

## Albertsons Company Back Door Receiving (BDR) / Invoice Requirements

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### ***General Delivery Requirements and Information for Drivers/Vendors***

- All items must have scannable UPC's on them for receiving, except for items with Locally Assigned Codes (LAC's - see Appendix C for details), random weight (catch weight), or with approval by the Corporate BDR team and the division DSD Receiving Team.
- Albertsons prohibits the use of reproduced UPCs, unless approved by the Corporate BDR team and the division DSD Receiving Team.
- All vendor representatives must wear name badges with their company's logo and company name and be dressed in professional attire (i.e., no torn jeans, tank tops) while in the store. No open toed shoes or sandals.
- Deliveries must be completed during store receiving hours, unless otherwise approved by the Division. For a list of store receiving hours, contact the Division DSD Receiving Team. (see Appendix D - Key Contacts)
- Deliveries must be made at the back door, unless authorized in writing with Corporate/Division approval.
- ICC's direct ALL delivery activities that occur in the receiving area.
- Deliveries must be made to the ICC. If the ICC is unavailable, drivers must contact the Person in Charge (PIC) for direction.
- Deliveries are prioritized for off-loading/check-in in the following order:
  - Albertsons/division bannered trucks
  - Vendors with electronic invoices (NEX/DEX)
  - Other vendors
- Access to the Inventory Control Clerk (ICC) office or desk, or any BDR equipment, except DEX ports is prohibited.
- Driver/Vendor representative is responsible for unloading product.
- Driver/Vendor representative must stage product before engaging with the ICC for check in, so that the ICC can see and count all products and scan UPCs.
- **A paper invoice must be available to use during the receiving process. Vendors may email invoice copies to the C40 email account at each store.** (Examples: [s1234c40@safeway.com](mailto:s1234c40@safeway.com) OR [s3456c40@albertsons.com](mailto:s3456c40@albertsons.com), etc.)
- Driver must check load for invoicing discrepancies and make any necessary adjustments before engaging the ICC for check in.
- Credit invoices MUST be processed and closed in BDR prior to delivery invoices being processed.
- Cost and allowance discrepancy disputes are NOT the responsibility of the ICC and are not to be handled at store level.
- Delivery invoices must be processed and closed before product can be merchandised.
- No product is to be removed from stores or destroyed unless a BDR credit invoice has been processed and closed
- When invoices are closed, two copies of the store invoice print. One copy is retained at the store. The other copy is made available to the vendor.
  - Discrepancies are listed on BDR invoices.
  - Notify divisional Sales Team/Department Specialist of cost/allowance issues.
  - DEX and NEX vendors usually receive an 895 (Delivery Return Acknowledgement) transaction when invoice adjustments are made
  - NASC charges \$25.00 per invoice for BDR invoice replacement.
- ICC signatures:
  - ICC's sign bills of lading (BOL's) only as proof that a vendor has dropped product at a store.
  - "\*\*\* Invoice will be paid by the National Accounting Service Center \*\*\*" is noted at the bottom of all closed BDR invoices. This is an electronic signature; therefore, ICCs do not sign invoices or devices as proof of delivery of any specific item.
- Vendors can send pre-stamped/self-addressed envelopes with paper invoices so ICCs can mail the vendor copy of the store processed electronic invoice.

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- Vendors must contact the division DSD Receiving team for additional division specific requirements (see Appendix D - Key Contacts)

### **General Payment Discrepancy Resolution**

The following guidelines should be followed when researching payment discrepancies:

- Quantity Discrepancies: Contact the store ICC
- Pack Discrepancies: Contact the Albertsons Merchandising Data Services team. (see Appendix D - Key Contacts)
- Unauthorized Items: Contact sales team. (sales manager, assistant sales manager, and dept specialist)
- Cost or Allowance Discrepancies: Contact sales team. (sales manager, assistant sales manager, and dept specialist)
  - Provide documentation supporting your cost/allowance change submission.
  - Once system is updated, submit confirmation along with required documentation/spreadsheets to Albertson's National Accounting Service Center (NASC) for payment resolution. (see Appendix G & H)
- Payment has not been received: Submit a copy of the processed electronic invoice (if available), a copy of the invoice and a signed proof of delivery to Albertsons NASC. (see Appendix D - Key Contacts)

### **Vendor Number**

- **Corporate Vendor Number:** 6-digit number assigned when vendor is onboarded.
- **Vendor Outlet:** 3-digit number starting with a zero that defines vendor specific requirements (Example: remittance address, product types)
- **BDR Sub:** 3-digit number based off the vendor outlet. There can be multiple BDR subs for a single outlet. Multiple BDR subs may be required depending on product usage and payment terms.
- **BDR Vendor Number:** Corporate Vendor number (minus any leading zero's) plus BDR sub. Example: vendor number 001234 and BDR sub 901 would be **1234901**. Stores only see BDR vendor numbers.
- **Location Number** (DEX & NEX vendors only): Three-digit number assigned/required for vendors with multiple product lines.

### **Item Usage Types**

Items are separated by store usage and set up accordingly under different BDR subs. Items from different BDR subs must be invoiced separately.

- **Resale:** Item sold to the customer as is (bag of chips, 12 pack soda)
- **Material:** Item combined with something else before it can be sold (helium, foil ketchup packet, fryer oil)
- **Expense Wrap:** Item necessary to sell product - not sold directly to customer (floral cellophane, sandwich wrap)
- **Expense Other:** Item used or used up in the store (floral stapler)

### **Paper Invoice Requirements**

1. All items on the delivery must be accounted for on a paper invoice.
2. Scannable UPC bar codes are not to be printed on invoices or pick sheets.
3. A paper invoice/delivery document including details (called out below in numbers 4. and 5.), must be available for use at the time of product check in. Vendors are allowed to send invoices to individual stores via email, but emailed invoices must arrive at stores prior to product check-in.
4. **Invoice Header Section must contain:**
  - Vendor name (must match vendor name attached to BDR vendor number)
  - Vendor "remit to" address

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- Vendor phone number
- Store number (4-digit)
- Store address
- Unique invoice number (used to track payment. Can be alpha-numeric. Avoid using hyphens)

### 5. Invoice Detail Section must include:

- Retail UPCs or LACs:
  - UPC – from customer selling unit
  - LAC (see Appendix C)
- Full item description (avoid abbreviations when possible)
- Item quantity – amount of product being delivered.
- Unit of measure (case = CA, each = EA, # = random weight) – must match the setup in Albertsons system.
- Item base cost (including tax, i.e., sugar/sweetened beverage tax, excluding deposits)
- Item allowances (if applicable)
- Extended item cost (net cost multiplied by quantity, including applicable tax, excluding deposits)
- Deposits (if applicable)
- *Scannable barcodes are not to be included on vendor hard copy invoices or pick sheets*

### 6. Invoice Summary Section must contain:

- Total invoice quantity
- Invoice subtotal (extended net cost for number of items being delivered, including sugar/sweetened beverage tax, excluding bottle deposits)
- Total bottle deposit (if applicable)
- Total invoice cost (including tax and bottle deposits if applicable)

7. Any additional charges (i.e., applicable tax, freight, fuel, etc.) must be included in the cost of goods and should not be on the paper invoice unless otherwise approved by Albertsons corporate and the division.

8. Cross dock delivery invoice copies must be securely attached to the cross-dock load for each store.

9. A separate paper invoice must be created for all combinations of the following:

- |   |  |
|---|--|
| • Deliveries  | • Items with no charge – any items coming into the store for which vendor requires a proof of delivery but maintain no cost. |
| • Returns   | • Random weight  |
| • Temperature: dry, frozen, refrigerated                    | • Firm orders  |
| • Usage type: resale, material, expense wrap, expense other | • Deli (optional)  |
| • Payment terms   |  |

#### *Examples of items needing to be invoiced separately:*

- A frozen item and a refrigerated item
- A dry grocery store ordered item and a dry grocery firm ordered item
- A CA/EA item and a random weight item
- A liquor item with payment terms of COD and a beverage item with terms of net 30 days

## Albertsons Back Door Receiving (BDR)/Invoicing

### Sample Paper Invoice

A vendor paper invoice is required to accompany each delivery to the back door. Invoices The following example is a guide showing Albertsons requirements that are to appear on each invoice.

<b>Toms Chip Company</b>				
<b>2 ↑</b>				
		<b>1 ⇒</b> Invoice # 999999		
Albertsons # 1234	<b>⇐3</b>	<b>4 ⇒</b> Any Town, USA 12345		
1234 Store Address		Phone 1-800-123-4567		
Any Town, USA. 67890				
		<b>5 ⇒</b> Vendor # 9999 901 (i.e. Resale no space between the corp vendor) include number and the BDR Sub		
<b>UPC / Description</b>	<b>Qty</b>	<b>Cost</b>	<b>Allowance</b>	<b>Extended Cost by item</b>
99999-99991 Tom's Reg. Potato Chips 6oz.	12	\$0.85	\$0.00	\$10.20
99999-99992 Tom's Hot Salsa 12oz.	24	\$1.50	\$0.50	\$24.00
99999-99993 Tom's Tortilla Chips 14oz.	12	\$1.75	\$0.00	\$21.00
<b>⇐6 a, b, c, d, e ⇒</b>				
		<b>7 ⇒ Total Quantity</b> 28	<b>8 ⇒ Total Invoice Cost</b>	\$55.20

1. Invoice number (identifies the delivery and is used to track payment)
2. Vendor name (must match the name set up in the store's BDR system)
3. Store # (4-digit) and address ("Ship to" information)
4. Vendor address and phone number ("Remit to" information)
5. Vendor number with BDR sub
6. Line-item information (UPC, item description, quantity, cost/allowance, extended cost for each item on delivery)
  - a. UPC: Number that is on product and matches the item number in Albertsons DSD system. *(Note: Scan bars are NOT to appear on the invoice).*
  - b. Item description (must closely resemble item description on store tag)
  - c. Quantity of each item being delivered that reflects the unit of measure (case/each) set-up in Albertsons system.
  - d. Extended cost (quantity x cost - allowance to be paid for the item)
  - e. Subtotal (extended net cost of items being delivered)
7. Total invoice quantity (total quantity of all items on the invoice)
8. Total invoice cost (total cost of all items on the invoice)

**\*\*\*A receiving document with the above information MUST be included with every delivery, including 3<sup>rd</sup> party shipments. (UPS, FedEx, etc.)**

### ***Different Receiving Method Types***

#### **1. Receiver Scan - Non-NEX/DEX**

- ICC scans an item to locate the vendor number and keys in the invoice number from vendor's hard copy invoice.
- ICC scans each item on the delivery. BDR calculates the invoice extended quantity and cost.
- ICC keys vendor's total invoice quantity and total invoice cost from vendor's adjusted hard copy invoice.
- BDR takes the lower final invoice cost.
- If there is a cost or allowance discrepancy between Albertson's system and the vendor's invoice, the invoice closes at the lower cost. Credit invoices close at the higher cost.

#### **2. NEX Invoice (EDI 894 Transaction)**

- NEX Invoices must meet Albertsons EDI specifications, located [here](#).
- Vendors must complete the Albertsons NEX certification process prior to sending NEX invoices to stores.
- NEX invoices must arrive at stores prior to product delivery. NEX invoices must not be transmitted to stores until/unless the product will arrive at the store with the vendor's next delivery.
- NEX invoice transmission issues must be reported immediately to BDR.Support@Albertsons.com. (see Appendix D - Key Contacts)
- Under some circumstances, vendors will be contacted by BDR Support and asked to retrigger invoices.
- In most instances, if a NEX invoice is not available at time of product check-in, stores create a manual (Receiver Scan) invoice using the paper invoice copy. No 895 will be available to transmit to the vendor.
- NEX invoices will reflect the current cost at the time of receiving, unless otherwise negotiated.
- Delivery invoices: If there is a cost or allowance discrepancy between the Albertson's system and the vendor's 894, invoices will close taking the lower cost and/or higher allowance by item (unless mandated otherwise by state law).
- Credit invoices: If there is a cost or allowance discrepancy between the Albertson's system and the vendor's 894, invoices will close taking the higher cost and/or lower allowance by item (unless mandated otherwise by state law).

#### **3. DEX Invoice (EDI 894 Transaction)**

- Vendor must provide a printed preliminary invoice/pick sheet with the delivery and a final printed invoice.
- DEX Invoices must meet Albertson's EDI specifications, located [here](#).
- Supplier must pass a DEX certification performed by the respective division DSD receiving team member. See Appendix A & B for the certification check List and test template. (*Note: recertification may be required at any time if issues arise*)
- DEX invoices must be closed before the driver or vendor representative leaves the store. If an invoice does not close, the driver must void the invoice on their device and the ICC must void the invoice in BDR. The driver can attempt to DEX again. If still unsuccessful, the invoice must be voided again and a Receiver Scan invoice must be created and closed for the delivery.
- Delivery invoices: If there is a cost or allowance discrepancy between the Albertson's system and the vendor's 894, invoices will close taking the lower cost and/or higher allowance by item (unless mandated otherwise by state law).
- Credit invoices: If there is a cost or allowance discrepancy between the Albertson's system and the vendor's 894, invoices will close taking the higher cost and/or lower allowance by item (unless mandated otherwise by state law).

### 4. EDI 895 Transaction – NEX

- 895 transactions are transmitted nightly for NEX invoices processed that day.
- 895's for invoices with no discrepancies list the invoice number, store number and date, but no final invoice quantity or cost.
- 895's for invoices with quantity, cost, pack, allowance or UOM discrepancies list the discrepancy in the G89.
- 895's are not generated for the following. No electronic data for the system is available to send to the vendor:
  - NEX 894 failures – with some exceptions, stores create a manual invoice.
  - Supplemental, manual invoices created by ICC's.
  - NEX invoices voided by the ICC before the invoice has been closed (voiding NEX invoices is not best practice and is done rarely)
- There is no way to distinguish NOF, mis-picked, or short on delivery items from one another on the 895

### 5. EDI 895 Transaction – DEX

- 895's are generated when invoices close
- 895's are available on the vendor's device

***Appendices***



**Appendix A: DEX Certification Vendor Checklist**

Request this document by contacting your DSD receiving team. (see Appendix D - Key Contacts)

Example:

**VENDOR DEX SET-UP FORM**

**\*Complete and return to DSD Receiving Manager prior to scheduling test date\***

<b>VENDOR NAME:</b>		<b>VENDOR#</b>		<b>BDR SUB#</b>	
<b>REP NAME:</b>		<b>EMAIL:</b>		<b>MOBILE#</b>	

**CORPORATE INFORMATION – Compatible with UCS versions 4010-5010 – DEX Audit available upon request**

**Vendor must hard code the following into their handheld/device:**  
**Albertsons DUNN's # (G8203): 009137209**      **Albertsons COMM ID (DXS05): 9251750000**

<b>Test Store #</b>		<b>Store Address</b>		<b>City, State</b>		<b>Store Phone #</b>	
<b>Div. Rep</b>		<b>Email</b>		<b>Phone</b>		<b>Fax</b>	

**VENDOR INFORMATION – Fill in all Boxes / Enter X for Yes/No**

**Tests require 2 different items. BDR Co will provide a current item file for reference prior to testing.**  
**Supplier Responsibilities/Requirements on Testing Day:**  
 ✓ Adapter/DEX Cord to connect Handheld to DEX port  
 ✓ Printer  
 ✓ Understanding of your Handheld to resolve any issues  
 ✓ Set up Software, Store#, Current Cost, and Current Allowance on Handheld



<b>Software Company:</b>		<b>DUNN's# 9 Digits (G8205):</b>	-	-	-	-	-	-	-	-
<b>Software Version:</b>		<b>Hardware:</b>		<b>COMM ID 10 Digits (DXS01):</b>	-	-	-	-	-	-

<b>Unit of Measure (G8303):</b>	<b>Case</b>	<b>Each</b>	<b>Both</b>	<b>If Unit of Measure = Case – Pack (G8309) Required</b>
<b>DEX Returns?</b>	<b>Yes</b>	<b>NO</b>		<b>Send Acknowledge/Adjustments (895):</b>
<b>Allowances (G72) Sent?</b>	<b>Yes</b>	<b>NO</b>		<b>Send Bottle Deposits?</b>
<b>Is your DUNNS# hard coded?</b>	<b>Yes</b>	<b>NO</b>		<b>Print preliminary delivery document(s)?</b>
<b>Does software allow multiple invoices in one envelope?</b>	<b>Yes</b>	<b>NO</b>		<b>Print final invoice?</b>

**DEX INFORMATION**

- Connection to Store DEX port without Receiver (or qualified store associate) authorization or presence is prohibited.
- Changes to Software or Hardware may require recertification (*Contact Division BDR Coordinator for confirmation*)
- There will be no ADDITIONS to a DEX transmission permitted. A new transaction MUST occur.
- FORCE closing of invoices is not permitted. Receivers are required to delete any DEX transaction that cannot be closed by the vendor and receiver scan
- Contact DSD Receiving to report any stores where DEX is not working properly. (We expect a DEX transaction whenever possible)
- Retail/Consumer UPC MUST be transmitted. If Case UPC is transmitted and differs from Retail UPC, we will not certify.

**IF DETERMINED ITEMS ARE BEING ADDED, FORCE CLOSED OFTEN, OR IF TRANSACTION CANNOT BE CLOSED PROPERLY VENDOR WILL BE DE-CERTIFIED AND DEX PRIVILEGES WILL BE REVOKED**

**Stores Backdoor Receiving - General Policies**

1. All Deliveries made through the backdoor during posted receiving hours.
2. Vendors are only allowed access to the DEX ports. Vendors are not permitted access to Store Computers, Handhelds, or iPads.
3. DEX/NEX vendor deliveries should be received before Non-DEX vendors. Receiver has final say on prioritization.
4. All vendors must stage product to Receiver preference; verifying invoice to product being delivered prior to check-in.
5. Scan sheets (reproduced UPC's) created by vendor are prohibited.
6. Deliveries and Returns MUST be received on separate invoices.
7. All cases must be opened and counted by the Receiver.
8. Cost and/or allowance discrepancies - differences are not the responsibility of the Receiver and are not to be handled at store level.
9. EPI (Electronic Paper Invoices) are required for all invoice conflict resolutions.

**Date Test Completed:**       **Pass**       **Fail**       **Test Administrator:**

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## Appendix B: DEX Certification Test

Request this document by contacting your DSD receiving team. (see Appendix D - Key Contacts)

Example:

### DEX CERTIFICATION - TEST SCRIPTS

VENDOR NAME: \_\_\_\_\_ BDR VENDOR # \_\_\_\_\_ REP NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

TEST #	PASS / FAIL / NA	DELIVERY / RETURN	CHANGE / ADJ	ACTION	INVOICE INFO	COMMENTS
1.		Delivery	None	Receiver accepts all items	INVC# _____	
2.		Delivery	Quantity	Receiver reduces a quantity	INVC# _____ UPC - _____	
3.		Delivery	Quantity	Receiver increases a quantity	INVC# _____ UPC - _____	Communicate to vendor that this not best practice
4.		Delivery	Quantity	Receiver zeros a quantity	INVC# _____ UPC - _____	
5.		Delivery	Quantity	Receiver zeros all quantities	INVC# _____ UPC - _____	UPC2- _____ UPC3- _____
6.		Delivery	Cost	BDR Cost is Higher than Vendor Cost	INVC# _____ UPC - _____	ORIG COST- _____ CHNG COST - _____
7.		Delivery	Cost	BDR Cost is Lower than Vendor Cost	INVC# _____ UPC - _____	ORIG COST- _____ CHNG COST - _____
8.		Delivery	Allowance	BDR Allowance is Higher than Vendor Allowance	INVC# _____ UPC - _____	ORIG COST- _____ CHNG COST - _____
9.		Delivery	Allowance	BDR Allowance is Lower than Vendor Allowance	INVC# _____ UPC - _____	ORIG COST- _____ CHNG COST - _____
10.		Delivery	*Bottle Deposit	BDR Bottle Deposit is Higher than Vendor Bottle Deposit	INVC# _____ UPC - _____	ORIG BTL DEP- _____ CHNG BTL DEP- _____ *Jurisdiction with a deposit
11.		Delivery	*Bottle Deposit	BDR Bottle Deposit is Lower than Vendor Bottle Deposit	INVC# _____ UPC - _____	ORIG BTL DEP- _____ CHNG BTL DEP- _____ *Jurisdiction with a deposit
12.		Return	None	Receiver accepts all items	INVC# _____	
13.		Return	Quantity	Receiver reduces a quantity	INVC# _____ UPC - _____	
14.		Return	Quantity	Receiver increases a quantity	INVC# _____ UPC - _____	Communicate to vendor that this not best practice
15.		Return	Quantity	Receiver zeros a quantity	INVC# _____ UPC - _____	
16.		Return	Quantity	Receiver zeros all quantities	INVC# _____ UPC - _____	UPC2- _____ UPC3- _____
17.		Return	Cost	BDR Cost is Higher than Vendor Cost	INVC# _____ UPC - _____	ORIG COST- _____ CHNG COST - _____
18.		Return	Cost	BDR Cost is Lower than Vendor Cost	INVC# _____ UPC - _____	ORIG COST- _____ CHNG COST - _____
19.		Return	Allowance	BDR Allowance is Higher than Vendor Allowance	INVC# _____ UPC - _____	ORIG COST- _____ CHNG COST - _____
20.		Return	Allowance	BDR Allowance is Lower than Vendor Allowance	INVC# _____ UPC - _____	ORIG COST- _____ CHNG COST - _____
21.		Return	Bottle Deposit	BDR Bottle Deposit is Higher than Vendor Bottle Deposit	INVC# _____ UPC - _____	ORIG BTL DEP- _____ CHNG BTL DEP- _____ *Jurisdiction with a deposit
22.		Return	Bottle Deposit	BDR Bottle Deposit is Lower than Vendor Bottle Deposit	INVC# _____ UPC - _____	ORIG BTL DEP- _____ CHNG BTL DEP- _____ *Jurisdiction with a deposit

**Appendix C: LAC Guidelines**

- The term “LAC” is an Albertsons acronym that stands for “**Locally Assigned Code.**” A LAC is defined as an item that does not have a UPC, such as a floor display. LACs allow items to be tracked in the warehouse and store Back Door Receiving (BDR) system.
- ALL LACs associated with multiple UPCs start with a system **4**.
  - Example LAC: **4** 12345 67801
- LACs are system generated. Division sales management teams provide LACs for displays to vendors.
- All NEX vendors who wish to use LACs are required to test the transmission of the LAC in a NEX invoice with the Albertsons Corporate EDI and BDR Team. (see Appendix D - Key Contacts) Failure to test before sending the LAC via a NEX invoice to the stores will result in NEX de-certification.
- LACs and descriptions must be displayed on all paper documents associated with the delivery.
- Displays must always be set up as EA
- A display is required to be on a separate invoice because it may be included and missed with other UPCs on a delivery invoice.
- LACs are interpreted the way UPCs are in 894 transactions.

Example of a G83 segment with a LAC: G83\*1\*1\*EA\*041234567801\*\*\*\*100.00\*1\*name of display~

Element	Element Description	Expectations
G8301	DSD Sequence Number	<ul style="list-style-type: none"> <li>▪ Sequential number of vendor's items as they appear on the delivery invoice</li> <li>▪ Must be in numerical order</li> <li>▪ May not equal to zero (0)</li> </ul>
G8302	Quantity	<ul style="list-style-type: none"> <li>▪ Number of Displays on the invoice (Nearly always one unit/display per store)</li> <li>▪ <b>NOT</b> the number of items inside the Display</li> <li>▪ Above example indicates delivery of 1 Display</li> <li>▪ May not equal to zero (0)</li> </ul>
G8303	Unit/Basis of Measure Code	<ul style="list-style-type: none"> <li>▪ LAC unit of measure equals 'EA' (Each) <b>NEVER</b> 'CA' (Case)</li> <li>Note: Please reference G8309 requirements</li> </ul>
G8304	UPC/LAC	<ul style="list-style-type: none"> <li>▪ LAC code (system 4 LAC) established for the Display</li> <li>▪ 12-digit number (with preceding zero)</li> </ul>
G8308	Item List Cost	<ul style="list-style-type: none"> <li>▪ List cost of Display for the entire shipper/unit</li> <li>▪ Do <b>NOT</b> use the cost of an item inside the Display</li> <li>▪ Above example shows \$100.00 as list cost for entire Display</li> </ul>
G8309	Pack	<ul style="list-style-type: none"> <li>▪ G8303 = “EA”, and G8309 must have qty = 1 <b>OR</b> leave data element blank</li> <li>Note: All LAC’s must have unit of Measure of ‘EA’ <b>NEVER</b> ‘CA’</li> </ul>
G8310	Cash Register Item Description	<ul style="list-style-type: none"> <li>▪ Freeform description of Display as provided during item set-up</li> </ul>

## Albertsons Back Door Receiving (BDR)/Invoicing

### Appendix D: Key Contacts

#### Albertsons Division DSD Receiving team

Contact for store receiving hours, division specific requirements, DEX testing:

Div #	Division	Contact	Position/Title	Phone	Cell	Email
5	Denver	Sharon White	Coordinator	(303) 843-7539	(720) 202-9908	<a href="mailto:sharon.white@safeway.com">sharon.white@safeway.com</a>
17	Southwest	Danny Dingman	Manager	(602) 382-5396	(602) 284-5939	<a href="mailto:danny.dingman@albertsons.com">danny.dingman@albertsons.com</a>
		Merri Barrett	Coordinator	(623) 869-5707	(480) 387-9457	<a href="mailto:merri.barrett@albertsons.com">merri.barrett@albertsons.com</a>
19	Portland	Diane Dodson	Manager	(503) 305-9796	(503) 894-0086	<a href="mailto:Dianna.dodson@safeway.com">Dianna.dodson@safeway.com</a>
20	Southern	Melissa Rogers	Manager	(817) 568-3996	(201) 957-6270	<a href="mailto:melissa.rogers@albertsons.com">melissa.rogers@albertsons.com</a>
		Jessi Schaub	Coordinator	(817) 568-3913	(551) 359-6967	<a href="mailto:jessi.schaub@albertsons.com">jessi.schaub@albertsons.com</a>
24	Haggen	Beki Myer	Coordinator		(425) 892-0374	<a href="mailto:rebekah.myer@haggen.com">rebekah.myer@haggen.com</a>
25	NorCal	Rick Schott	Coordinator	(650) 467-3257	(650) 333-4836	<a href="mailto:rick.schott@safeway.com">rick.schott@safeway.com</a>
		Tony Cutaia	Coordinator	(925) 469-7751	(925) 580-4874	<a href="mailto:tony.cutaia@safeway.com">tony.cutaia@safeway.com</a>
27	Seattle	Jeri Weaver	Manager	(425)-201-6448		<a href="mailto:jeri.weaver@safeway.com">jeri.weaver@safeway.com</a>
		Sabrina Wolgamot	Coordinator	(425) 467-8592		<a href="mailto:sabrina.wolgamot@safeway.com">sabrina.wolgamot@safeway.com</a>
		Kandice Ruud	Coordinator	(425) 201-6446		<a href="mailto:kandice.ruud@safeway.com">kandice.ruud@safeway.com</a>
29	SoCal	Tom Wright	Manager	(714) 300-6641		<a href="mailto:thomas.wright@albertsons.com">thomas.wright@albertsons.com</a>
		Bob Kessler	Coordinator	(714) 300-6339		<a href="mailto:bob.kessler@albertsons.com">bob.kessler@albertsons.com</a>
30	Intermountain	Randy Nye	Manager	(208) 395-4437	(801) 520-8814	<a href="mailto:randy.nye@albertsons.com">randy.nye@albertsons.com</a>
32	Jewel Osco	Amy DeRose	Manager	(630) 948-6544	(224) 443-5285	<a href="mailto:amy.deroser@jewelosco.com">amy.deroser@jewelosco.com</a>
33	Shaws	Jayne Maranhas	Manager	(508) 313-3656	(508) 728-5979	<a href="mailto:jayne.maranhas@shaws.com">jayne.maranhas@shaws.com</a>
		Chris DaCruz	Coordinator	(508) 313-4723	(774) 961-9924	<a href="mailto:christopher.dacruz@shaws.com">christopher.dacruz@shaws.com</a>
34	(Safeway, K&B) Mid-Atlantic (Acme, K&B)	Carrie Medema	Coordinator	(301) 918-6852	(202) 604-1525	<a href="mailto:carrie.medema@albertsons.com">carrie.medema@albertsons.com</a>
		Sheffield Altice	Coordinator	(301) 918-6786	(202) 843-2075	<a href="mailto:sheffield.altice@albertsons.com">sheffield.altice@albertsons.com</a>
		Debbie Coonelly	Coordinator	(610) 889-4193	(267) 745-8135	<a href="mailto:deborah.coonelly@albertsons.com">deborah.coonelly@albertsons.com</a>
		Deepak Surti	Coordinator	(610) 889-4125		<a href="mailto:deepak.surti@albertsons.com">deepak.surti@albertsons.com</a>

## Albertsons Back Door Receiving (BDR)/Invoicing

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*Key Contacts continued...*

### *Albertsons Merchandising Data Services team*

Contact for pack discrepancy resolutions and regularly scheduled DSD vendor workbook (send an email to appropriate email address below, with as many as 3 valid email addresses):

Center Store Departments	Email Support Box
Grocery	<a href="mailto:Corp.Grocery@albertsons.com">Corp.Grocery@albertsons.com</a>
Carbonated Soft Drinks/Water	<a href="mailto:CSD.DSD@albertsons.com">CSD.DSD@albertsons.com</a>
Dairy/Refrigerated/Frozen	<a href="mailto:Corp.DRF@albertsons.com">Corp.DRF@albertsons.com</a>
GM/HBC	<a href="mailto:Corp.GMHBC@albertsons.com">Corp.GMHBC@albertsons.com</a>
Supplies	<a href="mailto:Corp.Supplies.Itemsetup@albertsons.com">Corp.Supplies.Itemsetup@albertsons.com</a>
KeHE	<a href="mailto:Corp.KeHE2@albertsons.com">Corp.KeHE2@albertsons.com</a>
NOSHE	<a href="mailto:Noshe.Item.Work@albertsons.com">Noshe.Item.Work@albertsons.com</a>
Alcohol/Tobacco	<a href="mailto:Corp.Alcohol@albertsons.com">Corp.Alcohol@albertsons.com</a>
Fresh Departments	Email Support Box
Bakery	<a href="mailto:Corp.Bakery@albertsons.com">Corp.Bakery@albertsons.com</a>
Deli	<a href="mailto:Corp.Deli@albertsons.com">Corp.Deli@albertsons.com</a>
Produce	<a href="mailto:Corp.Produce@albertsons.com">Corp.Produce@albertsons.com</a>
Meat/Seafood	<a href="mailto:Corp.Meat.Seafood@albertsons.com">Corp.Meat.Seafood@albertsons.com</a>
Floral	<a href="mailto:Corp.Floral@albertsons.com">Corp.Floral@albertsons.com</a>

### *Albertsons Corporate EDI and BDR Team*

Contact for EDI failures, all EDI transactions:

EDI	Email Support Box
EDI vendor set up	<a href="mailto:Ecredi@safeway.com">Ecredi@safeway.com</a>
AS2 connection and transactions	<a href="mailto:AS2.Support@albertsons.com">AS2.Support@albertsons.com</a>
EDI store purchase orders and invoices	<a href="mailto:BDR.Support@safeway.com">BDR.Support@safeway.com</a>
Off-hour and weekends	<a href="mailto:Weekendedi@safeway.com">Weekendedi@safeway.com</a> cell number: 925-596-4431

### *Albertsons National Accounting Service Center (NASC)*

Contact for unpaid Invoices, short paid invoices, issues with deductions, vendor info updates:

NASC	Email Support Box
Submit or inquire on AVISS ticket at	<a href="http://www.AlbertsonsCompanies.com/AVISS">www.AlbertsonsCompanies.com/AVISS</a>
Vendor self-serve website to check your payment	<a href="https://albertsons.apexportal.net">https://albertsons.apexportal.net</a>
Liquor company inquiries only	<a href="mailto:SWY.DSD.Alcohol@safeway.com">SWY.DSD.Alcohol@safeway.com</a>

**Appendix E: DSD Payment Dispute Resolution Item Cost Worksheet**

Request this document by submitting a ticket at [www.AlbertsonsCompanies.com/AVISS](http://www.AlbertsonsCompanies.com/AVISS)

*Example:*

DSD Payment Dispute Resolution Item Cost Worksheet										
** Must be completed and presented with your evidence, i.e. cost change notification, NOPAs and sample BDR/Vendor invoices**										
**No payment can be made without the DSD Payment Dispute Resolution Invoice Worksheet**										
Division	Store	Vendor Number	Item description	Complete UPC	List Cost	Off-Invoice Allowance	Off-Invoice Allowance	BDR Cost	BDR Allowance	Effective Date of Cost or Allowance Change
25	all	001390-022	Product Name 1	1-23456-78912	9.99	5.00	1.00	9.99	7.00	10/20/2014
25	all	001390-022	Product Name 2	1-23564-78923	9.99	5.00	1.00	9.99	7.00	10/20/2014
25	all	001390-022	Product Name 3	0-58974-12561	9.99	5.00	1.00	9.99	7.00	10/20/2014
25	all	001390-022	Product Name 4	0-98745-21544	9.99	5.00	1.00	9.99	7.00	10/20/2014
25	all	001390-022	Product Name 5	2-35871-06241	9.99	5.00	1.00	9.99	7.00	10/20/2014
		001390-022								
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**Appendix F: DSD Payment Dispute Resolution Invoice Worksheet**

Request this document by submitting a ticket at [www.AlbertsonsCompanies.com/AVISS](http://www.AlbertsonsCompanies.com/AVISS)

Example:

<b>DSD Payment Dispute Resolution Invoice Worksheet</b>						
<b>** Must be completed and presented with your evidence, I.E. cost change notification, NOPA etc. **</b>						
<b>**This form is for short paid invoices only**</b>						
<b>Store Number</b>	<b>Vendor Number</b>	<b>Invoice number</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Difference</b>
0969	001390-001	123456789abc	10/20/1953	25.25	10.00	15.25
0982	001390-001	12356987412	11/4/2004	16.00	15.00	1.00
1211	001390-001	965874123654	12/1/2004	25.24	23.00	2.24
	001390-001					-
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	001390-001					-
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