



Vendor Partnership Manual

Section 3 – EDI

What's New

PLEASE REVIEW THIS ENTIRE CHAPTER.

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Note: The electronic data interchange trading partner agreement located in the forepart of this vendor manual shall apply to and govern all EDI transactions with Pamida Stores Operating Company LLC. By execution of the vendors' acknowledgement, vendor expressly agrees to all of the provisions set forth in such agreement.

1. EDI Requirements for Pamida

Pamida requires all vendors to exchange 850 Purchase Orders and 810 Invoices.

A select group of vendors will also be required to exchange the 856 Advance Ship Notice (ASN) as well as make use of the UCC/EAN 128 label.

Please see the “Who to Call” section for further information.

1.1 Completing the EDI Trading Partner Profile

Please complete the online EDI Trading Partner Profile found on Pamida’s website at <http://www.pamida.com/vendor/partnersurvey.asp>. This information will then be forwarded to the EDI Team to establish your company in the EDI database. Failure to complete this form in the set up process will result in delaying the EDI implementation plan. Pamida vendors may visit <http://www.pamida.com/vendor/edi.asp> for transaction guidelines.

1.2 Implementation Process for Mandatory Transactions

The Purchase Order (850) and Invoice (810) transaction documents are the first to be tested and implemented directly with Pamida. The 850 and 810 transactions are required to be implemented within 60 days of becoming a Pamida vendor or having active Merchandise Purchase Orders. Failure to complete implementation within this time frame will result in a penalty of \$25 per paper or fax copy invoice and/or Purchase Order.

1.2.1 Testing the 850 Purchase Order

- 1) Testing begins with a vendor’s readiness to receive a test Purchase Order or 850. This can be indicated through an e-mail to the EDI team.
- 2) A test 850 will be sent by Pamida to the vendor. In some cases, this 850 may be a copy of an actual PO that has already been communicated to the vendor.
- 3) Upon successful completion; a date to move the 850 to production will be determined between Pamida and the vendor.

1.2.2 Testing the 810 Invoice

- 1) An invoice test should be sent to Pamida; the same sender/receiver ID used during 850 testing should also be used for 810 testing. The 810 test may use data from the test 850 or a previously communicated invoice.
- 2) The 810 data will be reviewed for EDI syntax errors. If found to be error free, an e-mail will be sent indicating completion. If errors are present, an e-mail will be sent indicating the corrections to be made. An additional 810 test will then be expected reflecting the corrections.
- 3) Upon successful completion; a date on which the 810 will move to production will also be set between the vendor and Pamida.

1.2.3 Testing the 856 Advance Ship Notification (ASN)

- 1) The 856 Advanced Ship Notice will be tested with each vendor. A mutually determined date for testing and implementing the 856 will be discussed with the vendor. ASN

Testing will follow a similar process to that of the 810 Invoice. Further instructions will be sent to vendors.

- 2) The ASN data will be reviewed for EDI syntax errors. If found error free, an e-mail message will be sent indicating completion of the first phase of ASN testing and the move of your company to a "pre-cert" or pre-certified status. If errors are present, an e-mail will be sent indicating the corrections to be made. An additional 856 transmission will then be expected reflecting the corrections.
- 3) At the same time as the ASN testing, UCC128 labels are to be created and sent to the Pamida Distribution Center contact for approval. Specific information on the label structure as well as the DC contact will be provided in additional documents.
- 4) After a predetermined amount of time, if found successful in pre-cert, an e-mail message will be sent indicating completion of the ASN pre-certification testing and a request for a mutually determined date to move to production.

2. Who to Call

Direct any questions you may have on the steps in the previous sections to:

Pamida EDI Issues

E-Mail: edisupport@pamida.com