

Store Brand Conversion Process



1 CONFIRMATION

When Paladin Data Corporation receives a request from a store or supplier, it confirms that the store will be switching to the new primary EDI supplier and has agreed to the quoted cost.

2 COMMUNICATION

With the store:

Paladin requires the store to provide the following information:

- Who is the new supplier?
- What is the projected date of the conversion?
- Will the supplier be updating the inventory pricing?
- Does the store need new bin tags, and will the supplier be providing them?

When Paladin receives the inventory conversion data from the supplier, the conversion process will begin and will take place after store hours.

With the supplier:

Paladin produces and delivers a worksheet of the store's inventory content and sales history to the new supplier. It requires the supplier to provide the following updated data:

- Replacement items with an exact match
- Replacement items with a possible match (requires careful review)
- Items for which no match was found

3 PREPARATION

Paladin develops a plan with the store and the supplier to ensure a thorough understanding of the conversion process and to define action items.



4 CONVERSION

These are the key conversion processes:

- Items identified with an exact match by the supplier's conversion files will be converted to the new supplier's primary part number. Pricing may be updated for any exact-match items, as defined in the preparation phase.
- Utilizing the preparation phase part number study, Paladin will ensure that no existing part numbers overlap with the new supplier's part numbers.
- Prior primary part numbers will be preserved as alternate part numbers on each item.
- Departments, classes, and subclasses will be updated, as determined in the preparation phase.
- Departments, classes, and subclasses outside the new supplier's definition will be retained.
- The new supplier's all-item catalog will replace the old supplier's all-item catalog.
- The existing inventory items will be updated with departments, classes, subclasses, manufacturer part numbers, supplier ratio, minimum order quantity, primary supplier, and broken carton codes from the new all-item catalog.
- Any needed data cleanup work that is identified in the preparation phase will be conducted at the end of the conversion process.

5 FOLLOW UP

Paladin will communicate with the customer to review data changes and explain any additional work that the client must perform to complete the conversion process, including review, approval, and data entry of possible match and no-match conversion data from the new supplier. New EDI system processes will be defined and operating instructions will be provided. Paladin will assist with the first EDI processing event for the client and will contact the store after the conversion to ensure success with the new supplier brand and processes.