Signing onto Vendor Portal

Go to vendorportal.cvs.com and then type or copy your ID and password on the Welcome sign in page.

*Please note that ID and password are case sensitive
Vendor Portal Dashboard – Regular Cost

Click on “Regular Cost” to View / Update Costs.

DSD Vendor Portal
Welcome to CVS Health DSD Vendor Portal home page.
Vendor Portal Dashboard – Regular Cost

Choose vendor from drop-down list

Status defaults to Current Cost List

Click search to populate items
Updating Regular Cost

Item Detail populates at bottom of page
**Updating Regular Cost - Each**

Regular Cost Item Details

<table>
<thead>
<tr>
<th>~</th>
<th>Sku #</th>
<th>Sku Description</th>
<th>UPC</th>
<th>Zone</th>
<th>Size</th>
<th>Delivery UOM</th>
<th>Case Qty</th>
<th>New Case Qty</th>
<th>Unit Cost</th>
<th>New Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>893244</td>
<td>7 lb ice bag</td>
<td>85870800007</td>
<td>10255</td>
<td>7lb</td>
<td>EACH</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>128384</td>
<td>AND ICE BAGGED 7LB</td>
<td>3656210407</td>
<td>10255</td>
<td>7LBS</td>
<td>EACH</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>128382</td>
<td>ICE BAGGED</td>
<td>79970900007</td>
<td>10255</td>
<td>7lb</td>
<td>EACH</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Full amount must be typed in (i.e.: 17.00, not 17.)*
Updating Regular Cost - Case

If UOM is case in Delivery UOM column

Enter New Cost in New Case Cost Column

<table>
<thead>
<tr>
<th>Sku #</th>
<th>Sku Description</th>
<th>UPC</th>
<th>Zone</th>
<th>Size</th>
<th>Delivery UOM</th>
<th>Case Qty</th>
<th>Unit Cost</th>
<th>New Case Qty</th>
<th>New Unit Cost</th>
<th>Alert</th>
<th>Case Cost</th>
<th>New Case Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>887884</td>
<td>AMP ENERGY DRINK</td>
<td>1200003534</td>
<td>406</td>
<td>16Z</td>
<td>CASE</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>887894</td>
<td>AMP ENERGY DRINK</td>
<td>1200003534</td>
<td>20820</td>
<td>16Z</td>
<td>CASE</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>693957</td>
<td>AMP ENRGY GRN TEA</td>
<td>1200003134</td>
<td>406</td>
<td>16Z</td>
<td>CASE</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>693957</td>
<td>AMP ENRGY GRN TEA</td>
<td>1200003134</td>
<td>20820</td>
<td>16Z</td>
<td>CASE</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DSD Regular Cost- Enter Effective Date

Effective Date - Must be greater than current date + 2 days.

*Note: Must match following format: MM/DD/YYYY

*Note: Copy and Paste option is available
DSD Regular Cost- Enter Comment

Enter comment which best explains change entered. This will be seen by the CM.

<table>
<thead>
<tr>
<th>Case Qty</th>
<th>New Case Qty</th>
<th>Unit Cost</th>
<th>New Unit Cost</th>
<th>Alert</th>
<th>Case Cost</th>
<th>New Case Cost</th>
<th>Effective Date</th>
<th>Pre-Price</th>
<th>Primary Sku</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td>.85</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td>11/26/2016</td>
<td>Y</td>
<td></td>
<td>Price Increase</td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>.85</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>.9</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Copy and Paste option is available*
DSD Regular Cost – Save Changes

<table>
<thead>
<tr>
<th>New Unit Cost</th>
<th>Alert</th>
<th>Case Cost</th>
<th>New Case Cost</th>
<th>Effective Date</th>
<th>Pre-Price</th>
<th>Primary Sku</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>.95</td>
<td></td>
<td>0</td>
<td></td>
<td>12/02/2016</td>
<td>Y</td>
<td>Y</td>
<td>Price Increase</td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click Save to save all changes
DSD Regular Cost – Save Changes

If all changes are successful, you will get this message

<table>
<thead>
<tr>
<th>Sku #</th>
<th>Sku Description</th>
<th>UPC</th>
<th>Zone</th>
<th>Size</th>
<th>Delivery UOM</th>
<th>Case Qty</th>
<th>New Case Qty</th>
<th>Unit Cost</th>
<th>New Unit Cost</th>
<th>Alert</th>
<th>Case Cost</th>
<th>New Case Cost</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>893244</td>
<td>7 lb ice bag</td>
<td>858708000007</td>
<td>10255</td>
<td>7lb</td>
<td>EACH</td>
<td>0</td>
<td>0.85</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>128384</td>
<td>AND ICE BAGGED 7LB</td>
<td>36562310407</td>
<td>10255</td>
<td>7LBS</td>
<td>EACH</td>
<td>0</td>
<td>0.85</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>128382</td>
<td>ICE BAGGED</td>
<td>799709000007</td>
<td>10255</td>
<td>7lb</td>
<td>EACH</td>
<td>0</td>
<td>0.9</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
DSD Regular Cost – Save Changes

If changes are not successful, you will get this message:

```
DSD Vendor Portal

Please correct error(s) then save.

OK
```

The Alert column will indicate the error and what must be done to correct it:

<table>
<thead>
<tr>
<th>Alert</th>
<th>Case Cost</th>
<th>New Case Cost</th>
<th>Effective Date</th>
<th>Pre-Price</th>
<th>Primary Sku</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td></td>
<td>12/02/2016</td>
<td></td>
<td></td>
<td>Price Increase</td>
</tr>
</tbody>
</table>

Please use letters or numbers for comment.
Viewing Saved Changes

Saved Changes can be viewed by selecting:
• All Changes
• Pending Changes
• Approved Changes
• Rejected Changes
• Historical Changes

Then click Search
Deleting Saved Changes

To delete Saved Changes, first select Pending Changes.

Then, click Search.
Deleting Saved Changes

Click on the checkbox/checkboxes next to the item(s) you wish to delete.

Then, click Delete
Multi-Select Functionality

You can multi-select to make the same change to multiple items.

Click on the checkbox/checkboxes next to the item(s) you wish to change.

Make all desired changes to the first item (cost, date, comment, etc)

Your changes will auto-populate to all checked items.

Then click save.
Change Each to Case/Case to Each

1. Select Current Cost List
2. Click in the Delivery UOM Column next to the item you wish to change
3. Select Desired Unit of Measure (case/each)
### Change Each to Case

**Table:**

<table>
<thead>
<tr>
<th>Delivery UOM</th>
<th>Case Qty</th>
<th>New Case Qty</th>
<th>New Case Cost</th>
<th>Alert</th>
<th>Case Cost</th>
<th>New Case Cost</th>
<th>Effective Date</th>
<th>Pre-Price</th>
<th>Primary Sku</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>EACH</td>
<td>0</td>
<td>.85</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASE</td>
<td>0</td>
<td>12</td>
<td>.85</td>
<td>Changing to CASE</td>
<td>0</td>
<td>10.20</td>
<td>10/01/2016</td>
<td>Y</td>
<td></td>
<td>Case Change</td>
</tr>
<tr>
<td>EACH</td>
<td>0</td>
<td>.9</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Change Case to Each

<table>
<thead>
<tr>
<th>Delivery UOM</th>
<th>Case Qty</th>
<th>New Case Qty</th>
<th>Old Unit Cost</th>
<th>New Unit Cost</th>
<th>Alert</th>
<th>Case Cost</th>
<th>New Case Cost</th>
<th>Effective Date</th>
<th>Pre-Price</th>
<th>Primary Sku</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>EACH</td>
<td>12</td>
<td>1</td>
<td>1.442</td>
<td>1.44</td>
<td></td>
<td>17.3</td>
<td></td>
<td>12/01/2016</td>
<td>N</td>
<td></td>
<td>Change to Each</td>
</tr>
<tr>
<td>CASE</td>
<td>12</td>
<td></td>
<td>1.442</td>
<td></td>
<td></td>
<td>17.3</td>
<td></td>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASE</td>
<td>12</td>
<td></td>
<td>1.442</td>
<td></td>
<td></td>
<td>17.3</td>
<td></td>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **New Case Qty automatically changes to 1**
- **Enter Effective Date**
- **Enter New Unit Cost**
- **Enter Comment**
Viewing SKU Details

Click on the SKU hyperlink to get details.

A window opens to show the Details.

Click OK to return to the previous screen.

Note: You may also click the UPC hyperlink to get the same pop-up window.
Viewing a Store List

Note: Stores not listed are not authorized to receive product from this supplier. Suppliers may have multiple zones and should check store list for all stores they deliver to.
Exporting Data

Click Export Page to export the data on the first page. Click Export All to export all data included in the search.

Click on the file to open.
Vendor Portal Dashboard – Promo Cost

Click on Promo to View / Update Promo Costs.

DSD Vendor Portal
Welcome to CVS Health DSD Vendor Portal home page.
Vendor Portal Dashboard – Promo Cost

- Choose vendor from drop-down list
- Select Ad Promo or In-Store Promo
- Select Promo Start Date
- Promo End Date auto-populates for Ad Promo
- Click search to populate items
Updating Promo Cost

Promo cost is entered the same as Regular Cost with the exception of Effective date - see Regular Cost slides to update cost.

Note: Once promo is approved, changes can no longer be entered. In Store Promo in Cost Type is View Only - follow same steps as Ad Promo, to view.
Vendor Portal Dashboard – Invoice Inquiry

Click on Invoice to view an invoice
Vendor Invoice Inquiry

You may view the status of an invoice by doing an Inquiry

Select the Vendor from the drop-down

You may search by Store/Invoice, Store/Check Nbr or Store/Date Range
Utilizing the Store/Invoice Option

Enter Invoice #

Enter Store # - store must be in a zone attached to the supplier.

Click Search

Note: Checking “Discrepancies Only” will bring up only Cost Discrepancy info, if any exist.
Invoice Inquiry – Store/Chck Nbr Option

Utilizing the Store/Check Nbr Option

- Enter Check Nbr
- Enter Store # - store must be in a zone attached to the supplier.
- Click Search
Utilizing the Store/Date Range Option

Enter From Date

Enter To Date. Click in cell to get calendar. Click on current month to bring up other months. Click on current year to bring up other years. Click in left column to see additional years.

Enter Store # - store must be in a zone attached to the supplier.

Click Search
Invoice Inquiry – Store/Date Range Option

If multiple invoices exist, select desired invoice.

Vendor DSD Invoice

Search Criteria

Vendor: [If]

From Date: 01/05/2015
To Date: 08/28/2016

Invoice: 92858438:09/26/2015:19507

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Store Nbr</th>
<th>Invoice Nbr</th>
<th>Invoice Date</th>
<th>Check Nbr</th>
<th>Discrepancies</th>
<th>Total Qty Units</th>
<th>Receipt Nbr</th>
<th>Total Invoices Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1271</td>
<td>92858438</td>
<td>09/26/2015</td>
<td>10053398</td>
<td>4</td>
<td>19507</td>
<td>04/23/1961</td>
<td>$24.10</td>
</tr>
</tbody>
</table>

Delivery Type | Total Invoice Misc | Adj Tot Invoice Misc | Receipt Date | Tot Amt Paid | Adj Paid Amt | Tot Invoice Allow | Adj Tot Invoice Allow | Last Adj Date
--- | --- | --- | --- | --- | --- | --- | --- | ---
SYMD | -2.4 | 0 | 09/28/2015 | $24.10 | $0.00 | 0 | 0 | 04/23/1961

Display Allowances | Display Invoice Results
Invoice Inquiry – Results

Vendor DSD Invoice

Search Criteria
- Vendor: jj
- From Date: 01/05/2015
- To Date: 09/29/2016
- Invoice: 9266438:09/26/2015:19507

- Query Type: Store/Date-Range
- Store: 1271
- Discrepancies Only: 

Vendor | Vendor Name
Store   | The Store Number the invoice is for.
Invoice Number | Invoice Number.
Invoice Date | Invoice Date.
Check Number | Indicates the check number the invoice was paid with.
Receipt Nbr | The store generated key-rec number.
Total Invoice Amt | Total amount of the Supplier’s invoice. Credit invoices will appear as negative numbers.
Discrepancies Only | Indicates whether you searched for discrepancies only or all results.
Total Quantity Units | Indicates the total number of units delivered to the store.
Total Invoice Misc Charges | The total of all the Miscellaneous Charges entered by the Supplier for the invoice (e.g. bottle deposits). A complete list of allowable charge codes can be found in CVS’s Supplier Policy.
Invoice Inquiry – Results

Vendor DSD Invoice

Search Criteria
- Vendor: [ ]
- Query Type: [ ]
- Store: [ ]
- Discrepancies Only: [ ]
- Store/Data Range: [ ]

From Date: [01/05/2015]
To Date: [08/28/2016]

Invoice: [92868438:09/26/2015:19507]

Adj Tot Invoice Misc Charges: A number in this field indicates a discrepancy between what the Supplier submitted for invoice charges and what CVS actually paid.

Receipt Date: The date the product was received by the store.

Total Paid Amt: The amount CVS actually paid the Supplier.

Adj Paid Amt: A number in this field indicates a discrepancy between what the Supplier submitted for payment and what CVS actually paid.

Total Invoice Allowances: The total of all invoice allowances entered by the Supplier for the invoice. A complete list of allowable allowances can be found in CVS’s Supplier Policy.

Adj Tot Invoice Allowances: A number in this field indicates a discrepancy between what the Supplier submitted for invoice allowances and what CVS actually took as an allowance.

Last Adjustment Date: The date the last adjustment was made to the invoice.

CSVHealth
Invoice Inquiry – Invoice Results

Select Display Invoice Results to get further details

Invoice Results

<table>
<thead>
<tr>
<th>Adj</th>
<th>UPC</th>
<th>Description</th>
<th>Line Type</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Cents Off Allow</th>
<th>Net Unit Cost</th>
<th>Qty Varianc</th>
<th>Unit Cost Variance</th>
<th>Total Other Allowances</th>
<th>Total Charges</th>
<th>Total Amount Paid</th>
<th>Extended Cost Var.</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>1200080995</td>
<td>CAN 12PK 12Z</td>
<td>CVS</td>
<td>4</td>
<td>$6.03</td>
<td></td>
<td>$6.03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-2.41</td>
</tr>
<tr>
<td>N</td>
<td>1200080995</td>
<td>CAN 12PK 12Z</td>
<td>VENDOR</td>
<td>4</td>
<td>$5.43</td>
<td></td>
<td>$5.43</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-2.41</td>
</tr>
</tbody>
</table>
# Invoice Inquiry – Invoice Results

<table>
<thead>
<tr>
<th>Adj</th>
<th>UPC</th>
<th>Description</th>
<th>Line Type</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Cents Off Allow</th>
<th>Net Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>12000080995</td>
<td>CAN 12PK 12Z</td>
<td>CVS</td>
<td>-4</td>
<td>$6.03</td>
<td></td>
<td>$6.03</td>
</tr>
<tr>
<td>N</td>
<td>12000080995</td>
<td>CAN 12PK 12Z</td>
<td>VENDOR</td>
<td>-4</td>
<td>$5.43</td>
<td>0</td>
<td>$5.43</td>
</tr>
</tbody>
</table>

- **Adj**: “Y” indicates the item was adjusted; “N” indicates there are no adjustments for the item.
- **UPC**: Manufacturer’s UPC
- **Description**: Item description
- **Qty**: CVS: Indicates quantity received. Supplier: Indicates quantity on the Supplier invoice.
- **Unit Cost**: CVS: Regular Unit Cost entered in the DSD Pricing Tool. Supplier: Regular Cost on the Supplier’s invoice.
- **Cents-Off Allow**: Supplier: Additional discount amount offered by the Supplier. This amount does not show on the Supplier’s invoice.
- **Net Unit Cost**: CVS: Net Unit Cost will always equal Unit Cost. Supplier: Equals Unit Cost less Cents Off Allowance.
### Invoice Results

<table>
<thead>
<tr>
<th>Adj</th>
<th>UPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>1200080995</td>
</tr>
</tbody>
</table>

#### Qty Variance

- Supplier: Equals Supplier Invoice Quantity less CVS Receipt Quantity. A negative number indicates CVS received more than the Supplier says they delivered...

- Unit Cost Variance: Supplier: Equals Supplier Net Unit Cost less CVS Net Unit Cost.

- Total Other Allow: CVS: Total of all Allowances taken by CVS other than Cents Off. Supplier: Total of all the Supplier invoice Allowances other than Cents Off.

- Total Charges: CVS: Total of all Charges paid by CVS. Supplier: Total of all the Supplier invoice Charges.

- Total Amount Paid: CVS: Equals CVS Extended Net Cost minus Total Allowances plus Total Charges. Supplier: Equals Extended Supplier Net Cost minus Total Allowances plus Total Charges.

- Extended Cost Var: Supplier: Equals Supplier Total Amount Paid minus the CVS Total Amount Paid. A negative number indicates the Supplier price is lower than the CVS price.

<table>
<thead>
<tr>
<th>Net Unit Cost</th>
<th>Qty Variance</th>
<th>Unit Cost Variance</th>
<th>Total Other Allowances</th>
<th>Total Charges</th>
<th>Total Amount Paid</th>
<th>Extended Cost Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6.03</td>
<td>$0.00</td>
<td>-$2.40</td>
<td>-$26.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$5.43</td>
<td>0</td>
<td>-$0.60</td>
<td>$0.00</td>
<td>-$2.40</td>
<td>-$24.10</td>
<td>-2.4</td>
</tr>
</tbody>
</table>
Invoice Inquiry – Display Allowances

Select Display Allowances to get further details

### Invoice Details

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Store Nbr</th>
<th>Invoice Nbr</th>
<th>Invoice Date</th>
<th>Check Nbr</th>
<th>Total Qty Units</th>
<th>Receipt Nbr</th>
<th>Total Invoice Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1271</td>
<td>92868438</td>
<td>09/26/2015</td>
<td>10053398</td>
<td>4</td>
<td>19507</td>
<td>$24.10</td>
</tr>
</tbody>
</table>

### Delivery Details

<table>
<thead>
<tr>
<th>Delivery Type</th>
<th>Total Invoice Misc</th>
<th>Adj Tot Invoice Misc</th>
<th>Receipt Date</th>
<th>Tot Amt Paid</th>
<th>Adj Paid Amt</th>
<th>Invoice Allow</th>
<th>Adj Tot Invoice Allow</th>
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### Invoice Results

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<th>Qty Var</th>
<th>Unit Cost Var</th>
<th>Total Other Allowances</th>
<th>Total Charges</th>
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**Invoice Inquiry – Display Allowances Results**

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For further questions regarding invoices and payments, please contact Accounts Payable at 401-770-2441.
Click to export file
You may export the page or all records

![Image of a webpage showing cost management details]

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<th>Sku #</th>
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<th>New Case Qty</th>
<th>Unit Cost</th>
<th>New Unit Cost</th>
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</table>
Your download file may open automatically or a file generates, click to open
You cannot add/remove any columns from the CSV file
You can change an item from an case to each. To change, update Delivery UOM from case to each and enter New Unit Cost
You can change an each to case. To change, update the Delivery UOM from each to case and enter case qty and case cost
You can also change the retail if an item is pre-priced only, over write the new retail under the pre-price field
If you see that your UPCs have letters, reformat the cells to Number, Zero decimal places.
Once all the changes have been entered save the file as a Text (Tab delimited) (*.txt) file
Click Upload button and find your saved .txt file
Double click on the file
Box will appear with message: “The Upload File will be applied to the vendor, XXXXX. Status Current Cost List, do you want to continue?”
click OK
Changes will load, you want changes in green but if you see purple it is not a hard stop you can still save the changes at this point

Click the save button
Save was successful box appears, click OK
If you see Unprocessed Row(s) that indicates there was an error somewhere and your file did not load. Check your .txt file make sure UPCs are correct and that you have the correct updates in the appropriate fields. Then try to load the file again.
To view your changes select Pending Changes under the status. From here you may adjust your changes or you can delete rows if needed and save the changes.
At any time you can go back and view
All changes
Approved changes
Pending Changes
Rejected Changes
Historical Cost Changes
Just chose what you wish to see under status
Searching UPCs
When searching by UPC you will need to enter the full UPC including the check digit.