



Casey's Partners

Audience: Third Party Vendors

Overview: Casey's Partners is a web portal where third party vendors can maintain their products and costs. The following guide will cover logging in, updated costs, and adding and deleted items.

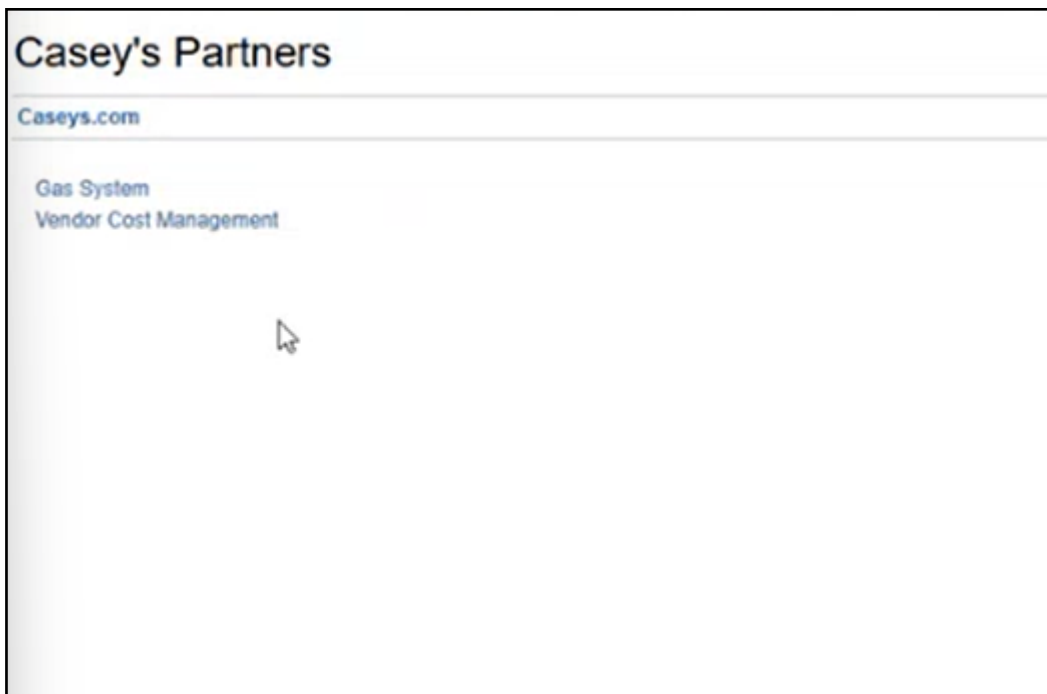
Contents:

Log In.....	1
Cost Change.....	2
Cost Change via File Upload	4
Create an Item	6
Delete an Item	7

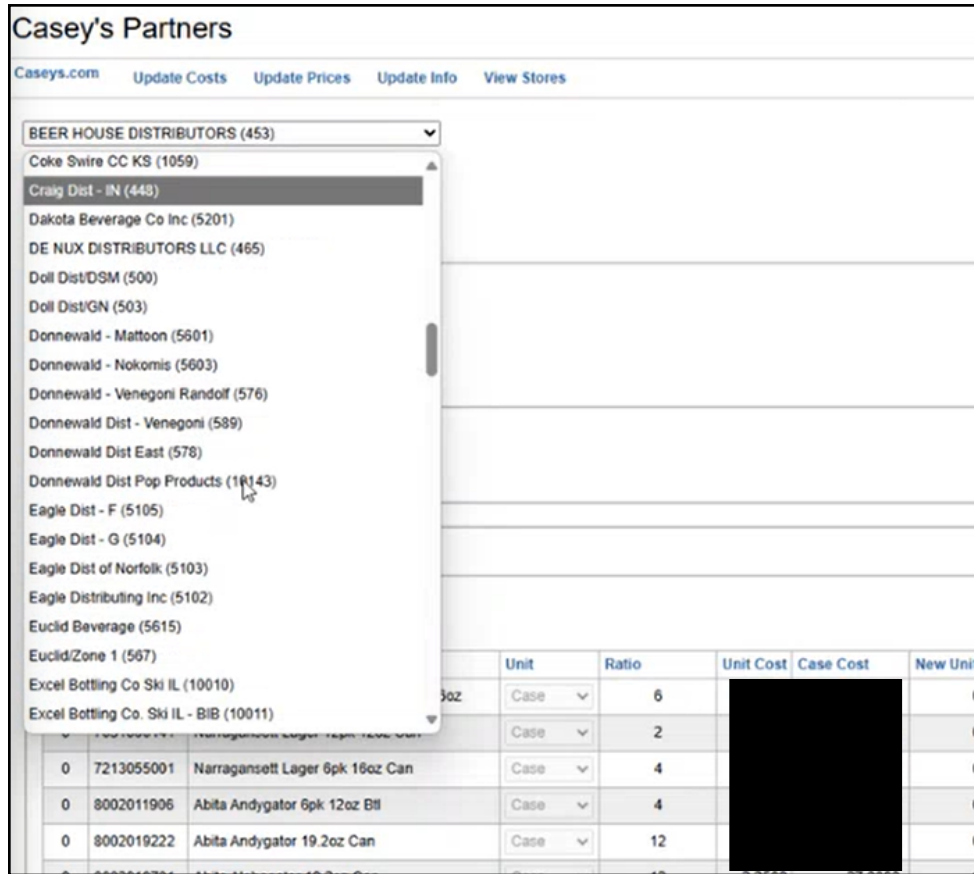
Log In

Use the following instructions to log into Casey's Partners.

1. Use the link www.caseyspartners.com to go to Casey's Partners.
2. Log in using the username and password provided by Casey's.
3. Click Vendor Cost Management in the top-left corner of the page.



- Select the appropriate vendor account from the drop down. Most will only have one vendor account assigned to them.



Cost Change

Use the following instructions to enter in cost changes.

- Once logged in, all current item costs can be seen on the Current Item Costs table.
- Click the Date text field and select a date from the calendar.

Note: Cost changes should be submitted one month prior to effective date, unless approved by the category manager. Even with category manager approval, cost changes will take at least two (2) business days to process.

- Check the box next to **All submitted costs will have this start date.**

Multiple Dates: If you have cost changes that include different effective dates, uncheck the box next to All submitted costs will have this start date. The Start Date column in the Current Item Costs table will unlock. For each item cost change, you will need to enter a start date.

All submitted costs will have this Start Date:

File Upload: No file chosen

► Pattern

4. Locate an item whose cost you will be changing in the Current Item Costs table.
5. Enter the new cost in the text field under the **New Case Cost** column. Case Cost should reflect the delivered cost.

Casey's Partners

Caseys.com Update Costs Update Prices Update Info View Stores

Dist Dist(DSM (500))

Update Costs

Store Chain (0)

Submitted For Processing

Rows Per Page 10 Pages 1

No costs have been submitted yet.

All submitted costs will have this Start Date: 05/23/2025

File Upload: Choose Files No file chosen Add unrecognized UPC/Ratio as new item Import

Pattern

Current Item Costs

Display current costs only

Zone	UPC	Item Name	Unit	Ratio	Unit Cost	Case Cost	New Unit Cost	New Case Cost	Start Date	Changes Pending	Print Export
0	5000	Beer RPO Credit	Each	1			0.0000	0.0000	04/16/2008	Delete	No
0	1497450009	Woodchuck Amber 6pk BB	Case	4			0.0000	0.0000	11/03/2023	Delete	No
0	1820000016	Bud 6pk Can	Case	4			0.0000	0.0000	11/03/2023	Delete	No
0	1820000018	Bud 6pk 16oz Can	Case	4			0.0000	0.0000	04/17/2024	Delete	No
0	1820000043	Natural LI 6pk 16oz Can	Case	4			0.0000	0.0000	11/03/2023	Delete	No
0	1820000063	Busch 6pk 16oz Can	Case	4			0.0000	0.0000	11/03/2023	Delete	No
0	1820000078	Natural Ice 6pk 16oz Can	Case	4			0.0000	0.0000	11/03/2023	Delete	No

6. Repeat this for each cost change you need to submit.
7. Click **Submit** in the bottom-right corner of the page. The submitted cost changes will appear under Submitted for Processing.

Current Item Costs

Display current costs only

Zone	UPC	Item Name	Unit	Ratio	Unit Cost	Case Cost	New Unit Cost	New Case Cost	Start Date	Changes Pending	Print Export
0	7011920100	Tasote Repeado 750ml	Each	1			40.0000	0.0000	05/20/2023	Undo	Yes
0	7011920300	Tasote Blanco 750ml	Each	1			0.0000	0.0000	05/20/2023	Undo	Yes
0	7011920301	Tasote 110 Blanco 750ml	Each	1			0.0000	0.0000	11/09/2024	Delete	No
0	8002510016	Agave De Cortes Mezcal 750ml	Each	1			0.0000	0.0000	11/09/2024	Delete	No
0	8000007090	Koch Mezcal 750ml	Each	1			0.0000	0.0000	11/09/2024	Delete	No
0	7000000226	Crown Royal 90	Each	1			0.0000	0.0000	09/01/2023	Delete	No
0	6642116278	Plantation Overproof 60% Rum 1L	Each	1			0.0000	0.0000	02/07/2023	Delete	No
0	8932103461	Plantation Shogun 60% Rum 750ml	Each	1			0.0000	0.0000	02/07/2023	Delete	No
0	7116200095	El Dorado 2 yr Rum 750ml	Each	1			0.0000	0.0000	02/07/2023	Delete	No
0	7116200088	El Dorado 3 yr Rum 750ml	Each	1			0.0000	0.0000	02/07/2023	Delete	No
0	7899996770	La Venenosa Arguillata 750ml	Each	1			0.0000	0.0000	11/12/2024	Delete	No
0	7899996771	La Venenosa Maizblanca 750ml	Each	1			0.0000	0.0000	11/12/2024	Delete	No
0	8000000554	Neutro Chocolate Liqueur 750ml	Each	1			0.0000	0.0000	02/07/2023	Delete	No
0	8041480010	Plataner Blanco Tequila 750ml	Each	1			0.0000	0.0000	02/07/2023	Delete	No
0	8041480017	Plataner Blanco Tequila 750ml	Each	1			0.0000	0.0000	02/07/2023	Delete	No
0	8000517054	Charley Green Tea Vodka 1L	Each	1			0.0000	0.0000	02/07/2023	Delete	No
0	7279610400	Ricardo Santos Malbec 750ml	Case	12			0.0000	0.0000	11/07/2024	Delete	No
0	7791521702	Tosco Malbec 750ml	Case	12			0.0000	0.0000	11/07/2024	Delete	No
0	7040000017	Aquitana Pinot Noir 750ml	Case	12			0.0000	0.0000	11/07/2024	Delete	No
0	8420927000	Lutera Caberneta 750ml	Case	12			0.0000	0.0000	11/07/2024	Delete	No
0	8420927040	Las Gorgas Malbec Tempranillo 750ml	Case	12			0.0000	0.0000	11/07/2024	Delete	No

Submit

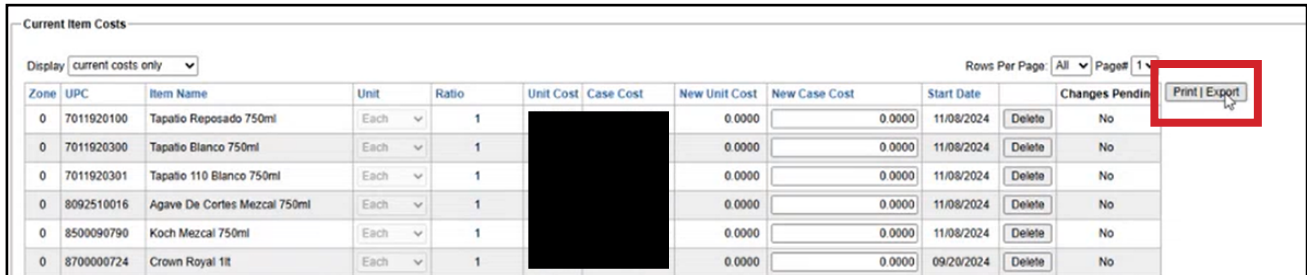
Note: Prior to submitting, any cost change can be undone by clicking Undo in the Current Item Costs table next to the item.

11/08/2024	Delete	No
05/25/2025	Undo	Yes
09/20/2024	Delete	No

Cost Change via File Upload

For multiple cost changes, it may be easier to submit them via a file upload.

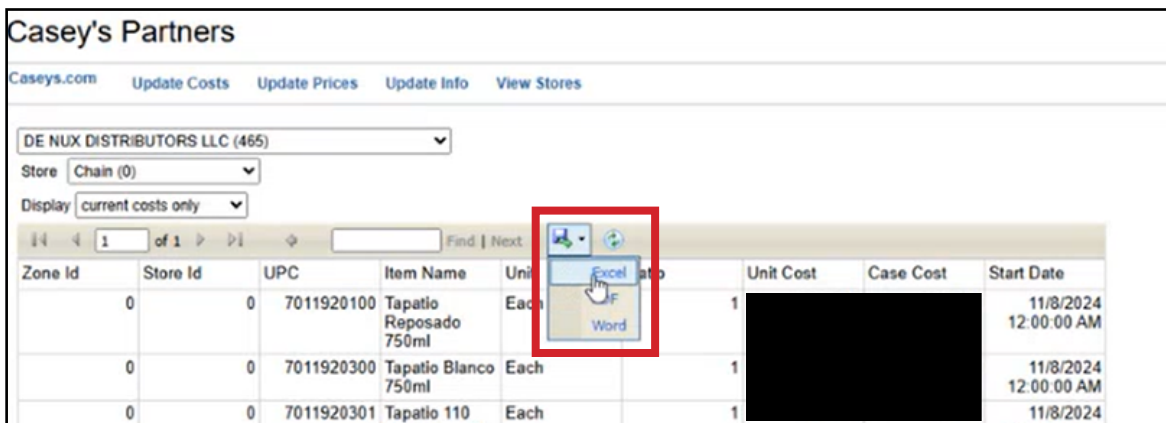
1. Click **Print | Export** near the top left of the Current Item Costs table. A new tab opens with the Current Item Costs table.



The screenshot shows a table titled "Current Item Costs" with columns: Zone, UPC, Item Name, Unit, Ratio, Unit Cost, Case Cost, New Unit Cost, New Case Cost, Start Date, and Changes Pending. A "Print | Export" button is highlighted in a red box in the top right corner.

Zone	UPC	Item Name	Unit	Ratio	Unit Cost	Case Cost	New Unit Cost	New Case Cost	Start Date	Changes Pending
0	7011920100	Tapatio Reposado 750ml	Each	1			0.0000	0.0000	11/08/2024	No
0	7011920300	Tapatio Blanco 750ml	Each	1			0.0000	0.0000	11/08/2024	No
0	7011920301	Tapatio 110 Blanco 750ml	Each	1			0.0000	0.0000	11/08/2024	No
0	8092510016	Agave De Cortes Mezcal 750ml	Each	1			0.0000	0.0000	11/08/2024	No
0	8500090790	Koch Mezcal 750ml	Each	1			0.0000	0.0000	11/08/2024	No
0	8700000724	Crown Royal 1lt	Each	1			0.0000	0.0000	09/20/2024	No

2. Click the **Save** icon at the top of the Current Item Costs table in the new tab. Select Excel from the drop-down. An .xls file will download.



The screenshot shows the "Casey's Partners" interface with a table of item costs. A red box highlights the "Save" icon and the "Excel" option selected in the dropdown menu.

Zone Id	Store Id	UPC	Item Name	Unit	Unit Cost	Case Cost	Start Date
	0	0	7011920100 Tapatio Reposado 750ml	Each			11/8/2024 12:00:00 AM
	0	0	7011920300 Tapatio Blanco 750ml	Each			11/8/2024 12:00:00 AM
	0	0	7011920301 Tapatio 110	Each			11/8/2024

3. Open the downloaded file in Microsoft excel or a similar program.
4. Update the item(s) **Unit Cost**, **Case Cost**, and **Start date**.

Notes:

- You cannot submit past or same day cost changes. It may take two days for submitted cost changes to take effect.
- If the UPC codes are not displaying correctly, highlight the column and reformat them to numbers.

5. Save the updated file as a **.csv file**.

Note: The only file format that can be successfully uploaded is .csv. Any other file format will result in a failed upload.



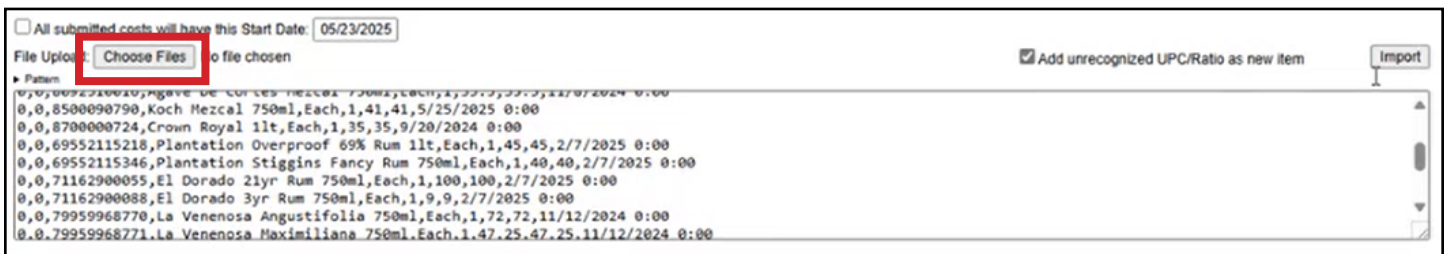
6. Return to the Casey's Partners page.

7. Uncheck the box next to **All submitted costs will have this Start Date**.

8. Click **Choose Files**.

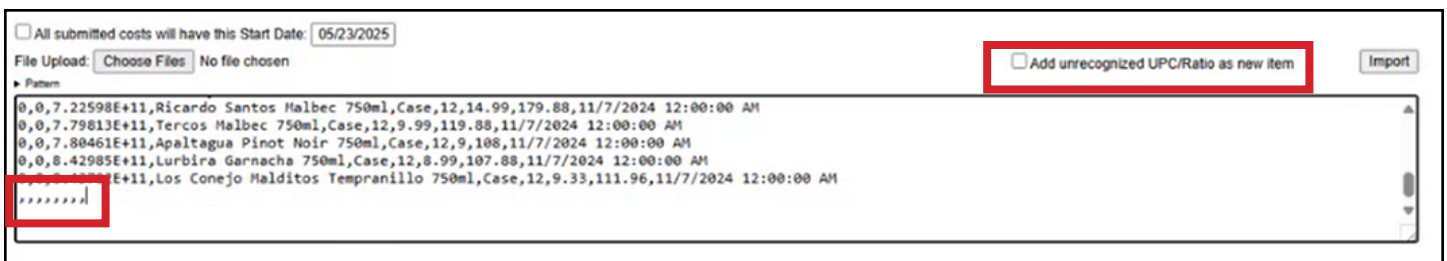
9. Locate the .csv file with the updated cost changes. Select the file and click **Open**. The file will be uploaded, and the changes will be displayed in the text field below the Choose Files button.

10. Scroll through the lines in the text field and make sure the information is correct.



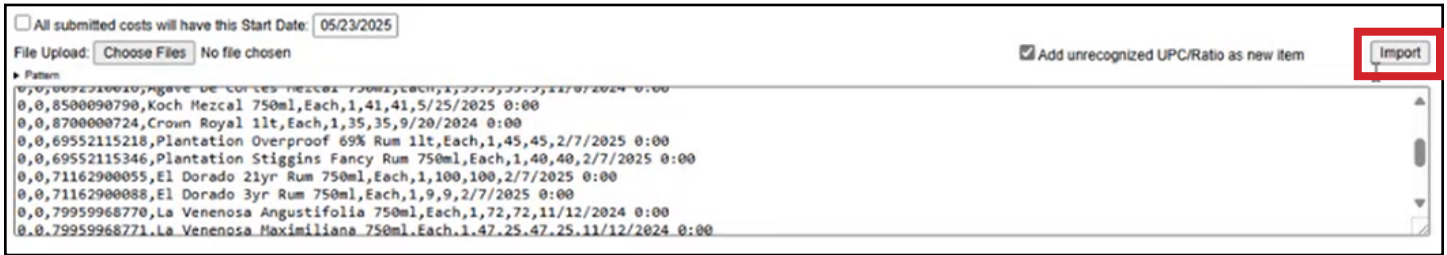
Notes: If there are commas at the bottom of the text, remove them.

New Item: If the file contains any new items, check the box next to Add unrecognized UPC/Ratio as new item.

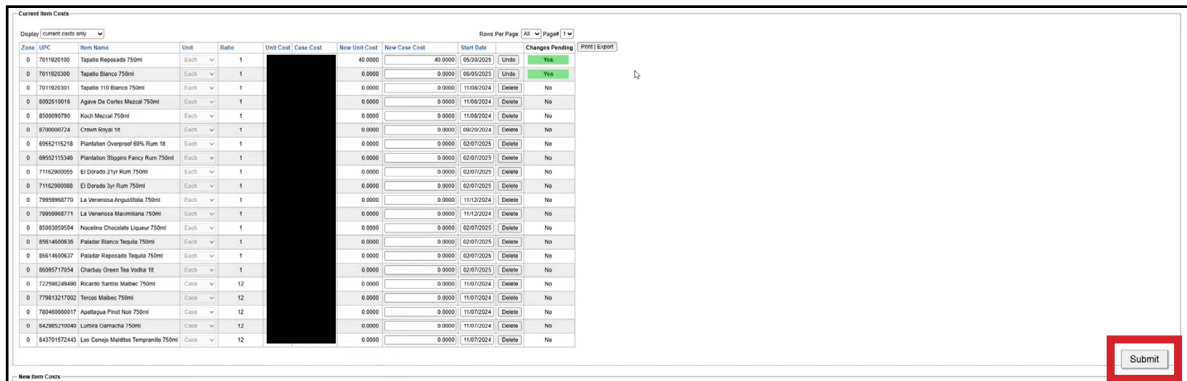


11. Click **import**. A notification message will appear at the top of the page indicating how many lines are ready to submit. Click **OK** in the notification box. All the cost changes will be reflected in the Current Item Costs table.

Note: The notification will indicate all line items, not just those including cost changes.



12. Click **Submit** in the bottom-right corner of the page. The submitted cost changes will appear under Submitted for Processing.



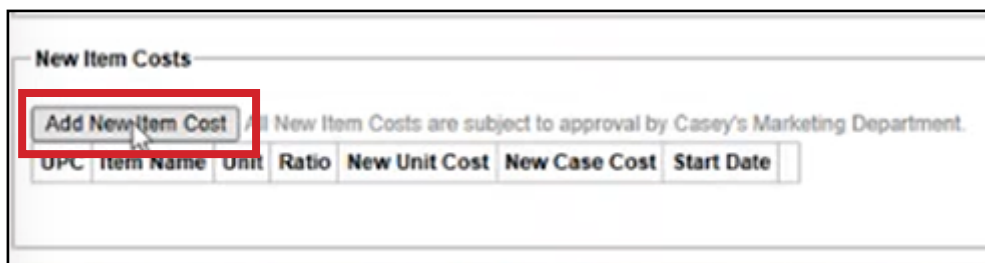
Note: Prior to submitting, any cost change can be undone by clicking Undo in the Current Item Costs table next to the item.



Create an Item

Use the following instructions to add a new item.

1. Click **Add New Item Cost** at the bottom of the page. A new line will be created.



2. Enter the **UPC** and **Item Name**.

Note: The UPC will be the Item UPC and not the Case UPC. Enter the full UPC code.

3. Select either **Each** or **Case** from the Unit drop down.

4. Enter the **Ratio**. If the Unit is Each, enter one. If the Unit is Case, enter the number of items in the case.

5. Enter the **New Case Cost** and **Start Date**.

New Item Costs						
Add New Item Cost <small>All New Item Costs are subject to approval by Casey's Marketing Department.</small>						
UPC	Item Name	Unit	Ratio	New Unit Cost	New Case Cost	Start Date
<input type="text"/>	<input type="text"/>	Each <input type="button" value="v"/>	<input type="text" value="1"/>	0.0000	<input type="text" value="0.0000"/>	<input type="text" value="05/23/2025"/>
						<input type="button" value="Delete"/>

6. Click **Submit** in the bottom-right corner of the page. The new item appears under Submitted for Processing.

Delete an Item

To request an item deletion, contact the Pricebook team directly. The delete functionality on Casey's Partners is no longer valid.