



## **Cost & Deals DSD Vendor Partner**

### **1.0 Pre-Requisites**

- 1.1 Internet Access
- 1.2 User name and password
  - 1.2.1 Assigned by Hannaford Web Application Administrator

### **2.0 Objective or Purpose**

- 2.1 DSD Vendors can communicate Cost and/or Deal changes electronically using the Hannaford B2B Internet site, 'Cost and Deals DSD' application.
  - 2.1.1 Vendors can submit a few changes at a time or use the file upload feature to import/upload a Microsoft Excel file.
- 2.2 Use of this web page is restricted to Hannaford and its business partners. Any other use is strictly prohibited.

### **3.0 Responsibility**

- 3.1 Vendor

### **4.0 Systems**

- 4.1 Internet site
  - 4.1.1 Hannaford, <http://www.hannaford.com/>
  - 4.1.2 Hannaford Vendor B2B, <http://b2b.hannaford.com/>

## 5.0 Glossary of Terms

- 5.1 B2B (Business-to-business)- the exchange of products, services, or information between businesses rather than between business' and consumers.
- 5.2 DSD- Direct Store Delivery
- 5.3 HBC- Hannaford Brothers Corporation.
- 5.4 Master ID- Hannaford item ID assigned to link similar items together. Similar items are referred to 'children' off the Master. Items that share the same brand and pack size. Ex. Cake mix- flavors vanilla, chocolate, carrot.
- 5.5 WH- Warehouse (Distribution Center)

## On-Line Validation

When a Cost or Deal is submitted you may receive a validation message.

For multiple submissions - file uploaded, the {0} will be replaced with the MS Excel cell coordinates

On-Line Validation Message	Defined
No values are entered in the file.	No data is entered in the file, file is blank.
Numeric UPC of length less than 14 expected at (MS Excel cell).	UPC is too long, must be less than 14 digits.
Numeric VPN of length less than 14 expected at (MS Excel cell).	VPN is too long, must be less than 14 digits.
Numeric Pack of length less than 4 expected at (MS Excel cell).	Pack field is too long, must be less than 3 characters.
Numeric Size of length less than 4 expected at (MS Excel cell).	Size field is too long, must be less than 4 characters.
New Cost at (MS Excel cell) should be decimal.	Cost at specified cell is not in correct number format (ie 24 or 24.35).
Start Date at (MS Excel cell) should be a valid date in the future.	Start date is a date in the past all dates must be present or future.
Pre Price at (MS Excel cell) should contain values either Yes or No.	Pre Price field must be filled in with full work yes or no and not left blank.
Suggested Retail at (MS Excel cell) should be Blank or Decimal number.	Suggested Retail should be left blank or if used, number must be in correct number format (ie 24 or 24.35).
Suggested Retail cannot be zero/ blank when Pre-priced at row (MS Excel cell).	If Pre Priced is indicated with Yes, suggested retail must be filled in.
Deal Type at (MS Excel cell) should be a either off Invoice or Sell only.	Deal Type field must be filled in with full words Off Invoice or Sell Only. (ie SO or OI is not correct)
New Deal amount at (MS Excel cell) should be Decimal number.	Deal amount at specified cell is not in correct number format (ie 24 or 24.35).
End Date at (MS Excel cell) should be a valid date in the future.	End date is a date in the past, all dates must be present or future.
End Date at row (MS Excel cell) should be greater than start date.	End date is a date that happens before the given start date.
The file has the same UPC/VPN more than once at (MS Excel cell).	The same UPC or VPN is listed more than once in the file. UPC/VPN may only be listed once per file.
Both UPC and VPN are empty at row (MS Excel cell).	Neither UPC or VPC is present for the item. All Items must have one or the other (most cases will use UPC only).

## Error / Warning Message

When a Cost or Deal is submitted you may receive an Error or Warning message.

### 5.6 Error- File Rejected

Error	File Rejected From Batch
Invalid Start Date	Cost/deal start date is not in future.
Incomplete master item	If all children of a master are not present in the file - you will receive an error for all.
Inconsistent cost for master items	For children of the same master, if the submitted cost/deal are not identical.
Duplicate Deal	Deal in the file is the same as another deal already present in mainframe HFRD.
Invalid UPC	UPC is incorrect or not authorized for the vendor.

Error - File cannot be uploaded due to internal error. Please try after some time.

**Hint:** When this message is received when trying to upload a file, please take a moment to check your file. The system will give this error message for any error in the file that the system has no words for such as:

- Auto-filter is turned on in the file
- A large area of the file is selected

Please keep in mind that files can be filtered and selected and manipulated just like any Excel document in any way you need to in order to enter the information, but once all info has been entered please remove any special formatting or filtering you may have applied before uploading.

### 5.7 Warning- File Approved with warning message

Warning	File Approved
Overlapping deal encountered	Deal dates overlap with a deal in mainframe HFRD.
Invalid UPC	Even if Invalid UPC is present the file will be considered for approval. *Note: Error and Warning Message.

## 6.0 How to Perform the Task and Exceptions

### Access System

- 6.1 Access 'Cost and Deals DSD' system through the Hannaford homepage or Vendor 'B2B'
  - 6.1.1 Hannaford homepage (<http://www.hannaford.com/>)
    - 6.1.1.1. Go to 'Our Company'
    - 6.1.1.2. Select 'Vendors'
  - 6.1.2 Or open directly to Hannaford Vendor 'B2b' (<http://b2b.hannaford.com/>)
- 6.2 Vendor Resource Links page will open
- 6.3 Select 'Cost and Deals DSD'
- 6.4 Web login
  - 6.4.1 Username
  - 6.4.2 Password (Forgot your password? Click on forgot your password)
- 6.5 Click Login

### Navigation

- 6.6 Top Toolbar
  - 6.6.1 Home, Logout
- 6.7 Inbox
  - 6.7.1 To review submissions, click on one of the links in your **Inbox**.
- 6.8 Search Cost/Deal Documents
  - 6.8.1 To search for previous submissions, use the "**Search Cost/Deal Documents**" section.

### What You Can Do

- 6.9 Create New Cost/Deal Change
- 6.10 To submit a new Cost/Deal change, use the "**Create New Cost/Deal Change**" section.
- 6.11 Upload File
- 6.12 To upload a file, enter the Vendor ID and use the "**Upload File**" button.
- 6.13 Download Cost template excel file
- 6.14 Download Deal template excel file

Home Logoff

To review submissions, click on one of the links in your **Inbox**.  
To search for previous submissions, use the "Search Cost/Deal Documents" section.  
To submit a new Cost/Deal change, use the "Create New Cost/Deal Change" section.  
To upload a file, enter the Vendor ID and use the "Upload File" button.

Inbox	
Draft (0)	File Submitted (2)
Submitted (1)	File Approved (10)
Approved (0)	File Approved With Exceptions (1)
Rejected (0)	File Rejected (0)

Search Cost/Deal Documents

Vendor Id	<input type="text"/>	UPC	<input type="text"/>	Status	All
Submitted Between	<input type="text"/>	And	<input type="text"/>	Type	Form
<input type="button" value="Search"/>					

What You Can Do

Vendor Id	<input type="text"/>	UPC	<input type="text"/>
<input type="button" value="Create New Cost/Deal Change"/>		<input type="button" value="Upload File"/>	
<small>Click <a href="#">here</a> to download cost template excel file. Click <a href="#">here</a> to download deal template excel file.</small>			

**Inbox** To review submissions, click on one of the links in your **Inbox**.

Document Type: Education  
 Document Title: Cost and Deals DSD (Vendors)  
 Revision Date: 11/19/08  
 Version: R1

- 6.15 Inbox contains all Cost and Deals in draft format or submitted
  - 6.15.1 Individual Cost/Deals change (left)
  - 6.15.2 Multiple change - File uploaded (right)
  - 6.15.3 Amount is indicated in parenthesis (number)

Individual Cost / Deal Change		Multiple Cost / Deal Change	
<b>Draft</b>	Vendor draft (started change not submitted)	<b>File Submitted</b>	Vendor submitted (waiting for approval/rejection)
<b>Submitted</b>	Vendor submitted (waiting for approval/rejection)	<b>File Approved</b>	Vendor submitted, Hannaford approved
<b>Approved</b>	Vendor submitted, Hannaford approved	<b>File Approved With Exceptions</b>	Vendor submitted, Hannaford approved with <b>exceptions?</b>
<b>Rejected</b>	Vendor submitted, Hannaford rejected	<b>File Rejected</b>	Vendor submitted, Hannaford rejected

- 6.16 To select - Click on what you would like to review (new window opens)
  - 6.16.1 If amount indicated in parenthesis is more then 1 a 'Select Submission' table will show- see Search Cost/Deal Documents below
  - 6.16.2 Select Cost/Deal you would like to review
    - 6.16.2.1. Includes audit trail
    - 6.16.2.2. Ability to Print or Download to XLS

**Search Cost/Deal Documents** To search for previous submissions, use the "Search Cost/Deal Documents" section.

- 6.17 Search Criteria
  - 6.17.1 Vendor Id
  - 6.17.2 UPC
  - 6.17.3 Status
    - 6.17.3.1. All, Draft, Rejected, Approved, Submitted
    - 6.17.3.2.
  - 6.17.4 Submitted Between (mm/dd/yyyy) And (mm/dd/yyyy)
  - 6.17.5 Type
    - 6.17.5.1. Form (individual cost/deal change)
    - 6.17.5.2. File (multiple changes, Excel uploaded)
- 6.18 Click 'Search'

Select **Submission** (Select Submission Table will display)

- 6.19 To view detail, click on line to select
  - 6.19.1 Sort: Ability to sort by underlined items

Submitted On +		Vendor Id	Vendor Name	Payment Name	Count of Items	Vendor Comments	Submission Type	Status
06/11/2008		00000000	Vendor Name Displays	Vendor Name Displays	4		Cost	Approved

- 6.20 Cost or Deal change will display
  - 6.20.1 Form- displays individual
  - 6.20.2 File- offers additional search criteria
- 6.21 Audit Log
  - 6.21.1 Document action, action taken by, date / time

**What you Can Do**

- 6.22 Back to Home Page
- 6.23 Print
- 6.24 Download to XLS

**What You Can Do** To submit a new Cost/Deal change, use the "Create New Cost/Deal Change" section.  
**Create New Cost/Deal Change**

- 6.25 Verify correct: Vendor Id, Vendor Name, Payment Name
- 6.26 Select an Option, Cost Changes, Deal Changes, Both
- 6.27 Click [here](#) to select item for document.
  - 6.27.1 Vendor information displayed
  - 6.27.2 Search Items (by UPC, Master Id, Description)
  - 6.27.3 Select Items
    - 6.27.3.1. UPC/Master Id ↑, Pack Size, Desc, Cost(\$), # of Mastered Items
      - 6.27.3.1.1. (+) Expandable field to view items under Master
  - 6.27.4 Click on item to select

**Cost Change**

- 6.28 Verify: UPC/Master Id, Pack, Size, Desc, Current Cost (Start Date, Cost(\$))
- 6.29 New Cost- Start Date, Cost (\$)
- 6.30 Pre-Priced
- 6.31 New Suggested Retail (\$)
- 6.32 Ability to: View Current Cost File, Click Here

Complete Fields

Cost Change										
UPC/Master Id	Pack	Size	Desc	Current Cost		New Cost		Pre-Priced	New Suggested Retail (\$)	View Current Cost File
				Start Date	Cost (\$)	Start Date	Cost (\$)			
0041780002760	1	80Z	UTZ PRETZEL ROD	02/19/2007	Case: 1.0100 Unit: 1.0100		Case: 0 Unit: 0	<input type="checkbox"/>	0	<a href="#">Click Here</a>

- 6.33 Vendor Comments [Enter your comments here.](#)

**What you Can Do**

- 6.34 Save, Submit Cost/Deal Changes

**Deal Change** THIS DEAL IS BEING OFFERED TO ALL ACCOUNTS ON PROPORTIONALLY EQUAL TERMS.

- 6.35 Deal Type (Off Invoice), Start Date, End Date (Calendar Feature, 00/00/0000)
  - 6.35.1 Ability: Calculate Net Cost
- 6.36 Verify: UPC/Master Id, Pack, Size, Desc, Current Net Cost (\$)
- 6.37 New Deal Amount (\$)
- 6.38 Verify: New Net Cost (\$)
- 6.39 Stores in this Deal
  - 6.39.1  (select individual store), Deselect All, Select All

Complete Fields

Deal Change										
THIS DEAL IS BEING OFFERED TO ALL ACCOUNTS ON PROPORTIONALLY EQUAL TERMS.										
Deal Type	Start Date	End Date	Calculate Net Cost							
UPC/Master Id	Pack	Size	Desc	Current Net Cost (\$)	New Deal Amount (\$)	New Net Cost (\$)	View Current Deal			
0041780002760	1	80Z	UTZ PRETZEL ROD	-	0	-	<a href="#">Click Here</a>			
Stores in this Deal										
<input type="checkbox"/>	0008		HRD KINGSTON SMR MA	<input type="checkbox"/>	0014		HRD UXBRIDGE MA			
<input type="checkbox"/>	0018		HRD NORTH QUINCY MA	<input type="checkbox"/>	0021		HRD MILFORD MA			
<input type="checkbox"/>	0022		HRD NORWOOD MA	<input type="checkbox"/>	0246		HRD NEW LONDON NH			
<input type="checkbox"/>	0309		BRISTOL SNS NH	<input type="checkbox"/>	0382		HRD EASTON MA			
<input type="checkbox"/>	0383		HRD TAUNTON MA							
Deselect All Select All										

- 6.40 Vendor Comments [Enter your comments here.](#)

**What you Can Do**

- 6.41 Save, Submit Cost/Deal Changes

**Cost & Deal Change**

- 6.42 See above Cost, Deal Change information

**Upload File** To upload a file, enter the Vendor ID and use the "Upload File" button.

- 6.43 Select an Option, use radio button to select Cost File or Deal File
- 6.44 File, Browse... feature available to browse your computer files
- 6.45 Comments
- 6.46 Upload File

**Templates**

6.47 Click [here](#) to download cost template excel file.

UPC (without check digit)	VPN (Required if UPC is not entered)	Pack	Size	New Cost	Start Date MM/dd/yyyy	Pre Priced (Yes / No)	Suggested Retail Required if Pre-Priced

UPC (without check digit)	VPN (Required if UPC is not entered)	Pack	Size	Deal Type (Off Invoice / Sell Only)	New Deal Amount	Cap Amount	Start Date (MM/dd/yyyy)	End Date (MM/dd/yyyy)

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Written by: Melissa Palumbo	Position: HBC Merchandising Pricing Analyst Assistant	Date: 11/19/08
Approved by:	Position:	Date:
Revised by:	Position:	Date:
Approved by:	Position:	Date:

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