

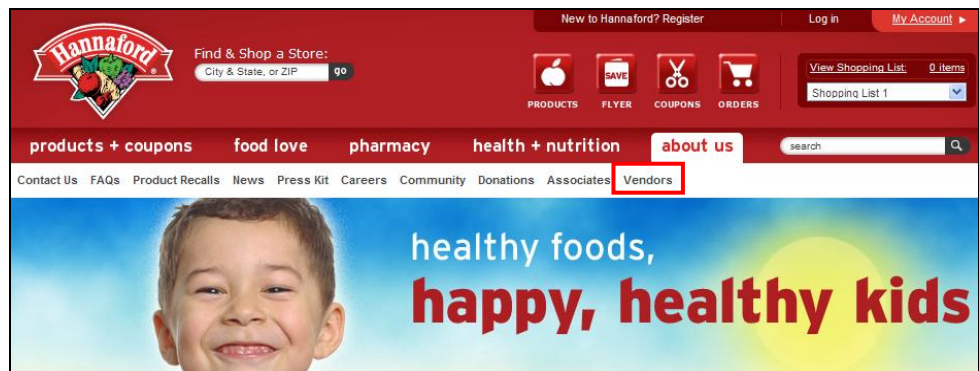
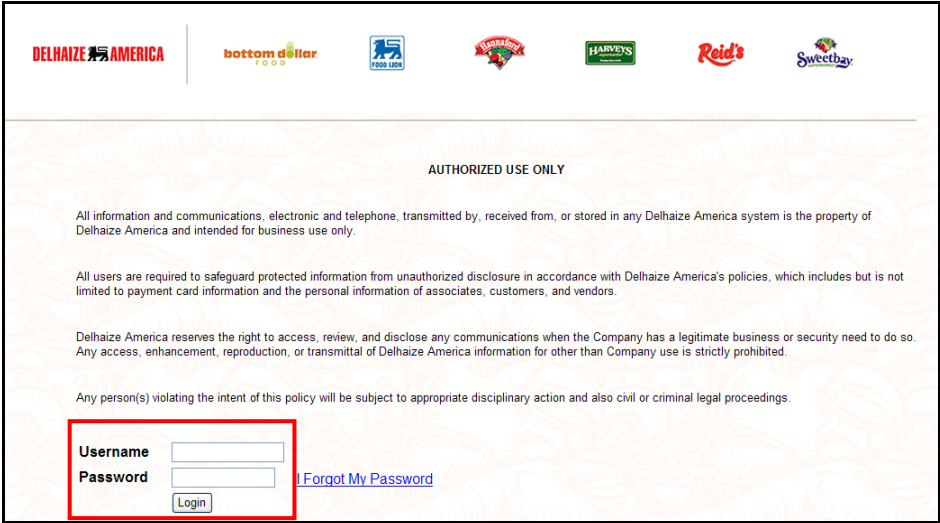
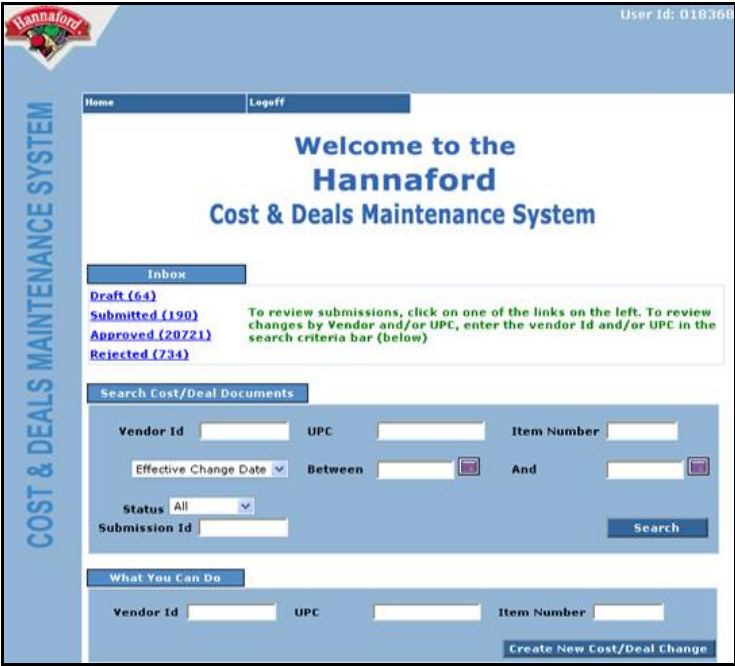
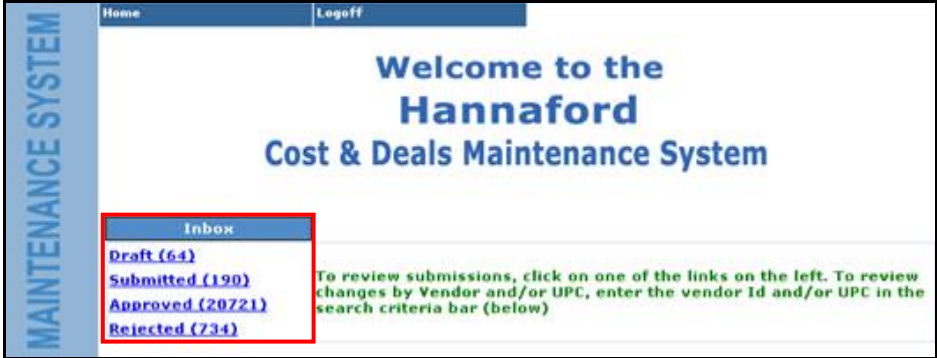
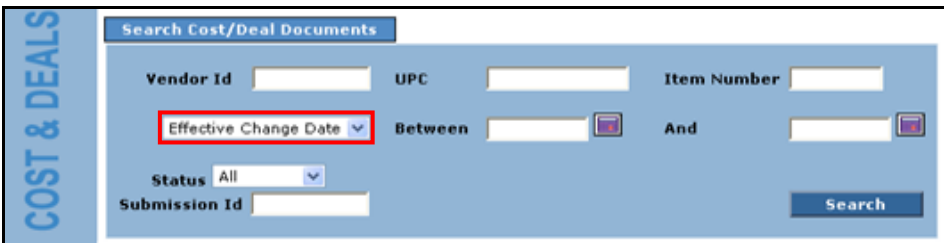

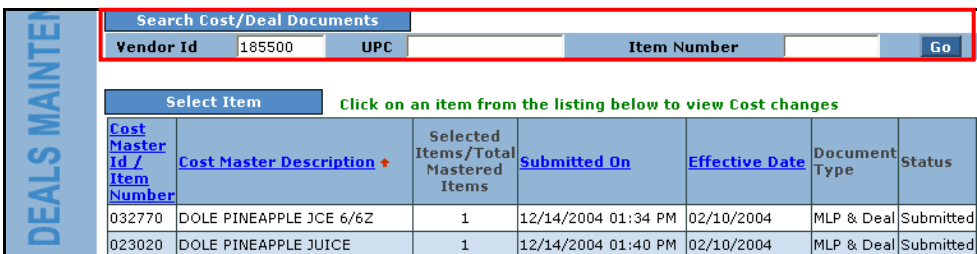


Cost & Deals Maintenance System – Overview		DELHAIZE  AMERICA
Purpose	To view or submit a Cost change (change to a Manufacturer List Price [MLP]) and/or a Deal change (change to an Allowance) to the Category Team for review.	
Start	At least 30 days prior to the effective date of the Cost or Deal change.	
Materials	<ul style="list-style-type: none"> Cost & Deals Maintenance System Access 	
Actions:	Do This:	
1. Access Cost & Deals Maintenance System	<p> If user does not currently have access to the Cost & Deals Maintenance System, contact appropriate Category Team member.</p> <p>a. Access the Internet via preferred Internet browser.</p> <p>b. Navigate to the Hannaford Business to Business Homepage</p> <ul style="list-style-type: none"> Using the following web address: http://b2b.hannaford.com <u>OR</u> Via the Hannaford Homepage, using the following web address: http://www.hannaford.com/; hover cursor over the “about us” tab, and click Vendors (outlined in red below). 	
	<p>c. On the Business to Business Homepage, select Cost and Deals WH (outlined in red below) from the “Vendor Resource Links” section.</p>	





Actions:	Do This:
<p>Access Cost & Deals Maintenance System</p> <p>- continued</p>	<p>d. A Web Login window will appear, proclaiming “AUTHORIZED USE ONLY”. Key Username and Password in their designated fields. Usernames are assigned by the System Administrator and follow the convention:</p> <p><six-digit number>_<first letter of first name><full last name></p> <p>For example, “018368_bsmith”.</p> <div data-bbox="470 499 1461 604" style="border: 1px solid blue; background-color: #e6f2ff; padding: 5px;"> <p>! If user has forgotten their assigned Username, contact Vendor/Broker-specific Administrator. If user has forgotten their assigned Password, click the “I Forgot My Password” link at the bottom of the Web Login window.</p> </div> <div data-bbox="495 615 1429 1134" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p>e. Click the Login button to access the Cost & Deals Maintenance System Welcome Screen, shown below.</p> <div data-bbox="597 1228 1328 1890" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>


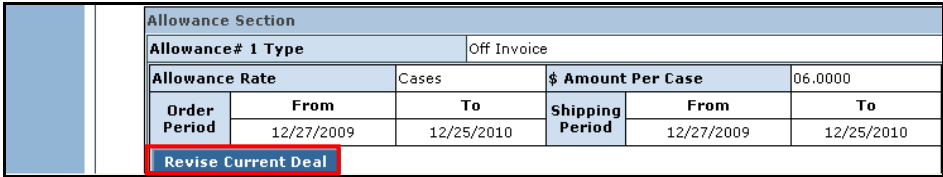
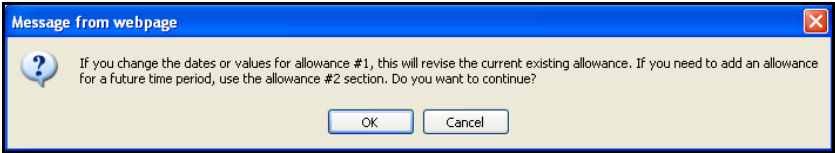
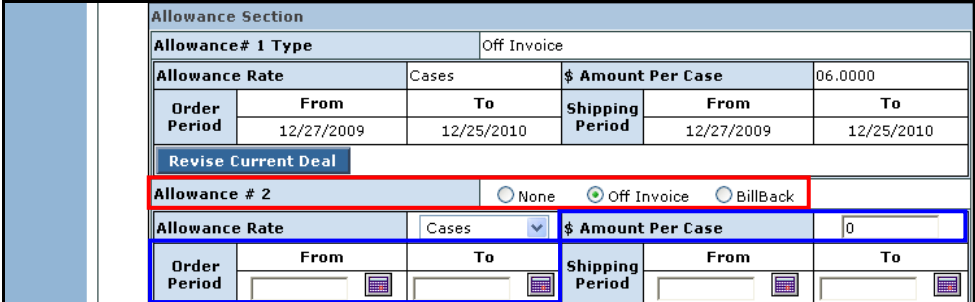

Actions:	Do This:
2. Vendor ID Information	<p>Throughout this Standard Practice Training Aid, the term “Vendor Id” is referenced. For informational purposes, user should know:</p> <ul style="list-style-type: none"> Delhaize America can locate Vendor IDs on the SEGA Supplier Maintenance Screen (F2, F2, F3 from the Main Menu). If user is a <u>Broker</u>, ID will be listed in the Broker ID field. If user is a <u>Vendor</u>, ID will be listed in the Partner ID field. If both the Broker ID and Partner ID fields are <i>blank</i>, the Cost/Deals information will <i>not</i> feed to the Cost & Deals Maintenance System.
3. Search Available Submissions	<p>On the Cost & Deals Maintenance System Welcome Screen, user can access Cost and Deal changes – in their various stages of submission – in multiple ways.</p> <p>a. To access changes that are in a particular stage of the submission process, click the appropriate link in the “Inbox” section (outlined in red below).</p>  <ul style="list-style-type: none"> Draft – access <i>partially completed</i> submissions Submitted – view changes that have already been <i>submitted</i> to Category Team for approval Approved – view submissions that have been <i>approved</i> by Category Team Rejected – view submissions that have been <i>rejected</i> by Category Team

Actions:	Do This:
Search Available Submissions - continued	<p>b. To search for submissions based upon specific criteria, key desired information into the designated field(s) in the “Search Cost/Deal Documents” section, then click the Search button.</p> <div></div> <ul style="list-style-type: none">• Vendor Id – key ID of desired Vendor• UPC – key UPC of desired item• Item Number – key Item Number of desired item• Between/And – first, use the drop down menu (outlined in red above) to select the desired date type:<ul style="list-style-type: none">○ “Effective Change Date” refers to the dates that the Cost/Deal change is scheduled to begin and end○ “Submitted On” refers to the dates that the Cost/Deal change was submitted to the CM for approvalOnce date type has been selected, key the appropriate dates in Between and And fields <u>or</u> click the  icons and select dates directly from calendar.• Status – select the current status of the desired submission (i.e. “Draft”, “Submitted”, “Approved”, “Rejected”, or “All”); this field will automatically default to “All”.• Submission Id – key ID of desired submission. The Submission ID is a unique number that is instantly assigned to each document upon submitting changes. <p>c. Once a specific “Inbox” link has been selected <u>or</u> once the Search button has been clicked, the resulting submissions will populate by Cost Master ID and/or Item Number.</p> <div></div> <ul style="list-style-type: none">• To further refine the resulting submissions, key desired Vendor Id, UPC, and/or Item Number into the designated fields of the “Search Cost/Deal Documents” section (outlined in red above), then click the Go button.

Actions:	Do This:																																																																																																
Search Available Submissions - continued	<div><div>NOTE: If user is <u>unable</u> to see certain Vendor-specific items, contact the Category Team to ensure that all active items are “web-visible” and/or that user’s Broker/Partner ID is correct. (Whether an item is “web-visible” is determined by the Web Item column of the SEGA Vendor Item Maintenance screen [F7, F2, F2 from the Main Menu]. Any items with an “N” in this column will <i>not</i> be visible to the user.)</div></div>																																																																																																
4. View Cost/Deal Changes	<div>a. Once user has located the desired submission, click its specific Cost Master ID / Item Number listed in the “Select Item” section (outlined in red below).</div> <div><div><div>DEALS MA</div><table><tr><th colspan="2">Select Item</th><th colspan="5">Click on an item from the listing below to view Cost changes</th></tr><tr><th>Cost Master Id / Item Number</th><th>Cost Master Description</th><th>Selected Items/Total Mastered Items</th><th>Submitted On</th><th>Effective Date</th><th>Document Type</th><th>Status</th></tr><tr><td>032770</td><td>DOLE PINEAPPLE JCE 6/6Z</td><td>1</td><td>12/14/2004 01:34 PM</td><td>02/10/2004</td><td>MLP & Deal</td><td>Submitted</td></tr><tr><td>023020</td><td>DOLE PINEAPPLE JUICE</td><td>1</td><td>12/14/2004 01:40 PM</td><td>02/10/2004</td><td>MLP & Deal</td><td>Submitted</td></tr></table></div><div>b. Details of the Cost/Deal changes for the selected submission will populate on a new screen, as shown below, and can be reviewed by the user.</div><div><div><div>01 SOUTH PORTLAND</div><div><div>MLP Change</div><table><tr><td>Effective Date 02/10/2003</td><td>Bracket 1</td></tr><tr><td>Min Total Weight Per Order</td><td>42500</td></tr><tr><td>Old Full Case Cost (\$)</td><td>12,4800</td></tr><tr><td>New Full Case Cost (\$)</td><td>12,4800</td></tr></table></div><div><div>Deal Changes</div><table><tr><td colspan="6">Old Allowance Details</td></tr><tr><td colspan="6">Period: 12/22/2003 - 12/24/2004 Type: Off Invoice Amount: 00.8400 Rate: Cases</td></tr><tr><td colspan="2">Allowance# 1 Type</td><td colspan="4">Off Invoice</td></tr><tr><td colspan="2">Allowance Rate</td><td>Cases</td><td colspan="2">\$ Amount Per Case</td><td>00.8400</td></tr><tr><td>Order Period</td><td>From</td><td>To</td><td>Shipping Period</td><td>From</td><td>To</td></tr><tr><td></td><td>12/22/2003</td><td>12/24/2004</td><td></td><td>12/22/2003</td><td>12/24/2004</td></tr><tr><td colspan="2">Allowance# 2 Type</td><td colspan="4">Off Invoice</td></tr><tr><td colspan="2">Allowance Rate</td><td>Cases</td><td colspan="2">\$ Amount Per Case</td><td>00.8400</td></tr><tr><td>Order Period</td><td>From</td><td>To</td><td>Shipping Period</td><td>From</td><td>To</td></tr><tr><td></td><td>12/27/2004</td><td>12/23/2005</td><td></td><td>01/03/2005</td><td>12/30/2005</td></tr></table></div></div></div><div><div>! The day after the old <i>end</i> date of Allowance #1 <u>should</u> be selected as the new <i>start</i> date of Allowance #2, with no gaps in between. (This prevents Purchase Orders from being missed.) Approval from the Category Team is needed in order to “back-date” any Cost/Deals.</div></div><div>c. If the dates selected for this Cost/Deal change generated any “warnings”, they will be displayed at the top of this screen, as shown below.</div><div><div><div>Home</div><div>Logoff</div></div><div><div>• The effective date for DC 01 SOUTH PORTLAND is less than the required 30 days of notification.</div><div>• The start date of allowance #2 for DC 01 SOUTH PORTLAND is less than the required 30 days of notification.</div><div>• The deal period for this Corporate should start on Sunday and should end on Saturday.</div><div>• The Deal Start Day of Week for DC 01 SOUTH PORTLAND Allowance# 2 is not matching with the threshold set up.</div><div>• The Deal End Day of Week for DC 01 SOUTH PORTLAND Allowance# 2 is not matching with the threshold set up.</div><div>• There exists a gap between the periods of the Off Invoice allowances for DC 01 SOUTH PORTLAND.</div></div></div></div>	Select Item		Click on an item from the listing below to view Cost changes					Cost Master Id / Item Number	Cost Master Description	Selected Items/Total Mastered Items	Submitted On	Effective Date	Document Type	Status	032770	DOLE PINEAPPLE JCE 6/6Z	1	12/14/2004 01:34 PM	02/10/2004	MLP & Deal	Submitted	023020	DOLE PINEAPPLE JUICE	1	12/14/2004 01:40 PM	02/10/2004	MLP & Deal	Submitted	Effective Date 02/10/2003	Bracket 1	Min Total Weight Per Order	42500	Old Full Case Cost (\$)	12,4800	New Full Case Cost (\$)	12,4800	Old Allowance Details						Period: 12/22/2003 - 12/24/2004 Type: Off Invoice Amount: 00.8400 Rate: Cases						Allowance# 1 Type		Off Invoice				Allowance Rate		Cases	\$ Amount Per Case		00.8400	Order Period	From	To	Shipping Period	From	To		12/22/2003	12/24/2004		12/22/2003	12/24/2004	Allowance# 2 Type		Off Invoice				Allowance Rate		Cases	\$ Amount Per Case		00.8400	Order Period	From	To	Shipping Period	From	To		12/27/2004	12/23/2005		01/03/2005	12/30/2005
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Actions:	Do This:															
5. Create a New Cost/Deal Change	<p>In order to create a new Cost or Deals change for submission, user must select the specific Item/Cost Master, by <i>Vendor</i>, before executing the desired changes.</p> <p>a. In the “What You Can Do” section at the bottom of the Cost & Deals Maintenance System Welcome Screen, search for desired Vendor by keying appropriate Vendor Id, UPC, <u>OR</u> Item Number into designated field.</p> <div><p> User can only have information keyed into ONE of these three fields at a time, prior to clicking the Create New Cost/Deal Change button.</p><div><div>What You Can Do</div><div><div>Vendor Id</div><div>UPC</div><div>Item Number</div><div>Create New Cost/Deal Change</div></div></div><p>b. Once user has entered desired search criteria, click the Create New Cost/Deal Change button.</p><p>c. A list of Vendors will populate, dependent upon user’s Web ID/Vendor ID combination.</p><div><div><div>Search For Item</div><div><div>Vendor Id</div><div>185500</div><div>UPC</div><div>Item Number</div><div>Go</div></div></div><div><div>Select Vendor</div><div>Click on a Vendor Id below to view the Item Listing</div><table><thead><tr><th>Vendor Id</th><th>Vendor Name</th><th>Ship From Address</th></tr></thead><tbody><tr><td>000047</td><td>STARBUCKS COFFEE CO</td><td>LAVERGNE, TX</td></tr><tr><td>000051</td><td>ATTUNE FOODS INC</td><td>FLORENCE, NJ</td></tr><tr><td>000336</td><td>JA WRIGHT CO</td><td>LTL, NC</td></tr><tr><td>000544</td><td>SIOUX HONEY A JIT</td><td>LTL, NC</td></tr></tbody></table></div></div><ul style="list-style-type: none">To further refine the resulting Vendors, key desired Vendor Id, UPC, and/or Item Number into the designated fields of the “Search for Item” section (outlined in red above), then click the Go button.<p>d. Once desired Vendor is located in the “Select Vendor” section, click its Vendor Id to view all the items associated with that Vendor.</p><p>e. All items for the selected Vendor will populate, listed by Cost Master and/or Item number in the Cost Master Id / Item Number column.</p><ul style="list-style-type: none">To view a list of all the items belonging to a specific <i>Cost Master</i>, click its blue, underlined number in the # of Mastered Items column (outlined in red on next page). All items that comprise the selected Cost Master will be displayed in a new window.</div>	Vendor Id	Vendor Name	Ship From Address	000047	STARBUCKS COFFEE CO	LAVERGNE, TX	000051	ATTUNE FOODS INC	FLORENCE, NJ	000336	JA WRIGHT CO	LTL, NC	000544	SIOUX HONEY A JIT	LTL, NC
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000544	SIOUX HONEY A JIT	LTL, NC														

Actions:	Do This:														
<p>Create a New Cost/Deal Change - continued</p>	<div data-bbox="462 247 1464 457"> <table border="1"> <thead> <tr> <th>Select Item</th> <th>Click on an item from the listing below to view Cost changes</th> </tr> <tr> <th>Cost Master Id / Item Number</th> <th>Cost Master Description</th> </tr> </thead> <tbody> <tr> <td>DLE20Z</td> <td>* DOLE CH PINEAPPLE JC PK</td> </tr> <tr> <td>DLEDTE</td> <td>* DOLE DATES</td> </tr> <tr> <td>FRTBTE</td> <td>* DOLE FRUIT BITES</td> </tr> <tr> <td>DOLE4P</td> <td>* DOLE FRUIT BOWLS 4 PAK 4</td> </tr> <tr> <td>199037</td> <td>DOLE MANDARIN ORANGES</td> </tr> </tbody> </table> </div> <p>f. Once desired item or Cost Master is located in the “Select Item” section, click its Cost Master ID / Item Number or Cost Master Description to load the associated Cost/Deals information.</p>	Select Item	Click on an item from the listing below to view Cost changes	Cost Master Id / Item Number	Cost Master Description	DLE20Z	* DOLE CH PINEAPPLE JC PK	DLEDTE	* DOLE DATES	FRTBTE	* DOLE FRUIT BITES	DOLE4P	* DOLE FRUIT BOWLS 4 PAK 4	199037	DOLE MANDARIN ORANGES
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199037	DOLE MANDARIN ORANGES														
<p>6. Execute Cost/Deal Changes</p>	<p>A variety of changes can be made to the Cost or Deals of the selected Item/Cost Master. Once changes have been executed, user can then choose whether to save these changes as a draft or to submit them for review by the Category Team.</p> <div data-bbox="483 793 1464 951" style="background-color: orange; border: 1px solid black; padding: 5px;"> <p>⚠ Caution Users <u>must</u> receive approval from the Category Team before attempting to “back-date” any Cost/Deals. Otherwise, the day after the old <i>end</i> date of Allowance #1 <u>should</u> be selected as the new <i>start</i> date of the new Allowance, with no gaps in between. (This prevents Purchase Orders from being missed.)</p> </div> <p>a. To alter the specific DCs included in the Allowance:</p> <ul style="list-style-type: none"> Check/uncheck the desired DCs in the Select DCs for Cost / Deal changes field (outlined in red below); any DC <i>with</i> a checkmark in its adjacent checkbox <u>will</u> be included in the Allowance. <div data-bbox="483 1192 1442 1423"> </div> <p>b. To adjust the Manufacturer List Price (MLP):</p> <ul style="list-style-type: none"> Key an updated Effective Date (or click the  icon to select date directly from calendar) and a New Full Case Cost (\$) in designated fields (both outlined in red below). To view a list of <i>all</i> MLPs currently in effect, by DC, click the View All MLPs button; the resulting list will open in a new window. (Any future MLPs will <u>not</u> be listed.) <div data-bbox="516 1722 1409 1915"> </div>														

Actions:	Do This:
<p>Executed Cost/Deal Changes - continued</p>	<p> Adjusting an Allowance is typically done to change the End Date or Allowance Amount. If the <i>End Date</i> is changed, user may want to create a <u>new</u> Allowance with a <u>new</u> Allowance Amount to take effect after the new End Date.</p> <p>c. To revise the <i>current/existing</i> Allowance:</p> <ul style="list-style-type: none"> Click the Revise Current Deal button (outlined in red below).  <p>A pop-up window will appear, displaying the following message:</p> <p><i>“If you change the dates or values for allowance #1, this will revise the current existing allowance. If you need to add an allowance for a future time period, use the allowance #2 section. Do you want to continue?”</i></p>  <ul style="list-style-type: none"> Click the OK button and make any necessary adjustments to Allowance #1. <p>d. To add a <i>new</i> Allowance for a future promotion:</p> <ul style="list-style-type: none"> From the Allowance #2 field (outlined in red below), select the appropriate Allowance type from the available option buttons (i.e. “None”, “Off Invoice”, or “Billback”).  <ul style="list-style-type: none"> Key the desired \$ Amount Per Case, and key/utilize the  icons to specify the Order Period (both fields outlined in blue above). <p>e. Once all desired Cost/Deals changes have been executed, proceed to the next Action.</p>

Actions:	Do This:
7. Save or Submit Cost/Deal Changes	<div data-bbox="483 247 1466 321" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>! All changes <u>must</u> be submitted at <i>least 30 days</i> prior to the effective start date of the Cost/Deal change, otherwise, Category Manager (CM) approval is needed.</p> </div> <p>a. User has the option of keying any notes/commentary regarding the Cost/Deal changes just executed; these comments will be read by the Category Team upon receipt of your submitted Cost/Deal changes.</p> <p>To add notes/comments, key them in the Remarks section at the bottom of the screen. For example, “Adjusting cost to get specific retail” or “Made changes per discussion with Category Team.”</p> <div data-bbox="483 653 1442 856" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px; margin-bottom: 5px;">Remarks</div> <div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; align-items: center;"> What You Can Do View Item Listing Save Changes Submit Changes </div> </div> <p>b. Once all changes have been executed and any necessary commentary has been keyed, user has the option of <i>saving</i> the Cost/Deal changes or <i>submitting</i> them for review:</p> <ul style="list-style-type: none"> • To <u>save</u> a draft of the Cost/Deal changes (e.g. if user is unable to complete the submission at this time), click the Save Changes button. <p><u>OR</u></p> <ul style="list-style-type: none"> • To <u>submit</u> the Cost/Deal changes for review by the Category Team, click the Submit Changes button. <ul style="list-style-type: none"> ○ A Submission ID will automatically generate upon submitting changes. Take note of this ID for future reference. <p>c. Once Cost/Deal changes have been saved or submitted, user can exit the Cost & Deals Maintenance System. Process is complete.</p>
Result	Cost and/or Deal (MLP and/or Allowance) change is drafted or has been submitted to Category Team for consideration.
Task standards	<ul style="list-style-type: none"> • Submission allows CM and Pricing Analyst enough time to evaluate changes in retails • Submission allows CM and Inventory Analyst enough time to evaluate the need for a forward buy • Invoicing issues and Payback Requests are reduced • Less time is spent manually keying changes