

Associated Wholesale Grocers

A Company, Incorporated

Type Company Information Here...

Company Name	AWG	Phone	(813) 288-1000
Address	8000 Kansas Avenue	Fax	(813) 288-1623
City	Kansas City		
State	Kansas		
ZIP Code	66109		

Specify Detail Information Here...

1st Tax Name	State	Credit Cards Accepted	<input type="checkbox"/> All Cards #1
Rate	6.00%		<input type="checkbox"/> All Cards #2
<input type="checkbox"/>	Apply tax on []		<input type="checkbox"/> All Cards #3
2nd Tax Name			
Rate			
<input type="checkbox"/>	Apply tax on []		
<input type="checkbox"/>	Share Insurance []	Country []	

Formatted Information

AWG 8000 Kansas Avenue Kansas City, Kansas 66109 (813) 288-1000 Fax: (813) 288-1623
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AWGCONNECT Vendor A/P Inquiry User Guide



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Introduction

Associated Wholesale Grocers is pleased to announce the successful development of an expanded Internet Web site for our vendors. As a result of our continuous endeavor to reduce the cost in the “supply chain” and improve our customer service with the vendor community we have developed AWGCONNECT.COM.

AWGCONNECT.com will provide trading partners with the ability to:

- Conduct on-line inquiries,
- Access the status of their invoices and purchase orders,
- View check information and the appropriate backup for selective type deductions.

You will have access to an on-line list of AWG names, telephone numbers, and email addresses to assist you. The requirements are a PC, Internet access, a user ID, and password authorization for access.

The Internet vendor inquiry application will help to drive cost out of the systems by reducing the amount of time spent on telephone calls, postage and vendor letters/faxes, while significantly improving our turn around time for providing you with quick and timely feedback. We are extremely excited about the opportunity to add value and improve our services to our trading partners.

System Access



How can you or your organization access AWGCONNECT?

In the address bar of your Internet browser, type www.awgconnect.com.

Once you are at the home page for AWGCONNECT click on the “**New User**” link located below the Log In box or the “Request Access” tab.

Complete all four parts of the form and click the submit button.



Home FAQ Contact Us Request Access Log In

Request Access

Please fill out form below. If your access is approved, you will receive an email notification.

First Name

Last Name

Email Address

Company Name

Once approved an Email will be sent to the Email address provided, which will include your user ID and your password needed for access.

If request is denied, an Email will be sent explaining why and what additional steps may need to be completed for access.

Welcome to the Main Menu of AWGCONNECT

The screenshot displays the AWGCONNECT Main Menu. At the top, there are three logos: 'Best Choice' (a circular logo with 'BEST CHOICE' and 'SAVE-A-LABEL'), 'Associated Wholesale Grocers' (with the tagline 'distributing success for over 80 years' and website 'www.awginc.com'), and 'Always save.' (with a dollar sign). Below the logos is a navigation bar with links: Main Menu, FAQ, A/P Inquiry, E-Voicing, Admin, Contact Us, and Log Out. The main content area features the heading 'AWG-Virtual Connection' in red. Below this is a 'Main Menu' box with a light green background and a dark blue header. The box contains four links: 'Vendor A/P Inquiry Screen', 'Electronic Commerce', 'Electronic Invoicing', and 'Change Password'. A blue arrow points from the 'Vendor A/P Inquiry Screen' link to the right. At the bottom left of the page is a small logo and the text '© 2007. Associated Wholesale Grocers, Inc. All Rights Reserved. [Privacy Statement](#)'.

Vendor A/P Inquiry

Purpose/Description

The Vendor A/P Inquiry page displays invoice information by the AWG PO #, the AWG Check #, the Invoice #, or by a date range. If you encounter a problem with the PO or Check number verify that the correct information is being entered.

Vendor A/P Inquiry

03/22/2007

AWG PO contains

- or -

Check or EFT No.

- or -

Invoice No. contains

- or -

Check dates to display a list of Checks/EFTs From To

One of the following 4 criteria can be used to display invoice information.

Criteria 1: AWG PO

Key in the AWG PO Number and click on the button. The “PO Info” screen page will appear.

- The AWG PO field requires only 5 digits.



Main Menu	FAQ	A/P Inquiry	E-Voicing	Admin	Contact Us	Log Out
Updated 03/21/2007						
<i>PO Info</i>						
Vendor Number	003269	CHIEFSANDCHOPPER				
PO Number	0012345	Division	40			
PO Amount	\$15,649.14	Buyer Approval Date				
PO Status	A	AP Approval Date	12/29/2006			
PO Received On	11/30/2006	Due Date	01/05/2007			
PO Terms	0.0% 00 days, 15 net days					
Check Date	01/05/2007	Check Num	10759832			
<i>Invoice Info</i>						
Main Invoice	00789110	Envelope Date	12/21/2006			
Invoice Amount	\$15,649.51	Invoice Terms	0.0% 00 days, 07 net days			

Criteria 2: AWG Check

Key in the AWG Check Number and click on the button. The “Check Details” screen will appear.

Criteria 3: By Invoice Number

Key in the Invoice Number and click on the button. The “PO Info” screen page will appear. This will be the same “PO Info” screen as above.

Criteria 4: By Date Range

The date fields can be used to display information by a single payment date or a range of dates. Six months of data can be accessed, but only a 90 day range at a time.


When the desired date(s) has been entered, click on the button and the “Check Date Search Results Page” will be displayed.

PO Search Results Screen

When keying in a PO that has multiple invoices associated with the PO, the PO Search Results screen appears listing all invoices on the PO.

Main Menu	FAQ	A/P Inquiry	Contact Us	Log Out		
PO Search Results						
Division	PO Nbr	Vendor Info		Check Info	Due Date	PO Amount
10	0017981	003269	CHIEFSANDCHOPPER	129985 03/20/2007	03/20/2007	\$70,531.64
10	0017981	003269	CHIEFSANDCHOPPER	129985 03/20/2007	03/20/2007	\$1,180.35
10	0017981	003269	CHIEFSANDCHOPPER		05/11/2007	\$1,157.61


You can then click on the **blue** PO number for the amount of the invoice you are inquiring on and this will bring up the “PO INFO” screen.



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Main Menu	FAQ	PO Terms	PO Info	Division	
Updated 03/23/2007		PO Terms are the terms for payment that are agreed upon between the Sales Rep and the Category Manager/Buyer	Division indicates which warehouse or store the product was shipped.		
PO Info					
Vendor Number	003269	CHIEFSANDCHOPPER			
PO Number	0017981		Division	10	
PO Amount	\$70,531.64				
PO Status	A				
PO Received On	03/08/2007		Due Date	03/20/2007	
PO Terms	0.0% 00 days, 13 net days				
Check Date	03/20/2007		Check Num	129985	
Invoice Info					
Main Invoice	525928	Envelope Date	03/08/2007		
Invoice Amount	\$68,834.85		Invoice Terms	0.0% 00 days, 13 net days	

PO Status shows the status of the PO within the payables process.

Invoice Terms are the terms on the vendors invoice.

Due Date is the date the check is to be paid on.

Click on the **blue** check number to view check details.

If you feel the PO terms are incorrect please contact the Category Manager/Buyer at AWG and discuss this with them, (913) 288-1000.

There are 4 different statuses that a PO could be shown in:

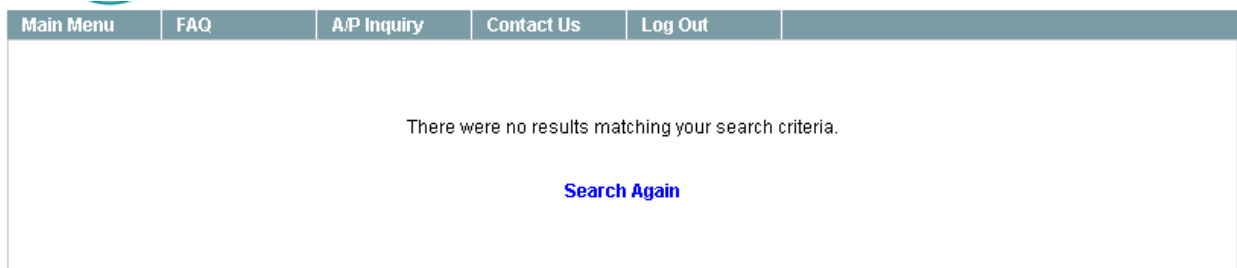
A	Approved
AR	In Accounts Payable review
OT	Out of Tolerance
PR	Pending Merchandising review

AWG has 7 different warehouses that product is shipped to:

10	Kansas City
20	Springfield
30	Oklahoma
35	Fort Worth
40	Southaven/Memphis
45	Gulf Coast
50	Goodlettsville/Nashville
90	VMC – Fort Scott
91	VMC – Memphis

When inquiring about a specific PO you might encounter one of the two following examples:

1. The PO is not found in our system. Please double check that the PO number you entered is correct and try again. If you receive the same message then please contact Vendor Relations at vendorrelations@awginc.com.



- There is no invoice record found for the PO you are inquiring on. If this occurs then you need to resend your invoice.

Main Menu	FAQ	A/P Inquiry	Contact Us	Log Out
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There is no invoice record found for purchase order 20738.

[Search Again](#)

Check Details



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Main Menu	FAQ	A/P Inquiry	E-Voicing	Admin	Contact Us	Log Out
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Updated 03/28/2007

Check Details

Vendor Number 003269 CHIEFSANDCHOPPER

Check Number 8882 Check Date 03/26/2007 Check Amount \$218,151.10

Remittance Address:
P.O. BOX 12345 KANSAS CITY, MO 67890

Invoice Date	Invoice Num	Type	Division	PO Number	Gross	Discount	Net
03/05/2007	0970816052	02	90	0086760	\$88,859.36	(\$1,803.07)	\$87,056.29
03/05/2007	0970816052	98	90	0086760	(\$1,455.02)	\$0.00	(\$1,455.02)
03/05/2007	0970816053	02	90	0086973	\$62,121.93	(\$1,269.64)	\$60,852.29
03/05/2007	0970816053	98	90	0086973	(\$3,037.40)	\$0.00	(\$3,037.40)
03/06/2007	0970817050	02	90	0086761	\$82,174.80	(\$1,659.26)	\$80,515.54
03/06/2007	0970817050	98	90	0086761	(\$2,116.52)	\$0.00	(\$2,116.52)
03/22/2007	0000101295	07	90	9999999	(\$594.00)	\$0.00	(\$594.00)
03/22/2007	0000101296	07	90	9999999	(\$2,213.28)	\$0.00	(\$2,213.28)
03/22/2007	0000101297	07	90	9999999	(\$856.80)	\$0.00	(\$856.80)
Totals					\$222,883.07	(\$4,731.97)	\$218,151.10

Shows amount of invoice and amount of deductions.

Type shows the reason for payment or the reason for a deduction. (See listing of "Types" on next page)

PO number in blue can be clicked on to take you back to the PO Info screen.

Type in blue can be clicked on to take you to the Invoice Adjustments screen.

Main Menu | FAQ | A/P Inquiry | E-Voicing | Admin | Contact Us | Log Out

Updated 03/26/2007

Invoice Adjustments

Valu Merchandisers
PO Box 2932
Kansas City, KS 66110-2932

Invoice Number 6150480 Due Date 03/26/2007 PO Date 01/30/2007
PO Number 17580 Receipt Number 27313 Check Number [124871](#)

Vendor 003269
 CHIEFSANDCHOPPER
 12345 ARROWHEAD DRIVE
 KANSAS CITY, MO 67890

Item	UPC	Pack/Size	Description	Reason	Qty	Per Unit	Deductions	Payments
091803	00000007003820265	1/4CT	BST CH 40W SW BULB	SHORT/DAMAGE	48.00	0.74	\$35.52	
Total							\$35.52	
Amount Due Valu Merchandisers							\$35.52	

Shows the reason for a deduction.

Check number in blue can be clicked on to take you back to the check details screen.

Net amount of deduction.