

AWG NEW ITEM FORM
INSTRUCTIONS
9/12/14

BOLDED COMPONENT	AWG USE/DESCRIPTION	DATA REQUIRED
Side One		
VENDOR NAME	IDENTIFIES SHIP/WITH VENDOR	FULL VENDOR NAME
REGULAR ITEM	REGULAR STOCK ITEM	X IN BOX
IN & OUT	IN & OUT ITEM	X IN BOX
MILITARY	MILITARY ITEM	X IN BOX
SUGGESTED DISTRIBUTION	IDENTIFIES WHICH DIVISIONS YOU ARE SUGGESTING THIS ITEM FOR	X IN BOX
NEW ITEM	DESIGNATES NEW ITEM	X IN BOX
RE-PRESENT	DESIGNATES ITEM HAS BEEN PRESENTED BEFORE	X IN BOX
ITEM CHANGE - REASON FOR CHANGE	PACK CHANGE, NAME CHANGE, SIZE CHANGE, SPEC CHANGE	X IN BOX - THEN THE REASON
CONVERSION ITEM: OLD ITEM CODE	USED BY CAT. MGMT. AND BUYERS TO MANAGE THE TRANSITION	PROVIDE CURRENT ITEM CODES FOR EACH SKU THAT IS CHANGING
FIRST SHIP DATE	SPEED TO SHELF	FIRST AVAILABLE SHIP DATE FROM MANUFACTURER
MASTER PACK	TOTAL NUMBER OF SELLING UNITS IN A CASE	NUMBER OF RETAIL SELLING UNITS PER PACK.
SHIPPER	FOR WAREHOUSE AND BUYER USE	X IN APPLICABLE BOX (YES OR NO)
CASE LENGTH	WAREHOUSE USE	CASE LENGTH IN INCHES
CASE BARCODE	PURCHASING, EDI, WAREHOUSING	ALL 11 DIGITS OF UPC ON CASE. EXAMPLE: 0 16000 12345
CASE WIDTH	WAREHOUSE USE	CASE WIDTH IN INCHES
GTIN CODE	PURCHASING, EDI, WAREHOUSING	14 DIGITS, INCLUDING THE PREFIX & SUFFIX CHECK DIGIT. EXAMPLE xxx-xxxxx-xxxxx-x
CASE HEIGHT	WAREHOUSE USE	CASE HEIGHT IN INCHES
VENDOR TI/HI	FOR WAREHOUSING AND BUYER USE	VENDOR TI/HI - EX: 10 X 6
CASE WEIGHT	PO CREATION & DISTRIBUTION	MANUFACTURER'S GROSS CASE WEIGHT
VENDOR ITEM CODE	NOT APPLICABLE FOR GROCERY/FROZEN/DAIRY	USED FOR CROSSDOCK VENDORS
BRAND NAME	COMPARE & SAVE LABELS	THE PRODUCT'S BRAND NAME
PRIVATE LABEL	YES/NO BOX	PLACE X IF YES
LONG DESCRIPTION	INTERNAL USE FOR SYSTEM	COMPLETE DESCRIPTION OF PRODUCT
SIZE (MAX 6 CHARACTERS)	AWG SYSTEM - RETAIL - WEIGHTS & MEASURES	SELLING UNIT SIZE
RETAIL UNIT HEIGHT	PLANOGRAMS	HEIGHT OF RETAIL SELLING UNIT
RETAIL UNIT WIDTH	PLANOGRAMS	WIDTH OF RETAIL SELLING UNIT
RETAIL UNIT DEPTH	PLANOGRAMS	DEPTH OF RETAIL SELLING UNIT
RETAIL WGT & UOM	PLANOGRAMS	RETAIL WEIGHT OF THE ITEM AND THE UNIT OF MEASURE EXAMPLE 6 OZ
UNIT BARCODE	RETAIL SYSTEMS AND PURCHASING	ALL 11 DIGITS OF UPC ON RETAIL SELLING UNIT. EXAMPLE: 0 16000 12345
MFG/VND SHELF LIFE	AWG SYSTEM AND WAREHOUSING	THE NUMBER OF DAYS OF THE PRODUCT LIFE FROM MANUFACTURING TO EXPIRATION.
WHSE SHELF LIFE GUARANTTED TO AWG	AWG SYSTEM AND WAREHOUSING	THE NUMBER OF DAYS GUARANTEED TO AWG WHEN PRODUCT IS RECEIVED AT AN AWG WAREHOUSE.
SHIP/INNER PACK	NUMBER OF RETAIL UNITS IN SELLING UNIT TO AWG MEMBER	NUMBER OF RETAIL SELLING UNITS PER PACK.
LIST COST - KC, SP, OKC, ME, NA, FW, GC	FOR PURCHASING AND PAYABLES	VENDOR LIST COST BY AWG DIVISION (MAY BE DIFFERENT BY DIVISION DUE TO BRACKET PRICING)
WEIGHT FACTOR	PO CREATION & DISTRIBUTION	VENDORS WHO USE ALTERNATIVE WEIGHT FACTORS (CAW/COF)

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Side Two		
CASH DISCOUNT TERMS	TO ASSIGN APPROPRIATE MARGIN IF LESS THAN 2% N10 CASH TERMS ARE GIVEN	CASH TERMS AS NOTED
REPACK INNER LENGTH	WAREHOUSE USE	INNER PACK SHIPPING LENGTH
REPACK INNER WIDTH	WAREHOUSE USE	INNER PACK SHIPPING WIDTH
REPACK INNER HEIGHT	WAREHOUSE USE	INNER PACK SHIPPING HEIGHT
REPACK INNER WEIGHT	WAREHOUSE USE	INNER PACK SHIPPING WEIGHT
BARCODE	PURCHASING, EDI, WAREHOUSING	BAR CODE ON INNER PACK ALL 11 DIGITS. EXAMPLE: 0 16000 12345
COST BASIS: FOB	DELIVERED PRICE CALCULATION AND TRAFFIC. (Item level freight vendors only)	THE AMOUNT ADDED TO THE LIST COST TO GET THE PRODUCT DELIVERED, OR, PICKED UP AND DELIVERED TO AWG WHSE. A FLAT RATE PER CASE OR A RATE IDENTIFIED BY MULTIPLYING THE CASE WEIGHT X THE RATE PER HUNDRED WEIGHT.
COST BASIS: DELIVERED	DELIVERED PRICE CALCULATION AND TRAFFIC. (Item level freight vendors only)	THE AMOUNT ADDED TO THE LIST COST TO GET THE PRODUCT DELIVERED TO AWG WAREHOUSE. USUALLY A RATE PER CASE FOR FOB DELIVERED.
SLOTING ALLOWANCE	AWG USE	AMOUNT VENDOR IS GIVEN TO SLOT THE ITEM IN OUR WAREHOUSE.
ARE JPEG IMAGES OF THE ITEM AVAILABLE?	AWG SYSTEM FOR PLANOGRAMS AND NEW ITEM NOTIFICATIONS TO RETAIL	<input checked="" type="checkbox"/> IN APPLICABLE BOX (YES OR NO)
ATTACH ACTUAL BAR CODE HERE	INTERNAL USE FOR VERIFYING UNIT UPC	ATTACH COPY OF BAR CODE AND PRESENT A LIVE SAMPLE OF PRODUCT FOR SCAN VERIFICATION
REP SIGNATURE	AWG USE	SIGNATURE OF PRESENTER
REP PHONE	AWG USE	DIRECT PHONE NUMBER -NO SWITCHBOARDS.
COMPANY NAME	AWG USE	DIRECT SELLING COMPANY NAME OR BROKER NAME IF BROKERED ITEM
DATE	AWG USE	DATE SIGNING THE FORM