

# **Direct Store Delivery Price Change Form**

Wakefern's Product Category Manager must be given 90 days prior notice when an item identification, size, price or other essential information changes. All price changes must be supplied to the Category Manager at least 90 days in advance to taking effect. When filling out the attached form please follow the instructions listed below.

On the top of the form, please circle if the items on the sheet are price changes or promotions.

Ad Zone – Indicates an advertised promotion for specific ShopRite Advertising geographical zones. You must submit a separate sheet per Ad Zone.

Vendor Name – Enter the full name of the vendor that delivers and bills the product delivered to the retail stores.

Vendor Number - The vendor number is the 5 digit number that is assigned by Wakefern upon initial set up into the Wakefern Food Corporation Corporate Database.

List Cost Date – Used for cost increase or decrease effective date. Indicate the date the list cost of the items on the sheet will take effect.

The Allowance Dates, From and To - is for deals and promotions. You must enter both the start and end dates that Wakefern will begin to take the allowance on the proposed deals off the list cost of the product.

Item Description - The item description as it is shown on the actual consumer package or the Wakefern DSD vendor item report.

UPC Code - The entire universal product code number on the retail item excluding the check digit (The last number in a [UPC](#) that is used to verify the accuracy of the UPC code. Normally a smaller number found to the far right of the bar code )

Old List – Enter the current list cost prior to the increase or decrease taking place.

New List – Enter the new proposed list cost before any off invoice allowances are applied.

Pk – Case pack. Number of consumer units in a master case. This case pack should also be consistent with case pack used on the vendor's delivery ticket and all other items delivered and billed by the vendor.



Allowance - The amount of the allowance, expressed in dollars and cents. Amount of the allowance being offered on the promotion as it relates to the case or unit cost and case pack.

Net Cost - Net cost is calculated by the form if using the Excel file. If not, the formula is case/unit cost minus allowance.

Retail - New suggested retail or advertised retail on promotions. If the item is pre-priced please indicate 'PP' after the retail.

GP% - Calculated by excel file or.  $(\text{Retail} - \text{Cost})$  divided by Retail

Stores or Contracts - On the bottom of the form, please list the store(s) that are authorized for this promotion, increase or decrease. If the item(s) apply to all stores, you can just write ALL STORES.

Sales Rep Name - The signature of the agent representing the manufacturer or vendor for this product and pricing and the date presented or last revised. This must be an actual signature. Any new item forms presented electronically via email must have a fully typed name in this field. Additionally, the email sender must be recognizable to the Category Manager and the new item form must be attached as a file name indicating the new item proposal and a sentence including the vendor or manufacturer's billing name in the body of the email text.

Buyers Name - The signature of Wakefern's Product Category Manager and date approved.



# Wakefern Food Corporation - DSD Price Change / Promo Form

<b>Ad Zone(s) *</b>	<b>Vendor Name(s)</b>		<b>Vendor Number(s)</b>

<b>List Cost Dates, From:</b>		<b>To:</b>		<b>To:</b>	
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<b>Allowance Dates, From:</b>		<b>To:</b>		<b>To:</b>	
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List All items and UPCs

		Item Description	UPC Code X-XXXXX-XXXXX	Old List	New List	Pk	Allowance	Net Cost	Retail	GP %
1	1		1	\$0.00	\$0.00	0	\$0.00		\$0.00	
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

<b>Stores or Contracts</b>

If submitting hard copy please print

<b>Sales Rep Name</b>				<b>Initials</b>	
<b>Buyers Name</b>				<b>Initials</b>	
<b>Expediter Name</b>				<b>Initials</b>	

Must submit separate sheet per Ad Zone.