Factory Direct Ordering
Hosted Vendor Solution
Vendor Quick Start Guide

V. 7.4

July 21, 2016

Developed by

Advance Auto Parts

Service is our best part.

FDO – Hosted Vendor Solution

For more information, contact FDO Support

FDOSupport@advance-auto.com

Trademarks

Some of the product names and company names used in this document have been used for identification purposes only and may be trademarks or registered trademarks of their respective manufacturers and sellers.

Disclaimer

Advance Auto Parts reserves the right to revise this publication and make changes from time to time in its content without notice.

Introduction

Advance Auto Parts is pleased to announce the updated Factory Direct Ordering's Hosted Vendor Solution (HVS). This document will describe the process required to upload your inventory data for processing by the FDO system.

Please keep this manual, as it will answer many questions that may arise during your Hosted Vendor Solution experience.

It is expected that you read through this manual prior to and during your first few attempts at uploading your inventory data for HVS. If you have any specific questions not covered in this manual, contact

FDOsupport@advance-auto.com

<u>Important Information</u>

Accurate and timely inventory submission uploads are critical pieces to FDO sales success!

The manufacturer part number to Advance Auto Parts (AAP) sku relationship is also very important. Although the AAP sku number is not referenced on the inventory submission upload it is crucial for inventory to display.
To further elaborate, if a manufacturer part does not have a correlating AAP sku it will not be available.

***Please periodically request a full listing of your product offering with AAP skus from your Category Manager to ensure all Manufacturer Part Numbers are included in FDO inventory submissions**

It's critical that you upload an inventory file daily. We require a minimum of 3 uploads daily. Any inventory data that has not been updated within 96 hours is considered out of date and will purged and not be used for FDO purposes. Until a new inventory file has been uploaded, no products will be available to order through FDO for that vendor.

TABLE OF CONTENTS

Inventory Submission File Format

It's critical that the inventory file upload is formatted correctly. The inventory file needs to be comma delimited (csv file) and contain the following fields in exact order:

EDI Partner ID – alphanumeric value

Manufacturer Part Number – alphanumeric part number associated with the AAP sku (**max length of 15 characters**)

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

Quantity – numeric whole numbers- (no decimals, no commas to separate thousands).
  *system limitation up to 4 digits (9999 is highest)

Days Prior to Ship – numeric whole numbers which represent the count of days required to pick, pack and ship order
Ex:
0 day = order will be ready to ship day of order
1 day = order will be picked and shipped next day

Order Cutoff Time – alphanumeric five character field in military time format converted to Eastern Standard Time (EST). This is the time you will process and pull orders up to.
(**max length of 5 characters; (hh:mm**)

You must upload a file with a **.csv** extension. No excel files are allowed.

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

EDI ID, MFG Part #, QTY, Days Prior to ship, Order cutoff time

```
123,M-11,0,1,17:00
123,M-15,67,1,17:00
123,M-19,145,1,17:00
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
```

Item Availability
Once a part has been uploaded, it cannot be removed/deleted from our inventory. If the item is no longer available, the vendor **MUST** send an update for that part with a quantity of 0 before it is removed from any further inventory uploads. This will ensure the part will no longer receive any orders.

To Export a .csv file from Excel:

If your inventory data is in Excel, you will need to export to a .csv (comma seperated or value) file before uploading. This is a very simple process.

STEP 1. Open your inventory file in Excel and remove any header row if you have any. Your data should begin with your first inventory part displayed in Row 1.
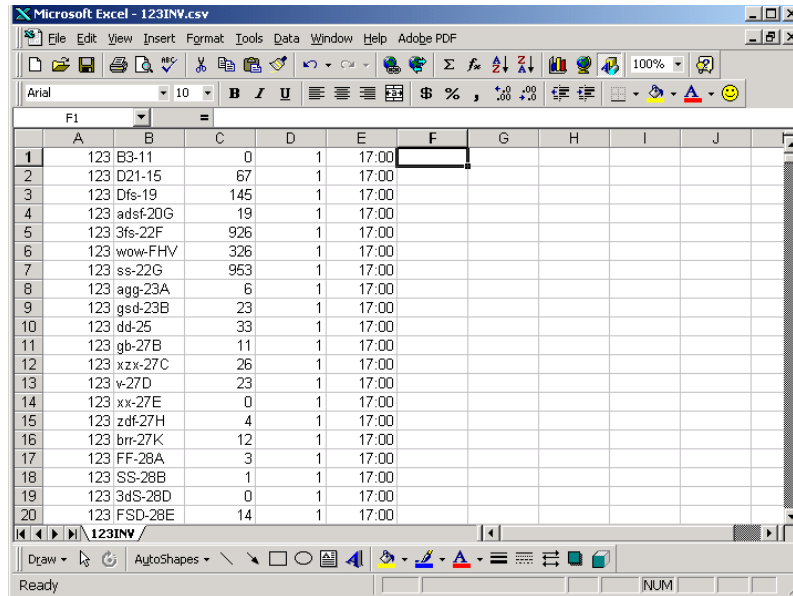
STEP 2. Click on File – Save As… from the main menu. In the Save As… dialog box change the "Save As Type" drop down to "CSV (Comma Delimited) (*.CSV)".
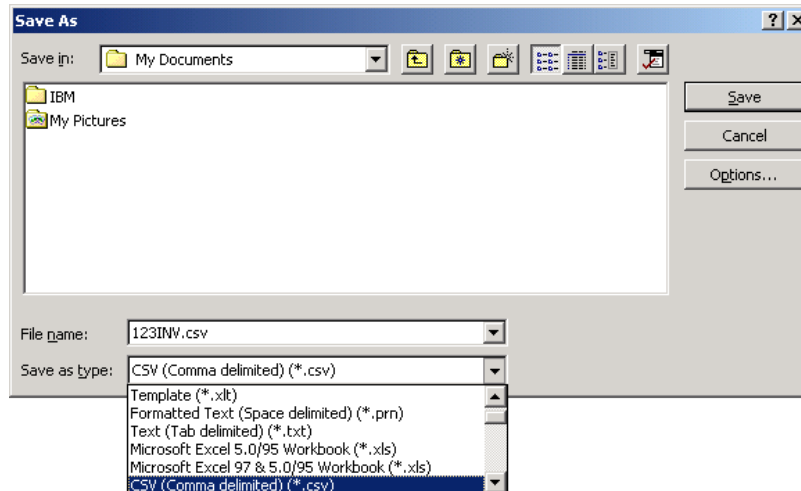
STEP 3. Give your file a name and click the "Save" button. Don't forget the folder that you saved your file to, as you will need to know it to upload your file.

Automated SFTP Upload Process

Overview

This process has been made available for the vendors that will allow them to upload their inventory files to Advance Auto Parts (AAP) via Secure File Transfer Protocol (SFTP). This will allow a vendor to set up an automated upload from their system with relative ease. Vendors will be able to automatically upload the inventory several times a day so that the Factory Direct Ordering (FDO) quantities shown at AAP will be more accurate.

Note: If you are unsure of your EDI number or password or if you have any issues or questions about the SFTP process please contact our support team at:
FDOSupport@advance-auto.com

SFTP Connection

The settings for the vendor's SFTP connection are as follows:
1. **URL – si-web.advanceautoparts.com   Port: 50415**
2. **User ID & Password: You will receive this from the FDO Support team for FDO.**
    a. **The password is case sensitive.**

<u>Using an SFTP Client</u>
==**If the vendor has an SFTP client they already use, they can use the same connection information that is listed on page 9 for FileZilla.**==

If a vendor does not have an SFTP client they currently use, a number of SFTP clients may be downloaded from the Internet. There are many choices available for use & they should be researched by the vendor to determine the best suitable solution for their organization.

==**Advance Auto Parts <u>will not</u> support the vendor's selected software connectivity tool. Advance Auto Parts <u>will</u> provide support only for User ID and/or password issues.**==

One of the most widely used and reliable products is called FileZilla. For demonstration purposes only, we will use FileZilla for an EXAMPLE of how to set up & transmit an Inventory File.
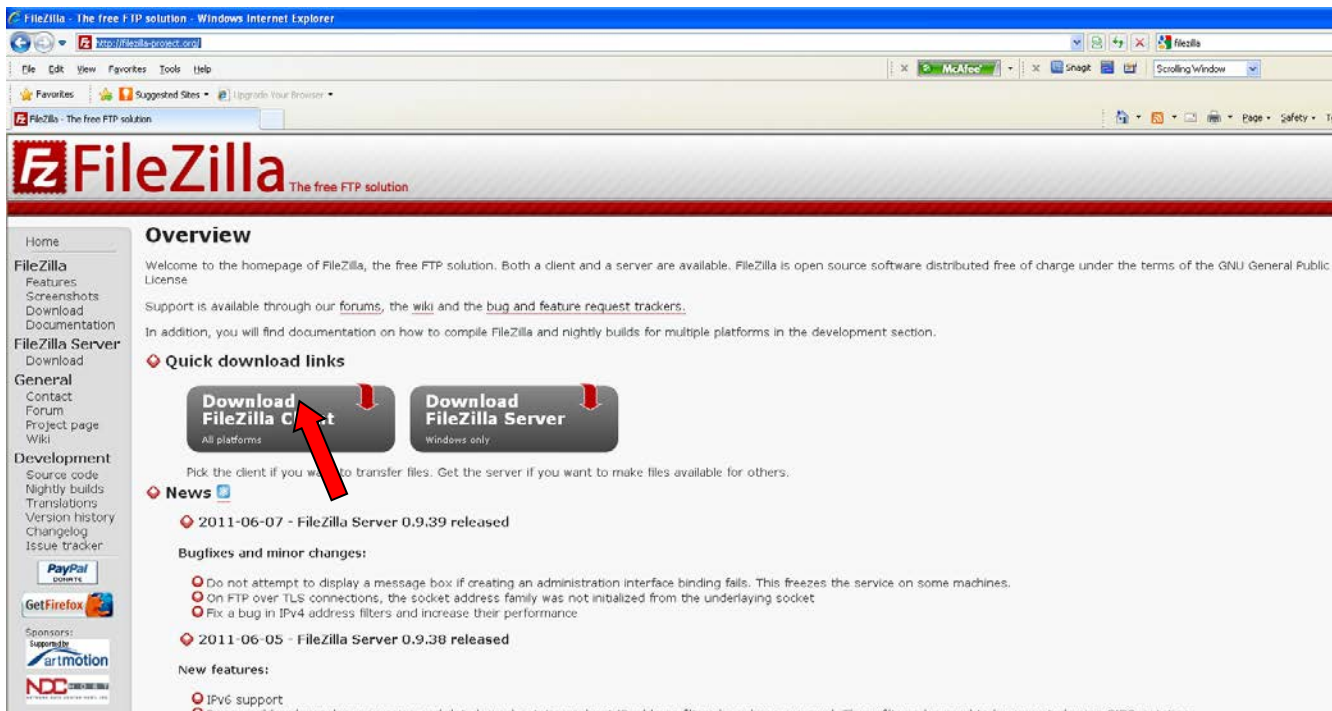
==**This SFTP client is <u>NOT</u> required or endorsed in any way by Advance Auto Parts.**==

Please Note: FileZilla only allows for manual transmissions & ***does not have a way to create an automated process.***

It can be downloaded at:
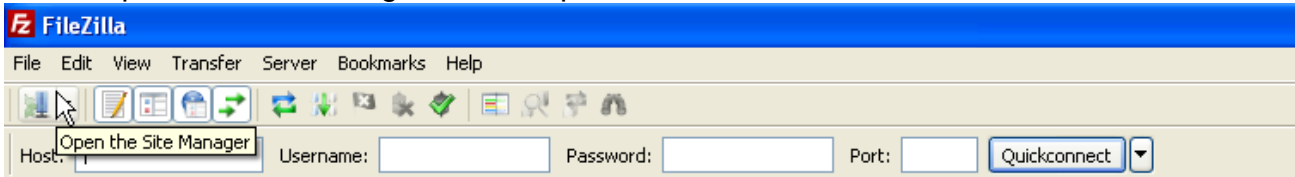http://filezilla-project.org/
If FileZilla is the selected client, please download the **FileZilla Client.**

Once FileZilla has been installed, use the steps on the next page to set up the connection to Advance Auto Parts.

Setting up FileZilla to connect to AAP:

1. Open FileZilla.
2. Open the Site Manager on the top left of the tool bar.

 a. Select New Site & provide a name.
 b. Host: **si-web.advanceautoparts.com**
 c. Port: **50415**
 d. Protocol: **SFTP – SSH File Transfer Protocol**
 e. Logon Type: **Normal**
 f. User: **Your EDI Partner ID**
 g. Password: **Contact** FDOSupport**@advance-auto.com** **if you do not know your password.**
 h. Account: **Blank**
 i. Select OK.
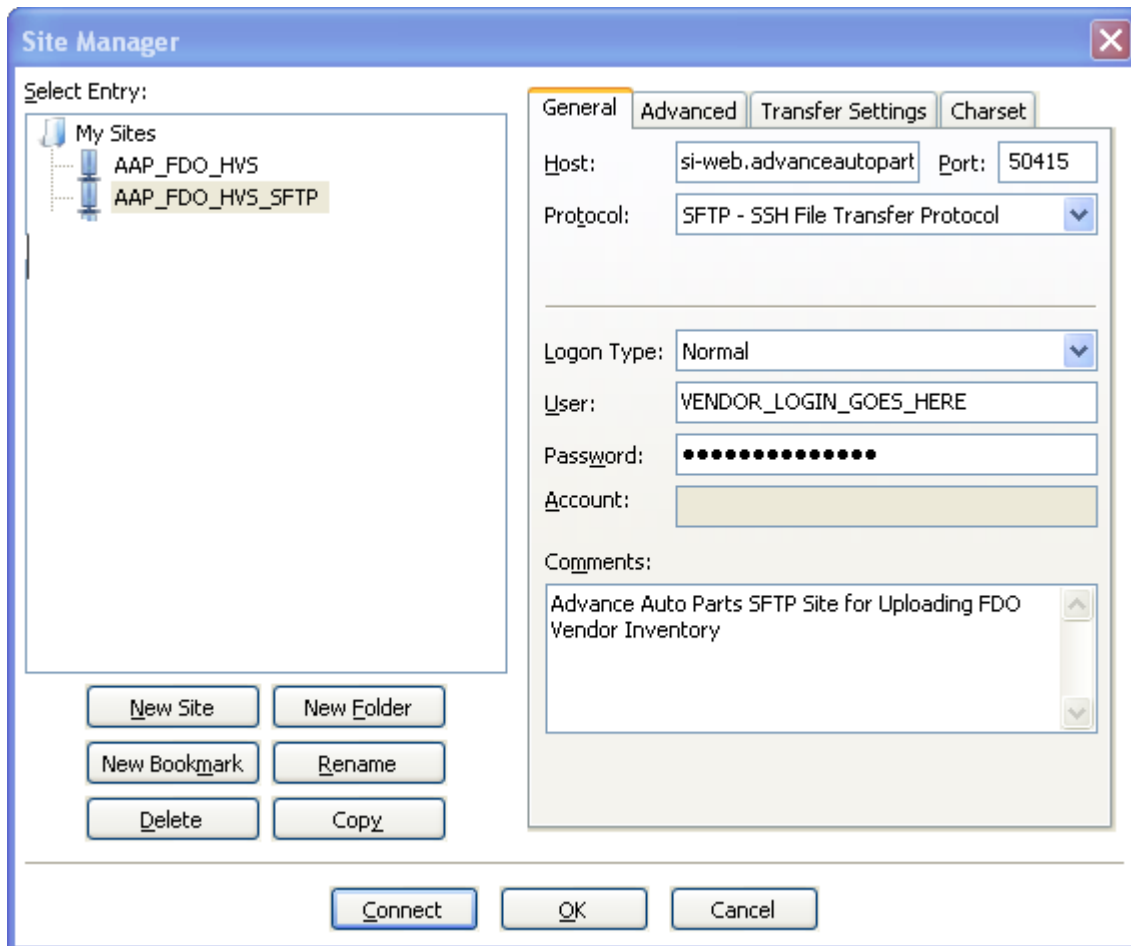
How to transfer your inventory file to Advance Auto Parts

==Understanding the 6 sections of the screen:==
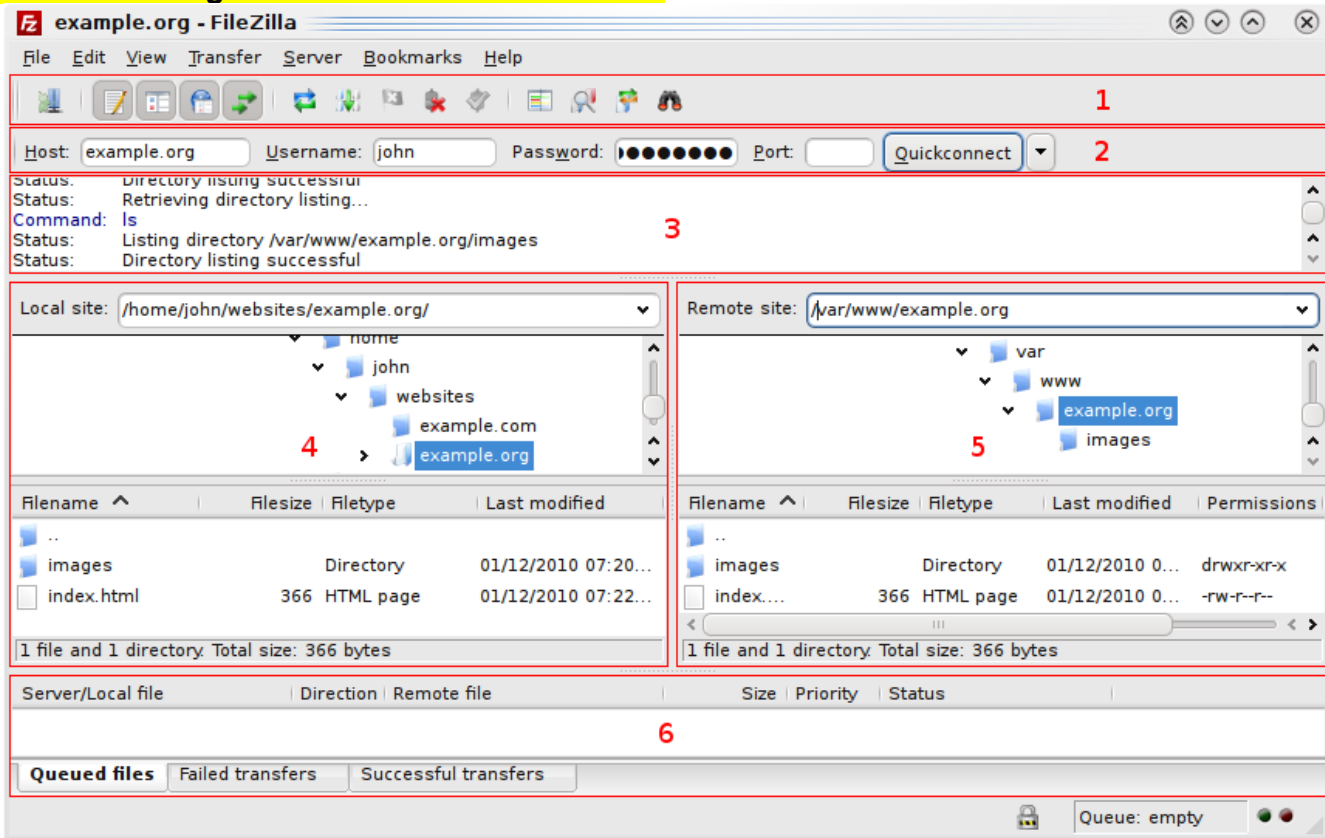
==Legend: 1. Toolbar, 2. Quickconnect bar, 3. Message log, 4. Local pane, 5. Remote pane, 6. Transfer queue==

1. In the Local Pane, navigate to the location of your .csv inventory file.
2. To process the file, select and drag your file from the Local Pane (left) to the Remote Pane (right).
3. The SFTP process will begin.
4. You can see the progress and all messages in the Message Log.
5. The Transfer queue on the bottom of the screen will display the transfer in 1 of 3 tabs: Queued files (waiting to process), Failed transfers, Successful transfers.

➔ **See screen shots on the following pages for examples.**

➔ Connecting & Navigating to the Inventory File
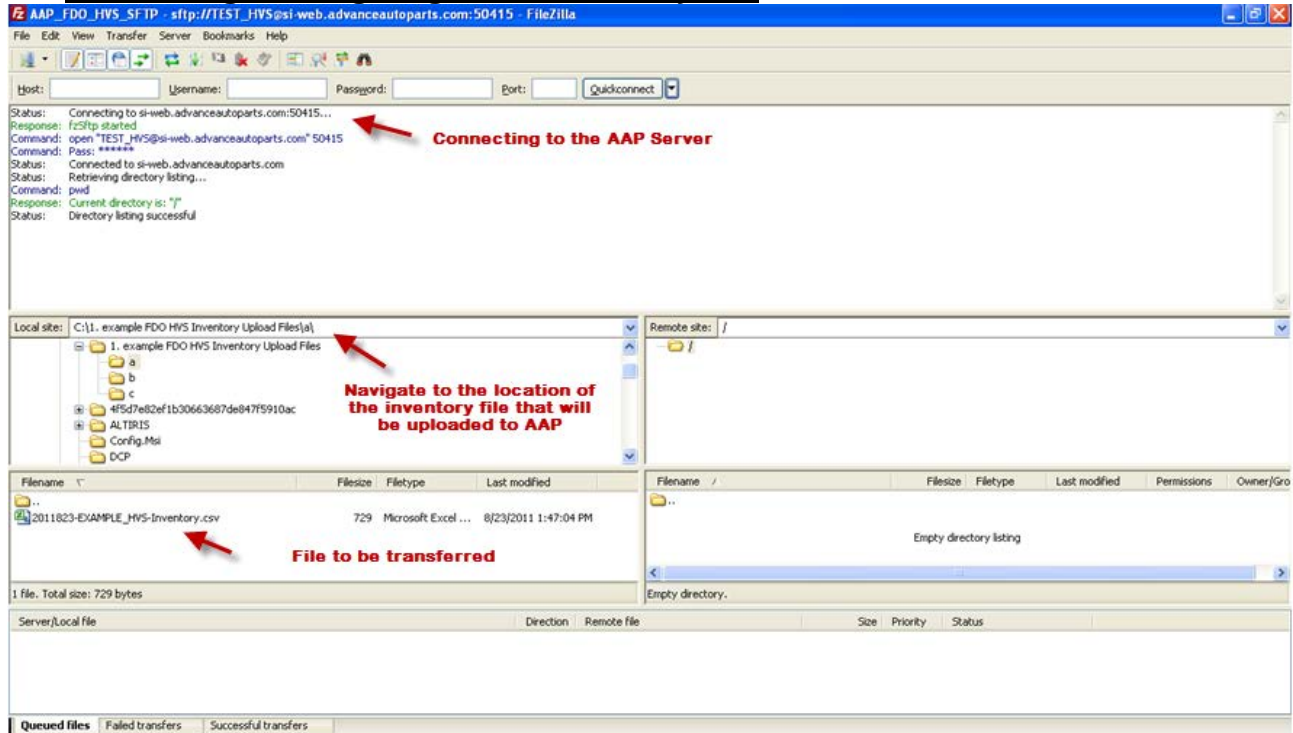
➔ Moving the file from the Local Pane to the Remote Pane
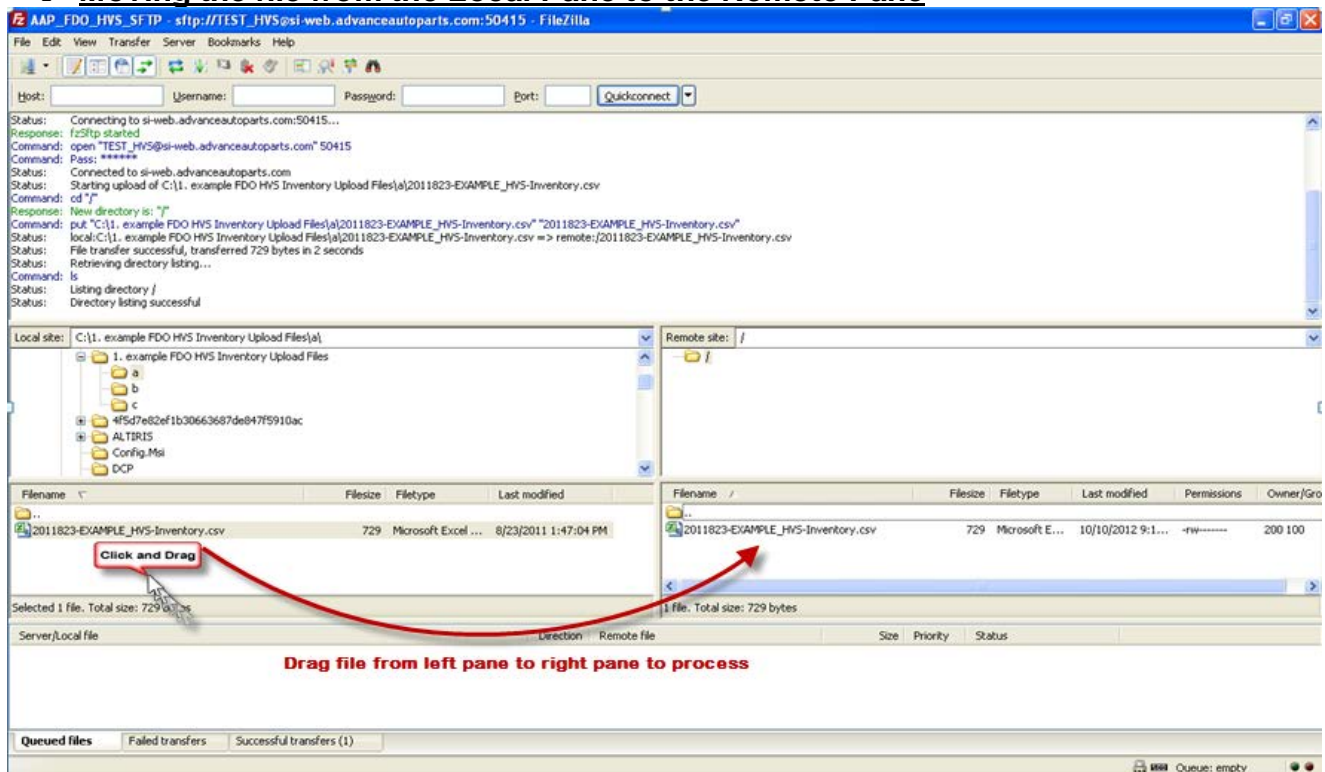
FileZilla provides excellent online documentation for their product.
For further information, screen shots & help using FileZilla, please go to their website:
http://filezilla-project.org/