

eContracts User Manual

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1 Introduction

1.1 Overview

The purpose of the eContract project is to establish a business-to-business link with our manufacturers and suppliers via an interactive Web-based computer system. The Web system will replace of the paper forms currently submitted for a variety of purposes. This will initially encompass, but is not limited to, promotional contracts with associated deals and deals independent of contracts.

By automating processes and integrating automation with existing and future computer systems, we will gain efficiencies and reduce errors. More importantly, we can improve the quality and accessibility of promotion data and improve the flow of communications surrounding these vital business processes.

2 Contract Life Cycle

2.1 Contract Life Cycle Introduction

Each Contract goes through a lifecycle of several phases during its lifetime.

The following are the lifecycle phases for a Contract:

Pending Submission

Contracts all start in this phase.

Contracts can only be created by Sales Reps, and contracts with the status of Pending Submission can only be seen by Sales Reps.

The following workflow options are available while the Contract is in the Pending Submission phase:

- **Delete:** The Sales Rep can delete a Pending Submission contract. A deletion will remove the Contract completely from the database. When a Contract is added or cloned in error, use the delete option.
- **Submit:** When submitting the Contract, it will go through an audit to ensure that it is complete and correct. The submission will not occur if the Contract does not pass the audit.

If the Contract passes the audit, it will move into the "submitted" phase. The Category Manager (CM) is notified of contract activity on the CMs Alert List.

Once a Contract is in the Submitted phase, it cannot be revised by the Sales Rep. The Sales Rep and the Category Manager (CM) will reach an agreement on promotion dates, ad type and ad retails. Upon approval, the Sales Rep can see the date, type, and retails established by the CM. These contract elements can continue to be adjusted even after the Contract is approved.

2.2 Contract Life Cycle After Submission

Submitting a Contract passes control to the Category Manager (CM).

The CM now has four options with the Contract:

- **Approve:** The Contract will go through an audit, similar to the Submission audit; approval depends on the state of the contract. If all elements of the Contract look good, the CM can approve it. This will change the Contract's status to **Approved**. After the Contract receives approval, only a few data elements can be updated and only by the CM.
- **Change Request:** This allows the CM to request changes to the Contract. The Change Request details the information in the Change Request popup. The CM can write information in the popup asking the vendor to call. The idea behind a Change Request is for the CM to ask the

Sales Rep to change some part of the Contract. The CM does not have access to change a submitted contract.

- **File:** This puts the Contract into "Pending Review" status, allowing the CM to postpone responding to the Contract. When choosing the **File** option, the system will ask for a date on which to remind the CM to review the Contract.

Reject: The **Reject** response from a CM indicates to the Sales Rep that negotiations are closed and the Contract offer is not accepted.

2.3 Contract Life Cycle Summary

The Sales Rep will receive notification, via email and on their Alert List, on the action taken by the CM.

- If the Contract was **Approved**, the Sales Rep need take no further action.
- If the Contract was **Rejected**, the Sales Rep can review the reason for the rejection in the Alert List message and email.
- If the Contract was **Filed**, an Alert message and email will notify the Sales Rep when the CM will review the Contract again.
- When sending the Contract back as a **Change Request**, the Sales Rep can revise the Contract as requested and **Resubmit** it.

Voiding a Contract

A Contract can be marked **Void** at any time after it is approved. An email and Alert List message will notify the Sales Rep indicating that the Contract will **NOT** be executed.

Frequently the Sales Rep will then be asked to submit a new Contract with the same items and any necessary adjustments in dates, deal terms, etc. Note that this process of voiding an approved Contract, followed by a new submission, is the only way of changing certain Contract data, such as deal dates and amounts, after the Contract has been approved.

The Sales Rep can clone the voided Contract as a shortcut to establishing a new Contract. The instructions to Clone a Contract are in eContracts Vendor manual.

Final Approval

When the Contract is almost ready to execute (e.g., deals and promotions are about to become effective), the CM will make a final inspection to make sure all dates, dollar values, item lists, etc. are accurate. If everything is accurate, the Contract will reach the Final Approval phase and will be billed.

3 Getting Started

3.1 Logging into eContracts

The screen below displays the eContracts **Login** screen. The Login screen is the portal to the eContract application.

Directions:

Step	Action
1	Enter your user name in the User Name field.
2	Enter your password in the Password field. Passwords are case-sensitive. This means that Raleys, RALEYS, and raleys are not the same password.
3(Optional)	Click the “ Save this password in your password list ” checkbox to save your login information.
4	Click OK to proceed to eContracts main menu.

3.2 Main Menu

The screen below displays the eContracts **Main Menu**. The Main Menu is the navigation page for the eContract applications.

To make the manual easy to follow, please follow the step-by-step instructions on the following pages to enter a new contract.



Option	Description
Add Contract	Click this link to begin a new Contract. Follow the step-by-step instructions for “Adding a Contract”.
Contract Alert List	Click this link to review activity on existing Contracts.
Contract Search List	Click this link to review submitted Contracts.
Switch to Another User	Click this link to switch to another authorized user.
Grant Access to Another User	Click this link to authorize another user to act on your behalf.
Review Profile	Click this link to update your personal information.

4 Adding a Contract

4.1 Add a Contract

Select **Add Contract** on the **Main Menu** (page 0). Use the contract **Summary** page to verify the data contained within the contract. The Summary page represents the current condition of the Contract. Saved changes appear on the Summary tab. Upon completion of the Contract, the **Summary** page will be populated with the all of the information supplied by the Sales Rep.



Pressing the Submit button sends the contract to the CM. Sending the contract prevents the Sales Rep from making additional changes to the contract.

Tabs	Description
Contract List	Contains active and complete contracts
Summary	Review contracts before submitting
Header	Entering your company details
Item Groups	Assign products to the contract
Promos & Deals	Enter special promotional consideration(s)

Stores	Assign special promotions down to store level
Assorts	Additional Promotion Information
Alert Logs	Alert Log for selected contract
Audit Log	Error Log for selected contract
T & C	The Terms and Conditions that apply to all eContracts.

4.2 Contract Header

In the navigation bar, click on **Header** tab. On this screen, the user will add a Contract Description, Category Manager, Billing Company, Manufacturer, and a Respond By date.

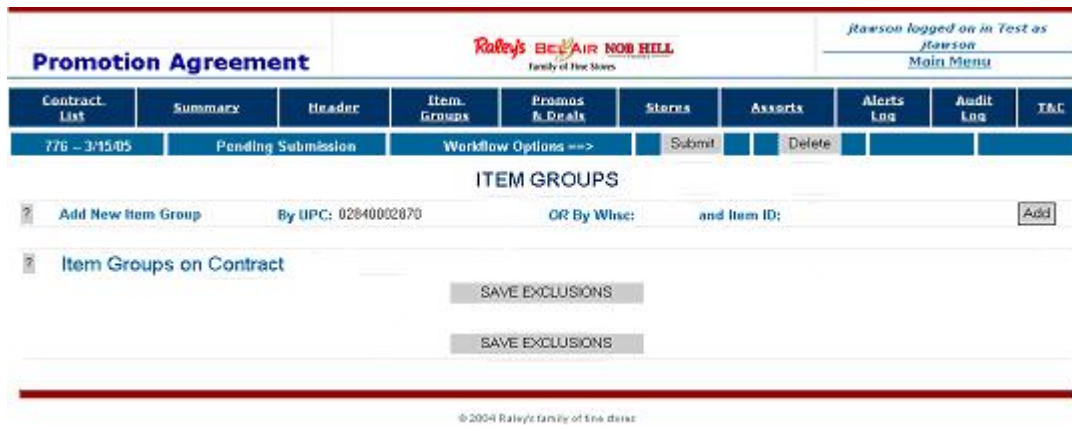
Directions:

Step	Action
1	Fill in the Sales Rep Contract Description starting with the expected ad date and a brief description of the contract item(s). The recommended format is (date, event, & brand)
2	Select the appropriate Category Manager from the drop down menu.
3	Select the appropriate company from the Bill To drop down menu. If there are billable funds in the contract (coop advertising funds or rebates), indicate the Bill To party.
4	Select the appropriate manufacturer from the Manufacturer drop down menu

5	In the Respond By field, enter the due by date for the CMs response. (MM/DD/YY)
6	Insert comments in the Sales Rep Comment field. (If needed) (210 character limit)
7	Click the UPDATE Contract Header button to save and continue.
8	Last Change Request shows the last change request on the contract.

4.3 Item Groups

In the process bar, click on **Item Groups** tab. The purpose of this page is to identify the items specified for the promotional event. The user enters an item UPC, warehouse code, or item ID. The software searches the company database and adds like items to the list. Items that appear that do not correlate to the particular promotion may be excluded by mutual agreement between the Sales Rep and CM.



Step	Action
1	Enter a UPC number or Raley's Warehouse Code and Item ID
2	Press the Add button at the end of the row
3	If necessary, repeat steps 1 and 2 to add additional item groups
4	Click in the Sales Rep Exclusions (Rep Excl) box to omit items in that group from the Contract
5	Save the information by clicking the Save Exclusions button

The screen below is an example of an item excluded from a contract.

Item Groups on Contract

SAVE EXCLUSIONS

Item Ad Group ID: 688 - LAYS7

Item	UPC	Description	Dept	Cat	Zones	Size	Case	Cost	Retail	Disco	Auth	Rep Excl	CM Excl	Add Date	Added By	Add Type
3--86566	028400-02870	LAYS STAX ORIGINAL	10	193	DSO	6 OZ	1	\$1.24	\$1.79	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--86537	028400-03812	LAYS STAX SALT & VINEGAR	10	193	DSO	5.75 OZ	1	\$1.24	\$1.79	H	A	<input checked="" type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--86566	028400-02871	LAYS STAX SOUR CREAM & ONION	10	193	DSO	6.75 OZ	1	\$1.24	\$1.79	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--86567	028400-02872	LAYS STAX BARBECUE	10	193	DSO	5.75 OZ	1	\$1.24	\$1.79	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--86670	028400-04269	LAYS STAX MONTEREY PEPPER JACK	10	193	DSO	6.75 OZ	1	\$1.24	\$1.79	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--86568	028400-02873	LAYS STAX CHEDDAR	10	193	DSO	5.75 OZ	1	\$1.24	\$1.79	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original

[Delete this Item Group](#)

Number of Items in Item Group: 6

The screen below is an example of multiple item groups within a contract.

Note: There will be two **Save Exclusions** buttons (not pictured). On long lists of products, one button will remain at the top of the page and the other button is located on the bottom of the page. The purpose for two buttons is to make it easier to save the screen information without searching for the Save button.

Item	UPC	Description	Dept	Cat	Zones	Size	Case	Cost	Retail	Disco	Auth	Rep Excl	CM Excl	Add Date	Added By	Add Type
3--86565	028400-02870	LAYS STAX ORIGINAL	10	193	DSO	6 OZ	1	\$1.24	\$1.79	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--86537	028400-03812	LAYS STAX SALT & VINEGAR	10	193	DSO	5.75 OZ	1	\$1.24	\$1.79	H	A	<input checked="" type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--86566	028400-02871	LAYS STAX SOUR CREAM & ONION	10	193	DSO	6.75 OZ	1	\$1.24	\$1.79	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--86567	028400-02872	LAYS STAX BARBECUE	10	193	DSO	5.75 OZ	1	\$1.24	\$1.79	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--86670	028400-04269	LAYS STAX MONTEREY PEPPER JACK	10	193	DSO	6.75 OZ	1	\$1.24	\$1.79	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--86568	028400-02873	LAYS STAX CHEDDAR	10	193	DSO	5.75 OZ	1	\$1.24	\$1.79	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original

[Delete this Item Group](#)

Number of Items in Item Group: 6

Item Ad Group ID: 689 - DRIT02

Item	UPC	Description	Dept	Cat	Zones	Size	Case	Cost	Retail	Disco	Auth	Rep Excl	CM Excl	Add Date	Added By	Add Type
3--85896	028480-02675	DORITOS 3D NACHO CHEESIER	10	193	DSO	10 OZ	1	\$2.30	\$3.29	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--85897	028480-02676	DORITOS 3D JALAPENO CHEDDAR	10	193	DSO	10 OZ	1	\$2.30	\$3.29	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--78824	028480-03340	DORITOS SPICY NACHO	10	193	DSO	13 OZ	1	\$2.30	\$3.29	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--58275	028480-03338	DORITOS NACHO CHEESIER	10	193	DSO	13 OZ	1	\$2.30	\$3.29	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--58829	028480-03337	DORITOS COOLER RANCH	10	193	DSO	13 OZ	1	\$2.30	\$3.29	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--85729	028480-03342	DORITOS SALSA ROJA	10	193	DSO	13 OZ	1	\$2.30	\$3.29	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--80434	028480-03339	DORITOS SALSA VERDE	10	193	DSO	13 OZ	1	\$2.30	\$3.29	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--86938	028480-03348	DORITOS GUACAMOLE	10	193	DSO	13 OZ	1	\$2.30	\$3.29	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--75177	028480-03335	DORITOS TOASTED CORN	10	193	DSO	13 OZ	1	\$2.30	\$3.29	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original
3--88766	028480-04178	DORITOS BLACK PEPPER JACK	10	193	DSO	13 OZ	1	\$2.30	\$3.29	H	A	<input type="checkbox"/>	INCL	2004-11-26	JEFF TAWSON	original

[Delete this Item Group](#)

Number of Items in Item Group: 10

If an item is chosen to be excluded, place a check mark in the **Rep Excl** box designated for the item. Click on the **Save Exclusion** tab to save the excluded item. If the entire item group needs to be removed click on the **Delete this Item Group** link at the bottom left of the item group.

4.4 Promos and Deals

4.4.1 Add A Promotion

TODO In the process bar, click on the **Maintain Promos / Deals** tab. The page below includes the specifics of the contract. The populated fields contain information about the promotion type, ad type, and promotion periods.

Complete the following steps included in the promotion.

Step	Action
1	Enter any type of communication necessary for the Category Manager in the Deal / Promo Comments field. (210 character limit)
2	Click on the Save Data button to save your changes.
3	In the Promotion area, choose from multiple promotion types. <ul style="list-style-type: none"> · If promotion type is TPR, click the checkbox and enter the Start Date and End Date of the promotion. · If the promotion type is Ad1, click the checkbox and enter the Ad-Funding amount, select the Ad Type, and enter the Start Date and End Date in the format mm/dd/yy. Notes: Both TPR and Ad1 can be used together to indicate additional savings. Data will be lost if the Promotion Type is not checked.
4	The 2nd and 3rd Choice fields are not a required field and are for seasonal items only. Several options exist from the drop-down menu in the columns Month and Choice .
5	Enter the suggested retail values in the Retail Qty and Retail Amt fields. For example: 1 in the Qty field and 1.99 in the Amt field. The Retail Amt field must include the decimal point.
6	Click the Save Data button to save your changes.

4.4.2 Add A Deal

Enter additional deal information on a separate line. Use the Deal section to indicate additional savings such as Off Invoice, Scan, Billback, EPA, etc.

Use the scroll bar on the right side of the screen to move down to the **Current Deals** section. The Page Down key will move the screen to the lower section. On the **Add New Deal Here line**, enter additional savings as needed. Complete the following steps:

Step	Action
1	On the Add New Deal Here line, select the appropriate Deal Type from the drop down menu. (Off Invoice, Scan, Billback, EPA, etc.)
2	Enter the Start Date and End Date (mm/dd/yy) of the deal.
3	Select the appropriate Assoc Promo from the drop down menu. (Ad, TPR or None) The field links the Deal Type to the Promotion.
4	Enter new Payment Terms to override your normal Accounts payable payment terms. If you do not wish to override, leave it blank.
5	If there is a maximum number of buys covered by this deal, enter that quantity in the Max Buys input box. The default is zero; a zero indicates that there is NO maximum buys restriction on the deal.
6	The Discount Type will default to Dollars . The other option is Percentage . These options reflect the discount type to be utilized during the Item and Dollar Amounts section of the Promo & Deals page. Use the decimal for dollars (.10) and no decimal (10) for percent.
7	Click on the ADD button to save the changes.
8	When the screen refreshes a new line will appear, showing the new deal, above Add New Deal Here line. There is currently no limit to the number of deals.
9	The Delete field offers the choice to delete the deal row. The Deal ID is a deal reference number displayed at the top of the deal column.

10	To add another deal, repeat steps 1 thru 7.
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4.4.3 Set Deal amounts for items

The deal amounts will temporarily offset the regular cost of the item or case. The Deal ID number, established on the previous tab, will match the number at the top of the column. Add the deal values for each item. The deal values are in effect during the dates entered on the previous tab. If multiple deals are on the previous tab, additional deal columns appear with the Deal ID number at the top of each deal column.

? Items and Dollar Amounts:

Item Group 688-LAYS7						Group Type Pricing			SubFeature		
Item	Cat	Description				Deal 544 3/15/05-4/15/05 Scan Rebate By Unit			Net Cost Total	Net Cost Off Invoice	Unit Cost
UPC	Case Pack	Cntr	Base Cost	Retail	Future Cost						
Save Deal Amts						AUTOFILL VALUES - ->					
Replace Deal Amts (Autofill)						50					
3-88555	193	LAYS STAX ORIGINAL									
028400-82878	1	6 OZ	\$1.24	\$1.79	\$1.24	\$0.00	\$1.24	\$1.24	\$1.24		
3-88637	193	LAYS STAX SALT & VINEGAR									
028400-83862	1	5.75 OZ	\$1.24	\$1.79	\$1.24	\$0.00	\$1.24	\$1.24	\$1.24		
3-88555	193	LAYS STAX SOUR CREAM & ONION									
028400-82871	1	5.75 OZ	\$1.24	\$1.79	\$1.24	\$0.00	\$1.24	\$1.24	\$1.24		
3-88567	193	LAYS STAX BARBECUE									
028400-82872	1	5.75 OZ	\$1.24	\$1.79	\$1.24	\$0.00	\$1.24	\$1.24	\$1.24		
3-88878	193	LAYS STAX MONTEREY PEPPER JACK									
028400-84283	1	5.75 OZ	\$1.24	\$1.79	\$1.24	\$0.00	\$1.24	\$1.24	\$1.24		
3-86568	193	LAYS STAX CHEDDAR									
028400-82873	1	5.75 OZ	\$1.24	\$1.79	\$1.24	\$0.00	\$1.24	\$1.24	\$1.24		

Step	Action
1	<p>Enter the deal amount into the Autofill Values field and click the Replace Deal Amts (AutoFill) button. The action populates the deal amount to all items in the group.</p> <p>Tips:</p> <ul style="list-style-type: none"> · When entering in the deal amount, enter a decimal point · If the majority of deal amounts have the same value, use Autofill to replicate the value and change individual items. · Pressing the Autofill button after entering the Autofill Values, in multiple Deal columns, will populate the values in all of the Deal columns · If a Future Cost is known to take place before the contract date becomes due, enter the known cost in the Future Cost column.
2	If the deal amount is different for each individual item, enter the amounts in the Deal column.
3	Save the edits by pressing the Save Deal Amts button.

4	Feature-Sub Feature
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4.5 Store Selection

4.5.1 Select a Chain

This screen allows the user to select a specific site, banner, or group of banners that will apply to the contract. Selections can range from a single store, multiple stores, a single banner, or multiple banners.



In the process bar, click on **Stores** tab. Complete the following steps:

Step	Action
1	The default is set for all Raley’s, Bel Air, and Nob Hill stores to be included in the contract.
2	Click in the box on the left to select the desired chain(s). To remove a check mark click again.
3	Click on the Save Choices button to save your changes.
4	To select a different option, click on the Individual Stores button.

4.5.2 Select a Individual Store

Select **Individual Stores** and the screen below opens. The **Toggle** option reverses all of the values entered into the checkboxes. The Toggle button works like a light switch to reverse all of the checked values.

Contract List	Summary	Header	Item Groups	Promos & Deals	Stores	Assorts	Alerts Log	Audit Log	T&C
776 - 3/15/05	Pending Submission	Workflow Options -->			Submit	Delete			

STORES

To Change the View please select an Option below:

TOGGLE	Save Choices	
<input type="checkbox"/>	102	SPARKS
<input type="checkbox"/>	103	MAYBERRY
<input type="checkbox"/>	104	PECKHAM LANE
<input type="checkbox"/>	105	RENO
<input type="checkbox"/>	106	KEYSTONE
<input type="checkbox"/>	107	SPARKS
<input type="checkbox"/>	108	MT. ROSE
<input type="checkbox"/>	109	GARDNERVILLE
<input checked="" type="checkbox"/>	111	WINNEMUCCA
<input type="checkbox"/>	113	INCLINE VILLAGE
<input type="checkbox"/>	114	CARSON CITY
<input type="checkbox"/>	115	GOLDEN VALLEY
<input checked="" type="checkbox"/>	117	ELKO
<input type="checkbox"/>	118	FALLON
<input type="checkbox"/>	119	STATELINE

Step	Action
1	Click on the Individual Stores button to select a specific store or group of stores.
2	Click in the box on the left to select the desired store(s). To remove a check mark click in the box again.
2a	Another option is to select the stores that should not be included in the contract and click the Toggle button to reverse the checkmarks. Note: The value in each box will reverse; therefore, the checked boxes will uncheck and the unchecked boxes will check.
3	Save the changes by clicking on the Save Choices button.

4.6 Assortments

The screen contains a free form text box. Use the text box for entering additional information about the promotion including assortment suggestions.



In the Process bar, click on the **Assorts** tab (optional). The screen below allows the user to enter comments or suggestions. As an example: Comments may refer to additional Contract IDs for grouping like items together. e.g. Kraft mayonnaise, Kraft salad dressings, etc. To enter information, complete the following steps:

Step	Action
1	Enter comments in the Assortment Suggestion field. (<i>Optional</i>) (255 character limit)
2	Click the Update button to save your changes.

4.7 Audit Log

When submitting a contract, the system will verify that all required information is complete. The **Audit Log** will appear for a detailed error list.

You can go to this and check the current audit status by clicking the "Audit Log" Tab at any time in contract life cycle.



4.8 Summary

Review each tab to check for errors and omissions. When selecting the **Submit** button and the **OK** button, the contract moves from **Pending** to **Submitted**. The Vendor or Sales Representative cannot edit the contract.

Contract List	Summary	Header	Item Groups	Promos & Deals	Stores	Assorts	Alerts Log	Audit Log	T&C																																																																																																																					
776 - 3/15/05	Pending Submission	Workflow Options -->			Submit	Delete																																																																																																																								
<p>Get PDF 776 - 3/15/05 Return to Previous Screen</p> <p>Today's Date: 11/28/04 Contract Status: Pending Submission Created By: JEFF TAWSON Creation Date: 11/28/04 Effective Date: 3/15/05 Submitted By: JEFF TAWSON Category Manager: 425 - SCOTT LUKE Department: 10 Category: 103 Bill To: 204750 Frito-Lay, Inc. Manufacturer: 12699 Frito-Lay, Inc.</p> <p>Sales Rep Comments: Type any desired information here. All data entered will appear on the Summary Page. Deal / Promo Comments: Type any desired information here. All data entered will appear on the Summary Page. Assortment Suggestions: To be used as another field for written communication. All information will appear on the Summary Page.</p> <p>Chain: RALEY'S, BEL AIR, NOB HILL FOODS</p> <p>TPH 3/15/05 to 4/15/05 Funding: \$0 Type: Ad 3/23/05 to 3/30/05 Funding: \$501,000 Type: Weekly</p> <p>Deal ID: 544 Scan Rebate 3/15/05 to 4/15/05 Discount Type: Dollars Terms: Max # Buys: 0 Assoc Promo: TPR</p> <table border="1"> <thead> <tr> <th>Item</th> <th>UPC</th> <th>Description</th> <th>Qty</th> <th>Case Pack</th> <th>Unit</th> <th>Base Cost</th> <th>Future Cost</th> <th>Retail</th> <th>Deal \$/1 Scan</th> <th>Net Cost Total</th> <th>Net Cost Off Invoice</th> <th>Unit Cost</th> </tr> </thead> <tbody> <tr> <td colspan="13">Item Group 425-LAYS?</td> </tr> <tr> <td colspan="13">Promo Type: SubFeature</td> </tr> <tr> <td>3-86585</td> <td>826-403-82870-7</td> <td>LAYS STAX ORIGINAL</td> <td>153</td> <td>1</td> <td>8-02</td> <td>\$1.24</td> <td>\$1.24</td> <td>\$1.79</td> <td>\$0.50</td> <td>\$0.74</td> <td>\$1.24</td> <td>\$0.74</td> </tr> <tr> <td>3-86597</td> <td>826-403-82812-6</td> <td>LAYS STAX SALT & VINEGAR</td> <td>153</td> <td>1</td> <td>5.75-02</td> <td>\$1.24</td> <td>\$1.24</td> <td>\$1.79</td> <td>\$0.50</td> <td>\$0.74</td> <td>\$1.24</td> <td>\$0.74</td> </tr> <tr> <td>3-86598</td> <td>826-403-82871-4</td> <td>LAYS STAX SOUP CREAM & ONION</td> <td>153</td> <td>1</td> <td>5.75-02</td> <td>\$1.24</td> <td>\$1.24</td> <td>\$1.79</td> <td>\$0.50</td> <td>\$0.74</td> <td>\$1.24</td> <td>\$0.74</td> </tr> <tr> <td>3-86567</td> <td>826-403-82872-1</td> <td>LAYS STAX BARBECUE</td> <td>153</td> <td>1</td> <td>5.75-02</td> <td>\$1.24</td> <td>\$1.24</td> <td>\$1.79</td> <td>\$0.50</td> <td>\$0.74</td> <td>\$1.24</td> <td>\$0.74</td> </tr> <tr> <td>3-86670</td> <td>826-403-82893-7</td> <td>LAYS STAX MONTEREY PEPPER JACK</td> <td>153</td> <td>1</td> <td>5.75-02</td> <td>\$1.24</td> <td>\$1.24</td> <td>\$1.79</td> <td>\$0.50</td> <td>\$0.74</td> <td>\$1.24</td> <td>\$0.74</td> </tr> <tr> <td>3-86558</td> <td>826-403-82873-8</td> <td>LAYS STAX CHEDDAR</td> <td>153</td> <td>1</td> <td>5.75-02</td> <td>\$1.24</td> <td>\$1.24</td> <td>\$1.79</td> <td>\$0.50</td> <td>\$0.74</td> <td>\$1.24</td> <td>\$0.74</td> </tr> </tbody> </table>										Item	UPC	Description	Qty	Case Pack	Unit	Base Cost	Future Cost	Retail	Deal \$/1 Scan	Net Cost Total	Net Cost Off Invoice	Unit Cost	Item Group 425-LAYS?													Promo Type: SubFeature													3-86585	826-403-82870-7	LAYS STAX ORIGINAL	153	1	8-02	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74	3-86597	826-403-82812-6	LAYS STAX SALT & VINEGAR	153	1	5.75-02	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74	3-86598	826-403-82871-4	LAYS STAX SOUP CREAM & ONION	153	1	5.75-02	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74	3-86567	826-403-82872-1	LAYS STAX BARBECUE	153	1	5.75-02	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74	3-86670	826-403-82893-7	LAYS STAX MONTEREY PEPPER JACK	153	1	5.75-02	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74	3-86558	826-403-82873-8	LAYS STAX CHEDDAR	153	1	5.75-02	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74
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Click on the **Summary** tab in the process bar to review the values in the contract. Complete the following steps:

Step	Action
1	Review the contract and verify all information is correct. *
2	Make the appropriate modifications to the contract and click the Submit button. Pressing the Submit button opens a window stating, “By clicking ok, I am indicating that I accept the terms and conditions stated here.”
3	Click the OK button on the Terms and Conditions window.
Note	Important: The electronic document is a legal and binding agreement. Always review the contract for accuracy before submitting the contract. To view the T & C , Terms and Conditions, click on the T & C tab.
4	By utilizing the Get PDF tab the user has the option to save the Summary page on his/her own computer.

The **Delete** button is only available before pressing the Submit button. Pressing the **Delete** button displays the dialog box stating, “Are you sure you want to delete this contract?” Clicking the **OK** button will delete the contract.

4.9 Alerts Log

The **Alerts List** contains the history of all contract events and allows the user to modify current alerts and/or add new alerts to a contract.

1	In the Alert Date field, enter the desired date in which the alert will become active or enter a number in the Reminded me in ___ days field.
2	Click the ADD Alert button to save any changes.
3	Another option is to modify the Worklist Date and/or Message to an existing alert.
4	Click the UPDATE Alert(s) button to save any changes.

5 Contract Alert List

From the Main Menu, select the option **Contract Alert List**. When action has been taken on a contract, by either the CM or yourself, the action appears on the Contract Alert List. The alert message will notify both parties of changes to the contract(s). This will help keep track of the last action on each Contract.

CONTRACT ALERT LIST								
?		Remove Selections From Alert List		Sort By Alert Date		Sort By Effective Date		
Option	ID	Type	Description	Effective Date	CM Rowd	CA Rowd	Alert Message	Remove
View Detail	1481	TPR Only	SCAN DOWN - Raley's Valley Price Zone -	12/13/04	N	N	Contract changes requested by TRISTIN MONTGOMERY on Mon Nov 29 15:04:06 PST 2004 . REQUESTED CHANGES: Lets change this TPR to 3.99 and see	<input type="checkbox"/>
View Detail	2087	To Be Determined	Folgers Latte Bonus Buy	9/12/04	N	N	Contract changes requested by TRISTIN MONTGOMERY on Mon Nov 29 14:56:15 PST 2004 . REQUESTED CHANGES: Check these dates please.	<input type="checkbox"/>
View Detail	2118	TPR Only	Buitoni Pasta TPR 2/14 to 3/4/05 @ \$3.39	2/7/05	N	N	Contract submitted by Gene Risi on Mon Nov 29 14:22:01 PST 2004 .	<input type="checkbox"/>
View Detail	2116	TPR Only	Buitoni Family Sauces TPR @ \$4.69 1/10 to 1/28	1/3/05	N	N	Contract submitted by Gene Risi on Mon Nov 29 14:09:26 PST 2004 .	<input type="checkbox"/>
View Detail	2115	TPR Only	Buitoni Family Pasta TPR @ \$5.49 1/10 to 1/28/05	1/3/05	N	N	Contract submitted by Gene Risi on Mon Nov 29 14:00:14 PST 2004 .	<input type="checkbox"/>



Multiple messages can appear for the same contract. The Alert Messages notify the Sales Rep of activity on a contract.

Step	Action
1	Review the Alert Messages. Every new alert will replace any existing alert for a given Contract.
2	Select the View Detail option to open the contract.
3	Remove contracts by checking one or more of the Remove boxes. Click the Remove checkbox(es) to remove the Alert Message(s) from the list.

4	<p>Click on the Remove Selections From Alert List button removes the messages from the Alert list.</p> <p>Note: The Alert Message is similar to an Inbox for email. Messages will appear on this list regarding actions taken on a contract. Deleting or removing the alert message from the Alert list but has no effect on the contract.</p>
5	<p>Click on the Sort by Alert Date or Sort by Effective Date to determine the view of the Alert list. Default is the Alert Date.</p>

6 Contract Search List

From the Main Menu select the option **Contract Search List**. Search for contracts on the screen below. Multiple fields help the user navigate to the contract. A filter exists on the Contract Search List defaulting to show only “Active” Contracts. An active Contract is one that has not reached its final disposition. (Final dispositions are Rejected, Void and Finished.) This will help keep your searches focused on current Contracts. To view inactive Contracts, choose “All” in the “Active Filter” dropdown. Note that the filter resets back to Active with each search.

Step	Action
1	If known, enter the contract number in the Contract ID field and click the View Details button.
Or 1	If the Contract ID is unknown, select one or more options from the Search Criteria drop down menus.
2	Click the Search Button to display contracts matching the criteria.

3	Select the View Detail option to open an existing contract.
---	--

7 Change Request

If the Category Manager (CM) requests a change to a submitted contract, the **Alert Message** in the **Current Alert list** will read “Contract changes requested by (CM) on (date)”.

Promotion Agreement		Raley's BEL AIR NOB HILL Family of Fine Stores		RTCKENT logged on in Prod as tmontgom Main Menu				
CONTRACT ALERT LIST								
Remove Selections From Alert List		Sort By Alert Date		Sort By Effective Date				
Option	ID	Type	Description	Effective Date	CM Rvw'd	CA Rvw'd	Alert Message	Remove
View Detail	1481	TPR Only	SCAN DOWN - Raley's Valley Price Zone -	12/13/04	N	N	Contract changes requested by TRISTIN MONTGOMERY on Mon Nov 29 15:04:06 PST 2004 . REQUESTED CHANGES: Lets change this TPR to 3.99 and see	<input type="checkbox"/>
View Detail	2087	To Be Determined	Folgers Latte Bonus Buy	9/12/04	N	N	Contract changes requested by TRISTIN MONTGOMERY on Mon Nov 29 14:56:15 PST 2004 . REQUESTED CHANGES: Check these dates please.	<input type="checkbox"/>
View Detail	2116	TPR Only	Buitoni Pasta TPR 2/14 to 3/4/05 @ \$3.39	2/7/05	N	N	Contract submitted by Gene Risi on Mon Nov 29 14:22:01 PST 2004 .	<input type="checkbox"/>
View Detail	2116	TPR Only	Buitoni Family Sauces TPR @\$4.89 1/10 to 1/20	1/3/05	N	N	Contract submitted by Gene Risi on Mon Nov 29 14:09:26 PST 2004 .	<input type="checkbox"/>
View Detail	2115	TPR Only	Buitoni Family Pasta TPR @\$5.49 1/10 to 1/20/05	1/3/05	N	N	Contract submitted by Gene Risi on Mon Nov 29 14:00:14 PST 2004 .	<input type="checkbox"/>
View Detail	2113	TPR Only	Buitoni Cut Pasta TPR @\$1.49 3/14 thru 4/1	3/7/05	N	N	Contract submitted by Gene Risi on Mon Nov 29 13:51:39 PST 2004 .	<input type="checkbox"/>

1	Review the Current Alert list for change requests.
2	Review the change request message by using the scroll arrows to view the requested changes by the CM.
3	Select the View Detail option to open an existing contract.

If the Sales Rep receives a **Change Request** from the Category Manager, review the returned contract, adjust the Contract, and press the resubmit button.

Contract List	Summary	Header	Item Groups	Promos & Deals	Stores	Assorts	Alerts Log	Audit Log	T&C			
776 -- 3/15/05	Change Requested	Workflow Options =>			Resubmit							
Print This Page <div style="display: flex; justify-content: space-between;"> Get PDF 776 -- 3/15/05 Return to Previous Screen </div>												
Today's Date: 11/29/04		Contract Status: Change Requested			Created By: JEFF TAWSON							
Creation Date: 11/26/04		Effective Date: 3/15/05			Submitted By: JEFF TAWSON							
Category Manager: 425 -- SCOTT LURE		Bill To: 204750 FRITO LAY, INC.			Department: 18		Category: 193					
					Manufacturer: 12689 FRITO-LAY, INC.							
Sales Rep Comments: Type any desired information here. All data entered will appear on the Summary Page.												
Deal / Promo Comments: Type any desired information here. All data entered will appear on the Summary Page.												
Assortment Suggestions: To be used as another field for written communication. All information will appear on the Summary Page.												
Chains: RALEYS, BEL AIR, NOB HILL FOODS												
TPR	3/15/05 to 4/15/05	Funding: \$0			Type:							
Ad	3/23/05 to 3/28/05	Funding: \$500,000			Type: Weekly							
Deal ID: 544	Scan Rebate	3/15/05 to 4/15/05	Discount type: Dollars		Terms:	Max # Buys: 0	Assoc Promo: TPR					
Item	UPC	Description	Cat	Case Pack	Cntr	Base Cost	Future Cost	Retail	Deal 544 Scan	Net Cost Total	Net Cost Off Invoice	Unit Cost
Item Group 668--LAYS?			Promo Type: Subfeature									
3--86585	020-400-02870-7	LAYS STAX ORIGINAL	193	1	6 OZ	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74
3--86537	020-400-03042-6	LAYS STAX SALT & VINEGAR	193	1	5.75 OZ	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74
3--86586	020-400-02871-4	LAYS STAX SOUR CREAM & ONION	193	1	5.75 OZ	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74
3--86567	020-400-02872-1	LAYS STAX BARBECUE	193	1	5.75 OZ	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74
3--86870	020-400-04269-7	LAYS STAX MONTEREY PEPPER JACK	193	1	5.75 OZ	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74
3--86588	020-400-02873-8	LAYS STAX CHEDDAR	193	1	5.75 OZ	\$1.24	\$1.24	\$1.79	\$0.50	\$0.74	\$1.24	\$0.74

Step	Action
1	Review the contract with the navigation tabs
2	Make requested adjustments noted by the CM in the Alert Log
3	When the modifications are complete, click the Resubmit button
4	The modified contract will be forwarded back to the Category Manager

8 Cloning A Contract

There will be times when it will be expedient to copy (clone) an existing contract. The Sales Rep can clone an existing contract from the **Search Contract Screen** by selecting the **Clone Contract** option. The '**Clone Contract**' link is always displayed; however, only contracts in the Approved or Final Approval phase can be cloned.

CONTRACT SEARCH

Contract ID:

Search Criteria

Active filter:

Life Cycle:

Contract Type:

Category Manager:

Ad ID:

UPC:

Manufacturer:

Bill To Customer:

Effective Date: From To

Description:

Keywords:

Search Results

Option	ID	Type	Description	Life Cycle Phase	Effective Date	CM Rvw'd	CA Rvw'd	Create Date
View Detail Clone Contract	413	TPR / Ad Combo	8/4/04 Onville Popcorn, Conagra	Approved	8/4/04	N	N	2004-04-20
View Detail Clone Contract	514	TPR / Ad Combo	12/15/04, Snyders of Hanover	Approved	Not Yet Established	Y	Y	2004-06-04
View Detail Clone Contract	628	TPR only	Testing TPR or Ad	Approved	11/1/04	N	N	2004-09-24
View Detail Clone Contract	632	Ad Only	Testing glins	Approved	11/1/04	Y	N	2004-09-27
View Detail Clone Contract	776	TPR / Ad Combo	3/15/05	Approved	3/15/05	N	N	2004-11-26

1	Select the Clone Contract option on the desired contract.
2	The cloned contract will open to the Summary page with a new Contract ID .
3	Update the cloned contract information by navigating through each tab on the process bar. (See Adding a Contract Instructions)
4	Cloned contracts contain information from the previous contract; however, the contract number changes. The cloning process will

	remove the dates and amounts on the Promos & Deals tab. Enter the data for the new contract on the Promos and Deals tab.
4	Click the Submit button to forward the new contract to the CM.

9 Helpful Hints

Listed below are some important tips, and helpful hints for eContracts.

1	The F10 key will toggle the navigation bars on the browser. This will open the view of the screen and allow the user to see additional detail. Pressing the F10 key again will return your navigator bars to the browser.
2	Important: Always save your work before navigating to the next page. Omitting this step will cause loss of data.
3	When accessing drop-down menus, pressing a letter on the keyboard will select the option that corresponds to the key pressed. For example: Click on the triangle to drop-down the menu selection; press the 'o' key highlights the 'Off Invoice' selection. Pressing the 'o' key again will drop down to the next selection starting with an 'o'.
4	Caution: The scroll wheel on the mouse can change a drop-down menu without being over the field. Highlight a drop-down menu and use the scroll wheel to select your option. After selecting a menu item from the drop-down menu, click into another area on the screen. Verify that the drop-down maintained the selection.
5	Each section in eContracts has one or more Help buttons . These options offer a brief description and summary of possible actions for each section.
6	When navigating between pages always use the navigation tabs located at the top of the page. Do not use the forward or back buttons on your browser as this may result in information failing to save correctly.

7	To navigate to the main menu from any screen, select the option located at the top right of the screen.
8	To print the summary page of a contract go to the File menu, select Page Setup... and change the page orientation to Landscape before printing the document.
9	Click the Get PDF button on the Summary Page to move to a PDF version of the Contract. (Note that Adobe Acrobat reader must be installed for this to work). To save a PDF to disk, use the “disk icon” that is provided under Acrobat; the browser’s file save option will not save a PDF.
10	Important: This electronic document is a legal and binding agreement. Always review the contract for completeness before submission.

10 Glossary

Billbacks: These are types of temporary cost reductions. The reductions of cost come after billing the vendor/supplier or manufacturer based either on purchases or on the product sales through the front end. It includes scan-based (based on sales) and receiving-based (based on purchases). These are performance-based reductions in cost. Also, see “Scan-backs”

Category Manager (CM): Analyzes product brands and mix, inventory levels, movement, shelf space allocation, promotions, buying, and profitability of a merchandise category.

Contract: A document that records a formal or legally binding agreement

Cost: The purchase price paid for any goods or services. Retail price equals cost price plus profit.

Cost unit: The price of one unit of a product. It includes any related variable costs and any applicable fixed cost allocations that may apply.

Deal: A buying arrangement or terms of sale that offer special purchasing incentives; a promotion or a trade deal.

EPA (Early Payment Allowance):

Off-Invoice (OI): A method of payment for a manufacturer's trade deal or promotion where the amount of the allowance for merchandise is deducted from the manufacturer's invoice.

Promotion: A marketing campaign to increase sales through advertising, merchandising, signage, and special events. The offer to the company is in the form of a retail price reduction.

Scan-backs: This is a type of temporary cost reduction. The reduction of cost comes after billing the vendor/supplier or manufacturer based on sales through the front end.

TPR: Temporary price reduction.

Universal product code (UPC.): the UPC symbol printed on a package has two parts: the machine-readable bar code and the human-readable 12-digit UPC number. UPC bar codes help grocery stores speed up the checkout process and keep better track of inventory.

UpCharge: A charge for a product that is based on the product 's cost plus handling and storage costs.

Vendor: A person representing company that sells, delivers, or services retail goods. The term Vendor refers to as a Sales Representative (Sales Rep).

11 Search For A Contract

11.1 eContracts Search Screen

From the Main Menu Click the "Contract Search List" link.

This will bring you to the contract Search Screen.

From here you can type a specific contract number and go straight to the details of that contract or use the Search Criteria Area to search for multiple contracts.

The **Active filter** specifies if you want to search for contracts that are still active or not. This means that it will not return contracts that Voided or Finished contract life cycles.

The **Life Cycle**: filter lets you search for a particular life cycle.

Please review [Life Cycles](#) (page 0) for more details on Contract Life Cycles.

The **Contract Type**: filter lets you search for one of the possible contract types.



Please review [Contract Types](#) (page 0) for how and what a contract type is.

The **Category Manager**: filter lets you search for one of our Category Manager's accounts (aka Merchants)

The **Effective Date** filter lets you query by when a contract is effective.



A contract is effective date is set by the earliest event on the contract, either the first date of a promo or a first date of a Deal.



To search by effective date you must provide a start date.

This start date can be typed in any known format (except european standard).

You may also use keywords like "today", "tomorrow" and "yesterday".

You may also use modifiers like "+7 days", "+2 months" or "+1 year".



The end date is not required if you leave it open it will use "12/31/9999" as the default.