

Bon-Ton International (FOB)Payment Program
Vendor Information Packet
10/14/2016

International (FOB) Payment Process

In order to successfully submit your invoices and promptly receive payment, it is critical that you follow the four steps laid out below. **Please provide your banking instructions to Bon-Ton, as soon as possible but no later than 30 days after your receipt of these instructions.** This will ensure that your set up is complete and your first payment is not delayed.

- 1) Provide banking instructions to Bon-Ton
- 2) Prepare and submit documents to the freight forwarder
- 3) Receive an Original FCR or a House Airway Bill from the freight forwarder-Kuehne & Nagel (K+N).
- 4) Submit the payment request form

1) Provide Banking Instructions to Bon-Ton

Within 30 days of receiving these instructions, you will need to complete and submit a hard/paper copy of the "Banking Instructions Setup Request" form shown on the following page. It must be printed on your company's letterhead stationary and submitted via courier (UPS/FED EX/DHL) to The Bon-Ton's Treasury Department at the York, PA address listed on the form. Please note that we can no longer accept email copies of your banking instructions. This is done as a control measure to mitigate the potential for fraudulent or unauthorized changes to banking information. Any payment request that is submitted prior to Bon-Ton's receiving a paper copy of your banking instructions on letterhead will be rejected.

Please ensure that your Bon-Ton vendor ID number is always included on your completed banking instructions. This assists Bon-Ton in matching invoices and purchase order numbers to your payment instructions. To ensure that each payment is completed as efficiently as possible, please also complete the intermediary bank section on the form or notate "none" if applicable.

You will need to supply one Banking Instructions Set Up Request Form for each factory. If you have a change in banking instructions for any factory, you will need to submit a corrected Banking Instructions Setup Request form as a hard/paper copy on letterhead stationary via UPS/FED EX/DHL. The change cannot be implemented in our systems by Bon-Ton's Treasury and Accounts Payable Departments until the document is received, and any payment requests bearing the new account information will be rejected until our system has been updated to reflect the changes.

If you have questions on this, please contact the PB Logistics in-box:
pb.logistics.vendorwrequest@bonton.com

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**International Vendor Wire Transfer Payments
Banking Instructions Setup Request**

In order to be enrolled in the Bon Ton wire transfer payments program, you must provide on your company letterhead the following banking instructions for each factory to be paid using wire transfers:

Vendor Number: _____ Vendor Name: _____
Factory Number: _____ Factory Name: _____
Beneficiary Bank Name: _____
Beneficiary Bank Address: _____
ABA or Routing Number: _____
Swift # (for Int'l Wires): _____
Name of Party to Credit: _____
Account number to Credit: _____
Intermediary / Corresponding
Bank Information: _____ Bank Name: _____ Bank ID # _____
(if applicable) _____
Address: _____
Intermediary Bank Acct # : _____
(Must be completed. If not applicable, put "N/A")
Your contact person for specific payment questions: _____ Name: _____
Phone #: _____
Email address where payment messages are to be sent: _____

The originals on your company letterhead are to be mailed to:

The Bon-Ton Stores, Inc.
Attn: Treasury Dept.
2801 E Market Street
York, PA USA 17402

WT-InternationalVendor-BankingInstructions v2.xls

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2. Prepare and submit documents to Kuehne + Nagel

When you prepare a PO for shipping, the vendor will need to print the final packing list and commercial invoice in the ecVision system and supply these documents to Kuehne + Nagel. Please ensure that all quantities are finalized (after inspection) prior to printing the documents.

All commercial invoices must be completed in the ecVision system. Bon-Ton will not accept invoices prepared in any other format. The ecVision invoices are serially numbered for security and accuracy. Please ensure that all data on the payment request submission form and the invoices used for shipping/customs purposes are the same. Any variation in the invoice version and revision numbers can result in a payment request to be rejected. Please note that all invoices must be in the "Finalized" status, we cannot accept any invoice copy that is in "Draft" status.

Please note that ecVision is a platform used to create the invoice and packing list. These invoice/packing list documents for shipping purposes are not electronically sent to Bon-Ton through the ecVision software.

3. Obtain an original FCR from K+N

Once the goods have been delivered or are made available for pickup, K+N will review the commercial invoice, packing list and all other required documents. When all of the documents are correct and any prepaid charges are settled, K+N will issue an "original" FCR. The FCR document has the word "Original" printed across the page as a watermark.

The FCR cannot be used for payment application unless it displays the "Original" watermark.

Please note that each payment request should include copies of each commercial invoice being submitted. Each invoice should be a separate PDF and attached on the same email as the payment request form. Please do not include any other documents other than the payment request form.

For Air shipments there will not be an FCR issued. You will need to obtain a House Airway Bill (HAWB) in lieu of an FCR.

4. Apply for payment

Complete the payment submission form once K+N has provided the original FCR or House Air Waybill (HAWB). Multiple Commercial Invoices may be listed on one request form. Your payment request email should also include copies of each commercial invoice being submitted. Each invoice should be a separate PDF and attached on the same email as the payment request form.

Please have the payment request form completed and sent via email to the following addresses:

To: PB.Logistics.VendorWTRrequest@bonton.com
CC: TR.VendorWTRrequest@bonton.com .

Please send the payment request to these two addresses only. The information submitted on the payment request form must match the information on the documents submitted to K+N and EC Vision.

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After you have submitted your payment request, you will receive three automated e-mail messages:

- Payment Request Receipt Alert- this message will confirm that your payment request has been received. You will receive this alert within 5 business days of submitting your payment request. Please do not follow up on your payment request prior to five business days after submission.
- Wire Transfer Payment Authorization Alert – this message will advise that your request has been accepted or rejected. We do not provide a pay date, all pay terms are 30 days from the date of submission, assuming your payment request was approved.
- Wire Transfer Payment Executed Alert – this message will confirm that you your payment has been made

If your payment request has been rejected, you will need to follow up with the PB Logistics team regarding the correction made. Please have all emails directed to:

pb.logistics.vendorrequest@bonton.com

Please submit each payment request only once. Duplicate requests will be rejected.

Assuming the payment request is approved, all pay terms are 30 days after submission. Bon-Ton deducts a \$50USD administrative fee per wire/ACH payment (per transfer, not per invoice). Any outstanding claims and previously agreed to deductions/chargebacks will also be deducted at this point. Bon-Ton will make an effort to consolidate payments to reduce fees.

Payment Checklist

- Finalize the packing list in ecVision.
- Print the final version of the commercial invoice. If the shipment is processed under the FCA program – the vendor must print the final version of the commercial invoice showing the newly revised correct first cost.
- Submit to the freight forwarder all required shipping documents
- Settle all charges with the freight forwarder
- Receive the original FCR from the freight forwarder
- Submit a request for payment on the Bon-Ton Payment Request submission form with the necessary commercial invoices

Air shipment Payment Checklist

- Finalize the packing list in ecVision
- Print the final version of the commercial invoice
- Submit all required shipping documents to freight forwarder
- Settle all charges with the freight forwarder
- Receive the original HAWB
- Submit a request for payment on the Bon-Ton Payment Request submission form with the necessary commercial invoices

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The following table lists the columns in the payment request file that would need to be completed. Please note that any other column should be left blank. Please do not change the format to any cell, as this may cause an error on the payment submission.

Column	Name	Description
A	DocType	This should always be listed as ECV
B	Document	Invoice number from the commercial invoice submitted to K&N
C	VER#	Invoice version number from the commercial invoice submitted to K&N
D	REV#	Invoice revision number from the commercial invoice submitted to K&N
E	Vendor #	This is your Bon-Ton assigned Vendor number
F	PO Number	The BonTon PO number
G	VERSION DATE	This is the "print date" listed on first page of the EC Vision invoice
H	DOCUMENT DATE	This is the date of the payment submission, so the date you are sending us the payment submission email.
I	AMOUNT	This is the Total amount listed on the commercial invoice
J	BANK ACCOUNT	Bank account number where the funds are to be deposited. This account number should be listed on the payment form exactly the same as it was submitted on the Banking Instructions Form. This would include any spaces, leading zeros or any additional characters. Any variation in this number/sequence will lead to a payment rejection
K	Email address from sender	Email address from sender. Payment Confirmation/Notification email will be sent to this address. Please note that we can only accommodate one email address at this time.