

Bon Ton EDI Barcoding and Electronic Commerce

The Bon Ton's primary objective is to better serve our customers by utilizing technology to the fullest. Equally important are the partnerships that are established with our vendors and carriers, exchanging business documents and systematically processing information that was manually managed in the past. ***No changes have taken effect with Bon Ton's EDI process since the last publication of this guide however Bon Ton's EDI staff would like to take this opportunity to clarify some of the requirements questioned by our EDI partners. These are bolded & in italics throughout the document.***

Bon Ton currently supports the following EDI documents:

| Sending EDI Documents | Versions |
|-------------------------------------|-----------------|
| 850 - Purchase Order | 4010VICS |
| 852 - Sales and Inventory | 4010VICS |
| 997 - Functional Acknowledgment | 4010VICS |
| Receiving EDI Documents | Versions |
| 810 - Invoice | 4010VICS |
| 855 - Purchase Order Acknowledgment | 4010VICS |
| 856 - Advance Ship Notice | 4010VICS |
| 997 - Functional Acknowledgment | 4010VICS |
| Transportation EDI Documents | Versions |
| 210 - Carrier Invoice | 4010VICS |
| 212 - Carrier Delivery Manifest | 4010VICS |
| 214 - Shipment Status | 4010VICS |

Bon-Ton S/R ID's:

For the 850,852,810,855,856, 997: 08/6130110000

For the 210: ZZ/BONTON210

For the 212, 214: ZZ/BONTON214

GXS/Inovis is Bon Ton's primary VAN.

Our Furniture vendors have special requirements and should contact Bon Ton's EDI Office with any questions.

If you would like to establish an EDI trading partnership or have questions regarding EDI please contact Bon Ton's EDI Office at edi@bonton.com or call 717-751-4028.

UPC/EAN Requirements

We are fully committed to the use of Universal Product Code (UPC), European Article Number (EAN) and Electronic Data Interchange (EDI). The management of product information is critical to the integrity and exchange of EDI documents. The Bon Ton expects all vendors to assign UPC/EAN numbers, maintain a third party catalog, mark all merchandise with barcode and utilize UPC/EAN on all EDI documents.

Vendors are required to subscribe to the GXS-Inovis Catalog Service and to grant Bon Ton access enabling the electronic download of product information into our system. Product, UPC/EAN information must be available on the catalog at the time in which our buyer selects the merchandise.

- Hardcopy is acceptable if the vendor's annual UPC/EAN count is less than 100.

Your UPC catalog must contain a minimum of product ID, product description, UPC or EAN, the NRF color and size codes and descriptions. All UPC/EAN's must be assigned at the style (product ID) color and size level. Bon Ton's System does not support pre-pack UPC's.

- UPC/EAN's must be assigned for all collateral such as testers, display fixtures, brochures, and be included when transmitting EDI documents.
- All products purchased by and shipped to our store divisions must be ticketed with a quality scannable barcode and human readable UPC or EAN number.
- UPC-A and EAN are acceptable barcode formats.
- The GSI guidelines state that UPC's are to be retained for 30 months (fashion merchandise) and 48 months (basic merchandise) after the last activity before re-assigning them to new styles, colors and sizes. However, due to the number of problems encountered with reused UPC's, we highly recommend **UPC's never be reused**.
- Data integrity and quality assurances are critical to our ability to manage our business. UPC errors and the lack of barcode quality corrupt this capability. Compliance charges will be issued for this violation.

For additional information you can contact one of the following sources.

UPC and EDI Standards: GSI (formerly Uniform Code Council)
Website www.ucc-council.org

UPC/EAN Catalog Service: Inovis
Website; www.inovisworks.net

Mailbox Pick-Up Schedule:

- Bon Ton's General Mailbox is scheduled for pick-up five times daily, at 3:45AM, 8:30AM, 11:30AM, 2:00PM and 10:00PM EST.
- Bon Ton's 210 Mailbox: ZZ/BONTON210 is picked-up one time a day.
- Bon Ton's 212 & 214 Mailbox: ZZ/BONTON214 Is picked up every *15 minutes*.

General Information and Mapping Clarification:

Bon Ton requires compliance with the VICS document standards.

Functional Acknowledgements are required on all documents exchanged.

850 – Purchase Order

Bon Ton is capable of transmitting Stand Alone **850 - Purchase Orders**. In the BEG01 segment a '00' is the only valid value. The '07' value is no longer transmitted.

The 'requested ship date' is the earliest date to ship. Pick-Up must be scheduled 3 days prior to the cancel date. Contact the buying office for extensions, EDI is not authorized to extend a cancel date.

Retail is transmitted and the vendor is required to print our retail on the UPC/EAN barcode ticket.

We will transmit a purchase order with the mark for stores and you will be shipping to one of our DC's that supports the stores. ***You can find our Store/DC listing on our website at <http://www.bonton.com> ; select 'About Bon Ton' then 'Vendor Logistics' then 'Store/DC Matrix' to access the listing.***

Our store numbers, DC numbers and department numbers are 3 digits as specified in our mapping.

Bon Ton purchase orders are subject to Bon Ton's then-current Purchase Order Terms and Conditions accessible at the Bon Ton's website; <http://logistics.bonton.com/> under "Domestic Vendor Information" Section. Bon Ton reserves the right to revise the Purchase Order Terms and Conditions.

856 - Advanced Ship Notice

For carrier shipments Bon Ton requires one ASN number per DC or any combination of DC's. A separate ASN number for each DC is no longer required if multiple shipment levels are transmitted under a single ASN number. For small package shipments create one ASN number for each shipment per DC.

At the shipment level in the REF01 segment, Bon Ton accepts a 'BM' qualifier for Bill of Lading or Master Bill for carrier shipments. (Bon Ton's Translator does not accept 'MB') A 'CN' qualifier is required for small package shipments.

In the REF02 segment, the BOL or Master Bill number must match what the carrier assigns to the shipment. In the past Bon Ton required one ASN per carton for small package carrier, this is no longer acceptable.

The ASN must contain accurate 'Ship-From', 'Ship-To' and 'Mark-For' information and match the carton contents. All ASN trading partners are required to have the corresponding UCC-128 Shipping Label adhered to the cartons.

The ASN UCC-128 must match the actual carton UCC-128 and remain unique and cannot be reused or duplicated for ANY shipment for a period of one year.

Master Pack shipments require a shipping label, and a label displaying 'open for distribution' adhered to the outer carton, one as the carton count in the TD102 segment for each master pack, and the UCC-128 labels adhered to the inter cartons.

Bon Ton requires the ASN is available for receiving prior to shipment arriving at the DC's. If you experience system problems and can't transmit an ASN on Time, Contact the Bon Ton EDI Office at edi@bonton.com. Please provide the PO#, ASN#, the manufacturer's name and S/R ID.

852 - Sales and Inventory Document

Enabling the 852 requires buyer approval. Weekly unit sales by UPC and store are compiled at the close of business Saturday night and transmitted Sunday mornings. Bon Ton is currently not capable of transmitting dollar selling.

810 - Invoice

In the BIG04 segment the PO number has been changed to 10 characters in length. This matches the BEG03 segment from the 850 transaction transmitted to the vendor.

Bon Ton requires a unique 10 digit invoice number by store. AP is unable to accept consolidated invoices.

If the SAC segment is sent, Bon Ton's Accounts Payable department will not accept freight, tax, handling or damage allowance charges in this segment..

If invoices are sent in error, the vendor must notify AP and EDI at ap@bonton.com; edi@bonton.com for authorization and instructions to 'resend.' Duplicate invoices will prompt chargeback's.