EDI POLICY

1. ***OBJECTIVE…***

In an ongoing effort to streamline business functions and strengthen consumer relationships, the Winn-Dixie Corporation has made Electronic Data Interchange (EDI) an integral part of its business strategy. More than just technology, Winn-Dixie regards EDI as a process that improves the efficiency of the entire supply chain by establishing strategic partnerships. Winn-Dixie’s objective is to utilize EDI to establish new business relationships and to strengthen existing partnerships. EDI offers numerous benefits to include improved in-stock positions, increased warehouse efficiencies, improved accounting processes and reduced administrative costs. EDI integration has been and will continue to be vital in the realization of Winn-Dixie’s long-term strategic targets.

1. ***REQUIREMENTS….***

So that all parties may capitalize on the benefits of EDI, Winn-Dixie has mandated **ALL** suppliers establish and maintain an initial purchase order/invoice EDI partnership. All EDI documentation is available on-line at [www.winn-dixie.com]. Select Vendors, then select EDI Trading Partners.

**TECHNOLOGY -** Not all of our suppliers have made the same commitment to EDI as Winn-Dixie and implemented an EDI system that fully integrates into back-end systems. This often requires a major investment that may not be a viable option for your company. Alternatives exist to enable EDI compliance without a major financial investment. A variety of companies provide a wide range of EDI services and solutions to meet the individual needs of a business and its programs. See TABLE 1 for more information on service providers. TABLE 2 provides information on Web-form providers that have already been tested by Winn-Dixie systems end to end and no further testing will be required.

**PURCHASE ORDERS AND FUNCTIONAL ACKNOWLEDGEMENTS –** The EDI purchase order is equivalent to the corresponding paper order. As evidence that documents have been received, Winn-Dixie requires the receiver of the purchase order to return a functional acknowledgment within 26 hours. It is the sender’s responsibility to monitor transmissions for overdue acknowledgments. ***NOTE****…ITEM COST DISCREPANCIES MUST BE RESOLVED WITH PROCUREMENT PRIOR TO SHIPMENT, OR THE TRANSMITTED COST WILL BE THE ONLY COSTS ACCEPTED BY WINN-DIXIE FOR PAYMENT. THIS IS A CONDITION FOR DOING BUSINESS.*

**INVOICES AND FUNCTIONAL ACKNOWLEDGEMENTS -** An electronic invoice will be transmitted to Winn-Dixie in accordance to our specifications. Deviations from Winn-Dixie requirements may result in invoice rejection or manual intervention and thus delaying the payment process. Functional acknowledgments will be returned within 24 hours. It is the sender’s responsibility to monitor transmissions for overdue acknowledgments.

1. ***PROBLEM RESOLUTION….***

Winn-Dixie aims to identify and resolve problems in a timely manner and in such a way that recurrence of the problem is eliminated. Report EDI issues to the EDI department at [edisupportgroup@winn-dixie.com]. See TABLE 3 for additional contact information.

1. ***TRADING PARTNER AGREEMENT….***

Winn-Dixie requires a signed trading partner agreement be kept on file for each partner. This agreement defines the responsibility of each party, communication protocols, third party conventions and other authorizations. If a customer requests revisions to the Winn-Dixie trading partner agreement, forward the proposed revised agreement to the EDI Department. Once approved by legal, the signed document will be returned and we can begin our partnership.

EDI POLICY

1. ***COMMUNICATION….***

**Transmission Schedule –**

1. INBOUND Extract Times – Hourly
2. OUTBOUND –

 Transaction Time

 875/850: Hourly 0400 - 2000

 852 Whse Movements: 2100

 852 POS: 1500

**Carbon Copy Policy -** With written authorization from the supplier, Winn-Dixie will request ICC to send carbon copies to a broker or other third party. There is a cost associated with this process and Winn-Dixie will not incur this cost. It is the responsibility of the recipient to set up billing for the carbon copy service provided by ICC.net. Winn-Dixie does not want 997s from carbon recipients.

1. ***TESTING PROCEDURES….***
2. Signed Trading Partner agreement on file at Winn-Dixie
3. Trading Partner Profile completed and returned to Winn-Dixie EDI department
4. Vendor number has been assigned and items are set as active
5. Purchase Order Test (may be bypassed at partner’s request)
* Test purchase order – 1 case of each item – generated and sent
* 997 returned for the test
* Move PO to production
1. Invoice Test
* An error-free test invoice translated by Winn-Dixie
* 997 returned for the test
* Move invoice to production
1. Please note that, dependant upon your EDI solution, testing may not be required.
2. ***DUPLICATE TRANSMISSIONS….***
	* Outbound – Winn-Dixie is not capable of re-transmitting a purchase order with changes (i.e. - quantities, costs, dates, etc.). If a duplicate purchase order is received, it is the result of a technical error and should be considered a duplicate. DO NOT DOUBLE SHIP THE ORDER.
	* Inbound – Duplicate ISA control numbers are rejected by our translator and will not be mapped. Duplicate documents sent under different ISA control numbers will be mapped but will be rejected by application as a duplicate.
3. ***NOTIFICATIONS….***
* Inform the EDI department of email changes immediately.

EDI POLICY

**TABLE 1 – EDI Service Providers**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Phone** | **Email** | **Website** |
| EasyLink Services Int’l. Corp. | 888-422-4401 | support@easylink.com | [www.easylink.com/edi](http://www.easylink.com/edi) |
| Sterling Commerce | (800) 677-3027 |  | [www.sterlingcommerce.com](http://www.sterlingcommerce.com/) |
| Inovis | (877) 4INOVIS option 4 |  | [www.inovis.com](http://www.inovis.com) |
| Kleinschmidt | (847) 945-1000 | cs@kleinschmidt.com | [www.kleinschmidt.com](http://www.kleinschmidt.com) |
| GXS | (800) 560-4347 |  | [www,gxs.com](http://www.gegex.com/) |
| ADX | (888) 843-3226 |  | [www.adx.com](http://www.adx.com/) |
| B2Bgateway | (401) 491-9595 x 5000 | lgooding@b2bgateway.net | [www.B2BGateway.net](http://www.B2BGateway.net) |
| ECS | (770) 537-4433 |  | [www.ecweb.com](http://www.ecweb.com) |
| INFOCON Systems | (888) 339-0722 | joan@infoconn.com | [www.Infoconn.com/EDI/](http://www.Infoconn.com/EDI/) |
| DataTrans Solutions, Inc.  | (800) 469-0877 option 1 | sales@datatrans-inc.com | [www.datatrans-inc.com](http://www.datatrans-inc.com) |
| EDICOM | (212) 889-1909 | Marketing\_us@edicomgroup.com | www.edicomgroup.com |
| 1 EDI Source | (877) 334-1334 | sales@1edisource.com | www.1edisource.com |
| 123 EDI | (866) CALL-EDI | Sales@123edi.com | www.123EDI.com |
| eZCom Software Inc | (877) 765-3564 option 1 | sales@ezcomsoftware.com | www.ezcomsoftware.com |
| CovalentWorks | 713-933-0594 | sbrewer@covalentworks.com | www.covalentworks.com |
| Spring Systems Inc | 888-275-2160 | getstarted@Springsystems.com | www.springsystems.com |

**TABLE 2 –EDI Web-form Providers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | **Phone** | **Email** | **Website** |
| SPS Commerce | (612) 435-9616  | bjentner@spscommerce.com | [www.spscommerce.com](http://www.spscommerce.com) |
| Edict Systems/Grocery EC | (937) 429-4288 | solutions@edictsystems.com | [www.GroceryEC.com](http://www.GroceryEC.com) |
| DI Central | (281) 480-1121 x126 | phall@dicentral.com | [www.dicentral.com](http://www.dicentral.com) |
| Direct EDI | (858) 751-2626 | Sales@directedi.com | www.directedi.com |
| TrueCommerce | (888) 430-4489 | sales@truecommerce.com | www.truecommerce.com |

**TABLE 3 – Winn-Dixie Contacts for Problem Resolution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsibility/Title** | **Name** | **Phone** | **Email** |
| EDI Department | EDI Support Group | 904-783-5685 | EdiSupportGroup@winn-dixie.com |
| EDI Support  | Chris Cryer | (904) 783-5535 | ChristineCryer@winn-dixie.com |
| Accounts Payable  | Dorothy Lamore | (904) 370-6072 | DorothyLamore@winn-dixie.com |
| EFT | Gary Regina | (904) 370-6351 | GaryRegina@winn-dixie.com |
| VMI/CRP Manager | Amy Howland | (904) 419-5357 | AmyHowland@winn-dixie.com |