



## Policy Pertaining to EDI-to-Fax Purchase Orders

*EDI-to-Fax purchase order service is intended to be a temporary service until our trading partners become compliant in accordance with policy guidelines of supporting EDI or trading transactions electronically. All Rite Aid suppliers are expected to be in compliance with EDI requirements as outlined in the Rite Aid Supplier Compliance Guide. Use of the EDI-to-Fax service for delivery of purchase orders **does not** constitute compliance. Below is the standard letter received by those on this temporary service.*

### Rite Aid's EDI-to-Fax Service

This letter confirms that your company is temporarily set up to receive Purchase Orders via Rite Aids' EDI-to-Fax Service. This service is the first step towards becoming EDI-compliant and trading electronically with Rite Aid.

Please complete and return the Trading Partner Profile to the Rite Aid EDI Department. When your item information has been set up in the Rite Aid system you will be contacted to begin EDI testing and confirm the item information. Completing EDI testing prior to the release of the initial purchase orders will eliminate the faxed purchase order process.

To assist you in trading electronically, please visit our EDI/B2B Services website at [www.riteaidediservices.com](http://www.riteaidediservices.com)

Rite Aid asks that you familiarize yourself with our Vendor Supply Chain Guide, in particular the areas surrounding the EDI and the Vendor Compliance Program. This guide is located at [www.riteaid.com](http://www.riteaid.com). Select "Corporate Info" at the bottom of the page select "Supplier Portal."

We in the EDI/B2B Dept at Rite Aid would like to welcome you to Rite Aid and look forward to a successful transition to trading electronically.

**Please complete the EDI Trading Partner Profile for your company and return by email at [edi@riteaid.com](mailto:edi@riteaid.com) or by faxing it to our B2B/EDI Department at 717-975-8623.**

Thank You  
Rite Aid Corporation  
EDI/B2B Department  
717-731-3815 – EDI Helpline  
717-975-8623 – Fax  
[edi@riteaid.com](mailto:edi@riteaid.com)