

BonTon EDI Barcoding and Electronic Commerce

The BonTon'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 once manually managed.

The changes to this guide relate to the May 5th, 2016 launch of a new TMS (Transportation Management System) eliminating the need for Carriers to send the 210, 212, 214 Transportation documents directly to BonTon. Additional mailbox pick up times have noted and the URL to BonTon Logistics website.

BonTon currently supports the following EDI documents:

<u>Sending EDI Documents</u>	<u>Versions</u>	
850 - Purchase Order	4010VICS	Required
852 - Sales and Inventory	4010VICS	
997 - Functional Acknowledgment	4010VICS	Required

<u>Receiving EDI Documents</u>	<u>Versions</u>	
810 - Invoice	4010VICS	Required
855 - Purchase Order Acknowledgment	4010VICS	Select FOB
856 - Advance Ship Notice	4010VICS	Required
997 - Functional Acknowledgment	4010VICS	Required

BonTon S/R ID's:

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

GXS/Inovis is BonTon's primary VAN.

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

If you would like to establish an EDI trading partnership or have questions regarding EDI please contact BonTon's EDI Office at edi@bonton.com.

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 BonTon 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 Inovis-Opentext Catalog Service and to grant BonTon 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. **BonTon'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 Website: www.GS1US.org

Active Catalog Service: Open Text Website; www.GXS.com



Mailbox Pick-Up Schedule:

- BonTon's General Mailbox is scheduled for pick-up 10 times Monday thru Friday at 3:45AM, 7:00AM, 8:30AM, 10:00AM, 11:30AM, 12:30PM, 2:00PM, 3:00PM, 4:30PM and 10:00PM EST.

General Information and Mapping Clarification:

BonTon requires compliance with the VICS document standards.

Functional Acknowledgements are required on all documents exchanged.

850 – Purchase Order

BonTon is capable of transmitting Stand Alone **850 - Purchase Orders**. In the BEG01 segment a '00' is the only valid value.

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 Matrix on our website at <http://logistics.bonton.com/> 'Store/DC Matrix' to access the listing.***

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

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

856 - Advanced Ship Notice

For carrier shipments and for small package shipments BonTon requires one ASN per DC shipment.

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

In the REF02 segment, the BOL, Master Bill number or TMS Shipment number must match what the carrier assigns to the shipment.

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 inner cartons and transmitted in the ASN.

BonTon requires that 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 BonTon 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 and on hands by UPC and store are compiled at the close of business Saturday night and transmitted Sunday mornings. BonTon 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.

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

If the SAC segment is sent, BonTon'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.