

Invoicing Instructions and Terms

As an Accounts Payable Department, we value our good relationship with vendors and suppliers and strive to maintain these relationships through communication and timely invoice processing. In order for vendors to receive prompt payment of invoices, it is critical that the following invoicing instructions be followed. Failure to follow these instructions will result in delays of payment and additional administrative costs, which result in handling charges to your company.

1. Always ship from a valid purchase order, either EDI or written.
2. Verify the accuracy of all purchase order details including item price, payment terms, start ship date, shipping instructions, etc. All discrepancies should be corrected before shipping. Merchandise must not be shipped early without merchant approval.
3. EDI 810 invoices for merchandise purchases are required. Failure to provide EDI 810 invoices may result in violations. If you are not EDI capable, contact our Accounts Payable department at ap@bonton.com. (Violation # 3312)
4. To enroll in our EDI programs and for 810 testing you must first contact:

EDI Manager
edi@bonton.com

5. Your EDI 810 invoices must be 100% accurate and include all required segments. Chargebacks will be issued for inaccurate 810 production data including incorrect or missing store numbers, duplicate transmissions, costs that do not match PO, incorrect or missing PO number. (Violation #s 3303, 3304, 3309, 3310, 3311, 3313, 3314, 3315, 3316, 3319)
6. Do not **re-transmit** EDI invoices without approval from Bon-Ton EDI department or the Accounts Payable department. Unauthorized re-transmission will result in a non-compliance chargeback. (Violation # 3317)
7. Terms are calculated upon receipt of goods (ROG) date or receipt of invoice, whichever is later. Due date will be considered extended without loss of discount until the invoice is received. For EOM terms, merchandise received on or after the 25th of a month will be paid as though received on the first of the following month and will fall due on the 10th of the next month.

Example: Merchandise received on 4/25/15 with terms of 8/10 EOM will have a payment due date of 6/10/15.

8. Damage Allowances. Do not include damage allowances on your EDI invoice. Damage allowances are deducted from invoices automatically based on the negotiated percentage. Damage allowances will appear as deductions on your check.
9. Invoices must not contain freight. Invoiced freight charges must be authorized in advance by Corporate Transportation. Contact Corporate Transportation concerning any invoice for freight charges. Invoices containing unauthorized freight charges are subject to violation charges. (Violation # 3318)
10. Invoices must not contain non-merchandise related charges/credits. Invoices containing non-merchandise charges/credits are subject to violation charges. (Violation # 3318)

11. Do not send more than one invoice per store per purchase order per shipment. Multiple invoices per store per shipment will result in non-compliance chargebacks. (Violation # 3304)
12. Do not combine purchase orders on one invoice. (Violation # 3300)
13. Requests for chargeback copies, correspondence concerning invoices not paid or short paid and other payment disputes must be received in Accounts Payable within 6 months from check date. All requests for payment of unpaid invoices more than 6 months old must be accompanied by a valid, signed proof of delivery.
14. A payment term of less than 30 days for merchandise invoices is unacceptable. Exceptions must be approved by the Chief Financial Officer or involve a true cash discount of 4% or less.
15. Multiple requests by Bon-Ton for invoice copies for aged receipts will result in violation charges. (Violation # 3320)
16. Do not send duplicate invoices, invoice copies or screen prints to Accounts Payable unless requested to do so. Do not send order confirmations, bills of lading or packing slips to AP. (Violation # 3301, 3302, 3303, 3312)
17. Failure to follow these instructions will result in a chargeback. Violation amounts are based on the time required to correct the error in Accounts Payable when invoices are processed. The primary purpose is not to chargeback your company, but to receive the invoices in the required format. A summary listing of violations can be found on the Bon-Ton website under About Bon-Ton > Vendor Logistics > Domestic Vendor Information > Non-Compliance Chargeback Table, see link: http://logistics.bonton.com/scm_domesticven.aspx.
18. New Store Opening Order – Discount Policy
 - a) As standard practice of The Bon-Ton Stores, Inc., a 5% discount is expected on all new store opening orders. These dollars are used to offset expenses related to promotional strategies and maximize the selling of your product(s).
 - b) This discount only applies to new store opening orders, defined as: all merchandise received prior to and two weeks after the new store opening.
 - c) The Accounts Payable department will identify the respective orders, required discount, and process the necessary deductions.

Key Contacts: Mailing Addresses, E-mail Addresses & Phone Numbers

1. Any concerns or questions regarding invoicing instructions, invoice disputes, late payments or chargebacks should be directed in writing to: ap@bonton.com.
2. Original Invoices for **NON-EDI capable vendors** should be sent via email to APIInvoice@bonton.com.
3. Our online Vendor Service Site (VSS) can be accessed at <https://vss.bonton.com>. You are able to access your trial balance, paid check information, invoice status and chargeback information. Continued requests for information available on the Bon-Ton Vendor Service Site (VSS) may be subject to a fee. (Violation # 3321)