

## Getting Started - Vendors & Suppliers

*Coca-Cola Bottling Co. Consolidated is committed to improving our business processes by implementing proven best practices.*

**If you would like to become an EDI trading partner with CCBCC, please review the instructions below on how to get started. You may also save or print this document, which is in PDF format.**

- 1) Send an introductory email to [edi@ccbcc.com](mailto:edi@ccbcc.com) that includes the following information:
  - *Name of Company*
  - *Contact information phone number/email address*

The introductory email is to let the EDI Administrator know your company is interested in trading EDI purchase order and invoice documents.

The Administrator will follow up with a phone call or email to the contact listed to gather more information and will advise if you have been approved as an EDI trading partner.

- 2) After the initial contact and approval, download and print the *Letter of Agreement* form. Please forward to appropriate contract/legal area of your company for signature. This form must be signed prior to going to production. Instructions on where to return completed forms can be found in FAQs.
- 3) Complete the *EDI Trading Partner Profile Form* and fax to 704-602-4498 or email to [edi@ccbcc.com](mailto:edi@ccbcc.com)
- 4) CCBCC will contact your company to begin communication testing. Before trading EDI documents a method of communication must be agreed upon between CCBCC and the Trading Partner. Communication methods approved by CCBCC for transmitting EDI documents are AS2, Secure FTP, VPN and VAN.
- 5) After successful communication testing, the next step is setting up and testing EDI data. Please be prepared to send or receive a test EDI document containing test ISA IDs in the agreed upon X12 format. See *CCBCC EDI Specifications* documents for mapping requirements for each transaction you will be trading with CCBCC.
- 6) Upon successful data testing, a date will be agreed upon as the “go-live date” and transmissions will begin in production.