

ADVANCE AUTO PARTS
FACTORY DIRECT ORDERING
HOSTED VENDOR SOLUTION
Vendor Quick Start Guide v. 4.0

June, 2011

FDO – Hosted Vendor Solution

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Section 1:

Introduction

Advance Auto Parts is pleased to welcome your organization as a new vendor to Factory Direct Ordering. As a multi-channel retailer, we make a continuing promise to our customers that 'Service is our best part'. Part of that promise is our commitment to offer the broadest assortment of product available for purchase. To ensure our inventory on-hands are accurate and up-to-date we developed the Hosted Vendor Solution as a way for our vendors to simply and effectively update their inventory on-hand status for each part we have assigned an AAP SKU number.

The Hosted Vendor Solution is a website as well as an electronic systematic way to exchange data. Depending on the level of technical capability available within your organization, inventory may be uploaded using Excel files or transmitted electronically to the AAP ftp site. To do this, each vendor may choose one of 4 methods to communicate their updated on-hands.

- **Upload manually through the Advance Hosted website:** Allows you to update your inventory files in Excel, save them as .csv files and click the upload button.
- **Transmit directly to the Advance Hosted website FTP site:** Transmits updated inventory files systematically to the website's FTP site.
- **Transmit EDI 846 inventory data:** Electronically transmit your inventory on-hands via EDI.
- **Transmit using AAIA IPO standard:** Allows you to use the industry standard Internet Parts Ordering data file format to exchange information. IPO vendors must maintain a 99% system up-time. Any planned disruption to service must be communicated 2 weeks prior to outage to the FDO Support Team.

Inventory levels for all part numbers assigned an AAP SKU must be included each time the inventory is updated. Please deduct allocated inventory from your on-hand data. Submit a record for each part number AAP offers, even if the on-hand=0.

Inventory data that is not updated for 72 hours will be purged from the system and reset to 0. This will bar a customer from having visibility to your product. You will be notified of the purge and will be requested to update immediately.

Please keep this manual in an electronic file as it will answer many questions that may arise during your Hosted Vendor Solution experience. If you cannot find the answer included in this information, please contact the FDO Support Team at fdosupport@advance-auto.com.

Section 2:

File Format

For data to be read into the AAP system, the inventory file must be formatted exactly. The inventory file is comma delimited and contains the following fields in order:

EDI Partner ID – numeric

Manufacturer Number – alphanumeric (max length of 15 characters)

Quantity – numeric

Days Prior to Ship – numeric

Order Cutoff Time – alphanumeric (max length of 5 characters)

- **EDI Partner ID** – ID assigned by 3rd party provider for EDI transmission
- **Manufacturer Part Number** – Part number assigned for each product
- **Quantity** – On-hand available for sale. If quantity = 0, assign 0. If product is pre-allocated for sale, please do not include that quantity in the available on-hand. Enter whole numbers only and *do not use commas or decimals*.
- **Days Prior to Ship** – number of days until the order can be shipped from your facility. This is a consistent number and indicates how many days will elapse between receipt of the 850 EDI purchase order from AAP until UPS picks up the package for delivery. Enter whole numbers only and *do not use commas or decimals*.
- **Order Cutoff Time** - five character field formatted in military time (24:00) which represents your daily shipping cutoff time converted to Eastern Standard Time (EST).

Do not include a header row in your data, the first record should be the first item of your inventory.

There should be only one record per Manufacturer Part Number; subsequent records with the same part number will not be loaded.

Below is a sample of a correctly formatted inventory file for a vendor with an EDI Number of 123:

```
123,M-11,0,1,17:00
123,M-15,67,1,17:00
123,M-19,14522,1,17:00
123,M-20G,19,1,17:00
123,M-22F,926,1,17:00
123,M-22FHV,326,1,17:00
123,M-22G,953,1,17:00
123,M-23A,6,1,17:00
123,M-23B,23,1,17:00
```

Section 3:

Daily Upload

Updated inventory on-hands must be uploaded to AAP at least once a day during business days. For high volume SKUs, you may be requested to upload on-hands more frequently.

Vendors who calculate inventory levels following close of orders, must ensure that files are received by AAP no later than 8:00 a.m. EST the following morning.

Inventory data not updated for 72 hours will be considered out-of-date and purged from our system, disabling product visibility by our customers. The vendor will be contacted and updates will be requested. Once update, visibility will be restored.

During long holiday weekends, AAP extends the inventory update timeframe from 72 hours to 96 hours or 120 hours.

Section 4:

Automated FTP Upload

Vendors who choose to automatically upload their inventory data may do so by using FTP, the standard network protocol to copy flat files from your system to the AAP system.

The settings for the vendors FTP connection are:

1. URL - <FTP3.ADVANCEAUTOPARTS.COM>
2. User ID - The EDI Partner ID (You are currently using this to log into the Web Application)
3. Password is provided as part of the vendor on-boarding deliverables

Section 5:

EDI or IPO Automated Uploads

If EDI or AAIA IPO format is your choice to communicate inventory on-hand status, please communicate this during the vendor on-boarding phase.

Section 6:

Manual Upload Process

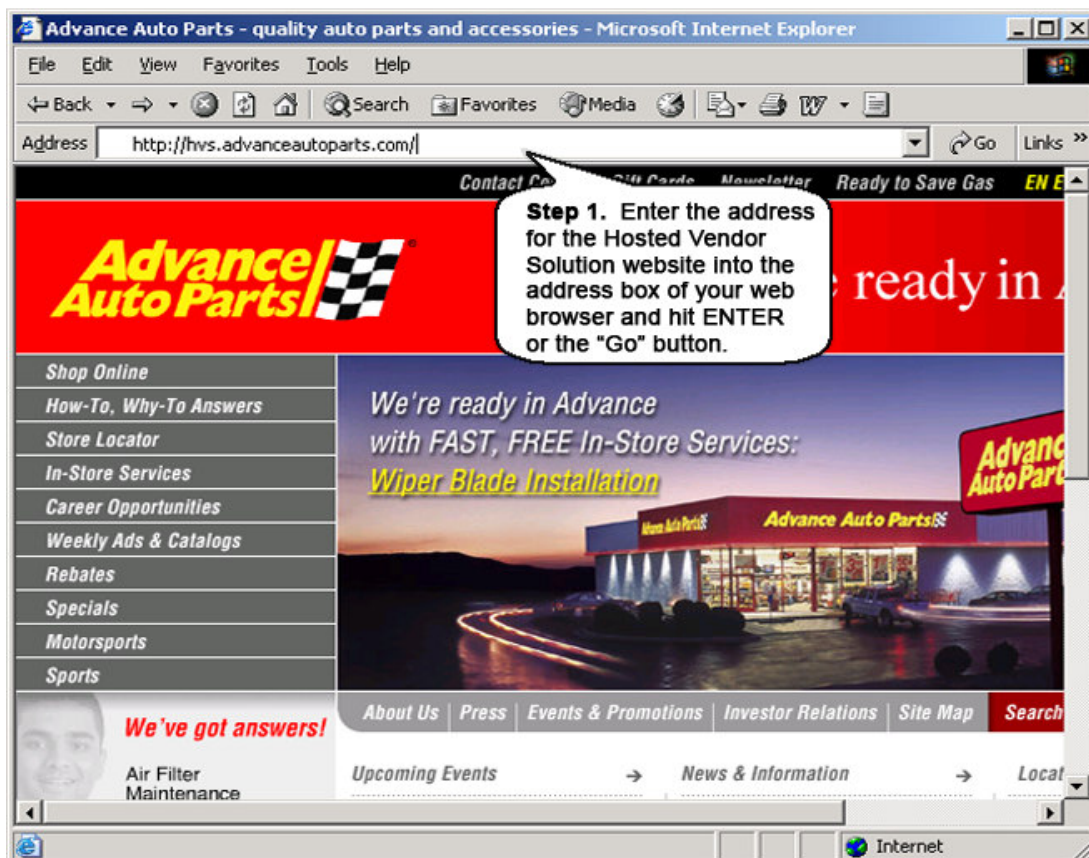
To manually upload your inventory on-hands using an Excel spreadsheet, the Vendor Hosted Solution Web Site is available.

To connect to the Hosted Vendor Solution Web Site you will need a web browser and an Internet connection. Internet Explorer 5.0 or later is recommended.

STEP 1. The web address for the Hosted Vendor Solution is:

<https://hvs.advanceautoparts.com/>

Enter this address into the address box of your web browser and hit the [ENTER] key on your keyboard or the “Go” button located to the right of the address box.



Section 6:

Manual Upload Process (cont.)

STEP 2. You will see a login screen similar to the one below. Enter your EDI number and the password provided to you and click the “Sign In” button to proceed to the Main Menu. You may check the “Remember Login” box to bypass this screen during future visits. It is recommended that you leave the “Remember Login” box unchecked if you are using a shared computer.

Advance Auto Parts - FDO Hosted Vendor Solution - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <http://hvs.advanceautoparts.com/> Go Links

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HOSTED VENDOR SOLUTION

ACCOUNT LOGIN

EDI Partner ID:
999999

Password:

Remember Login

Sign In

Step 2. Enter your EDI number and the password provided to you and click the Sign In button to proceed to the Main Menu.

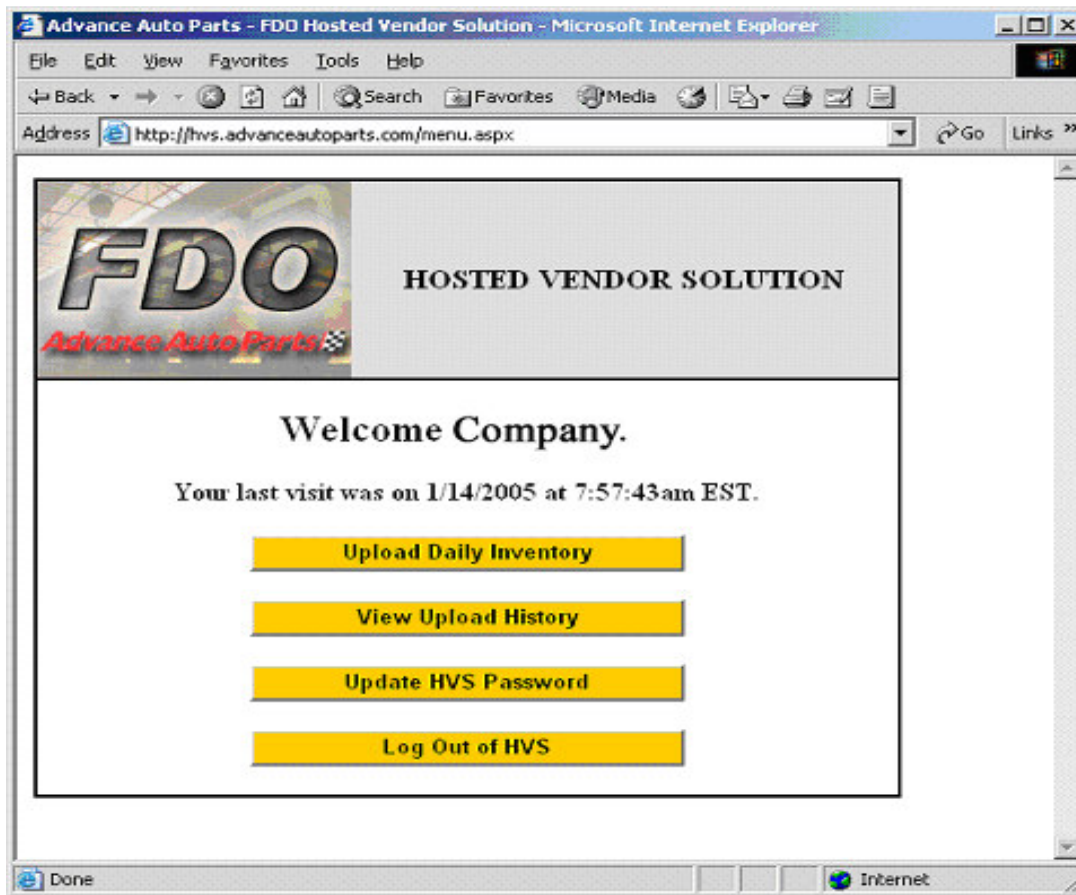
Done Internet

Note: If you are unsure of your EDI number or password, you may contact the FDO Support Team by phone at **1-800-314-4243 Ext. 4163** or by email at fdosupport@advance-auto.com.

Section 7:

Manual Upload - Navigating the Main Menu

You will receive a welcome message and a note displaying the last time you visited the Hosted Vendor Solution website.



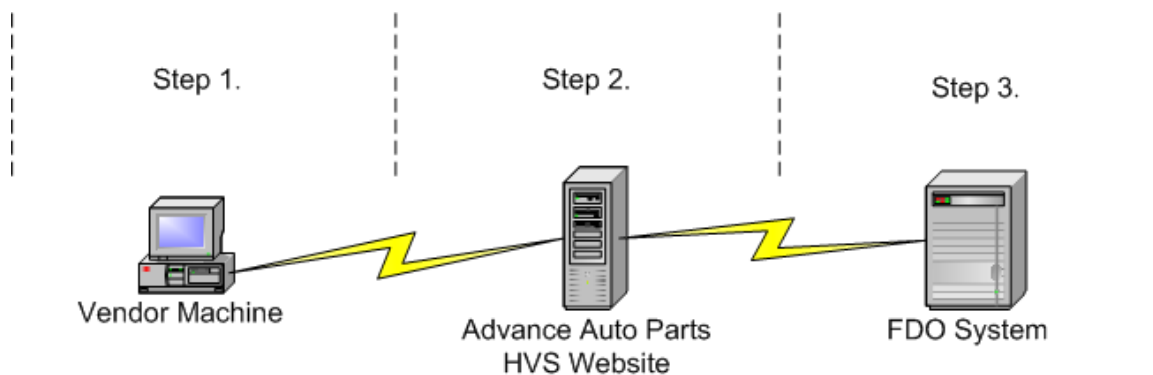
Currently there are four options on the "Main Menu".

1. **Upload Daily Inventory** – Option will allow you to upload your inventory file. See page 9 (Uploading Your Inventory) for details.
2. **View Upload History** – Option will provide a tracking log of previous uploads. See page 10 (Viewing Upload History) for details.
3. **Update HVS Password** – Option will allow you to change your HVS password. See page 11 (Changing Your Password) for details.
4. **Log Out of HVS** – Option logs you out of the Hosted Vendor Solution website and returns you to the Login Screen. See page 12 (Logging Out) for details.

Section 8:

Manual Upload - Upload Overview

The following diagram provides a high-level graphical overview of the HVS upload process.



Step 1 - Connect to the Internet to access the Hosted Vendor Solution web site. Upload your inventory file using option 1 on the Main Menu.

Step 2 - The HVS Web site accepts the file and saves it to a local repository.

Step 3 - A polling application runs every 15 minutes to pull all files from the web server. Checks for valid data and loads to the FDO System.

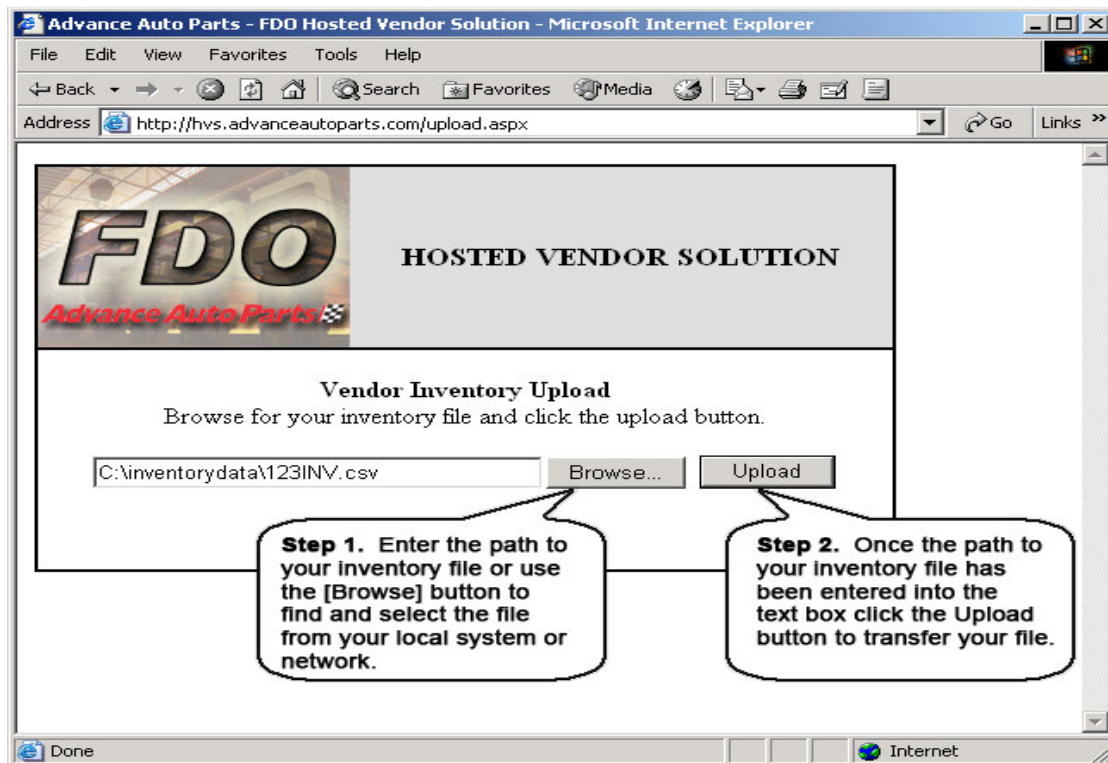
After the inventory data is successfully loaded to the FDO System, a new history record will appear in the HVS web site detailing the status of the load and any errors that occurred.

Section 9:

Manual Upload - Uploading Your Inventory

Clicking on the “Upload Daily Inventory” button you will see the Vendor Inventory Upload screen shown below. To upload your inventory file, follow this simple 2-step process:

1. Use the [Browse] button to search for and select your inventory file. Select the file to return the path to your inventory file to the textbox. **Note:** Alternatively you can manually type the path directly into the textbox.
2. Once a valid path to your inventory file is displayed, click the [Upload] button to begin the file transfer.



Time to upload differs depending on the file size. You will see a message appear at the bottom of the screen similar to:

Your inventory file uploaded successfully. (15632 bytes sent.)

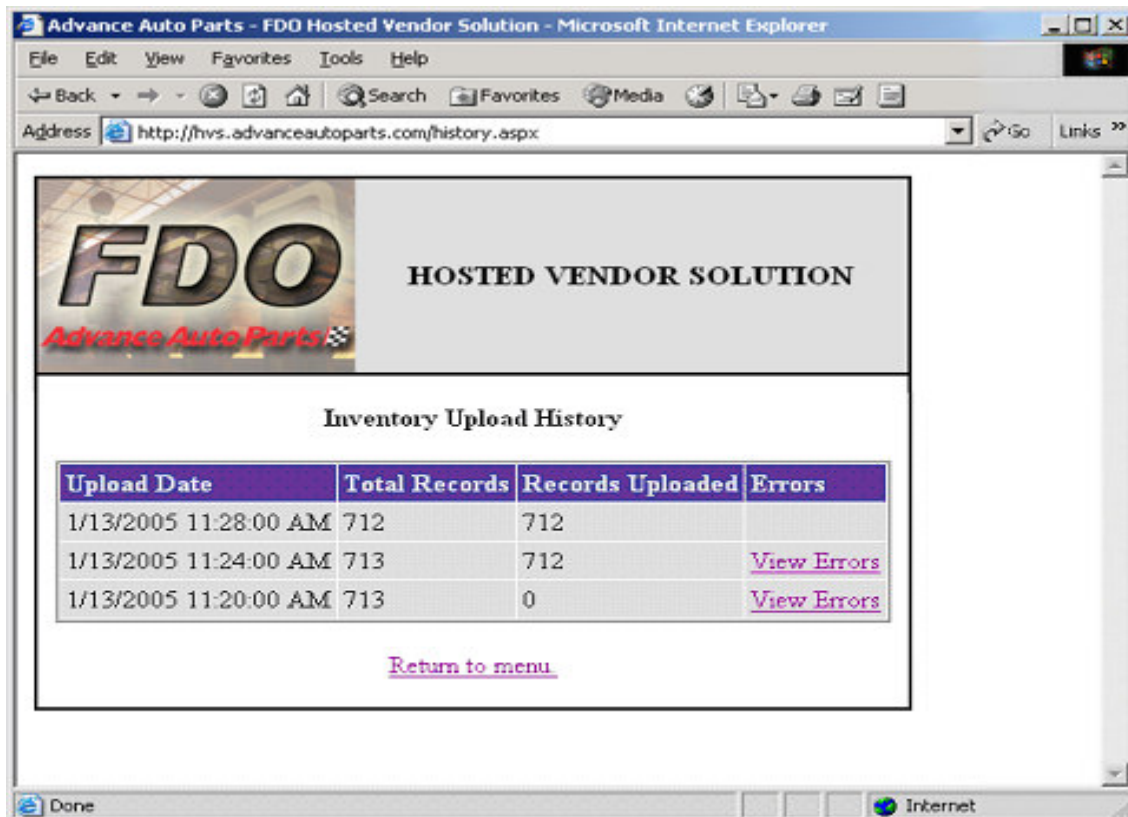
Once message appears, inventory has been successfully transferred to Advance Auto Parts for processing.

For additional information on the acceptable file format see “Appendix A – File Format” on page 13. **It is important that you upload your files on a daily basis (see “Appendix B – Important Timing on page 14).**

Section 10:

Manual Upload - Viewing Upload History

Clicking on the “View Upload History” button will display a screen similar to the one below (you must have uploaded at least one inventory file and that file has had time to process for screen to appear.)



After your inventory file has been uploaded and processed by the polling application a corresponding entry will be added to the Inventory Upload History screen. The Upload Date & Time displayed represents the time your file was processed not the time that you completed the uploaded. See “Upload Overview” on page 8 for more information on the processing details.

A successful upload will show the same number in both the Total Records and the Records Uploaded columns. An error log is available if any variance occurred. To view the error log click the “View Errors” link. The error log will tell you the record(s) which failed and why.

Note: Please allow 45 minutes to an hour after uploading file for history record to appear. Processing occurs every 15 minutes, with one or more files to process.

Section 11:

Manual Upload - Changing Your Password

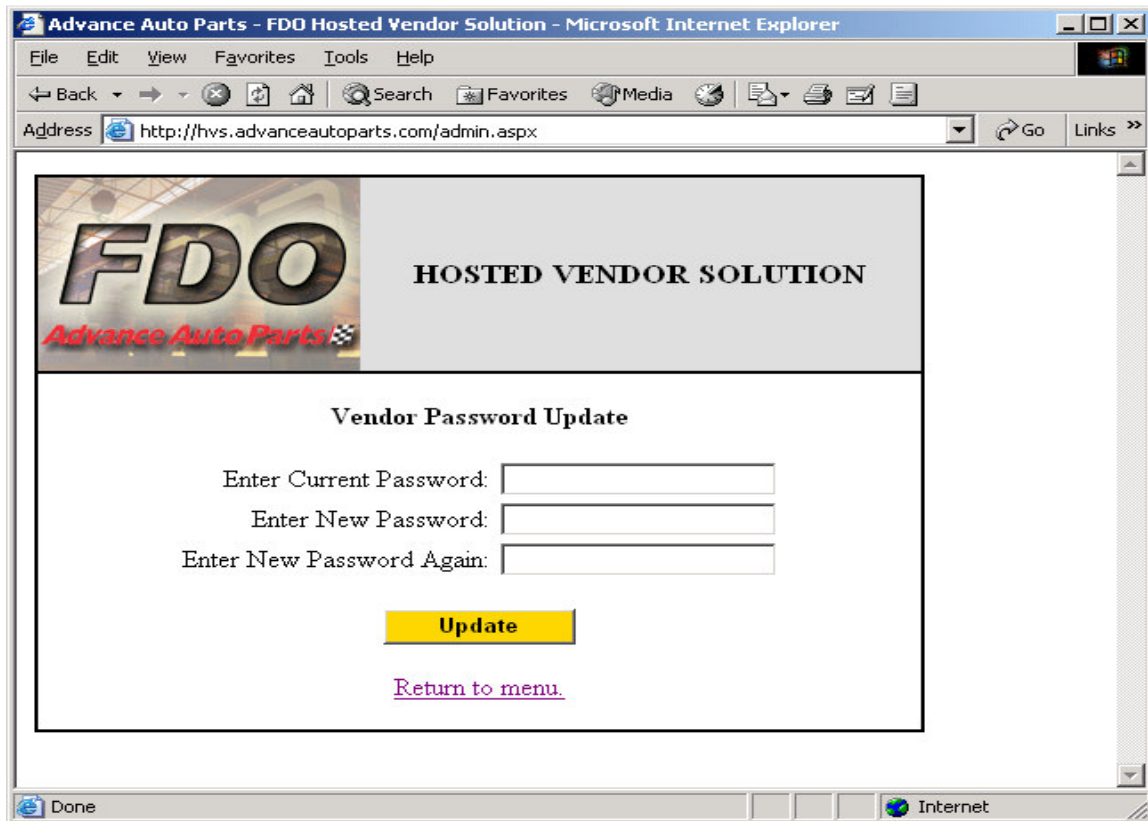
Clicking the “Update HVS Password” button displays the screen below. To change your password, follow the steps listed.

STEP 1. Type your current password into the first textbox labeled “Enter Current Password”.

STEP 2. Type your new password into the second textbox labeled “Enter New Password”.

STEP 3. Type your new password again into the third textbox labeled “Enter New Password Again”.

STEP 4. Click the [Update] button to change.



The screenshot shows a Microsoft Internet Explorer browser window titled "Advance Auto Parts - FDO Hosted Vendor Solution - Microsoft Internet Explorer". The address bar shows "http://hvs.advanceautoparts.com/admin.aspx". The main content area features the FDO logo and the text "HOSTED VENDOR SOLUTION". Below this is a section titled "Vendor Password Update" containing three text input fields: "Enter Current Password:", "Enter New Password:", and "Enter New Password Again:". A yellow "Update" button is positioned below the fields, and a link labeled "Return to menu." is located at the bottom of the form area. The browser's status bar at the bottom shows "Done" and "Internet".

If you forget your password, you may have it reset by contacting the FDO Support Team by phone at **1-800-314-4243 Ext. 4163** or by email at fdosupport@advance-auto.com.