1. *IMPORT SCREENS*

Use "COST BOOK" module to import cost changes when using a cost book spreadsheet; do **not** use "Vendor COST Entry" when using the spreadsheet.

Use "ITEM ADJUSTMENT" module to import Adjustments when using the adjustment list spreadsheet; do **not** use "Vendor Adjustment Entry" when using the spreadsheet.

Ensure you select the correct code to match the import document.

Code 0 = Cost   **Code 4** = Adjustments

2. COST ZONES

Cost Zone 99 – applies adjustment to all Cost Zones (worldwide) and should be used for Non-Negotiated Promotions only (Adjustment Code 1).

> ✔ Do not use Cost Zone **99** when offering a ***negotiated*** promotion because Cost Zone 99 is to be used for ***non-negotiated*** promotions only.

> ✔ When a cost change is submitted with Cost Zone 99, previous costs in ***ALL*** cost zones will end. If you need different costs reflected in different cost zones after importing Cost Zone 99, you must then re-enter them in the applicable cost zones.

> ✔ When using Cost Zone 99 for a non-negotiated TPR (Adjustment Code 1), ensure the adjustment is meant to be applied World Wide.

Cost Zone 999 – applies adjustments to the 48 states in the continental US (Not Alaska and Hawaii) and should be used for Negotiated Promotions (Adjustment Codes 2 and 10). Alaska and Hawaii Cost Zones can be added if applicable.

> ✔ Cost Zone **999** is to be used for adjustments only. Avoid using Cost Zone 999 for cost changes because the system will not process the transaction.

3. NEGOTIATED PROMOTIONS/ADJUSTMENTS

> ✔ Non-EDI vendors **cannot** present Manager Specials (Adjustment Code 10) in Vendor Portal until Bill Back Manager is deployed. Instead, Non-EDI vendors should submit an Adjustment Code 1 for Non-negotiated offers and Adjustment Code 2 for Negotiated offers (Power Buys on the National Promotional Package).

> ✔ Avoid using Cost Zones **11 (Europe), 22 and 23 (Alaska and Hawaii), and 24 (Pacific OCONUS)** when presenting a Managers Special (Adjustment Code 10) Negotiated Promotion. You can use the vendor's comment field and state Manager Special will be supported by a local VCM for HI, AK, EU, and PAC.

> ✔ Avoid using Cost Zone **11 (Europe)** and Cost Zone **24 (Pacific OCONUS)** when presenting a Negotiated Promotion. Instead use the vendor comment field to state that a "***Local VCM will be used to support if item is accept into the promotion".***