




<b>Cost &amp; Deals System (DSD) – Vendor Overview</b>		 <b>Retail Business Services</b>
<b>Brands</b>	<input checked="" type="checkbox"/> FDLN <input type="checkbox"/> GF <input type="checkbox"/> G/M <input checked="" type="checkbox"/> HRD <input type="checkbox"/> PPOD <input type="checkbox"/> S&S	
<b>Purpose</b>	For DSD Vendors to communicate Cost and/or Deal change(s) electronically, via the Cost and Deals Maintenance System web application.	
<b>Start</b>	At least 30 days prior to the effective date of the Cost or Deal change.	
<b>Materials</b>	<ul style="list-style-type: none"> <li>• Cost &amp; Deals – DSD System Access</li> </ul>	

<b>Actions:</b>	<b>Do This:</b>
<b>1. Review Pertinent Information</b>	<p><b>a.</b> Please review the following terms before proceeding:</p> <ul style="list-style-type: none"> <li>• <b>B2B</b> (<i>Business-to-Business</i>) – the exchange of products, services, or information between businesses, rather than between businesses and consumers</li> <li>• <b>DA</b> – Delhaize America</li> <li>• <b>DSD</b> – Direct Store Delivery</li> <li>• <b>HBC</b> – Hannaford Brothers Corporation.</li> <li>• <b>Master ID</b> – Delhaize item ID assigned to link similar items together that share the same Costs and Deals. Similar items are referred to as “Children” of the Master Item that share the same brand and pack size (e.g. Cake mix flavors: vanilla, chocolate, carrot)</li> <li>• <b>WH</b> – Warehouse (A.K.A. Distribution Center or DC)</li> </ul> <p><b>b.</b> 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"> <li>• Delhaize America can locate DSD Vendor IDs on the <b>SEGA Supplier Maintenance Screen</b> (F2, F3, F2 from the Main Menu).</li> <li>• DSD Vendors do <u>not</u> report up through Broker or Partner IDs</li> <li>• DSD Vendors can be combined under an individual Web Access User ID</li> </ul> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;"> <p><b>NOTE:</b> Requests to add Vendor(s) to an existing User ID should be submitted through the applicable Vendor(s) Category Representative.</p> </div>
<b>2. Access Cost &amp; Deals System</b>	<div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; margin-bottom: 10px;"> <p><b>!</b> If user does not currently have access to the <b>Cost &amp; Deals System (DSD)</b>, contact appropriate Category Team member.</p> </div> <p><b>a.</b> Access the Internet via preferred Internet browser.</p> <p><b>b.</b> Navigate to the <b>Hannaford Business to Business Homepage</b></p> <ul style="list-style-type: none"> <li>• Using the following web address: <a href="http://b2b.hannaford.com">http://b2b.hannaford.com</a></li> </ul> <p><b><u>OR</u></b></p>

<p><b>Actions:</b></p> <p><b>Access Cost &amp; Deals System</b> – continued</p>	<p><b>Do This:</b></p> <ul style="list-style-type: none"> <li>• Via the <b>Hannaford Homepage</b>, using the following web address: <b>http://www.hannaford.com/</b>; hover cursor over the “about us” tab, and click <b>Vendors</b> (outlined in red below).</li> </ul>  <p>c. On the <b>Business to Business Homepage</b>, select <b>Cost and Deals DSD</b> (outlined in red below) from the “Vendor Resource Links” section.</p>  <p>d. A <b>Web Login</b> window will appear, proclaiming “AUTHORIZED USE ONLY”. Key <b>Username</b> and <b>Password</b> in their designated fields. Usernames are assigned by the System Administrator and follow the convention: <b>&lt;eight-digit number&gt;_&lt;first letter of first name&gt;&lt;full last name&gt;</b> For example, “01836800_bsmith”.</p> <div data-bbox="474 1476 1472 1522" style="border: 1px solid black; padding: 5px;"> <p><b>!</b> A DSD Vendor’s <b>Username</b> will follow the SEGA Mainframe format of 8 digits.</p> </div> <div data-bbox="474 1537 1472 1671" style="border: 1px solid black; padding: 5px;"> <p><b>!</b> If user has forgotten their assigned <b>Username</b>, contact appropriate Category Representative. If user has forgotten their assigned <b>Password</b>, click the “I Forgot My Password” link at the bottom of the Web Login window; a new password will be emailed directly to the user.</p> </div>
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Actions:	Do This:										
<p><b>Access Cost &amp; Deals System</b> – continued</p>	<div data-bbox="500 184 1430 575" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>AUTHORIZED USE ONLY</p> <p>All information and communications, electronic and telephone, transmitted by, received from, or stored in any Delhaize America system is the property of Delhaize America and intended for business use only.</p> <p>All users are required to safeguard protected information from unauthorized disclosure in accordance with Delhaize America's policies, which includes but is not limited to payment card information and the personal information of associates, customers, and vendors.</p> <p>Delhaize America reserves the right to access, review, and disclose any communications when the Company has a legitimate business or security need to do so. Any access, enhancement, reproduction, or transmittal of Delhaize America information for other than Company use is strictly prohibited.</p> <p>Any person(s) violating the intent of this policy will be subject to appropriate disciplinary action and also civil or criminal legal proceedings.</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p> </div> <p><a href="#">Forgot My Password</a></p> </div> <p><b>e.</b> Click the <b>Login</b> button to access the Cost &amp; Deals System application.</p>										
<p><b>3. Search Available Submissions</b></p>	<p>On the Cost &amp; Deals System home screen, user can access Cost and Deal changes – in their various stages of submission – in multiple ways.</p> <p><b>a.</b> 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> <div data-bbox="472 978 1471 1079" style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p><b>NOTE:</b> The number listed in parenthesis to the right of the link name indicates the number of submissions. (e.g. “Submitted (1)” in the screenshot above indicates that the user has submitted <i>one</i> file that is currently awaiting approval/rejection.)</p> </div> <div data-bbox="472 1087 1458 1455" style="border: 1px solid black; padding: 10px;"> <p>Home <span style="float: right;">Logoff</span></p> <p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #4a7ebb; color: white;">Inbox</th> </tr> </thead> <tbody> <tr> <td>Draft (0)</td> <td style="text-align: right;"><a href="#">File Submitted (2)</a></td> </tr> <tr> <td><a href="#">Submitted (1)</a></td> <td style="text-align: right;"><a href="#">File Approved (10)</a></td> </tr> <tr> <td>Approved (0)</td> <td style="text-align: right;"><a href="#">File Approved With Exceptions (1)</a></td> </tr> <tr> <td>Rejected (0)</td> <td style="text-align: right;"><a href="#">File Rejected (0)</a></td> </tr> </tbody> </table> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 5px; margin-top: 10px;"><a href="#">Search Cost/Deal Documents</a></p> </div> <ul style="list-style-type: none"> <li>The available links and their subsequent submission type are listed in the <b>Inbox</b> table below, organized by “Individual Changes” (File) or “Multiple Changes” (Form):</li> </ul>	Inbox		Draft (0)	<a href="#">File Submitted (2)</a>	<a href="#">Submitted (1)</a>	<a href="#">File Approved (10)</a>	Approved (0)	<a href="#">File Approved With Exceptions (1)</a>	Rejected (0)	<a href="#">File Rejected (0)</a>
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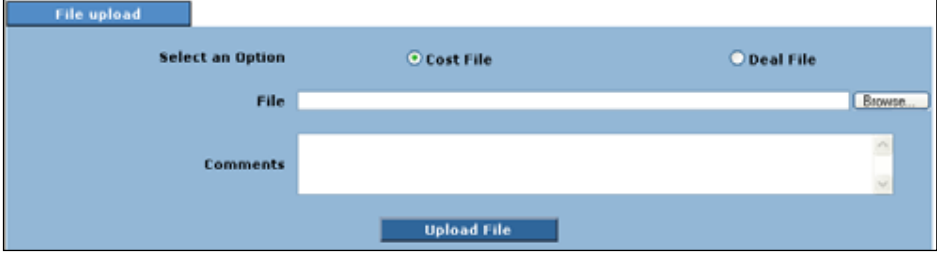
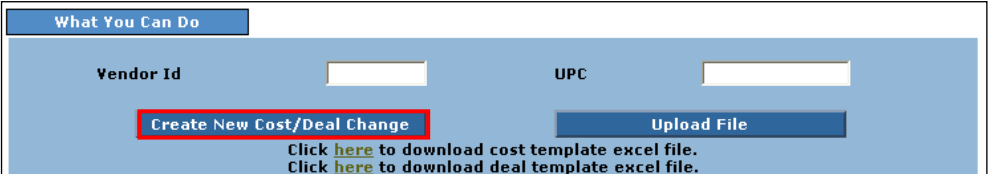
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<p><b>Search Available Submissions</b> – continued</p>	<table border="1" data-bbox="509 184 1425 798"> <thead> <tr> <th colspan="3" data-bbox="509 184 1425 239">INBOX</th> </tr> <tr> <th data-bbox="509 239 574 281"></th> <th data-bbox="574 239 818 281">LINK</th> <th data-bbox="818 239 1425 281">SUBMISSION TYPE</th> </tr> </thead> <tbody> <tr> <td data-bbox="509 281 574 533" rowspan="4" style="writing-mode: vertical-rl; transform: rotate(180deg);">Individual Changes</td> <td data-bbox="574 281 818 344"><b>Draft</b></td> <td data-bbox="818 281 1425 344">Vendor draft (started change, not submitted)</td> </tr> <tr> <td data-bbox="574 344 818 407"><b>Submitted</b></td> <td data-bbox="818 344 1425 407">Vendor submitted (awaiting approval/rejection)</td> </tr> <tr> <td data-bbox="574 407 818 470"><b>Approved</b></td> <td data-bbox="818 407 1425 470">Vendor submitted, Delhaize approved</td> </tr> <tr> <td data-bbox="574 470 818 533"><b>Rejected</b></td> <td data-bbox="818 470 1425 533">Vendor submitted, Delhaize rejected</td> </tr> <tr> <td data-bbox="509 533 574 798" rowspan="4" style="writing-mode: vertical-rl; 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background-color: #4F81BD; color: white; margin: 0;">Search Cost/Deal Documents</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Vendor Id</b> <input style="width: 80%;" type="text"/></td> <td style="width: 25%;"><b>UPC</b> <input style="width: 80%;" type="text"/></td> <td style="width: 25%;"><b>Status</b> <input style="width: 80%;" type="text" value="All"/></td> </tr> <tr> <td><b>Submitted Between</b> <input style="width: 80%;" type="text"/></td> <td><b>And</b> <input style="width: 80%;" type="text"/></td> <td><b>Type</b> <input style="width: 80%;" type="text" value="Form"/></td> </tr> <tr> <td colspan="3" style="text-align: right;"><input style="background-color: #4F81BD; color: white; padding: 5px 15px;" type="button" value="Search"/></td> </tr> </table> </div> <ul style="list-style-type: none"> <li data-bbox="527 1144 1266 1176">• <b>Vendor Id</b> – key ID of desired Vendor, eight digits</li> <li data-bbox="527 1186 1006 1218">• <b>UPC</b> – key UPC of desired item</li> <li data-bbox="527 1228 1469 1333">• <b>Status</b> – select the current status of the desired submission (i.e. “Draft”, “Submitted”, “Approved”, “Rejected”, or “All”); this field will automatically default to “All”</li> <li data-bbox="527 1344 1453 1449">• <b>Submitted Between/And</b> – key an appropriate range of dates (MM/DD/YYYY format) during which the desired document was submitted</li> <li data-bbox="527 1459 1421 1648">• <b>Type</b> – select the appropriate file type of the desired submission from the resulting drop down menu:             <ul style="list-style-type: none"> <li data-bbox="560 1533 1421 1606">○ “Form” = an <i>individual</i> Cost/Deal change, <u>not</u> uploaded via Excel</li> <li data-bbox="560 1617 1380 1648">○ “File” = <i>multiple</i> Cost/Deal changes, uploaded via Excel</li> </ul> </li> </ul> <p data-bbox="475 1659 1445 1764"><b>c.</b> Once an “Inbox” link <u>or</u> the <b>Search</b> button has been clicked, Cost/Deal change submissions that match the specific link/search criteria will populate.</p>	INBOX				LINK	SUBMISSION TYPE	Individual Changes	<b>Draft</b>	Vendor draft (started change, not submitted)	<b>Submitted</b>	Vendor submitted (awaiting approval/rejection)	<b>Approved</b>	Vendor submitted, Delhaize approved	<b>Rejected</b>	Vendor submitted, Delhaize rejected	Multiple Changes	<b>File Submitted</b>	Vendor submitted (awaiting approval/rejection)	<b>File Approved</b>	Vendor submitted, Delhaize approved	<b>File Approved With Exceptions</b>	Vendor submitted, Delhaize approved <i>with exceptions</i>	<b>File Rejected</b>	Vendor submitted, Delhaize rejected	<b>Vendor Id</b> <input style="width: 80%;" type="text"/>	<b>UPC</b> <input style="width: 80%;" type="text"/>	<b>Status</b> <input style="width: 80%;" type="text" value="All"/>	<b>Submitted Between</b> <input style="width: 80%;" type="text"/>	<b>And</b> <input style="width: 80%;" type="text"/>	<b>Type</b> <input style="width: 80%;" type="text" value="Form"/>	<input style="background-color: #4F81BD; 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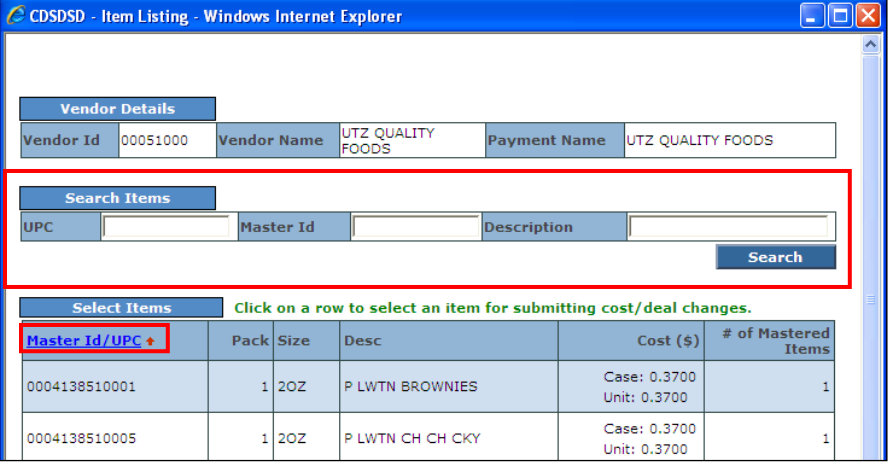

Actions:	Do This:																																																																										
<p><b>View Cost/Deal Changes</b> – continued</p>	<p><b>b.</b> On the subsequent Cost/Deal change information screen:</p> <ul style="list-style-type: none"> <li>If viewing a Form, as shown below, the submission history will be listed in the “Audit Log” section (i.e. what action was taken, by who, when)</li> </ul> <div data-bbox="472 388 1468 590" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Vendor Comments</b></p> <hr/> <p><b>Audit Log</b></p> <p>Document submitted by 00051000_FRKUNKEL on 11/13/2006 10:14</p> <p>Document approved by rsanpedro on 11/13/2006 02:22</p> <p>Document approved by gcunningham on 11/16/2006 09:17</p> </div> <ul style="list-style-type: none"> <li>If the submission was made for a Master item, as shown below, click the <b>+</b> button to the left of the <b>Master ID</b> to view <u>all</u> UPCs belonging to that Master.</li> </ul> <div data-bbox="472 716 1468 993" style="border: 1px solid #ccc; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="10">Cost Change</th> </tr> <tr> <th rowspan="2">Master Id/UPC</th> <th rowspan="2">Pack</th> <th rowspan="2">Size</th> <th rowspan="2">Desc</th> <th colspan="2">Current Cost</th> <th colspan="2">New Cost</th> <th rowspan="2">Pre-Priced</th> <th rowspan="2">New Suggested Retail (\$)</th> </tr> <tr> <th>Start Date</th> <th>Cost (\$)</th> <th>Start Date</th> <th>Cost (\$)</th> </tr> </thead> <tbody> <tr> <td><b>+</b> BACH PRETZEL</td> <td>1</td> <td>100Z</td> <td>BACH PRETZL RODS</td> <td>11/12/2004</td> <td>Case: 1.5700 Unit: 1.5700</td> <td>12/31/2006</td> <td>Case: 1.4000 Unit: 1.4000</td> <td>Yes</td> <td>2.3900</td> </tr> <tr> <td></td> <td><b>Master Id/UPC</b></td> <td><b>Pack</b></td> <td><b>Size</b></td> <td colspan="6"><b>Desc</b></td> </tr> <tr> <td></td> <td>0007781710580</td> <td></td> <td>10.000Z</td> <td colspan="6">BACH PRETZEL TWISTS</td> </tr> <tr> <td></td> <td>0007781711205</td> <td></td> <td>12.000Z</td> <td colspan="6">BACH PRETZEL STIX</td> </tr> <tr> <td></td> <td>0007781712493</td> <td></td> <td>10.000Z</td> <td colspan="6">BACH PRETZL RODS</td> </tr> </tbody> </table> </div> <p><b>c.</b> Once user has viewed the details of a specific Cost/Deal change, the following actions can be taken:</p> <ul style="list-style-type: none"> <li>Move backward/forward through the list of available submissions by clicking the <b>&lt;&lt;Prev / Next&gt;&gt;</b> buttons, respectively</li> <li>Return to the home page by clicking <b>Home</b> in the upper left corner of the screen</li> <li>Exit the Cost &amp; Deals web application by clicking the <b>Logoff</b> button</li> <li>Download the Cost/Deal change information by clicking the <b>Download to XLS</b> button             <ul style="list-style-type: none"> <li>Click the <b>Yes</b> button in the resulting popup window</li> <li>Cost/Deal change information will open in Excel</li> </ul> </li> <li>If viewing a <i>Form only</i>:</li> </ul> <div data-bbox="472 1560 1468 1654" style="border: 1px solid #ccc; padding: 5px;"> <p><b>What You Can Do</b></p> <p><b>Back to Document Listing</b></p> <p><b>&lt;&lt; Prev</b>   <b>Next &gt;&gt;</b>   <b>Print</b>   <b>Download to XLS</b></p> </div> <ul style="list-style-type: none"> <li>Print the Cost/Deal change information by clicking the <b>Print</b> button</li> <li>Return to the document listing by clicking the <b>Back to Document Listing</b> button</li> </ul>	Cost Change										Master Id/UPC	Pack	Size	Desc	Current Cost		New Cost		Pre-Priced	New Suggested Retail (\$)	Start Date	Cost (\$)	Start Date	Cost (\$)	<b>+</b> BACH PRETZEL	1	100Z	BACH PRETZL RODS	11/12/2004	Case: 1.5700 Unit: 1.5700	12/31/2006	Case: 1.4000 Unit: 1.4000	Yes	2.3900		<b>Master Id/UPC</b>	<b>Pack</b>	<b>Size</b>	<b>Desc</b>							0007781710580		10.000Z	BACH PRETZEL TWISTS							0007781711205		12.000Z	BACH PRETZEL STIX							0007781712493		10.000Z	BACH PRETZL RODS					
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Actions:	Do This:																																		
<p><b>View Cost/Deal Changes</b> – continued</p>	<ul style="list-style-type: none"> <li>If viewing a <i>File only</i>:                             <div data-bbox="472 312 1461 407" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>What You Can Do</p> <p>Back to File Listing</p> <p>Next &gt;&gt; <span style="float: right;">Download to XLS</span></p> </div> <ul style="list-style-type: none"> <li>Return to the file listing by clicking the <b>Back to File Listing</b> button</li> </ul> </li> <li>To create a <u>new</u> Cost or Deals change, proceed according to the following options:                             <ul style="list-style-type: none"> <li>To create a new <i>File</i>, proceed to <b>Action 5, “Upload Cost/Deal File”</b></li> <li>To create a new <i>Form</i>, skip to <b>Action 6, “Select UPC for Cost/Deal Change”</b></li> </ul> </li> </ul>																																		
<p><b>5. Upload Cost/Deal File</b></p>	<p>In order to create a new Cost/Deal change File, user must complete and upload one of the available Excel templates.</p> <p><b>a.</b> In the “What You Can Do” section at the bottom of the Cost &amp; Deals home screen, click the appropriate link to download one of the two existing Excel templates:</p> <ul style="list-style-type: none"> <li><i>Cost</i> change – “Click <a href="#">here</a> to download cost template excel file”</li> <li><i>Deal</i> change – “Click <a href="#">here</a> to download deal template excel file”</li> </ul> <div data-bbox="477 1087 1458 1262" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>What You Can Do</p> <p>Vendor Id <input type="text"/> UPC <input type="text"/></p> <p>Create New Cost/Deal Change <span style="float: right;">Upload File</span></p> <p style="text-align: center; border: 1px solid red; padding: 2px;">Click <a href="#">here</a> to download cost template excel file. Click <a href="#">here</a> to download deal template excel file.</p> </div> <p><b>b.</b> The selected template will automatically open in Excel. Fill out all fields accordingly and save the file in desired location (e.g. user’s desktop or personal folder).</p> <table border="1" data-bbox="472 1392 1468 1472" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>UPC (without check digit)</th> <th>VPN (Required if UPC is not entered)</th> <th>Pack</th> <th>Size</th> <th>New Cost</th> <th>Start Date MM/dd/yyyy</th> <th>Pre Priced (Yes / No)</th> <th>Suggested Retail Required if Pre-Priced</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1" data-bbox="472 1486 1468 1566" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>UPC (without check digit)</th> <th>VPN (Required if UPC is not entered)</th> <th>Pack</th> <th>Size</th> <th>Deal Type (Off Invoice / Sell Only)</th> <th>New Deal Amount</th> <th>Cap Amount</th> <th>Start Date (MM/dd/yyyy)</th> <th>End Date (MM/dd/yyyy)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><b>c.</b> Back on the “What You Can Do” section of the Cost &amp; Deals home screen, key the appropriate <b>Vendor ID</b> in the designated field.</p> <div data-bbox="477 1665 1458 1839" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>What You Can Do</p> <p style="border: 1px solid red; padding: 2px;">Vendor Id <input type="text"/> UPC <input type="text"/></p> <p>Create New Cost/Deal Change <span style="float: right;">Upload File</span></p> <p style="text-align: center; border: 1px solid red; padding: 2px;">Click <a href="#">here</a> to download cost template excel file. Click <a href="#">here</a> to download deal template excel file.</p> </div> <p><b>d.</b> Click the <b>Upload File</b> button.</p>	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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Actions:	Do This:
<p><b>Upload Cost/Deal File</b> – continued</p>	<p>e. In the <b>Select an Option</b> field of the resulting screen, click the “Cost File” or “Deal File” option button.</p>  <p>f. In the <b>File</b> field, click the <b>Browse</b> button and select the appropriate Excel file (saved in <b>Step b</b>) to be uploaded.</p> <p>g. If necessary, key any additional <b>Comments</b> in the designated field.</p> <p>h. Click the <b>Upload File</b> button to upload the specified Excel file.</p> <p>i. The uploaded file will automatically be submitted for review by Category; this process is complete. User now has the following options:</p> <ul style="list-style-type: none"> <li>• View Validation, Warning, or Error messages that may be received upon Cost/Deal submission by skipping to <b>Action 10, “View Message Types”</b></li> <li>• Exit the Cost &amp; Deals web application by clicking the <b>Logoff</b> button</li> </ul>
<p><b>6. Select UPC for Cost/Deal Change</b> – <i>Form Only</i></p>	<p>In order to create a new Cost or Deals change for submission, user must select a specific UPC before executing the desired changes.</p> <p>a. In the “What You Can Do” section at the bottom of the Cost &amp; Deals Maintenance System home screen, key desired <b>Vendor Id</b> or <b>UPC</b> in the designated fields.</p>  <p>b. Click the <b>Create New Cost/Deal Change</b> button.</p> <p>c. On the subsequent screen, the Vendor information will be listed. Before creating the new Cost or Deal change, verify that the <b>Vendor ID</b>, <b>Vendor Name</b>, and <b>Payment Name</b> fields are all correct.</p> <ul style="list-style-type: none"> <li>• If any of these fields are incorrect, ensure the correct Vendor ID was keyed on the previous screen <u>or</u> if there are changes to the Vendor/Payment name, contact Category Representative</li> </ul>



<p><b>Actions:</b></p> <p><b>Select UPC for Cost/Deal Change</b> – <i>Form Only</i> – continued</p>	<p><b>Do This:</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <p>d. To specify the item for the new Cost or Deal change, click the “Click <b>here</b> to select item for the document” link.</p> <p>e. A new “Item Listing” popup window will appear, listing all Master ID(s)/UPC(s) for the specified Vendor. Search for the desired item by keying <b>UPC</b>, <b>Master Id</b>, and/or <b>Description</b> of the item in the “Search Items” section and clicking the <b>Search</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <p><b>NOTE:</b> Click the blue, underlined <b>Master Id/UPC</b> column header to reorganize the item entries by Master ID. (Click again to reorganize by UPC.)</p> <p>f. Item entries matching the specified criteria will populate in the “Select Items” section below. Click the specific entry/line of the desired Master ID or UPC.</p> <p>g. The previous (still-open) Cost &amp; Deals screen will refresh with the selected Master ID/UPC information. In the <b>Select an Option</b> field, select the desired type of new change to create, then proceed accordingly:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <p><b>NOTE:</b> The <b>Select an Option</b> field will automatically default to “Both.”</p> <ul style="list-style-type: none"> <li>• To create a new <i>Cost</i> change, click the “Cost Changes” option button and proceed to <b>Action 7, “Create New Cost Change”</b></li> </ul>
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Actions:	Do This:																																																							
<p><b>Select UPC for Cost/Deal Change</b> – <i>Form Only</i> – continued</p>	<ul style="list-style-type: none"> <li>To create a new <i>Deal</i> change, click the “Deal Changes” option button and skip to <b>Action 8, “Create New Deal Change”</b></li> <li>To create a new <i>Cost and a new Deal</i> change, click the “Both” option button and proceed to <b>Action 7, “Create New Cost Change”</b></li> </ul>																																																							
<p><b>7. Create New Cost Change</b> – <i>Form Only</i></p>	<p>a. Verify that the <b>UPC/Master Id, Pack, Size, Desc, and Current Cost (Start Date and Cost[\$])</b> fields are correct.</p> <table border="1" data-bbox="472 642 1466 821"> <thead> <tr> <th colspan="11">Cost Change</th> </tr> <tr> <th rowspan="2">UPC/Master Id</th> <th rowspan="2">Pack</th> <th rowspan="2">Size</th> <th rowspan="2">Desc</th> <th colspan="2">Current Cost</th> <th colspan="2">New Cost</th> <th rowspan="2">Pre-Priced</th> <th rowspan="2">New Suggested Retail (\$)</th> <th rowspan="2">View Current Cost File</th> </tr> <tr> <th>Start Date</th> <th>Cost (\$)</th> <th>Start Date</th> <th>Cost (\$)</th> </tr> </thead> <tbody> <tr> <td>0041780002760</td> <td>1</td> <td>8OZ</td> <td>UTZ PRETZEL ROD</td> <td>02/19/2007</td> <td>Case: 1.0100 Unit: 1.0100</td> <td></td> <td>Case: 0 Unit: 0</td> <td><input type="checkbox"/></td> <td>0</td> <td><a href="#">Click Here</a></td> </tr> </tbody> </table> <p>b. Key appropriate <b>New Cost</b> information in the <b>Start Date</b> (“MM/DD/YYYY” format) and <b>Cost(\$)</b> fields.</p> <div data-bbox="472 915 1466 982" style="background-color: yellow;"> <p><b>NOTE:</b> User can also click in the <b>Start Date</b> field to view/select dates from an available calendar.</p> </div> <p>c. Depending on whether the item is pre-priced or not, click the <b>Pre-Priced</b> checkbox.</p> <p>d. Key <b>New Suggested Retail (\$)</b> in the designated field.</p> <p>e. To view the current Cost file, click the blue, underlined “<a href="#">Click Here</a>” link in the <b>View Current Cost File</b> field.</p> <p>f. If necessary, key any additional comments in the <b>Vendor Comments</b> field.</p> <p>g. Proceed according to the following options:</p> <ul style="list-style-type: none"> <li>To save or submit the Cost change, skip to <b>Action 9, “Save or Submit Cost/Deal Change”</b></li> <li>To create a new Deal change (if user clicked “Both” in <b>Action 6, Step g</b>), proceed to <b>Action 8, “Create New Deal Change”</b></li> </ul>	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	8OZ	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>																		
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<p><b>8. Create New Deal Change</b> – <i>Form Only</i></p>	<p>a. In the “Deal Change” section, select “Off Invoice” from the <b>Deal Type</b> drop down menu.</p> <table border="1" data-bbox="472 1591 1442 1812"> <thead> <tr> <th colspan="11">Deal Change</th> </tr> <tr> <td colspan="11">THIS DEAL IS BEING OFFERED TO ALL ACCOUNTS ON PROPORTIONALLY EQUAL TERMS.</td> </tr> <tr> <th>Deal Type</th> <th>Start Date</th> <th>End Date</th> <th colspan="8">Calculate Net Cost</th> </tr> <tr> <th>UPC/Master Id</th> <th>Pack</th> <th>Size</th> <th>Desc</th> <th>Current Net Cost (\$)</th> <th>New Deal Amount (\$)</th> <th>New Net Cost (\$)</th> <th colspan="4">View Current Deal</th> </tr> </thead> <tbody> <tr> <td>0041780002760</td> <td>1</td> <td>8OZ</td> <td>UTZ PRETZEL ROD</td> <td>-</td> <td>0</td> <td>-</td> <td colspan="4"><a href="#">Click Here</a></td> </tr> </tbody> </table> <p>b. Key appropriate <b>Start Date</b> and <b>End Date</b> (“MM/DD/YYYY” format) in the designated fields.</p>	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	8OZ	UTZ PRETZEL ROD	-	0	-	<a href="#">Click Here</a>			
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Actions:	Do This:																																				
<p><b>Create New Deal Change</b> – <b>Form Only</b> – continued</p>	<p><b>NOTE:</b> User can also click in the <b>Start Date</b> and <b>End Date</b> fields to view/select dates from an available calendar.</p> <p>c. Verify that the <b>UPC/Master Id, Pack, Size, Desc,</b> and <b>Current Net Cost (\$)</b> fields are correct.</p> <p>d. Key <b>New Deal Amount (\$)</b> in the designated field.</p> <p>e. Verify that the <b>New Net Cost (\$)</b> field is accurate.</p> <p>f. To view the current Deal file, click the blue, underlined <b>“Click Here”</b> link in the <b>View Current Deal</b> field.</p> <p>g. In the “Stores in this Deal” section, user has the following options:</p> <table border="1" data-bbox="483 726 1450 947"> <thead> <tr> <th colspan="6">Stores in this Deal</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>0008</td> <td>HRD KINGSTON SMMR MA</td> <td><input type="checkbox"/></td> <td>0014</td> <td>HRD UXBRIDGE MA</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0018</td> <td>HRD NORTH QUINCY MA</td> <td><input type="checkbox"/></td> <td>0021</td> <td>HRD MILFORD MA</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0022</td> <td>HRD NORWOOD MA</td> <td><input type="checkbox"/></td> <td>0246</td> <td>HRD NEW LONDON NH</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0309</td> <td>BRISTOL SNS NH</td> <td><input type="checkbox"/></td> <td>0382</td> <td>HRD EASTON MA</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0383</td> <td>HRD TAUNTON MA</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• To select <i>individual</i> Stores, click the checkbox to the left of each desired Store</li> <li>• To <i>select all</i> Stores, click the <b>Select All</b> button</li> <li>• To <i>deselect all</i> Stores, click the <b>Deselect All</b> button</li> </ul> <p>h. If necessary, key any additional comments in the <b>Vendor Comments</b> field.</p> <p>i. Proceed to <b>Action 9, “Save or Submit Cost/Deal Change”</b> to save or submit the changes.</p>	Stores in this Deal						<input type="checkbox"/>	0008	HRD KINGSTON SMMR 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			
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<p><b>9. Save or Submit Cost/Deal Change</b> – <b>Form Only</b></p>	<p><b>!</b> 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> <p>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 the submitted Cost/Deal changes</p> <p>a. To add notes/comments, key them in the <b>Remarks</b> section at the bottom of the screen. For example, “Adjusting cost to get specific retail” or “Made changes per discussion with Category Team.”</p> <table border="1" data-bbox="480 1669 1450 1875"> <thead> <tr> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>    </td> </tr> </tbody> </table> <p>What You Can Do</p> <p><b>View Item Listing</b> <b>Save Changes</b> <b>Submit Changes</b></p>	Remarks	    																																		
Remarks																																					

Actions:	Do This:																		
<p><b>Save or Submit Cost/Deal Change</b> – <b>Form Only</b> – continued</p>	<p><b>b.</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"> <li>• 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 <b>Save Changes</b> button.</li> </ul> <p><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li>• To <u>submit</u> the Cost/Deal changes for review by the Category Team, click the <b>Submit Changes</b> button.                             <ul style="list-style-type: none"> <li>○ A Submission ID will automatically generate upon submitting changes. Take note of this ID for future reference.</li> </ul> </li> </ul> <p><b>c.</b> Once Cost/Deal changes have been saved or submitted, the process is complete. User now has the following options:</p> <ul style="list-style-type: none"> <li>• View Validation, Warning, or Error messages that may be received upon Cost/Deal submission by proceeding to <b>Action 10, “View Message Types”</b></li> <li>• Exit the Cost &amp; Deals web application by clicking the <b>Logoff</b> button</li> </ul>																		
<p><b>10. Review Message Types</b></p>	<p>When a Cost or Deal is submitted, user may receive an online Validation, Warning, or Error message.</p> <p><b>a.</b> A <b>Validation message</b> will result in a <i>portion</i> of the UPCs in the file being <u>rejected</u>. Please review the various Validation messages and their definitions in the table below:</p> <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>NOTE:</b> For multiple submissions/files uploaded, the “(MS Excel cell)” will be replaced with the cooresponding MS Excel cell coordinates.</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="text-align: center;">VALIDATION MESSAGE</th> <th style="text-align: center;">DEFINITION</th> </tr> </thead> <tbody> <tr> <td>No values are entered in the file</td> <td>No data is entered in the file/file is blank</td> </tr> <tr> <td>Numeric UPC of length less than 14 expected at (MS Excel cell)</td> <td>UPC is too long; must be less than 14 digits</td> </tr> <tr> <td>Numeric VPN of length less than 14 expected at (MS Excel cell)</td> <td>VPN is too long; must be less than 14 digits</td> </tr> <tr> <td>Numeric Pack of length less than 4 expected at (MS Excel cell)</td> <td>Pack field is too long; must be less than 3 characters</td> </tr> <tr> <td>Numeric Size of length less than 4 expected at (MS Excel cell)</td> <td>Size field is too long; must be less than 4 characters</td> </tr> <tr> <td>New Cost at (MS Excel cell) should be decimal</td> <td>Cost at specified cell is not in correct number format (i.e. “24” or “24.35”)</td> </tr> <tr> <td>Start Date at (MS Excel cell) should be a valid date in the future</td> <td>Start Date is a date in the past; all dates must be present or future</td> </tr> <tr> <td>Pre-Priced at (MS Excel cell) should contain values either Yes or No</td> <td>Pre-Priced field must be filled in with full work “Yes” or “No” and not left blank</td> </tr> </tbody> </table>	VALIDATION MESSAGE	DEFINITION	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 (i.e. “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-Priced at (MS Excel cell) should contain values either Yes or No	Pre-Priced field must be filled in with full work “Yes” or “No” and not left blank
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Actions:	Do This:													
<p><b>Review Message Types</b> – continued</p>	Suggested Retail at (MS Excel cell) should be blank or decimal number	Suggested Retail field should be left blank or, if used, number must be in correct number format (i.e. “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” (i.e. “OI” or “SO” 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 (i.e. “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; each UPC/VPN may only be listed once per file												
	Both UPC and VPN are empty at row (MS Excel cell)	Neither UPC, nor VPC, is present for the item; all items must have one or the other (most cases will use UPC only)												
<p><b>b. An Error message will result in the file being <u>rejected</u>. Please review the various Error messages and their definitions in the table below:</b></p>														
<table border="1"> <thead> <tr> <th data-bbox="456 1102 911 1157">ERROR MESSAGE</th> <th data-bbox="911 1102 1472 1157">DEFINITION</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 1157 911 1211">Invalid Start Date</td> <td data-bbox="911 1157 1472 1211">Cost/Deal Start Date is not in future</td> </tr> <tr> <td data-bbox="456 1211 911 1287">Incomplete Master Item</td> <td data-bbox="911 1211 1472 1287">If all Children of a Master are not present in the file, user will receive an error for all</td> </tr> <tr> <td data-bbox="456 1287 911 1371">Inconsistent Cost for Master Items</td> <td data-bbox="911 1287 1472 1371">For Children of the same Master, the submitted Cost/Deal is not identical</td> </tr> <tr> <td data-bbox="456 1371 911 1455">Duplicate Deal</td> <td data-bbox="911 1371 1472 1455">Deal in the file is the same as another Deal already present in Delhaize Mainframe</td> </tr> <tr> <td data-bbox="456 1455 911 1530">Invalid UPC</td> <td data-bbox="911 1455 1472 1530">UPC is incorrect or not authorized for the Vendor</td> </tr> </tbody> </table>			ERROR MESSAGE	DEFINITION	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, user will receive an error for all	Inconsistent Cost for Master Items	For Children of the same Master, the submitted Cost/Deal is not identical	Duplicate Deal	Deal in the file is the same as another Deal already present in Delhaize Mainframe	Invalid UPC	UPC is incorrect or not authorized for the Vendor
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Invalid UPC	UPC is incorrect or not authorized for the Vendor													
<ul style="list-style-type: none"> <li>• If the Error message, <i>“Fill cannot be uploaded due to internal error. Please try after some time”</i> appears, user should check the file they are attempting to upload. This Error message will appear as a result of any error in the file for which the system has no words, such as:             <ul style="list-style-type: none"> <li>○ Auto-filter is turned on in the file</li> </ul> </li> </ul>														

Actions:	Do This:						
<p><b>Review Message Types</b> – continued</p>	<ul style="list-style-type: none"> <li>○ A large area of the file is selected</li> </ul> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; margin-bottom: 10px;"> <p><b>!</b> Please keep in mind that files can be filtered, selected, and manipulated (like any Excel document) in any way the user needs in order to enter the information. <b>However, once all information has been entered, please <u>remove</u> any special formatting or filtering before attempting to upload the file.</b></p> </div> <p>c. A <b>Warning message</b> will result in the file being <u>approved</u>, but with certain conditions. Please review the various Warning messages and their definitions in the table below:</p> <table border="1" data-bbox="469 695 1461 942"> <thead> <tr> <th style="background-color: #fce4d6;">WARNING MESSAGE</th> <th style="background-color: #e0e0e0;">DEFINITION</th> </tr> </thead> <tbody> <tr> <td style="background-color: #fce4d6;">Overlapping Deal encountered</td> <td style="background-color: #e0e0e0;">Deal dates overlap with a Deal in Delhaize Mainframe</td> </tr> <tr> <td style="background-color: #fce4d6;">Invalid UPC</td> <td style="background-color: #e0e0e0;">Even if Invalid UPC is present, the file will be considered for approval (User will receive Error message <i>and</i> Warning Message)</td> </tr> </tbody> </table> <div style="border: 1px solid black; background-color: #fff9c4; padding: 5px; margin-top: 10px;"> <p><b>NOTE:</b> If <i>all</i> UPCs submitted in the file are invalid, then the submission will <u>not</u> have any Category-level information and will <u>not</u> move to the correct Approver. A file consisting only of invalid UPCs will not be accepted or rejected – it must be <i>corrected and resubmitted</i> by the Vendor before any further action.</p> </div>	WARNING MESSAGE	DEFINITION	Overlapping Deal encountered	Deal dates overlap with a Deal in Delhaize Mainframe	Invalid UPC	Even if Invalid UPC is present, the file will be considered for approval (User will receive Error message <i>and</i> Warning Message)
WARNING MESSAGE	DEFINITION						
Overlapping Deal encountered	Deal dates overlap with a Deal in Delhaize Mainframe						
Invalid UPC	Even if Invalid UPC is present, the file will be considered for approval (User will receive Error message <i>and</i> Warning Message)						
<p><b>Result</b></p>	<p>Cost and/or Deal change(s) are drafted or have been submitted to Category Team for consideration.</p>						
<p><b>Task standards</b></p>	<ul style="list-style-type: none"> <li>• Submission allows Category Manager and Pricing Analyst enough time to evaluate changes in retails</li> </ul>						