Party - Appointment Scheduling - Google Chrome

app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

Transportation Management

LAKEISHA HALL (AWGAdmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Account : ASSOCIATED WHOLESALE GROCERS Operation : Appointment Scheduling

Appointment Scheduling Shipment Search

Appointment Stop Type

Delivery

Search

Clear

Search by a Reference Number(s)

CUSTOMER PO: 24955,74358 Drop Date: 10/10/2021

Search by Appointment(s)

Confirmation # Appt. Date

My Appointments

Unappointed and not grouped

Delivery Location	Ref #	Status	Plan Date	Pick-up Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKC 4701 SPEAKER ROAD KANSAS CITY, KS 66108 US	CUSTOMER PO: 24955	Open	10/07/2021	DANONE U S LLC 12002 AIRPORT WAY BROOMFIELD, CO 80021 US	--	96	3	527.52 lb	30.63 cu ft	<input checked="" type="checkbox"/> Select All
Comment (PICKUP POINT) FORT WORTH, TX						Selected Total	96	3	527.52	30.63

Appoint Selected as Live Appoint Selected as Drop Trailer Consolidate Selected

Select shipments which are not appointed or grouped and click 'Appoint' to request an appointment. To add a shipment to a grouping, select the shipment and choose 'Manage Grouping' from the drop down selections below.

Appointed or pre-grouped

Delivery Location	Ref #	Status	Plan Date	Pick-up Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKC 4701 SPEAKER ROAD KANSAS CITY, KS 66108 US	CUSTOMER PO: 74358	Open	10/07/2021	DANONE U S LLC 12002 AIRPORT WAY BROOMFIELD, CO 80021 US	--	1,881	56	41,819 lb	1,052 cu ft	Single Appointment Action
Carrier: RMXR Comment (PICKUP POINT) ARLINGTON, TX						Total	--	1,881	56	41,819 lb

Appointment Status: 10/11/2021 08:00 CONFIRMED LIVE TRAILER Comment: Need to reschedule for the 11th.

Priority: -- Confirmation #: 28543687 Consolidation Ref: --

Trailer #: -- Driver: -- Vehicle #: --

Single Appointment Action

- Choose --
- Choose --
- Manage Grouping
- Void Consolidation
- Manage Live Appointment
- Update Appointment Details
- Cancel Appointment

Go

6. CLICK UPDATE SHIPMENTS AND MANAGE APPOINTMENT

Appointment Scheduling

Account : ASSOCIATED WHOLESALE GROCERS Operation : Appointment Scheduling

Appointment Information

Current Appt	10/11/2021 06:00	Delivery Location	AWGKC 4701 SPEAKER ROAD KANSAS CITY, KS 66106 📍
Confirmation #	28543687		
Status	CONFIRMED		
Type	LIVE TRAILER		
Comments	Need to reschedule for the 11th.		

Shipment Information

Carrier RMXR

Ref #	Status Plan Date	Pick-up Location	Pieces	Pallets	Weight	Volume	Sequence	
CUSTOMER PO: 74358	Open 10/07/2021	DANONE U S LLC 12002 AIRPORT WAY BROOMFIELD, CO 80021	1,861	56	41,819.26 lb	1,052.09 cu ft	0	<input checked="" type="checkbox"/>
CUSTOMER PO: 24955	Open 10/07/2021	DANONE U S LLC 12002 AIRPORT WAY BROOMFIELD, CO 80021	96	3	527.52 lb	30.63 cu ft	0	<input checked="" type="checkbox"/> Adding
Total			1,957	59	42,346.78	1,082.72		

UPDATE SHIPMENTS
UPDATE SHIPMENTS AND MANAGE APPOINTMENT
CANCEL

7. SELECT THE TIME AND DATE

8. CLICK SUBMIT REQUEST

Schedule Appointment - Google Chrome
app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

SCHEDULE APPOINTMENT

Appointment Information

Current Appt --	Delivery	AWGKC	Carrier
Appt. Status --	Location	4701 SPEAKER ROAD	Trailer #
Type --		KANSAS CITY, KS 66106 US 📍	Driver
Comments			Vehicle #

LIVE TRAILER ▾

Please click on "Next Day" OR "Previous Day" or enter a date to retrieve available appointments

Plan Date 10/11/2021

<<Previous Day Date 10/11/2021 📅 SHOW OPEN APPOINTMENTS Next Day>>

☒ 01:30 ☐ 03:00 ☐ 04:30 ☐ 06:00

Override Options

Date	📅	Estimated Loading/Unloading Time	0
Appt. Status	<input checked="" type="radio"/> REQUESTED <input type="radio"/> CONFIRMED	Dock	Choose ▾
Affect Dock Slot Usage	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Attributes

Comments	Trailer # _____
Consolidation Reference--	Driver _____
Carrier	Vehicle # _____

Shipment Information

Unable to Pull Up an Order

YOUR SUPPLIER FILTER MAY NOT BE COMPLETED
CLICK SUPPLIER FILTER

Shipper Third Party User Association - Google Chrome

app.tms.blujaysolutions.net/thirdparty/shippertpuserassn.do?pageaction=edit&tpShipperProfileID=98804

[User Information](#) [Customer Filter](#) [Supplier Filter](#) [Carrier Filter](#) [Freight Billable Party Filter](#) [Location Filter](#)

User Information		Location Information	
Username	AWGadmin	Address	5000 KANSAS AVENUE KANSAS CITY, KS 66101 US
Company	ASSOCIATED WHOLESALE GROCERS	Time Zone	America/New_York
Contact Information		Receive Advisor Email?	true
Name	LAKEISHA HALL		
Title			
Email	llee@awginc.com		
Phone Number			
Fax Number			
Pager Number			
Operation	Action Profile	Override Menu Display	
Client Portal	-- Choose --		
Supplier Portal	AWG		
Appointment Scheduling	THIRD PARTY APPOINTMENT		

SAVE **CANCEL**

CLICK SEARCH & SELECT

Shipper Third Party User Association - Google Chrome

app.tms.blujaysolutions.net/thirdparty/shippertpuserassn.do?pageaction=edit&tpShipperProfileID=98804

[User Information](#) [Customer Filter](#) [Supplier Filter](#) [Carrier Filter](#) [Freight Billable Party Filter](#) [Location Filter](#)

Select Suppliers Who the Third Party User can see

-- All --

[Search & Select](#)

[Remove Selected](#)

SAVE **CANCEL**

IN THE NAME FIELD – ENTER YOUR COMPANY NAME

Search For Supplier - Google Chrome

app.tms.blujaysolutions.net/order/search/suppliersearch.do?useMultiple=true

Reference Name

Country City State/Province Postal Code

United States

SEARCH

Clear

CHECK ALL VENDOR NUMBERS LISTED

Search For Supplier - Google Chrome

app.tms.blujaysolutions.net/order/search/suppliersearch.do

Reference Name

Country City State/Province Postal Code

United States

SEARCH

Clear

Reference	Name	Address	Select
00013066000	AWG KC RETURN, INC.	KANSAS CITY, MO 64161 US	<input checked="" type="checkbox"/>
00043067004	AWG KC	KANSAS CITY, KS 66106 US	<input checked="" type="checkbox"/>
01023067001	AWG KC	KANSAS CITY, KS 66106 US	<input checked="" type="checkbox"/>

SELECT

HIT SELECT

CLICK SAVE

Shipper Third Party User Association - Google Chrome

app.tms.blujaysolutions.net/thirdparty/shippertpuserassn.do?pageaction=edit&tpShipperProfileID=98804

[User Information](#) [Customer Filter](#) [Supplier Filter](#) [Carrier Filter](#) [Freight Billable Party Filter](#) [Location Filter](#)

Select Suppliers Who the Third Party User can see

AWG KC RETURN, INC. - 00013066000
AWG KC - 00043067004
AWG KC - 01023067001

[Search & Select](#)
[Remove Selected](#)

SAVE **CANCEL**

How to Reschedule an Existing Appointment

ENTER THE PO NUMBER OR CONFIRMATION NUMBER IN THE APPROPRIATE FIELD

SELECT DUE DATE

CLICK SEARCH

3rd Party - Appointment Scheduling - Google Chrome

app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

LAKEISHA HALL (AWGadmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Transportation Management

Account : ASSOCIATED WHOLESALE GROCERS Operation : [Appointment Scheduling](#)

[Appointment Scheduling Shipment Search](#)

Appointment Stop Type

☒ Delivery

Search

Clear

Search by a Reference Number(s)

CUSTOMER PO Drop Date

Search by Appointment(s)

Please select from the times provided. If needing assistance please email TMSHELP@AWGINC.COM If you are needing assistance please email TMSHELP@AWGINC.COM.

Include the division, PO numbers, date and time

Confirmation # Appt. Date

My Appointments ☐

Delivery Location	Ref #	Status	Pick-up Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKC 4701 SPEAKER ROAD KANSAS CITY, KS 66108 US	CUSTOMER PO: 76523	Open 10/22/2021	BELFONTE ICE CREAM COMPANY 1625 CLEVELAND KANSAS CITY, MO 64127 US	--	3,720	40	22,026 lb	1,072 cu ft	
Total				--	3,720	40	22,026 lb	1,072 cu ft	

Carrier: --

Single Appointment Action

-- Choose -- Go

Appointment Status	Priority	Confirmation #	Consolidation Ref	Trailer #	Driver #	Vehicle #
10/22/2021 00:00	--	28619010	--	--	--	--
CONFIRMED						
LIVE TRAILER						
Comment : No Product						

IN THE SINGLE APPOINTMENT ACTION BOX – SELECT CANCEL APPOINTMENT
CLICK GO

3rd Party - Appointment Scheduling - Google Chrome

app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

Transportation Management

LAKEISHA HALL (AWGadmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Account : ASSOCIATED WHOLESALE GROCERS Operation : [Appointment Scheduling](#)

[Appointment Scheduling Shipment Search](#)

Appointment Stop Type

☒ Delivery

Search

Clear

Search by a Reference Number(s)

CUSTOMER PO Drop Date

Search by Appointment(s)

Please select from the times provided. If needing assistance please email TMSHELP@AWGINC.COM If you are needing assistance please email TMSHELP@AWGINC.COM.

Include the division, PO numbers, date and time

Confirmation # Appt. Date

My Appointments ☐

Appointed or pre-grouped

Delivery Location	Ref #	Status Plan Date	Pick-up Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKC 4701 SPEAKER ROAD KANSAS CITY, KS 66106 US	CUSTOMER PO: 76523	Open 10/22/2021	BELFONTE ICE CREAM COMPANY 1625 CLEVELAND KANSAS CITY, MO 64127 US	--	3,720	40	22,026 lb	1,072 cu ft	
Carrier: --				Total	--	3,720	40	22,026 lb	1,072 cu ft

Single Appointment Action

Cancel Appointment

Go

Appointment Status Type	Priority	Confirmation #	Consolidation Ref	Trailer # Driver Vehicle #
10/22/2021 00:00	--	28619010	--	--
CONFIRMED				--
LIVE TRAILER				--
Comment	No Product			

ENTER REASON APPT IS BEING CANCELED/RESCHEDULED

Cancel Appointment - Google Chrome

app.tms.blujaysolutions.net/thirdparty/tpcancelappt.do?consolidationID=7687926&stopType=1001&d...

CANCEL APPOINTMENT

CLOSE WINDOW

Appointment Information

Shipment Ref #(s)	76523	Plan Date	10/22/2021 00:00 EDT
Location	AWGKC 4701 SPEAKER ROAD	Appt. Status	CONFIRMED
	KANSAS CITY, KS 66106 US	Appt. Comment	No Product

Are you sure you want to cancel this Appointment?

Comments

DATE CHANGE

*

CONTINUE

CLOSE

SELECT MANAGE LIVE APPT CLICK GO

3rd Party - Appointment Scheduling - Google Chrome
app.tms.blujaysolutions.net/thirdparty/apptscheduling.do
LAKEISHA HALL (AWGadmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Account : ASSOCIATED WHOLESALE GROCERS Operation : [Appointment Scheduling](#)

Appointment Scheduling Shipment Search

Appointment Stop Type
☒ Delivery

Search by a Reference Number(s)
CUSTOMER PO
Drop Date

Search by Appointment(s)
Please select from the times provided. If needing assistance please email TMSHELP@AWGINC.COM If you are needing assistance please email TMSHELP@AWGINC.COM.
Include the division, PO numbers, date and time
Confirmation #
Appt. Date

My Appointments ☐

Appointed or pre-grouped

Delivery Location	Ref #	Status	Plan Date	Pick-up Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKC 4701 SPEAKER ROAD KANSAS CITY, KS 66108 US	CUSTOMER PO: 76523	Open	10/22/2021	BELFONTE ICE CREAM COMPANY 1825 CLEVELAND KANSAS CITY, MO 64127 US	--	3,720	40	22,026 lb	1,072 cu ft	
Total					--	3,720	40	22,026 lb	1,072 cu ft	

Single Appointment Action
-- Choose --

Appointment Status	Priority	Confirmation #	Consolidation Ref	Trailer #	Driver #	Vehicle #
10/22/2021 00:00	--	28819010	--	--	--	--
CONFIRMED						
LIVE TRAILER						
Comment	No Product					

SELECT THE DATE AND TIME OF THE NEW REQUESTED APPOINTMENT
 IN THE COMMENT FIELD – ENTER THE REASON FOR NEW APPOINTMENT
 CLICK SUMBIT REQUEST

Schedule Appointment - Google Chrome
 app.tms.blujaysolutions.net/thirdparty/tpscheduleappt.do

[RETURN TO THE TOP OF SCHEDULE APPOINTMENT](#)

Appt. Status VOIDED Location KANSAS CITY, KS 66106 US Trailer #
 Type -- Driver
 Comments DATE CHANGE Vehicle #

LIVE TRAILER

Please click on "Next Day" OR "Previous Day" or enter a date to retrieve available appointments

Plan Date 10/22/2021

<<Previous Day Date 10/20/2021 SHOW OPEN APPOINTMENTS Next Day>>

☐ 00:15 ☒ 01:30 ☐ 03:00

Override Options

Date Estimated Loading/Unloading Time 0
 Appt. Status ☒ REQUESTED ☐ CONFIRMED Dock Choose
 Affect Dock Slot Usage ☒ Yes ☐ No

Attributes

Comments DATE CHANGE Trailer #
 Consolidation Reference -- Driver
 Carrier Vehicle #

[SUBMIT REQUEST](#) [CANCEL](#)

Shipment Information

If you are needing assistance please email TMSHELP@AWGINC.COM. Include the division, PO numbers, date and time

Ref #	Status	Pick-up	Priority	Pieces	Pallets	Weight	Volume	Sequence
	Plan Date	Location						
		BELFONTE ICE	--					

Cancel an Existing Appointment

ENTER EITHER THE PO NUMBER OR CONFIRMATION NUMBER AND DATE
HIT SEARCH

LAKEISHA HALL (AWGAdmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Account : ASSOCIATED WHOLESALE GROCERS Operation : [Appointment Scheduling](#)

[Appointment Scheduling Shipment Search](#)

Appointment Stop Type
☒ Delivery

Search by a Reference Number(s)
CUSTOMER PO Drop Date

Search by Appointment(s)
Please select from the times provided. If needing assistance please email TMSHELP@AWGINC.COM If you are needing assistance please email TMSHELP@AWGINC.COM.
Include the division, PO numbers, date and time
Confirmation # Appt. Date

My Appointments ☐

Appointed or pre-grouped

Delivery Location	Ref #	Status Plan Date	Pick-up Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKE 8100 80TH STREET KENOSHA, WI 53144 US	CUSTOMER PO: 15961	Open 11/10/2021	DS WATERS OF AMERICA 10220 WERCH DRIVE WOODRIDGE, IL 60517 US	--	805	23	41,692 lb	1,107 cu ft	<div>Single Appointment Action</div> <div>-- Choose --</div> <input type="button" value="Go"/>
Carrier: --									
Comment (PICKUP POINT) CHICAGO IL									
Total				--	805	23	41,692 lb	1,107 cu ft	

Appointment Status	Priority	Confirmation #	Consolidation Ref	Trailer #	Driver Vehicle #
11/17/2021 22:30	--	29174859	--	--	--
CONFIRMED					
LIVE TRAILER					

IN THE SINGLE APPOINTMENT ACTION BOX SELECT CANCEL APPOINTMENT – GO

3rd Party - Appointment Scheduling - Google Chrome
 app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

Transportation Management LAKEISHA HALL (AWGAdmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Account : ASSOCIATED WHOLESALE GROCERS Operation : Appointment Scheduling

Appointment Scheduling Shipment Search

Appointment Stop Type
☒ Delivery

Search Clear

Search by a Reference Number(s)
 CUSTOMER PO Drop Date

Search by Appointment(s)
 Please select from the times provided. If needing assistance please email TMSHELP@AWGINC.COM If you are needing assistance please email TMSHELP@AWGINC.COM.
 Include the division, PO numbers, date and time
 Confirmation # Appt. Date

My Appointments ☐

Appointed or pre-grouped

Delivery Location	Ref #	Status Plan Date	Pick-up Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKE 8100 60TH STREET KENOSHA, WI 53144 US	CUSTOMER PO: 15961	Open 11/10/2021	DS WATERS OF AMERICA 10220 WERCH DRIVE WOODRIDGE, IL 60517 US	--	805	23	41,092 lb	1,107 cu ft	
Carrier: --									
Comment (PICKUP POINT) CHICAGO IL									
Total				--	805	23	41,092 lb	1,107 cu ft	

Single Appointment Action
 Cancel Appointment

Appointment Status Type	Priority	Confirmation #	Consolidation Ref	Trailer #	Driver Vehicle #
11/17/2021 22:30 CONFIRMED LIVE TRAILER	--	29174859	--	--	--

POP UP BOX – ENTER REASON WHY THE APPOINTMENT IS BEING CANCELED

Cancel Appointment - Google Chrome
 app.tms.blujaysolutions.net/thirdparty/tpcancelappt.do?consolidationID=7808599&stopType=1001&d...

[RETURN TO THE TOP OF CANCEL APPOINTMENT](#) [CLOSE WINDOW](#)

Shipment Ref #(s) 15961 Plan Date 11/17/2021 22:30 EST
 Location AWWKE 8100 60TH STREET Appt. Status CONFIRMED
 KENOSHA, WI 53144 US Appt. Comment --

Are you sure you want to cancel this Appointment?

Comments MISSED APPOINTMENT *

IN THE SINGLE APPOINTMENT ACTION SELECT VOID CONSOLIDATION

3rd Party - Appointment Scheduling - Google Chrome

app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

Transportation Management LAKEISHA HALL (AWGAdmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Account : ASSOCIATED WHOLESALE GROCERS Operation : **Appointment Scheduling**

Appointment Scheduling Shipment Search

Appointment Stop Type

☒ Delivery ☐ Search

Search by a Reference Number(s)

CUSTOMER PO Drop Date

Search by Appointment(s)

Please select from the times provided. If needing assistance please email TMSHELP@AWGINC.COM. If you are needing assistance please email TMSHELP@AWGINC.COM.

Include the division, PO numbers, date and time

Confirmation # Appt. Date

My Appointments ☐

Appointed or pre-grouped

Delivery Location	Ref #	Status	Plan Date	Pick-up Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKE 8100 60TH STREET KENOSHA, WI 53144 US	CUSTOMER PO: 15961	Open	11/10/2021	DS WATERS OF AMERICA 10220 WERCH DRIVE WOODRIDGE, IL 60517 US	--	805	23	41,692 lb	1,107 cu ft	
Carrier: --										
Comment (PICKUP POINT) CHICAGO IL										
Total					--	805	23	41,692 lb	1,107 cu ft	
Appointment										
Status										
Type										
11/17/2021 22:30										
VOIDED										
--										
Comment MISSED APPOINTMENT										

Single Appointment Action

ENTER REASON IN THE NEXT POP-UP BOX

Void Consolidation - Google Chrome

app.tms.blujaysolutions.net/thirdparty/tpcancelappt.do?consolidationID=7808599&stopType=1001&d...

VOID CONSOLIDATION [CLOSE WINDOW](#)

Appointment Information

Shipment Ref #(s)	15961	Plan Date	11/17/2021 22:30 EST
Location	AWGKE 8100 60TH STREET	Appt. Status	VOIDED
	KENOSHA, WI 53144 US	Appt. Comment	MISSED APPOINTMENT

Are you sure you want to void this consolidation?

Comments

GO BACK TO THE TOP AND CLICK SEARCH

NOW YOU CAN RESCHEDULE THE ORDER(s)

3rd Party - Appointment Scheduling - Google Chrome

app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

LAKEISHA HALL (AWGadmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Actions

Account : ASSOCIATED WHOLESALE GROCERS Operation : [Appointment Scheduling](#)

Appointment Scheduling Shipment Search

Appointment Stop Type

☒ Delivery

Search

Clear

Search by a Reference Number(s)

CUSTOMER PO

Drop Date

Search by Appointment(s)

Please select from the times provided. If needing assistance please email TMSHELP@AWGINC.COM If you are needing assistance please email TMSHELP@AWGINC.COM.

Include the division, PO numbers, date and time

Confirmation #

Appt. Date

My Appointments ☐

Unappointed and not grouped

Delivery Location	Ref #	Status	Pick-up Plan Date	Pick-up Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKE 8100 60TH STREET KENOSHA, WI 53144 US	CUSTOMER PO: 15961	Open	11/10/2021	DS WATERS OF AMERICA 10220 WIERCH DRIVE WOODRIDGE, IL 60517 US	--	805	23	41,692 lb	1,106.84 cu ft	<input type="checkbox"/> Select All

Comment (PICKUP POINT) CHICAGO IL

Appoint Selected as Live

Appoint Selected as Drop Trailer

Consolidate Selected

HOW TO SCHEDULE VENDOR DELIVERED ORDERS

PLANNING>SHIPMENT TRACKING
ENTER PO NUMBER IN REF FIELD
SEARCH

The screenshot shows the 'SHIPMENT TRACKING SEARCH' interface. At the top, there's a navigation bar with 'Console', 'Messages', 'Planning', 'Execution', 'Settlement', 'Reporting', and 'Administration'. The date '10/04/2021 07:46 EDT' is displayed on the right. Below the navigation bar, the page title 'SHIPMENT TRACKING SEARCH' is followed by a 'Saved Search' dropdown and 'SAVE' and 'MANAGE' buttons. The search criteria section includes: 'Ref #(') with an input field, 'TMS ID(s)' with an input field, 'Ship-With #(') with an input field, and 'Consolidation #(') with an input field and a checkbox 'Consider all entered search criteria'. The 'Shipment Status' section has checkboxes for 'Assigned', 'Unassigned' (checked), 'Voided', and 'Completed'. The 'Order Group' section has a dropdown menu with options: 'All', 'IB MANAGED PS', 'IB MANAGED GC', 'IB MANAGED GO', and 'IB MANAGED KC'. The 'Order Type' section has a dropdown menu with options: 'All', 'PO BACKHAUL', and 'PO PICKUP'. On the right, there's a 'My Shipments' section with 'CLEAR' and 'SEARCH' buttons, and a 'Log' section with 'Log Search', 'Advanced Search', and 'Log Details' options, along with 'VIEW ALL' and 'COLLAPSE ALL' buttons. At the bottom, there's a copyright notice: '© 1999-2021 Bluibay Solutions Ltd. All Rights Reserved.'

CLICK ON PO NUMBER THE SHIPMENT REPORT WILL SHOW
SCROLL DOWN TO PICKUP LOCATION AND COPY THE VENDOR CODE NUMBER

Shipment Report - Google Chrome
app.tms.blujaysolutions.net/ShipmentReport.jsp?showCloseButton=n&showBackButton=n&showHeader=n&inpopup=y&ship...

RETURN TO THE TOP OF SHIPMENT REPORT

Hazmat	No	Pallet Spaces	--	Incoterms	--
Shipping Status Code	--	Linear Space	--	Place of Incoterms	--
		Density	41.67 pcf		
		Appt. Scheduling Units	--		
Comments	--				

Rate
Billable History

Payable	--	Billable	--	P/L	--
			(No Rate Available)		
RPT	--	RPT	--	RPT	--

Commodity Details

Shipment Leg Information

Leg	TMS ID		Pick-up Location	Hours of Operation
1		Status UNASSIGNED		
		Billable -- (No Rate Available)	00054474002	Pick Plan 10/04/2021 23:59
		Payable --	LAND O FROST	Appointment --
		Ship-With Ref. # --	911 HASTINGS AVENUE	Original Pick-up --
		Shipment Right of Planning	SEARCY, AR 72145 US	
		Shipper Only		
			Delivery Location	Hours of Operation
			WKC MEAT	Drop Plan 10/04/2021 23:59
			ASSOCIATED WHOLESALE KANSAS	Appointment --
			CITY MEAT	Original Delivery --
			4701 SPEAKER ROAD	
			KANSAS CITY, KS 66101 US	
			Debug Info	Optimization Info RateShop Info Rate Inquiry

ADMINISTRATION > COMPANY> THIRD PARTY ACCESS>USER MANAGEMENT>MANAGE CURRENT USERS

Manage Third Party Users

app.tms.blujaysolutions.net/thirdparty/tpusersearch.do

Transportation Management

Console Messages Planning Execution Settlement Reporting Administration

10/04/2021 08:24 EDT

MANAGE THIRD PARTY USERS

Create New

Username

First Name Last Name Company

SEARCH Clear

Related Pages

- Manage Supplier Portal Action Profiles
- Manage Appointment Scheduling Action Profiles
- Manage Client Portal Action Profiles
- Manage Suppliers

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ENTER YOUR USERNAME OR FIRST AND LAST NAME HIT SEARCH

Manage Third Party Users

app.tms.blujaysolutions.net/thirdparty/tpusersearch.do

Transportation Management

Console Messages Planning Execution Settlement Reporting Administration

10/04/2021 08:24 EDT

MANAGE THIRD PARTY USERS

Create New

Username

First Name Last Name Company

LAKEISHA HALL

SEARCH Clear

First Name	Last Name	Username	Company	Action Profile(s)	Action
LAKEISHA	HALL	AWGAdmin	ASSOCIATED WHOLESALE GROCERS	Supplier Portal - AWG Appointment Scheduling - THIRD PARTY APPOINTMENT	-- Choose -- GO

1 result found.

Related Pages

- Manage Supplier Portal Action Profiles
- Manage Appointment Scheduling Action Profiles
- Manage Client Portal Action Profiles
- Manage Suppliers

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UNDER ACTION SELECT “MODIFY ACTION PROFILE”

CLICK SUPPLIER FILTER

The screenshot shows a web browser window titled "Shipper Third Party User Association - Google Chrome". The address bar displays the URL: `app.tms.blujaysolutions.net/thirdparty/shippertpuserasn.do?pageaction=edit&tpShipperProfileID=98804`. The page has a navigation bar with tabs: "User Information", "Customer Filter", "Supplier Filter" (which is active), "Carrier Filter", "Freight Billable Party Filter", and "Location Filter". Below the tabs, the heading "Select Suppliers Who the Third Party User can see" is followed by a list of suppliers: "A&F EXPORTS/TWIN RIVERS FOODS -", "CONAGRA FOODS - 00013624001", "COOL CREATIONS - 00024595001", and "HIGHLINE MUSHROOMS - 000285410". Below the list are two buttons: "Search & Select" and "Remove Selected". At the bottom right of the page are "SAVE" and "CANCEL" buttons.

CLICK SEARCH & SELECT

ENTER THE VENDOR CODE YOU COPIED CLICK SEARCH

CLICK ON THE BOX WITH THE SUPPLIER AND CLICK SELECET

Search For Supplier - Google Chrome

app.tms.blujaysolutions.net/order/search/suppliersearch.do

Reference **Name**

00043168004

SEARCH

[Clear](#)

Country **City** **State/Province** **Postal Code**

United States

Reference	Name	Address	Select
00043168004	SARA LEE FOODS	CHICAGO, IL 60673 US	<input checked="" type="checkbox"/>

SELECT

CLICK SAVE

Shipper Third Party User Association - Google Chrome
app.tms.blujaysolutions.net/thirdparty/shippertpuserassn.do?pageaction=edit&tpShipperProfileID=98804

[User Information](#)
[Customer Filter](#)
[Supplier Filter](#)
[Carrier Filter](#)
[Freight Billable Party Filter](#)
[Location Filter](#)

Select Suppliers Who the Third Party User can see

A&F EXPORTS/TWIN RIVERS FOODS -
CONAGRA FOODS - 00013624001
COOL CREATIONS - 00024595001
HIGHLINE MUSHROOMS - 000285410

Search & Select
Remove Selected

SAVE
CANCEL

Manage Third Party Users
New Tab
app.tms.blujaysolutions.net/thirdparty/tpusersearch.do

Transportation Management
Console Messages Planning Execution Settlement Reporting Administration
10/04/2021 08:24 EDT

MANAGE THIRD PARTY USERS

[Create New](#)

Username
First Name
Last Name
Company

SEARCH
Clear

First Name	Last Name	Username	Company	Action Profile(s)	Action
LAKEISHA	HALL	AWGadmin	ASSOCIATED WHOLESale GROCERS	Supplier Portal - AWG Appointment Scheduling - THIRD PARTY APPOINTMENT	Modify Action Profile GO Modified

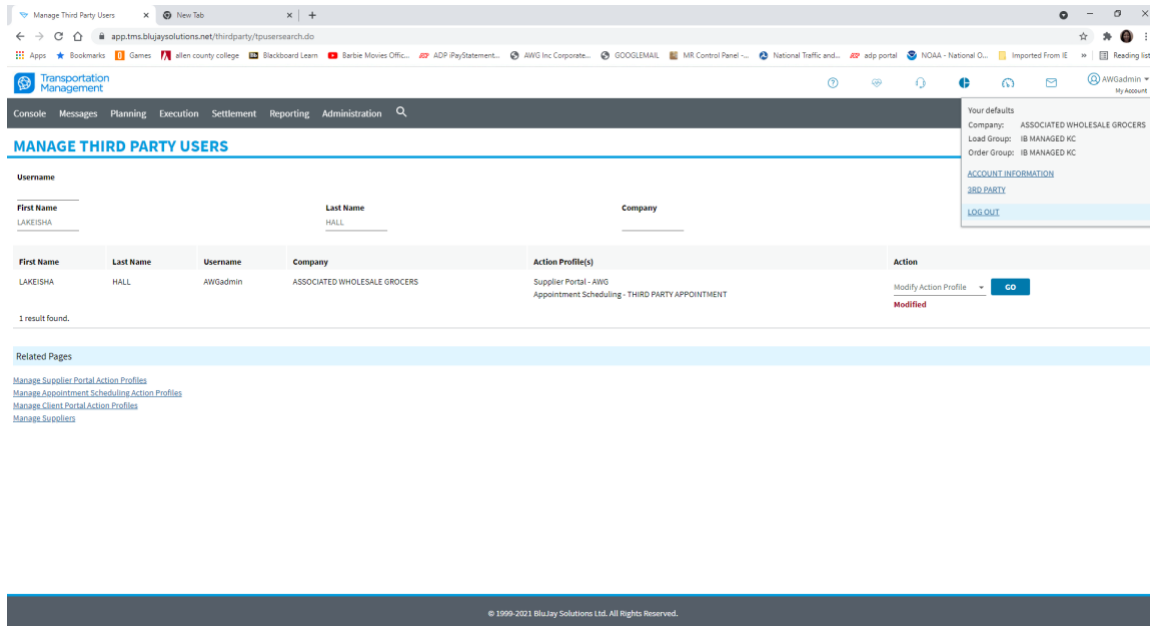
1 result found.

Related Pages

[Manage Supplier Portal Action Profiles](#)
[Manage Appointment Scheduling Action Profiles](#)
[Manage Client Portal Action Profiles](#)
[Manage Suppliers](#)

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GO TO THE TOP WHERE YOUR USERNAME IS LOCATED AND SELECT 3RD PARTY



Manage Third Party Users

app.tms.blujaysolutions.net/thirdparty/tpuserssearch.do

Transportation Management

Console Messages Planning Execution Settlement Reporting Administration

MANAGE THIRD PARTY USERS

Username

First Name: LAKEISHA, Last Name: HALL, Company: ASSOCIATED WHOLESALE GROCERS

First Name	Last Name	Username	Company	Action Profile(s)	Action
LAKEISHA	HALL	AWGadmin	ASSOCIATED WHOLESALE GROCERS	Supplier Portal - AWG Appointment Scheduling - THIRD PARTY APPOINTMENT	Modify Action Profile <input type="button" value="GO"/> Modified

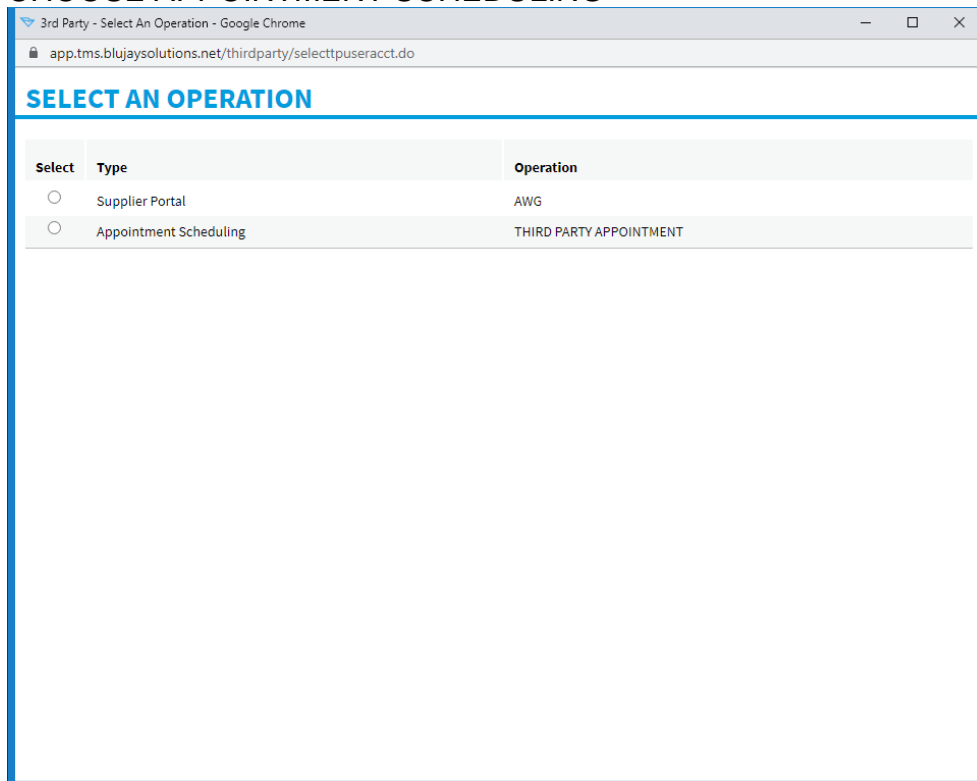
1 result found.

Related Pages

- [Manage Supplier Portal Action Profiles](#)
- [Manage Appointment Scheduling Action Profiles](#)
- [Manage Client Portal Action Profiles](#)
- [Manage Suppliers](#)

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CHOOSE APPOINTMENT SCHEDULING



3rd Party - Select An Operation - Google Chrome

app.tms.blujaysolutions.net/thirdparty/selecttpuseracct.do

SELECT AN OPERATION

Select	Type	Operation
<input type="radio"/>	Supplier Portal	AWG
<input type="radio"/>	Appointment Scheduling	THIRD PARTY APPOINTMENT

3rd Party - Appointment Scheduling - Google Chrome

app.tms.blujaysolutions.net/thirdparty/selecttpusermodule.do

Transportation Management

LAKEISHA HALL (AWGadmin) | [Help Documentation](#) | [Customer Support](#) | [Close Window](#)

Account : ASSOCIATED WHOLESALE GROCERS Operation : [Appointment Scheduling](#)

Appointment Scheduling Shipment Search

Appointment Stop Type

☒ Delivery

Search by a Reference Number(s)

CUSTOMER PO Drop Date

Search by Appointment(s)

Confirmation # Appt. Date

My Appointments ☐

ENTER THE PO AND DROP DATE, CLICK SEARCH

SELECT ALL AND CLICK ON APPOINT SELECTED AS LIVE

3rd Party - Appointment Scheduling - Google Chrome

app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

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Account : ASSOCIATED WHOLESALE GROCERS Operation : [Appointment Scheduling](#)

Appointment Scheduling Shipment Search

Appointment Stop Type

☒ Delivery

Search by a Reference Number(s)

CUSTOMER PO Drop Date

Search by Appointment(s)

Confirmation # Appt. Date

My Appointments ☐

Unappointed and not grouped

Delivery Location	Ref #	Status	Pick-up Plan Date	Location	Priority	Pieces	Pallets	Weight	Volume	Select
AWGKC 4701 SPEAKER ROAD KANSAS CITY KS 66108 US	CUSTOMER PO: 63248	Open	10/04/2021	C & C PRODUCE (3122001) KANSAS CITY KS 66108 US	--	120	4	6,000 lb	285.95 cu ft	<input checked="" type="checkbox"/> Select All
<div> Comment (PICKUP POINT)XXXXX </div>										
Selected Total						120	4	6,000	285.95	<input type="button" value="Appoint Selected as Live"/> <input type="button" value="Appoint Selected as Drop Trailer"/> <input type="button" value="Consolidate Selected"/>

SELECT A TIME AND SUBMIT REQUEST

Schedule Appointment - Google Chrome
app.tms.blujaysolutions.net/thirdparty/apptscheduling.do

SCHEDULE APPOINTMENT

Appointment Information

Current Appt --
Appt. Status --
Type --
Comments
LIVE TRAILER ▾

Delivery: AWGKC
Location: 4701 SPEAKER ROAD
KANSAS CITY, KS 66106 US 📍

Carrier
Trailer #
Driver
Vehicle #

Please click on "Next Day" OR "Previous Day" or enter a date to retrieve available appointments

Plan Date 10/04/2021
Date 10/04/2021 📅 [SHOW OPEN APPOINTMENTS](#) [Next Day>>](#)

00:00

Override Options

Date 📅 Estimated Loading/Unloading Time 0
Appt. Status ☒ REQUESTED ☐ CONFIRMED Dock Choose ▾
Affect Dock Slot Usage ☒ Yes ☐ No

Attributes

Comments
Consolidation Reference --
Carrier

Trailer #
Driver
Vehicle #

[SUBMIT REQUEST](#) [CANCEL](#)

Shipment Information

Ref #	Status	Pick-up	Priority	Pieces	Pallets	Weight	Volume	Sequence
-------	--------	---------	----------	--------	---------	--------	--------	----------

Inbound Shipment Policies

Pallet Charges

A charge of \$20.00 will be made on all POs unloaded at our facilities that have product shipped on CHEP, PECO, or IGPS pallets.

This charge recovers AWG's freight and sortation expense associated with getting these leased pallets back to their owners.

In addition, pallets that are damaged or need to be restacked will incur a \$30.00 fee that will be charged by Capstone Logistics.

If you have any questions, please direct them to:

- Tarsha Rafferty (Distribution): 913-288-1852

Inbound Product/Pallet Standards

AWG will be receiving inbound products into their first automated facility in October 2022. In preparation for that start-up and for on-going reliability, specific pallet and product packaging standards will be required. It is very important that these standards be followed. If followed correctly, they will help AWG unload trucks quicker, reduce our product damage/shrink, and improve our overall quality to members. Lastly, it will help our automated systems continue to run optimally without delays. While not all products received into this facility will be inducted into the automation, vendors must be aware of the standards and discuss the specific requirements with AWG prior to shipping.

Pallet/Case Labeling

Pallet Labeling

GS1-128 labels will be the main type of pallet label for receiving at AWG automated facilities. The GS1-128 barcode provides a global standard for exchanging data between different companies and also uses application identifiers to help identify the meaning of the data stored in the barcode. This label needs to be located on the outside of the pallet in an easy to access location for receivers. It is required to have one GS1-128 label on each 48" side of the pallet. This label placement is essential for the receiving automation system to induct pallets effectively. The GS1-128 label includes a global location number (GLN), global trade item number (GTIN), and serial shipping container code (SSCC).

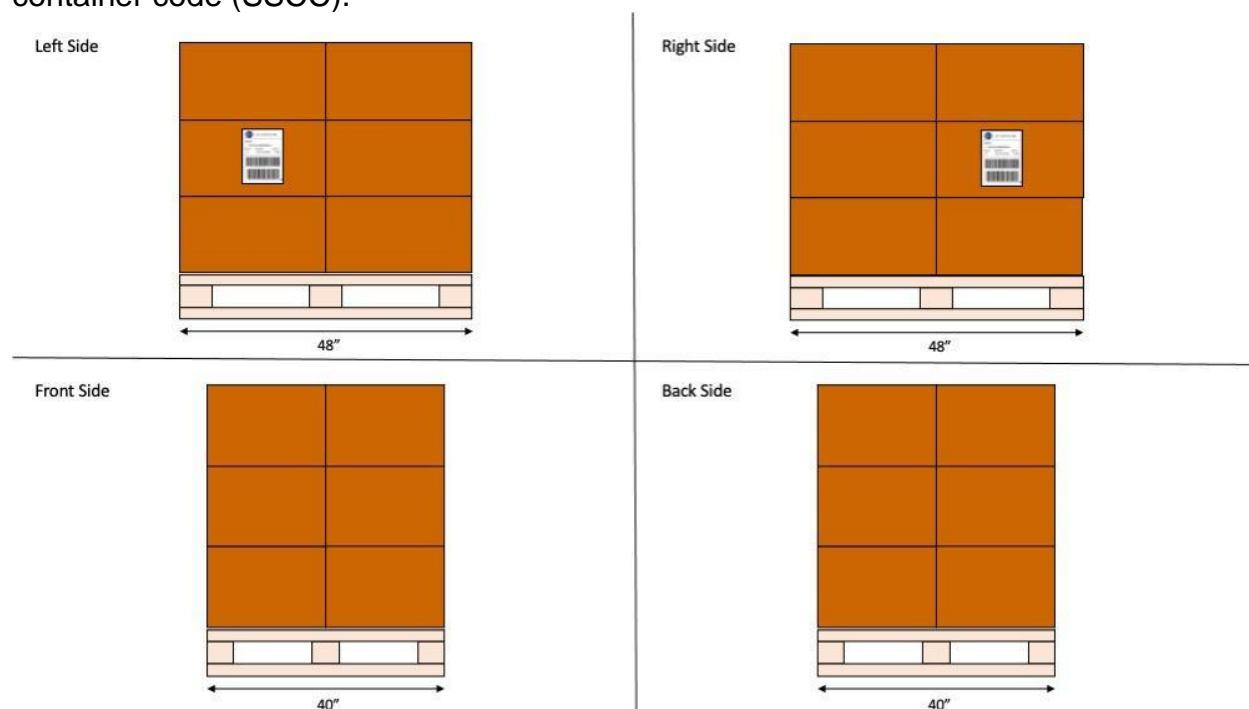


Figure 1: Identical label placement

The GS1-128 label should be located between 10" to 24" above the bottom of the pallet (see **Figure 2**). Also, the labels should be at least 6" away from the sides of the pallet which means the label shouldn't be folded over the corner of a pallet or be near the side.

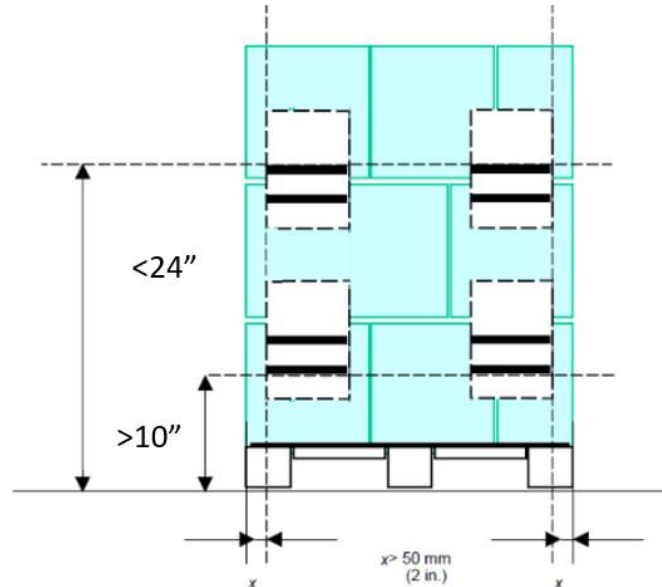


Figure 2: Application of pallet labels

Case/Carton Labeling

Pallets being received at an automated warehouse must contain GTIN labels on individual cases. GTINs enable trading partners to manage information efficiently and effectively about products using a unique, global standard for product identification. This helps AWG track the product's movement throughout the supply chain and helps with receiving as well.

The GTIN (UPC) label should be placed at least 1.25" above the bottom of the case and greater than 0.75" from the side of the case. It is recommended to have two labels on the case so it's easy to identify.

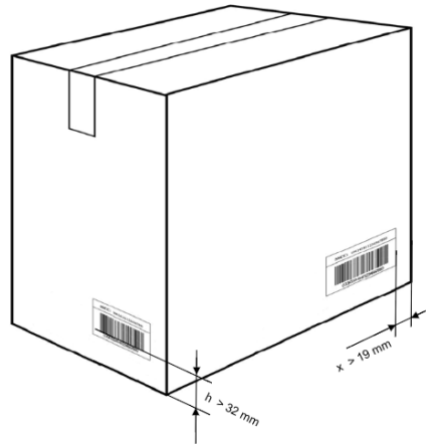


Figure 3: Application of case labels

Case/Product Quality

To ensure that the depalletization process at our automated facilities functions optimally, it is essential to have case and product quality that can withstand the transportation and receiving process. The specific requirements for packaging are as follows:

- Packages must have the minimum requirements for volume, geometry, and weight
- Cases must not be crushed, so they can be stacked accordingly so they do not fall during transport
- Tilted cases must not leak
- Packing must be sufficient for the product to handle transportation stress/movement
- Cartons should not be provided with loose lids or openings

Package Dimensions

Products must be packaged according to the following weight, dimension, and ratio constraints.

- Minimum Dimensions
 - Length of Package: 6"
 - Width of Package: 4"
 - Height of Package: 2"
- Maximum Dimensions
 - Length of Package: 26"
 - Width of Package: 18"
 - Height of Package: 19"

Characteristics of Acceptable Packaging

The following packages must adhere to the requirements listed. This may not apply to all vendors who use cardboard boxes for packaging and applies more to packages that may have trouble with transportation and automation.

Loose Bags

Products that come in bags that can be crushed or deformed must be put in a container or box that is closed around each side of the package. In addition, the container or box must be taped around the top and sides of the package to make sure the product is stabilized.



Figure 4: Loose bags packaging example

Dog Food and Large Bags

For products like dog food that also come in a bag or sack, the top straps must be taped so measurement errors won't occur and so the straps don't get stuck on the conveyor system.



Figure 5: Dog food packaging example using tape

Lids

If the package has a lid, the lid must be big enough to cover the entire box/carton. Lids that are too small will be deformed and will lead to issues during the lid process. The lid must also be connected to the box/carton by tape, adhesive, or a plastic strap.

Overlapping Lids

Overlapping lids must be snug and preferably taped to the bottom support box. If the overlapping lid is placed incorrectly, the measurements may be off during the merging of product and tray process.



Figure 6: Small lid and overlapping lid (not recommended)

Cartons and Shrink Wrap

Packages that have open tops and partially open sides should be stable and as sturdy as a normal cardboard box. The inner products should not fall out of the side or leak if the outer box is rotated or tilted. If shrink wrap is used then it should be tight on all points touching the product and must not be loose or hanging off the side.



Figure 7: Poor versus optimal open top packaging

Pallet Properties/Quality

Vendors must deliver quality pallets to guarantee the receiving process is efficient and orderly. Minimum and maximum dimensions, proper shrink wrapping, and stacking are all very important for the automation to work properly.

Acceptable Pallet Types

Pallets must be Grade A (Class A/1) in accordance with the Grocery Manufacturers Association (GMA).

- Grade A: reconditioned with little to no repairs and no damage to stringers

Below are the standards for Grade A pallets:

- Stringers – 3 boards (3.5" to 3.75" high, 1.5" to 1.75" thick)
- Top boards – 2 lead boards (5.75" wide), 5-6 deck boards (3.75" wide, max 3" spacing between)
- Bottom boards – 2 lead boards (5.75" wide, min 0.625" thick), 3 deck boards (3.75" wide, min 0.625" thick)
- 40" width x 48" length required
- Must have 4-way entry into the pallet (no outer stringers blocking entry)

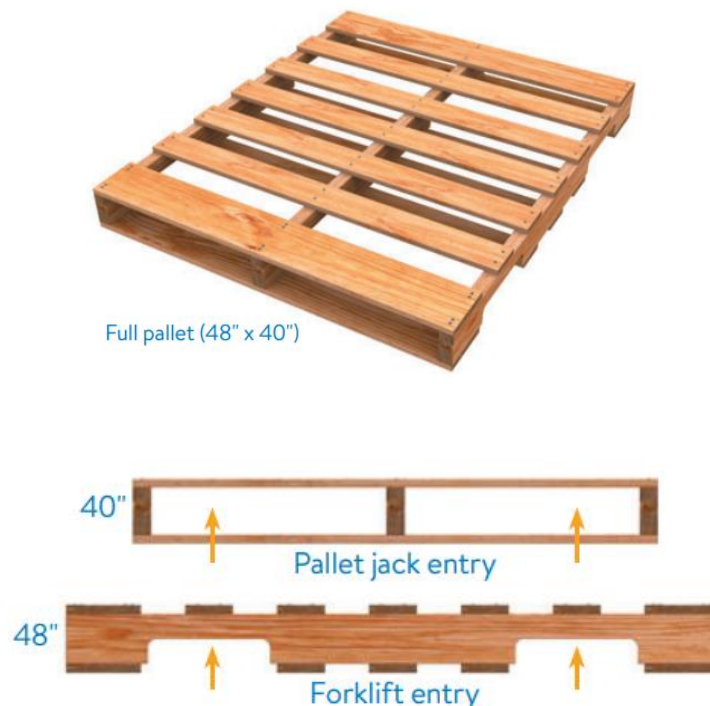


Figure 8: Example of proper pallet

Unacceptable Pallet Types

The following pallet types will be unacceptable at AWG's automated and conventional distribution centers:

- Stringer pallet with only 2-way entry



Figure 9: 2-way entry pallet (Unacceptable)

- Metal pallets



Figure 10: Metal pallet (Unacceptable)

Receiving Pallet Quality

Pallets that are received at our automated facilities must follow the requirements below.

- Pallets may not be bigger than 40" by 48"
- Pallets must be Stringers - Chep, White Wood, Peco, IGPS or Block
- Product must not have any overhang around the edges of the pallet.
- The tie footprint may not be larger than 40" by 48"
- The tie footprint may not be smaller than 36" by 44"
- Pallets must be shipped with complete, even layers.
- On tray wrapped product, the total voids through the layer cannot exceed 45 sq. in



Figure 11: Unacceptable Void Space

- The pallet height may not be taller than 102"
- The pallet weight may not exceed 2744 lbs.
- Cases on the pallet must retain the same shape both while being held together by stretch wrap and after the stretch wrap is removed. Case layers on the pallet should not expand out after the stretch wrap is removed.

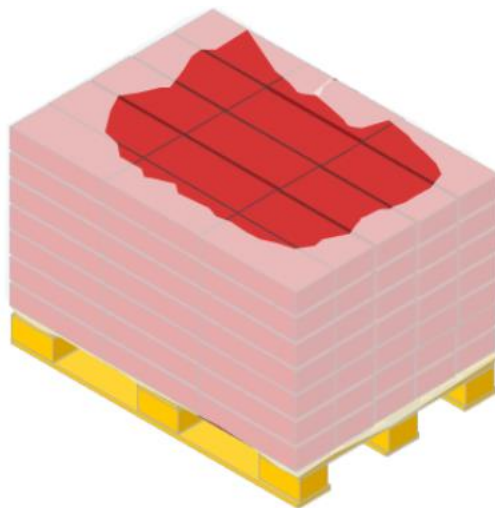


Figure 12: Examples of great stacking + wrap

Shrink Wrapping

Shrink wrap is required for all pallets to be received by AWG. Shrink wrap should not be applied to where it covers the forks pallet entry location on the bottom of the pallet. Half and quarter pallets should be stretch wrapped separately before transport. Please do not use plastic straps with edge protectors for load securing. Also, do not use film hoods to secure the load.

Slip Sheets

If slip sheets are used in between layers, the slip sheets must conform to the following:

- Slip sheet material should be greater than 0.04" for full cartons and greater than 0.08" for corrugated cartons
- Do not use plastic slip sheets
- Slip sheets cannot be used on the top layer
- Slip sheets may not have holes
- Slip sheets must be one single part (corrugated cardboard recommended) and must take up the entire layer
- Slip sheets should not overlap corners of the pallet (40" x 48" maximum size)
- Slip sheets may not be formed as a lid
- Slip sheets must not be folded over if too large, cut it or use another piece
- The material used for a slip sheet/tie-sheet must be sufficiently hard so that the weight of the cases will not deform or cause significant indentations on the slip sheets or tie-sheets
- The slip sheet must not have any folds other than the pull tabs on two edges. Double slip sheets or two slip sheets stacked are not accepted.
- Slip sheets/tie-sheets cannot have beveled edges. Nor can the edges be bent to form a tray or lid. The unit must be completely flat, except for the "pull" edges
- The 40" x 48" slip sheet/tie-sheet must be sufficiently stiff so that when overhanging off a supporting structure 20", the slip sheet/tie-sheet does not sag or deflect more than 2" in distance.