

# New Item Form


Warehouse Items



Giant Eagle is going through an exciting time of growth and improvement. We realize that the foundation for our success is high quality vendors, products and data. The New Item Form is the method of introducing your product to our customers. A new item form, along with a UPC sample, product sample and supplemental documentation is required for each item that you submit to Giant Eagle. The information that you provide is the basis for our ordering, warehousing and payment systems.

# New Item Form

Objectives

 2

The New Item Form was designed to facilitate collecting and entering this information.

## New Item Form

### Objectives

- Accuracy



3

The information that you provide must be accurate and complete. Incorrect information delays order entry, receiving and timely payment.

## New Item Form

### Objectives

- Accuracy
  - Highlight information to be completed by Vendor



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When we designed this form, we focused on capturing accurate and complete information that can be effectively entered into our data systems. Fields to be completed by the vendor are highlighted.

## New Item Form

### Objectives

- Accuracy
  - Highlight information to be completed by Vendor
  - Highlight missing information



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A field remains highlighted until it is completed. This emphasizes missing information.

## New Item Form

### Objectives

- Accuracy
  - Highlight information to be completed by Vendor
  - Highlight missing information
  - Data consistency




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And we use checkboxes and dropdown lists to ensure that data is consistent.

## New Item Form

File

- Excel file
- 3 tabs (worksheets)



The form is an Excel workbook that contains three spreadsheets. The form is most efficient when completed using Excel or equivalent spreadsheet application. We highly encourage you to do this and submit the form as an Excel file.

# New Item Form

File


- Excel file
- 3 tabs (worksheets)
  - Instructions

Instructions

Form

Field Defs

READY PAGE: 1 OF 1

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This first tab contains instructions on essential information and color coding.




# New Item Form

File

- Excel file
- 3 tabs (worksheets)
  - Instructions
  - Form

InstructionsFormField Defs

READYPAGE 1 OF 2


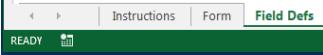
 9

The actual form to be completed and returned to Giant Eagle is on the Form tab.

# New Item Form

File

- Excel file
- 3 tabs (worksheets)
  - Instructions
  - Form
  - Field Definitions



Dropdown lists and field tips to help with completing the form. The Field Definitions tab provides more comprehensive information on each form field.

# New Item Form

## File

- Excel file
- 3 tabs (worksheets)
  - Instructions
  - Form
  - Field Definitions
- Macro used to optimize functionality

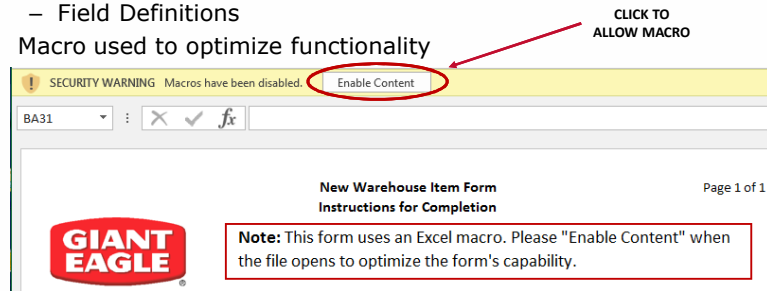
The screenshot shows an Excel spreadsheet titled "New Warehouse Item Form". At the top, a yellow banner displays a "SECURITY WARNING" stating "Macros have been disabled." with an "Enable Content" button. Below this, the spreadsheet has a single tab labeled "BA31". The main content area is titled "New Warehouse Item Form" and "Instructions for Completion". On the left is the "GIANT EAGLE" logo. On the right, a red-bordered box contains a note: "Note: This form uses an Excel macro. Please 'Enable Content' when the file opens to optimize the form's capability." The page number "Page 1 of 1" is in the top right corner.

The form uses a macro to optimize data collection.

# New Item Form

## File

- Excel file
- 3 tabs (worksheets)
  - Instructions
  - Form
  - Field Definitions
- Macro used to optimize functionality




Please click Enable Content to allow the macro to run in the background.

## New Item Form

Completion Aids

**Colored data entry fields**

Vendor Supplied

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We've used color and other highlighting to help you recognize the fields that you are responsible for completing. Fields to be completed by the vendor are blue and underlined.

## New Item Form

### Completion Aids

#### Colored data entry fields



Vendor Supplied



Giant Eagle Category Manager Supplied



Giant Eagle Category Teams are responsible for completing fields with yellow backgrounds.

## New Item Form

### Completion Aids

#### Colored data entry fields



Vendor Supplied



Giant Eagle Category Manager Supplied



Giant Eagle Team Assistants Supplied



And Giant Eagle Team Assistants are responsible for completing the green fields.

## New Item Form

### Completion Aids

#### Prompts

- An asterisk = required field

**\*Vendor Name**

A field label that is prefaced with an asterisk indicates that the requested information is required.



## New Item Form

### Completion Aids

#### Prompts

- An asterisk = required field
  - \*Vendor Name**
- Dropdown list
  - Choose from defined set of options
  - Indicated by "Select One."

**\*UPC Type** Select from List.



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A field that uses a dropdown list to present a set of defined options is indicated by the words "Select one." or "Select from List" in the data entry field.

# New Item Form

## Completion Aids

### Prompts

- An asterisk = required field
  - **\*Vendor Name**
- Dropdown list
  - Choose from defined set of options
  - Indicated by "Select One."

\*UPC Type  ▼

- UPC-A
- UPC-E
- EAN-13
- EAN-8
- EAN Bookland
- Select from List.



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When a dropdown list is present, please select one of the listed options. This enforces data consistency.

## New Item Form

### Completion Aids

#### Prompts

- An asterisk = required field
  - **\*Vendor Name**
- Dropdown list
  - Choose from defined set of options
  - Indicated by "Select One."
  - **\*UPC Type** Select from List.
- Use the Tab key to move from field to field



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The best way to move through the form is to use the Tab key. Pressing the tab key moves the cursor to the next field. This technique helps ensure that no field is missed. A form submitted with missing information will be returned and not processed. If a field is consciously left blank, explain the exception in the vendor notes field. You can also access any field using the mouse to select and click in any field.

# New Item Form

## Completion Aids

### Help

- Field tips

Physical  
UPC

Select  
One.

An accurate UPC  
label or photo of  
label MUST be  
submitted with this  
form.



When you do move to a field, if helpful information is available, it appears in a field tip. To remove to the tip, click in a different field.

## New Item Form

### Completion Aids

#### Help

- Field tips

Physical  
UPC

Select  
One.

An accurate UPC  
label or photo of  
label MUST be  
submitted with this  
form.

- (!) = hover over label to see information

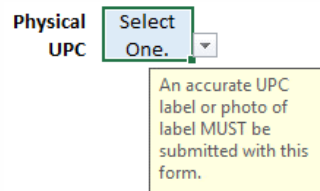
Additionally, if there is pertinent information about a field, an exclamation point appears at the end of a label.

# New Item Form

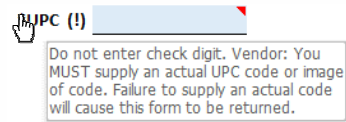
## Completion Aids

### Help

- Field tips



- (!) = hover over label to see information



Hover your mouse over the label to see the information.

# New Item Form

## Instructions Tab


**GIANT EAGLE** New Warehouse Item Form  
Instructions for Completion

Thank you for submitting a new product for our consideration. For best form results, set zoom to 100%.

Please take the time to fill out this form completely and accurately. Your cooperation will help Giant Eagle reduce costs and expedite your request. Forms that are submitted with incomplete or inaccurate information will be returned without Giant Eagle processing.

It is essential that you provide accurate item and case UPC codes. Either the actual UPC or photo of the item UPC MUST be submitted with this New Item Form. Failure to submit either of these UPC samples will result in this request being rejected and returned without further processing. Also, specify the type of UPC code, e.g., EAN-13, UPC-A.

When entering UPC code numbers, do not enter the last (check) digit. The check digit is the red highlighted number in the following example:



Move through the form by either pressing the Tab key to move across each row or click in a data field. The form is color coded to facilitate entering information into Giant Eagle systems. Refer to the Legend below to understand the formatting used on the form. Field labels with asterisks (\*) are required.

If you are entering information for a Shipper, select "Shipper" in the **Product Type** field. Additional fields will be exposed to allow you to enter Shipper item information. Only one shipper per form.

Be sure to attach all additional required documentation. Gluten Free items must be accompanied by Gluten Free statement on company letterhead. All electronic documents must be attached to New Item Form. Submit form and documentation via e-mail to your Giant Eagle Category Team Member. The e-

Do not use this form to communicate discounts, off invoice or deals. Contact your Category Team member. Also, please consider enrolling in our Deal Center Program. This is an online application that allows vendors to seamlessly enter discounts, off invoice and other deals.

Thank you for cooperation. We look forward to working with you.

**Legend**

(i) Indicates that help information is available for this piece of information. Hover mouse pointer over field to display text. More comprehensive field descriptions are available Required information.

Colored form labels indicate who should complete the information.

Vendor to complete field. Field loses color once information is entered.

Giant Eagle Category Team Member to complete field. Field loses color once information is entered.

Giant Eagle Team Assistants to complete field. Field loses color once information is entered.

Now that you have a feel for how to enter information, let's look at what information is needed. The form is organized into sections to group information and facilitate entering your information into Giant Eagle systems.

# New Item Form

## Instructions Tab

- UPC


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Giant Eagle Team Assistants to complete field. Field loses color once information is entered.

It is crucial the an accurate UPC code is entered.



# New Item Form

## Instructions Tab

- UPC
  - Basis for information systems


**GIANT EAGLE** New Warehouse Item Form  
Instructions for Completion

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It is a key piece of information that runs through Giant Eagle ordering, receiving and payment systems.

# New Item Form

## Instructions Tab

- UPC
  - Basis for information systems
  - Crucial that UPC code is accurate


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Instructions for Completion

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Errors in the UPC may cause rework, receiving errors and delays in payment.

# New Item Form

## Instructions Tab

- UPC
  - Basis for information systems
  - Crucial that UPC code is accurate
  - Identify type


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Instructions for Completion

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In addition to providing the UPC code, identify the type of UPC. Knowing the type of UPC helps ensure that the correct UPC code is entered.

# New Item Form

## Instructions Tab

- UPC
  - Basis for information systems
  - Crucial that UPC code is accurate
  - Identify type
  - Do not add check digit

**New Warehouse Item Form**  
Instructions for Completion

Thank you for submitting a new product for our consideration. For best form results, set zoom to 100%.

Please take the time to fill out this form completely and accurately. Your cooperation will help Giant Eagle reduce costs and expedite your request. Forms that are submitted with incomplete or inaccurate information will be returned without Giant Eagle processing.

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If you are entering information for a Shipper, select "Shipper" in the **Product Type** field. Additional fields will be exposed to allow you to enter Shipper item information. Only one shipper per form.

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Vendor to complete field. Field loses color once information is entered.

Giant Eagle Category Team Member to complete field. Field loses color once information is entered.

Giant Eagle Team Assistants to complete field. Field loses color once information is entered.

Never enter the check digit for any type of UPC. The check digit is used by POS systems to ensure that the UPC code scanned properly. It is not used in Giant Eagle data information systems.

# New Item Form

## Instructions Tab

- Supply supplemental documentation


**GIANT EAGLE** New Warehouse Item Form  
Instructions for Completion

Thank you for submitting a new product for our consideration. For best form results, set zoom to 100%.

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Move through the form by either pressing the Tab key to move across each row or click in a data field. The form is color coded to facilitate entering information into Giant Eagle systems. Refer to the Legend below to understand the formatting used on the form. Field labels with asterisks (\*) are required.

If you are entering information for a Shipper, select "Shipper" in the **Product Type** field. Additional fields will be required. **How do you supply this information? Do you use a photo of the form?**

Be sure to attach all additional required documentation. Gluten Free items must be accompanied by Gluten Free statement on company letterhead. All electronic documents must be attached to New Item Form. Submit form and documentation via e-mail to your Giant Eagle Category Team Member. The e-

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Thank you for cooperation. We look forward to working with you.

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GIANT EAGLE Category Team Member to complete field. Field loses color once information is entered.

GIANT EAGLE Team Assistants to complete field. Field loses color once information is entered.

Please submit all necessary supplemental documentation with the new form.

# New Item Form

## Instructions Tab

- Supply supplemental documentation
  - Gluten Free statement


**GIANT EAGLE** New Warehouse Item Form  
Instructions for Completion

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If you are entering information for a Shipper, select "Shipper" in the **Product Type** field. Additional fields will be required. **Items without Active Shipper data information. Do not use this form.**

Be sure to attach all additional required documentation. Gluten Free items must be accompanied by Gluten Free statement on company letterhead. All electronic documents must be attached to New Item Form. Submit form and documentation via e-mail to your Giant Eagle Category Team Member. The e-

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This includes a gluten free statement issued on your company letterhead when applicable. Other documentation depends on the item type.

## New Item Form

### Instructions Tab

- Supply supplemental documentation
  - Gluten Free statement
- Off Invoice


**GIANT EAGLE** New Warehouse Item Form  
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If you offer off invoice discounts on the list cost

# New Item Form

## Instructions Tab

- Supply supplemental documentation
  - Gluten Free statement
- Off Invoice
  - Discount on List Cost

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If you are entering information for a Shipper, select "Shipper" in the **Product Type** field. Additional fields will be exposed to allow you to enter Shipper item information. Only one shipper per form.

Be sure to attach all additional required documentation. Gluten Free items must be accompanied by Gluten Free statement on company letterhead. All electronic documents must be attached to New Item Form. Submit form and documentation via e-mail to your Giant Eagle Category Team Member. The e-mail address is listed on the bottom of the form.

**Do not use this form to communicate discounts, off invoice or deals. Contact your Category Team member. Also, please consider enrolling in our Deal Center Program. This is an online application that allows vendors to seamlessly enter discounts, off invoice and other deals.**

Thank you for cooperation. We look forward to working with you.

**Legend**

(i) Indicates that help information is available for this piece of information. Hover mouse pointer over field to display text. More comprehensive field descriptions are available Required information.

Colored form labels indicate who should complete the information.

Vendor to complete field. Field loses color once information is entered.

GIANT EAGLE Category Team Member to complete field. Field loses color once information is entered.

GIANT EAGLE Team Assistants to complete field. Field loses color once information is entered.

or deals on the item



# New Item Form

## Instructions Tab

- Supply supplemental documentation
  - Gluten Free statement
- Off Invoice
  - Discount on List Cost
  - Enter through Deal Central or manual process


**GIANT EAGLE** New Warehouse Item Form  
Instructions for Completion

Thank you for submitting a new product for our consideration. For best form results, set zoom to 100%.

Please take the time to fill out this form completely and accurately. Your cooperation will help Giant Eagle reduce costs and expedite your request. Forms that are submitted with incomplete or inaccurate information will be returned without Giant Eagle processing.

It is essential that you provide accurate item and case UPC codes. Either the actual UPC or photo of the item UPC MUST be submitted with this New Item Form. Failure to submit either of these UPC samples will result in this request being rejected and returned without further processing. Also, specify the type of UPC code, e.g., EAN-13, UPC-A.

When entering UPC code numbers, do not enter the last (check) digit. The check digit is the red highlighted number in the following example:



Move through the form by either pressing the Tab key to move across each row or click in a data field. The form is color coded to facilitate entering information into Giant Eagle systems. Refer to the Legend below to understand the formatting used on the form. Field labels with asterisks (\*) are required.

If you are entering information for a Shipper, select "Shipper" in the **Product Type** field. Additional fields will be exposed to allow you to enter Shipper item information. Only one shipper per form.

Be sure to attach all additional required documentation. Gluten Free items must be accompanied by Gluten Free statement on company letterhead. All electronic documents must be attached to New Item Form. Submit form and documentation via e-mail to your Giant Eagle Category Team Member. The e-mail address will be provided to you.

**Do not use this form to communicate discounts, off invoice or deals. Contact your Category Team member. Also, please consider enrolling in our Deal Central Program. This is an online application that allows vendors to seamlessly enter discounts, off invoice and other deals.**

Thank you for cooperation. We look forward to working with you.

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Colored form labels indicate who should complete the information.

Vendor to complete field. Field loses color once information is entered.

GIANT EAGLE Category Team Member to complete field. Field loses color once information is entered.

GIANT EAGLE Team Assistants to complete field. Field loses color once information is entered.

Enter the information through Deal Central after the new item has flowed through initial Giant Eagle information systems. Allow 2-3 days for the new item to be available in Deal Central. If you are not enrolled in Deal Central, contact your Category Team member for the appropriate forms and process.

## New Item Form

### Instructions Tab

- Supply supplemental documentation
  - Gluten Free statement
- Off Invoice
  - Discount on List Cost
  - Enter through Deal Central or manual process
  - Contact your Category Team member to learn how you can enroll

**GIANT EAGLE** New Warehouse Item Form Instructions for Completion

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It is essential that you provide accurate item and case UPC codes. Either the actual UPC or photo of the item UPC MUST be submitted with this New Item Form. Failure to submit either of these UPC samples will result in this request being rejected and returned without further processing. Also, specify the type of UPC code, e.g., EAN-13, UPC-A.

When entering UPC code numbers, do not enter the last (check) digit. The check digit is the red highlighted number in the following example:

0 12345 67890 1

Move through the form by either pressing the Tab key to move across each row or click in a data field. The form is color coded to facilitate entering information into Giant Eagle systems. Refer to the Legend below to understand the formatting used on the form. Field labels with asterisks (\*) are required.

If you are entering information for a Shipper, select "Shipper" in the **Product Type** field. Additional fields will be exposed to allow you to enter Shipper item information. Only one shipper per form.

Be sure to attach all additional required documentation. Gluten Free items must be accompanied by Gluten Free statement on company letterhead. All electronic documents must be attached to New Item Form. Submit form and documentation via e-mail to your Giant Eagle Category Team Member. The e-mail address will be provided to you upon enrollment.

**Do not use this form to communicate discounts, off invoice or deals. Contact your Category Team member. Also, please consider enrolling in our Deal Central Program. This is an online application that allows vendors to seamlessly enter discounts, off invoice and other deals.**

Thank you for cooperation. We look forward to working with you.

**Legend**

(i) Indicates that help information is available for this piece of information. Hover mouse pointer over field to display text. More comprehensive field descriptions are available Required information.

Colored form labels indicate who should complete the information.

Vendor to complete field. Field loses color once information is entered.

GIANT EAGLE Category Team Member to complete field. Field loses color once information is entered.

GIANT EAGLE Team Assistants to complete field. Field loses color once information is entered.

Deal Central is an online application that allows you to seamlessly enter your off invoices, deals and discounts. If you would like to enroll in the Deal Central program, contact your Category Team member for information.

# New Item Form

## Instructions Tab

- Supply supplemental documentation
  - Gluten Free statement
- Off Invoice
  - Discount on List Cost
  - Enter through Deal Central or manual process
  - Contact your Category Team member to learn how you can enroll
  - Visit [MarketPartners](#) site


**GIANT EAGLE** New Warehouse Item Form  
Instructions for Completion

Thank you for submitting a new product for our consideration. For best form results, set zoom to 100%.

Please take the time to fill out this form completely and accurately. Your cooperation will help Giant Eagle reduce costs and expedite your request. Forms that are submitted with incomplete or inaccurate information will be returned without Giant Eagle processing.

It is essential that you provide accurate item and case UPC codes. Either the actual UPC or photo of the item UPC MUST be submitted with this New Item Form. Failure to submit either of these UPC samples will result in this request being rejected and returned without further processing. Also, specify the type of UPC code, e.g., EAN-13, UPC-A.

When entering UPC code numbers, do not enter the last (check) digit. The check digit is the red highlighted number in the following example:



Move through the form by either pressing the Tab key to move across each row or click in a data field. The form is color coded to facilitate entering information into Giant Eagle systems. Refer to the Legend below to understand the formatting used on the form. Field labels with asterisks (\*) are required.

If you are entering information for a Shipper, select "Shipper" in the **Product Type** field. Additional fields will be exposed to allow you to enter Shipper item information. Only one shipper per form.

Be sure to attach all additional required documentation. Gluten Free items must be accompanied by Gluten Free statement on company letterhead. All electronic documents must be attached to New Item Form. Submit form and documentation via e-mail to your Giant Eagle Category Team Member. The e-mail address will be provided to you.

**Do not use this form to communicate discounts, off invoice or deals. Contact your Category Team member. Also, please consider enrolling in our Deal Central Program. This is an online application that allows vendors to seamlessly enter discounts, off invoice and other deals.**

Thank you for cooperation. We look forward to working with you.

**Legend**

(i) Indicates that help information is available for this piece of information. Hover mouse pointer over field to display text. More comprehensive field descriptions are available Required information.

Colored form labels indicate who should complete the information.

Vendor to complete field. Field loses color once information is entered.

GIANT EAGLE Category Team Member to complete field. Field loses color once information is entered.

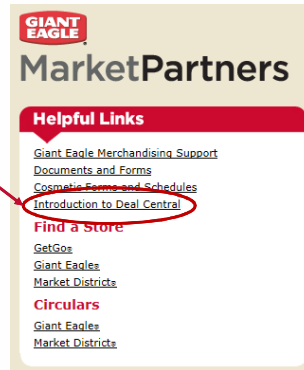
GIANT EAGLE Team Assistants to complete field. Field loses color once information is entered.

An introduction to Deal Central can be found on the Market Partners site.

# New Item Form

Market Partners Web Site

- View Deal Central Introduction



Ask your Giant Eagle Category Team Member any questions about Deal Central.

# New Item Form

## Form Tab

[illegible]

Now let's look at the actual form. There are two sides to the form. Ensure that both sides are complete.

## Identify Product Type

- Indicate how item is entered into GE systems

\*Product Type Select from List

[illegible]

Identifying the type of product helps ensure that the item is entered into the correct Giant Eagle systems.

# New Item Form

## Identify Product Type

- Indicate how item is entered into GE systems

\*Product Type **Select from List** ▼

- Spring Stock
- NonEvenDay
- Shipper
- Seasonal
- In & Out
- Bonus
- Supply Item
- Select from List

- One item per form

**GIANT EAGLE** New Warehouse Item Form

\*Vendor No.  \*Vendor Name   
 \*Broker No.  \*Broker Name   
 \*Item Code  \*Similar Item  1st Ship Date

LPC Label or Photo  \*Product Type **Select from List** \*UPC   
 Right Click on this image, Select Change Picture, Select image of UPC from your computer, Click Upload, Reorder image (optional)

\*Description  \*UPC Desc  \*Reason **Select from List** \*Day/Subday  \*LS Code   
 \*Unit of Measure  \*Weight  \*Height  \*Length

\*Vendor Size  \*Vendor Size  \*Order Book Description

\*Ship Pack  \*Master Pack  \*Length  \*Width  \*Height  \*Weight

\*In Cost  Amount  Item Shipped to  LPC Item Shipped  Mfg Invoice Pk   
 Margin (%)  Select One  Unit Factor/Unit  Pieces   
 Net Sell (\$)  Cost Link  Shelf Life   
 Loader Alt.  Mfg Code  Weight Item  Select One   
 Tax Type  Amount  Cost Group  Bought In  Getting Lost   
 Bus. Tax  Select Type  Deal Pk

\*Facility  \*WHS  \*Expected Movement  \*Order Restriction **Select from List**  
 \*Facility  \*WHS  \*Expected Movement  \*Order Restriction **Select from List**

MFG  GE Family Code  Retail Shelf Life  Shelf Life @ Product Use   
 Will Ship Date Before Yes/No  Mfg Family Code  Retail Code  Tray Size   
 % Sales  Suggested Retail  Total Amount  Wrapped Two Wgt   
 Given Free  Actual GE Retail  Unwrapped Two Wgt   
 Actual Mfg Retail

Product Life Days  Mfg Date Range  Exp Date Range  Min Days Before Exp   
 \*Subsequence  \*Phone   
 \*Authorization  \*E-Mail   
 \*Submitted Date

VENDOR REMARKS AND COMMENTS

Sample  Item  Physical  UPC  Product   
 Provided  Picture  UPC  Picture  Info Sheet

Link to High Quality Product Image (Paste address into Formula Bar)

Be sure to complete both sides of the form.

Use a separate form for each new item.







## New Item Form


### Identify Barcode Type

- Indicate the type of barcode

\*UPC Type

Select from List. ▾

UPC-AUPC-EEAN-13EAN-8EAN BooklandSelect from List.



0 12300 00004 2

UPC-A

42

There are five barcode types that are common in our industry: UPC-A, the original type invented during the 1970's,

## New Item Form

### Identify Barcode Type

- Indicate the type of barcode

\*UPC Type   
UPC-A  
UPC-E  
EAN-13  
EAN-8  
EAN Bookland



UPC-A



UPC-E



43

UPC-E, a short form of the UPC-A for small items,

## New Item Form


### Identify Barcode Type

- Indicate the type of barcode


\*UPC Type

Select from List. ▾


UPC-AUPC-EEAN-13EAN-8EAN BooklandSelect from List.




UPC-A



UPC-E



EAN-13

 44

EAN-13, used mostly on products from countries other than the US and Canada,

## New Item Form


### Identify Barcode Type

- Indicate the type of barcode


\*UPC Type

Select from List. ▾


UPC-AUPC-EEAN-13EAN-8EAN BooklandSelect from List.




UPC-A




UPC-E



EAN-13



EAN-8

45

EAN-8, a short version of the EAN-13,

## New Item Form


### Identify Barcode Type

- Indicate the type of barcode


\*UPC Type

Select from List. ▾


UPC-AUPC-EEAN-13EAN-8EAN BooklandSelect from List.




UPC-A




UPC-E




EAN-13



EAN-8



EAN BOOKLAND


46

And the EAN Bookland, used on some periodicals and most books.

## New Item Form

### Identify Barcode Type

- Indicate the type of barcode

\*UPC Type  

- UPC-A
- UPC-E
- EAN-13
- EAN-8
- EAN Bookland
- Select from List.



UPC-A



UPC-E



EAN-13



EAN-8

- Refer to About Barcodes on Market Partners



EAN BOOKLAND

If you would like more information on barcodes, visit our Market Partners website and click on the About Barcodes option.











- Item Data
  - Related Items

**GIANT  
EAGLE** 52

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# New Item Form

## Item Warehouse Data

- Item Data
  - Related Items
  - Dimensions

**GIANT EAGLE** New Warehouse Item Form

\*Vendor No.  \*Vendor Name   
 \*Broker No.  \*Broker Name   
 \*Item Code  \*Similar Item  1st Ship Date

**UPC/Label/Photo**  
 Right Click on this image, Select Change Picture. Select image of UPC from your computer. Click Upload.  
 \*UPC Type  \*Case UPC   
 \*UPC Description  \*UPC Code   
 \*UPC Length  \*UPC Width  \*UPC Height   
 \*UPC Weight

**Product Information**  
 \*Product Name  \*Product Description   
 \*Product Type  \*Product Code   
 \*Product Family  \*Product Subtype   
 \*Product Reason  \*Product UPC   
 \*Product Length  \*Product Width  \*Product Height   
 \*Product Weight

**Dimensions**  
 \*Length  \*Width  \*Height   
 \*Weight

**Miscellaneous**  
 \*Notes   
 \*Subcontract Date

**GIANT EAGLE**

and dimensions for warehouse and retail space planning.

## Item Warehouse Data

- Cost Information
  - Accurate UPC
  - Inner Sleeve

[illegible]

In the cost section, enter the item's list cost. If the item contains inner sleeves with UPC codes, please double check that the inner sleeve UPC is entered correctly.

# New Item Form

## Warehouse Assignment

- Warehouse Assignment

**GIANT EAGLE**

New Warehouse Item Form

\*Vendor No.  \*Vendor Name   
 \*Broker No.  \*Broker Name   
 \*Item Code  \*Similar Item  1st Ship Date

LPC Label or Photo   
 Right Click on this image, select Change Picture, select image of LPC from your computer, click insert.  
 Break image if necessary.

\*Product Type  \*UPC   
 \*UPC Type  \*Case UPC   
 \*Description   
 \*UPC Desc  \*Size   
 \*UPC Desc  \*Day/Week  \*LS Code

\*Manufacturer  \*Brand  \*Reason  \*UPC   
 \*Ship Pack  \*Master Pack  \*Length  \*Width  \*Height  \*Weight

Vendor Tie  \*Vendor Size  Order Book Description

\*Lot Cost  \*Amount  \*UPC Item Name  \*UPC Item Ph   
 \*Margin (%)  \*Unit Factor/Case  \*Pallets   
 \*Net Sell (\$)  \*Cost Link  \*Shelf Life   
 \*Leader Alt.  \*Mfg Code  \*Weight Item  \*UPC Desc   
 \*To Type  \*Amount  \*Cost Group  \*Shelf Life  \*UPC Desc

\*Buy Tie  \*Select Type

\*Facility  \*Whs  \*Expected Movement  \*Order Restriction   
 \*Facility  \*Whs  \*Expected Movement  \*Order Restriction

\*UPC Type  \*UPC Desc  \*UPC Item Name  \*UPC Item Ph   
 \*UPC Type  \*UPC Desc  \*UPC Item Name  \*UPC Item Ph   
 \*UPC Type  \*UPC Desc  \*UPC Item Name  \*UPC Item Ph   
 \*UPC Type  \*UPC Desc  \*UPC Item Name  \*UPC Item Ph

\*Product Life Days  \*Mfg Date Range  \*Exp Date Range  \*Min Days Before Exp   
 \*Subsequence  \*Phone   
 \*Authorization  \*E-Mail   
 \*Submitted Date

VENDOR REMARKS AND COMMENTS

Sample  Item  Physical  UPC  MFG  Product   
 Provided  One  Picture  One  UPC  One  Picture  One  Info Sheet  One

Link to High Quality Product Image (Paste address into Formula Bar)

Be sure to complete both sides of the form.

**GIANT EAGLE**

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This section identifies which Giant Eagle warehouse will receive the item. The Giant Eagle Category Team will assign the warehouse codes. Please work with your Category Team member to establish a reasonable expected movement based on your experience. Please define in what increments the item can be ordered. For example, by pallet or without restrictions.

## Retail Information

[illegible]

Please supply a suggested retail price for the item. If the item is WIC eligible, contains real juice, or is gluten free, please indicate that information in the appropriate fields. Other product information that you think is valuable and not covered in the form fields, enter in the vendor comments field.



## Perishable Information

[illegible]

If the item is perishable, please indicate the retail shelf life (number of days guaranteed after item is opened or unfrozen) and the shelf life in days from production.







# New Item Form

## Supporting Documents

- Provide either sample or photograph

The form is titled "New Warehouse Item Form" and includes the Giant Eagle logo. It contains various input fields for item details, including Vendor No., Broker No., Item Code, Product Type, UPC, Case UPC, and various pricing and inventory fields. A red box highlights the bottom section of the form, which includes a table for "Sample" and "Photo" uploads, and a "Submit" button.

Sample	Photo
Upload	Upload

Submit

To help enter accurate information we prefer that you supply a physical sample; however, we will accept a photograph. Please include a product information sheet or ingredient sheet when available.

## New Item Form

### Supporting Documents

- Provide either sample or photograph
- Provide either actual UPC or photo of UPC
  - Required


[illegible]

Provide either a physical UPC barcode sample or picture of the barcode if you have not uploaded an image. We must have this information to validate the UPC number.

## New Item Form

### Supporting Documents

- Provide either sample or photograph
- Provide either actual UPC or photo of UPC
  - Required
  - Form will be return if it accurate UPC is not supplied



### New Warehouse Item Form

#### UPC Label or Photo

Right click on this image, select "Save Image As" to save image to your computer. Click below to upload image if necessary.

#### Attributes

#### Vendor Info

Amount	Item Entered in Select Desc	UPC Desc Entered	McGraw Hill
Margin (%)		Unit Cost/Factor/AM	Place
Tax Sell (%)		Cost Link	Product Life
Leader Add		AMG Code	Whelp Term
		Single Pk	Selected Date
Box Tax		Unit Pk	Shipping AM

#### Facility

#### Notes

#### Unit/Region Select

#### Unit/Item Form

#### Product Life Days

#### Additional Info

#### Vendor Remarks and Comments

Sample	Select	Item	Physical	UPC	UPC	Select	UPC	Select	UPC	Select
Code	Code	Code	Code	Code	Code	Code	Code	Code	Code	Code

Link to High Quality Product Images (Please address into Normal Size)

Be a member of the [GIANT Eagle](#) family. [Join Now](#)

If the UPC is incorrect, we will return the form to you without processing. This will delay orders.

## New Item Form

### Supporting Documents

- Provide either sample or photograph
- Provide either actual UPC or photo of UPC
  - Required
  - Form will be return if it accurate UPC is not supplied
- Optional: Provide link to data store

The image shows two screenshots. The top screenshot is the 'New Warehouse Item Form' from Giant Eagle. It contains various fields for item information, including Vendor No., Product Type, UPC, and dimensions. The bottom screenshot shows a web browser window with the URL [https://abcmachinery.com/products/8007932046/refr59\\_spp\\_gsv\\_g00\\_11\\_r1n](https://abcmachinery.com/products/8007932046/refr59_spp_gsv_g00_11_r1n) in the address bar. A red box highlights the URL, and a red arrow points from it to the 'Link to High Quality Product Image (Paste address into Formula Bar)' field in the form.

If your company shares product information on an accessible web location, you may provide the URL link and our Teams will access the information from the specified site. For convenience, you may copy the URL and paste it into Excel's formula bar.







## New Item Form

### What's Next?

- ✓ Review form for completeness and accuracy

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Review the form for completeness and accuracy. We can't emphasize enough how focused we are on using quality data as the backbone of our information systems. Good information from you will help expedite our orders and payments.

## New Item Form

### What's Next?

- ✓ Review form for completeness and accuracy
- ✓ E-mail form and all supplemental documentation to your Giant Eagle Category Team

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Ensure that all your supporting documents are complete and included in the e-mail; that's the actual UPC barcode and product sample as a minimum. When applicable, supply a product information sheet, ingredient sheet, nutritional sheet or other specifications as necessary for your item type.

## New Item Form

### Questions and Concerns

- Questions
  - Giant Eagle Category Team Member
  - [Market Partners](https://marketpartners.gianteagle.com/content//Article.aspx?cn tid=218559) website  
<https://marketpartners.gianteagle.com/content//Article.aspx?cn tid=218559>

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If you have any questions about completing this form or the application process, contact your Giant Eagle Category Team Member. You can also access our Market Partners website for current information. Thank you for your attention and we look forward to working with you.

## New Item Form



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