

Vendor Instructions For the DSD Worksheet

Purpose of Document

The purpose of this document is to give step by step instruction on how to utilize the DSD Worksheet when submitting it electronically or hand-written.

Uses for the DSD Worksheet

The DSD worksheet can only be used for communicating the following kinds of additions or changes to a vendor's item file:

- *Cost Changes*
All future cost changes will be accepted if submitted via the DSD Worksheet. Safeway expects 30 days notice on all cost changes, unless a longer period has been agreed to. Once entered into Safeway's systems, the Manager of National Categories (MNC) will be notified of all changes.
- *Non-Performance Case Off-Invoice Allowances (New & Revised)*
New non-performing case allowances that will be offered as "off invoice" price reductions can be submitted on this form. These allowances will be coded as purchasing allowances that will be reflected on your invoice and at our receiving door. By listing your allowances on this worksheet, you are agreeing that no specific performance is required on the part of Safeway for redemption. All submissions will be given an offer number based on the current date of entry and the number of allowance logs for that day (i.e. March 6, 2004 offer number would be 04060301).
- *Note Discontinued Items*
It is the supplier's responsibility to notify the Safeway MNC of an item discontinuation.

Any items that you will no longer be servicing can also be disclosed via this process. Please remember that while the DSD Worksheet displays the "primary UPC" it may not reflect the appropriate UPC for the marketing area you represent. By marking "DISCONTINUE" by a given line, you are signaling that the particular pack, size, and description will no longer be included in your product line.

The DSD Worksheet *will not* replace the New Item Presentation Form as a means of introducing a new product to a market / vendor.

Additionally, the DSD Worksheet cannot be utilized to communicate material changes to an item. Material changes include, but are not limited to description change, pack change, size change, or UPC change.

Performance based allowances, those sums offered in return for specific action, must be described in the Notice of Promotional Allowance (NOPA) process. All allowances presented via the DSD Worksheet will be interpreted as "purchasing allowances", not requiring performance. Using the following coding system from the NOPA, these will be flagged as performance code "01" in Safeway's system.

Performance Codes:	Definitions
01 Purchasing Allowance	Product listing and purchase required
02	
03	
04	
05	
06	
07	
08	
09	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	
74	
75	
76	
77	
78	
79	
80	
81	
82	
83	
84	
85	
86	
87	
88	
89	
90	
91	
92	
93	
94	
95	
96	
97	
98	
99	

Allowance Type
C = Per Case
T = Per Transaction
A = Flat Amount
F = Free Goods

O/I or D
B = Billback
I = Off Invoice
D = Deduction

All Safeway approved forms and instructions, including the NIPF and NOPA, can be found online at:

<http://www.safeway.com/suppliers>

Vendor Instructions For the DSD Worksheet

How to Receive a DSD Worksheet

DSD Worksheets can be received via three avenues – automatically triggered, fixed schedule, ad hoc request.

Safeway has identified a number of key maintenance actions that will trigger sending a new DSD Worksheet to the distributor:

- New item is accepted by the MNC into a vendor’s product line
- An item is discontinued from the vendor’s product line
- New cost change has been entered
- An existing cost change (one previously submitted and entered) has been revised
- New non-performing allowances have been entered
- Existing non-performing allowances have been altered

In addition to these automatic triggers, a vendor may request receipt of the DSD worksheet on a fixed interval (i.e. the 1st of every month).

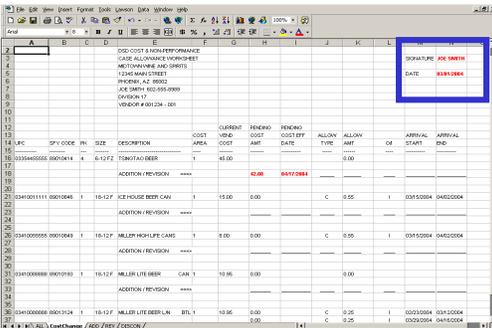
Lastly, anyone in need of a new DSD Worksheet can notify Safeway by using one of the DSD Data Standards email address listed below. Please include your name, email address, and Safeway vendor number for a prompt return.

Suppliers that do not have their email address on file with the DSD Data Standards team will not be able to receive the DSD worksheet. To ensure proper receipt, please maintain the email address of the point person for your company by sending an email containing your company name, Safeway vendor number, Safeway division (i.e. NorCal), and position/title to one of the DSD Standards accounts:

- | | |
|--|------------------------|
| CSD.DSD@safeway.com | Carbonated Soft Drinks |
| AlcoholicBeverages.DSD@safeway.com | Alcoholic Beverages |
| CookiesCrackers.DSD@safeway.com | Cookies and Crackers |
| SaltySnacks.DSD@safeway.com | Salty Snacks |
| IDS.DSD@safeway.com | All others |

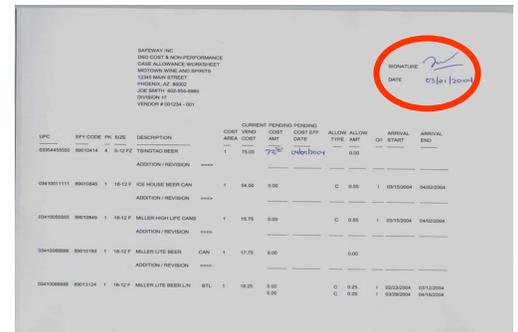
Signature / eSignature

All DSD Worksheets will require a vendor representative’s signature and date in order to become actionable.



1. Worksheets submitted electronically via email must have the fully typed name of the sender in the signature line of the worksheet.
2. The email sender must be recognized as the responsible representative for that supplier.
3. In addition to attaching the completed worksheet to the email, the sender must include a statement of approval that references the file name in the body of the email. For example: “The attached file, ABC Corp.xls, has been signed on January 1, 2004 and is approved for your entry.”

Hand written worksheets can be sent to the DSD Data Standards group at the corporate mailing address:
 5918 Stoneridge Mall Road
 Pleasanton, CA 94588



Vendor Instructions For the DSD Worksheet

Explanation of Fields on the DSD Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2					DSD COST & NON-PERFORMANCE										
3					CASE ALLOWANCE WORKSHEET								SIGNATURE	JOE SMITH	
4					MIDTOWN WINE AND SPIRITS										
5					12345 MAIN STREET								DATE	03/01/2004	
6					PHOENIX, AZ 86002										
7					JOE SMITH 602-555-8989										
8					DIVISION 17										
9					VENDOR # 001234 - 001										
10															
11															
12							CURRENT	PENDING	PENDING						
13						COST	VEND	COST	COST EFF	ALLOW	ALLOW		ARRIVAL	ARRIVAL	
14	UPC	SFY CODE	PK	SIZE	DESCRIPTION	AREA	COST	AMT	DATE	TYPE	AMT	OM	START	END	
15	-----	-----	---	-----	-----	---	-----	-----	-----	-----	-----	---	-----	-----	
16	03354455555	89010414	4	6-12 FZ	TSINGTAO BEER	1	45.00				0.00				
17															
18					ADDITION / REVISION	====>		42.00	04/17/2004						
19															

Column E-Vendor Information. Please verify: Division & Vendor Number
 Column M & N-Signature and date line.

- Column A-Primary UPC for the CIC
- Column B-Safeway Code (CIC)
- Column C-Pack
- Column D-Size
- Column E-Item Description
- Column F- Cost Area
- Column G-Current List Cost
- Column H-Pending New Cost
- Column I- Effective Date of Pending Cost

Column J-Type of Allowance
Please Note: *Only Non Performing Off Invoice case allowances should be entered on this sheet.*

- Column K-Allowance Amount
- Column L-Off Invoice Indicator
- Column M-Deal Date (Start)
- Column N-Deal Date (End)

Filling out the Form Electronically

Please note, in order to maintain the integrity of the worksheet, all updates made above the “addition/revision” line **will NOT** be executed.

- *Cost Changes*
 1. In Column H enter “new cost”.
 2. In Column I enter “date” the cost is to become effective.

Safeway expects 30 days notice on all cost changes. Once entered into Safeway’s systems, the Manager of National Categories (MNC) will be notified of all changes.

	A	B	C	D	E	F	G	H	I
2					DSD COST & NON-PERFORMANCE				
3					CASE ALLOWANCE WORKSHEET				
4					MIDTOWN WINE AND SPIRITS				
5					12345 MAIN STREET				
6					PHOENIX, AZ 86002				
7					JOE SMITH 602-555-8989				
8					DIVISION 17				
9					VENDOR # 001234 - 001				
10									
11									
12							CURRENT	PENDING	PENDING
13						COST	VEND	COST	COST EFF
14	UPC	SFY CODE	PK	SIZE	DESCRIPTION	AREA	COST	AMT	DATE
15	-----	-----	---	-----	-----	---	-----	-----	-----
16	03354455555	89010414	4	6-12 FZ	TSINGTAO BEER	1	45.00		
17									
18					ADDITION / REVISION	====>		42.00	04/17/2004
19									

- *Allowance Additions (New)*
 1. In column F select the cell to the right of the Addition/Revision cell of the item that you want to add an allowance to.
 2. Select **Bold** and enter the word “ADD”.
 3. In column J enter “C”.
 4. In column K enter “Allowance amount”.
 5. In column L enter “I”.
 6. In column M enter the Allowance “Start date”.
 7. In column N enter the Allowance “End date”.

Vendor Instructions For the DSD Worksheet

UPC	SFY CODE	PK	SIZE	DESCRIPTION	CURRENT COST AREA	PENDING COST	PENDING COST EFF	ALLOW TYPE	ALLOW AMT	ARRIVAL START	ARRIVAL END
0341001111	89010846	1	18-12 F	ICE HOUSE BEER CAN	1	15.00	0.00	C	0.55	I	03/15/2004 04/02/2004
				ADDITION / REVISION	ADD						
0341006666	89012878	1	18-12 F	MILLER GEN DRAFT BEER	1	15.50	0.00	C	0.25	I	02/23/2004 03/12/2004
				ADDITION / REVISION	ADD						
0341005555	89010849	1	18-12 F	MILLER HIGH LIFE CANS	1	8.00	0.00	C	0.55	I	03/15/2004 04/02/2004
				ADDITION / REVISION	ADD						

UPC	SFY CODE	PK	SIZE	DESCRIPTION	CURRENT COST AREA	PENDING COST	PENDING COST EFF	ALLOW TYPE	ALLOW AMT	ARRIVAL START	ARRIVAL END
0341001111	89010846	1	18-12 F	ICE HOUSE BEER CAN	1	15.00	0.00	C	0.55	I	03/15/2004 04/02/2004
				ADDITION / REVISION	ADD						
0341006666	89012878	1	18-12 F	MILLER GEN DRAFT BEER	1	15.50	0.00	C	0.25	I	02/23/2004 03/12/2004
				ADDITION / REVISION	ADD						
0341005555	89010849	1	18-12 F	MILLER HIGH LIFE CANS	1	8.00	0.00	C	0.55	I	03/15/2004 04/02/2004
				ADDITION / REVISION	ADD						
0341005555	89010849	1	18-12 F	MILLER LITE BEER	1	10.95	0.00				
				ADDITION / REVISION	ADD						

Additional allowances for an item can be entered by repeating steps 2-7.

Note: If you run out of space and need to add additional rows:

1. Select the row by placing the mouse on the number to the left.
2. Right click the mouse.
3. Select "Insert".
4. Enter data.

Allowance Revisions

To enter a revision you must indicate which line you are revising. To determine the line, view example highlighted in yellow and perform the following steps:

1. In column F select the cell to the right of the Addition / Revision cell of the item that you want to revise an allowance for.
2. Select **Bold** and enter the word "REV2".
3. In column J enter "C".
4. In column K enter the revised "Allowance amount".
5. In column L enter "I".
6. In column M enter the revised Allowance "Start date".
7. In column N enter the revised Allowance "End date".

UPC	SFY CODE	PK	SIZE	DESCRIPTION	CURRENT COST AREA	PENDING COST	PENDING COST EFF	ALLOW TYPE	ALLOW AMT	ARRIVAL START	ARRIVAL END
0341001111	89010846	1	18-12 F	ICE HOUSE BEER CAN	1	15.00	0.00	C	0.55	I	03/15/2004 04/02/2004
				ADDITION / REVISION							
0341006666	89012878	1	18-12 F	MILLER GEN DRAFT BEER	1	15.50	0.00	C	0.25	I	02/23/2004 03/12/2004
				ADDITION / REVISION	REV2			C	0.25	I	03/29/2004 04/16/2004
				ADDITION / REVISION	REV3			C	0.30	I	03/28/2004 04/16/2004

Repeat steps 2-7 for additional revisions.

Discontinuing Items

It is the supplier's responsibility to notify the Safeway MNC of an item discontinuation. Products that will no longer be included in your product listing can be discontinued. By indicating to Safeway that this maintenance is needed, not only will we be able to remove the item from the worksheet, but you will also help to ensure that proper charges are taken at the back door for receipt/return.

1. Under the UPC of the item you want to discontinue select **Bold** and enter the word "DISCONTINUE".

UPC	SFY CODE	PK	SIZE	DESCRIPTION	CURRENT COST AREA	PENDING COST	PENDING COST EFF	ALLOW TYPE	ALLOW AMT	ARRIVAL START	ARRIVAL END
0341009999	89010190	1	18-12 F	MILLER GEN DRAFT BEER	1	20.50	0.00		0.00		
				ADDITION / REVISION	DISCONTINUE						
0341005555	89010849	1	18-12 F	MILLER HIGH LIFE CANS	1	8.00	0.00	C	0.55	I	03/15/2004 04/02/2004
				ADDITION / REVISION							

By noting a discontinued item on this sheet, you are advising Safeway that this pack / size & description will no longer be available. UPC level maintenance should be relayed through your Safeway MNC.

Vendor Instructions For the DSD Worksheet

Filling out the Form By Hand

• **Cost Changes**

1. In the **Pending Cost Amt Column** write in the “new cost”.
2. In the **Pending Cost Eff Date Column** write in the “date” the cost is to become effective.

SAFeway INC
DSD COST & NON-PERFORMANCE
CASE ALLOWANCE WORKSHEET
MIDTOWN WINE AND SPIRITS
12345 MAIN STREET
PHOENIX, AZ 86002
JOE SMITH 602-555-8888
DIVISION 17
VENDOR # 001234 - 001

SIGNATURE _____
DATE 03/01/2004

UPC	SFY CODE	PK SIZE	DESCRIPTION	CURRENT COST AREA	VEND COST	PENDING COST AMT	PENDING COST EFF DATE	ALLOW TYPE	ALLOW AMT	O/I	ARRIVAL START	ARRIVAL END
03354455555	89010414	4	6-12 FZ TSINGTAO BEER	1	75.00	73.50	04/05/2004		0.00			
ADDITION / REVISION				====>								
03410011111	89010846	1	18-12 F ICE HOUSE BEER CAN	1	54.00	0.00		C	0.55	I	03/15/2004	04/02/2004
ADDITION / REVISION				====>								

Safeway expects 30 days notice on all cost changes. Once entered into Safeway’s systems, the Manager of National Categories (MNC) will be notified of all changes.

• **Allowance Additions (New)**

1. To the right of the Addition/ Revision arrow of the item that you want to add an allowance to write “Add”.
2. In the **Allowance Type column** write “C”.
3. In the **Allowance Amt Column** write in the “Allowance amount”.
4. In the **O/I column** write in “I”.
5. In the **Arrival Start column** write in the allowance “Start date”.
6. In the **Arrival End column** write the Allowance “End date”.

Repeat steps 2-6 to add additional allowances for that item.

UPC	SFY CODE	PK SIZE	DESCRIPTION	CURRENT COST AREA	VEND COST	PENDING COST AMT	PENDING COST EFF DATE	ALLOW TYPE	ALLOW AMT	O/I	ARRIVAL START	ARRIVAL END
03354455555	89010414	4	6-12 FZ TSINGTAO BEER	1	75.00				0.00			
ADDITION / REVISION				====>								
03410011111	89010846	1	18-12 F ICE HOUSE BEER CAN	1	54.00	0.00		C	0.55	I	03/15/2004	04/02/2004
ADDITION / REVISION				====>								
03410066666	89012878	1	18-12 F MILLER GEN DRAFT BEER BTL	1	15.75	0.00		C	0.25	I	02/23/2004	03/12/2004
ADDITION / REVISION				====>								
								C	0.25	I	03/29/2004	04/16/2004
								C	0.35	I	04/18/2004	05/05/2004
								C	0.30	I	05/01/2004	06/02/2004
								C	0.35	I	06/06/2004	07/07/2004
ADDITION / REVISION				====>								
03410099999	89010190	1	18-12 F MILLER GEN DRAFT BEER CAN	1	17.75	0.00						
ADDITION / REVISION				====>								
03410055555	89010849	1	18-12 F MILLER HIGH LIFE CANS	1	18.25	0.00		C	0.55	I	03/15/2004	04/02/2004
ADDITION / REVISION				====>								
								C	0.50	I	04/04/2004	04/17/2004
								C	0.55	I	04/27/2004	05/10/2004
								C	0.60	I	05/15/2004	06/01/2004

• **Allowance Revisions**

1. To the right of the Addition/ Revision arrow of the item that you want to revise, write “REV”.
2. Cross out the allowance amount information to be revised and write in the new information; or Circle the date to be revised and note the new date to the side.

UPC	SFY CODE	PK SIZE	DESCRIPTION	CURRENT COST AREA	VEND COST	PENDING COST AMT	PENDING COST EFF DATE	ALLOW TYPE	ALLOW AMT	O/I	ARRIVAL START	ARRIVAL END
03354455555	89010414	4	6-12 FZ TSINGTAO BEER	1	75.00				0.00			
ADDITION / REVISION				====>								
03410011111	89010846	1	18-12 F ICE HOUSE BEER CAN	1	54.00	0.00		C	0.55	I	03/15/2004	04/02/2004
ADDITION / REVISION				====>								
03410066666	89012878	1	18-12 F MILLER GEN DRAFT BEER BTL	1	15.75	0.00		Rev C	0.25	I	02/23/2004	03/12/2004
ADDITION / REVISION				====>								
								Rev C	0.25	I	03/29/2004	04/16/2004
								Rev C	0.35	I	04/18/2004	05/05/2004

Vendor Instructions For the DSD Worksheet

- *Discontinuing Items*

It is the supplier's responsibility to notify the Safeway MNC of an item discontinuation. Products that will no longer be included in your product listing can be discontinued. By indicating to Safeway that this maintenance is needed, not only will we be able to remove the item from the worksheet, but you will also help to ensure that proper charges are taken at the back door for receipt/return.

1. Under the UPC of the item you want to discontinue write the word "DISCONTINUED".

UPC	SFY CODE	PK	SIZE	DESCRIPTION	COST AREA	VEND COST	CURRENT		PENDING		ALLOW TYPE	ALLOW AMT	O1	ARRIVAL START	ARRIVAL END
							COST	AMT	COST DATE	COST EFF					
03354455555	89010414	4	6-12 FZ	TSINGTAO BEER	1	75.00						0.00			
				ADDITION / REVISION	===>										
03410011111	89010846	1	18-12 F	ICE HOUSE BEER CAN	1	54.00	0.00			C	0.55	I	03/15/2004	04/02/2004	
				ADDITION / REVISION	===>										
03410055555	89010849	1	18-12 F	MILLER HIGH LIFE CANS	1	15.75	0.00			C	0.55	I	03/15/2004	04/02/2004	
				ADDITION / REVISION	===>										
03410088888	89010193	1	18-12 F	MILLER LITE BEER	CAN	1	17.75	0.00			0.00				
<i>Discontinued</i>				ADDITION / REVISION	===>										
03410088888	89013124	1	18-12 F	MILLER LITE BEER L/N	BTL	1	18.25	0.00		C	0.25	I	02/23/2004	03/12/2004	
							0.00			C	0.25	I	03/29/2004	04/16/2004	

By noting a discontinued item on this sheet, you are advising Safeway that this pack / size & description will no longer be available. UPC level maintenance should be relayed through your Safeway MNC.