

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

Definitions

anca Codas

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 <u>cannot be utilized</u> 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.

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

Signature / eSignature

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

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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

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Vendor Instructions For the DSD Worksheet

Explanation of Fields on the DSD Worksheet

	Α	В	С	D	E	F	G	Н		J	K	L	M	N	0
2					DSD COST & NON-PERFORMAI	VCE									
3					CASE ALLOWANCE WORKSHE	ET							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										
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12							CURRENT	PENDING	PENDING						
13						COST	VEND	COST	COST EFF	ALLOW	ALLOW		ARRIVAL	ARRIVAL	
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16	03354455555	89010414	4	6-12 FZ	TSINGTAO BEER	1	45.00				0.00				
17															
18					ADDITION / REVISION ===>	•		42.00	04/17/2004						

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.

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				12345 MAIN STREET					
				PHOENIX, AZ 86002					
				JOE SMITH 602-555-8989					
				DIVISION 17					
				VENDOR # 001234 - 001					
						CURRENT	PENDING	PENDING	
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- 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

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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".
- In column K enter the revised. "Allowance amount".
 In column L enter "I".
- 6. In column M enter the revised Allowance "Start date".

ш.															
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	0/	START	END	
15															
16	03410011111	89010846	1	18-12 F	ICE HOUSE BEER CAN	1	15.00	0.00		С	0.55	1	03/15/2004	04/02/2004	
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21	03410066666	89012878	1	18-12 F	MILLER GEN DRAFT BEER BTL	1	15.50	0.00		С	0.25	1	02/23/2004	03/12/2004	Line 1
22								0.00		с	0.25	1.1	03/29/2004	04/16/2004	Line 2
23										с	0.35	1.1	04/18/2004	05/05/2004	Line 3
24					ADDITION / REVISION ===>	REV2				С	0.20	1	03/28/2004	04/16/2004	
25						REV3				С	0.30	1	04/18/2004	05/05/2004	
26															
27															
20															

7. In column N enter the revised Allowance "End date".

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**".

						CURRENT	PENDING	PENDING					
					COST	VEND	COST	COST EFF	ALLOW	ALLOW		ARRIVAL	ARRIVAL
JPC	SFY CODE	ΡK	SIZE	DESCRIPTION	AREA	COST	AMT	DATE	TYPE	AMT	0/	START	END
03410099999	89010190	1	18-12 F	MILLER GEN DRAFT BEER CAN	1	20.50	0.00			0.00			
DISCONTINUE				ADDITION / REVISION ===>									
03410055555	89010849	1	18-12 F	MILLER HIGH LIFE CANS	1	8.00	0.00		С	0.55	1	03/15/2004	04/02/2004
				ADDITION / REVISION ===>									
												4	

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 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	РК	SIZE	DESCRIPTION	COST	CURRENT VEND COST	PENDING COST AMT	PENDING COST EFF DATE	ALLOW TYPE	ALLOW AMT	0/1	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		с	0.55	j.	03/15/2004	04/02/2004
				ADDITION / REVISION ===>									
03410066666	89012878	1	18-12 F	MILLER GEN DRAFT BEER BTL	1	15.75	0.00		С	0.25	i.	02/23/2004	03/12/2004
				ADDITION / REVISION ===>	Add				0000	0.35		04/18/2004 05/04/2004	05/05/2004
03410099999	89010190	1	18-12 F	MILLER GEN DRAFT BEER CAN	1 1	17.75	0.00		<i>C</i>	0.00			enter face f
				ADDITION / REVISION ===>									
03410055555	89010849	1	18-12 F	MILLER HIGH LIFE CANS	1	18.25	0.00		с	0.55	T	03/15/2004	04/02/2004
				ADDITION / REVISION ===>	Add				C	0.50	1	04/04/2004	MUTIZ004
					Add				C	0.55	L.	04/27/2000	1 05/10/200-1
					Add				С	0.60	١	05/15/200	4 00/01/2004

• 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.

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".

							CURREN	T PENDIN	IG PENDING					
UPC	SFY CODE	PK	SIZE	DESCRIPTION		COST AREA	VEND COST	COST AMT	COST EFF DATE	ALLOW TYPE	ALLOW AMT	O/1	ARRIVAL START	ARRIVAL
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		с	0.55	1	03/15/2004	04/02/2004
				ADDITION / REVISION	===>									
03410055555	89010849	1	18-12 F	MILLER HIGH LIFE CANS		1	15.75	0.00		с	0.55	ı.	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			
Discontinu	led			ADDITION / REVISION	===>									
03410088888	89013124	1	18-12 F	MILLER LITE BEER L/N	BTL	1	18.25	0.00		с	0.25	T	02/23/2004	03/12/2004
								0.00		С	0.25	T	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.