

# Electronic Data Interchange (EDI) Requirements

- 1.0 Overview
- 1.1 EDI Definition
- 1.2 General Information
- 1.3 Third Party Providers
- 1.4 EDI Purchase Order (850)
- 1.5 EDI PO Change Request (860)
- 1.6 Advance Shipment Notification (856)
- 1.7 EDI Functional Acknowledgement (997)
- 1.8 EDI Text Message (864)
- 1.9 EDI Issues
- 2.0 Vendor Chargeback Policy
- 2.1 Glossary of Terms
- 2.2 Table of Terms & Definitions

## 1.0 Overview

Technology and the use of information have redefined retailing. Genesco is committed to better serving our customers through superior use of technology and information. We need our vendors to be equally committed to basic merchandise technology standards.

Technology has opened new ways of doing business together. It allows us to reduce and eliminate paperwork while eliminating repetitive efforts. Merchandise flows through our distribution center in hours compared to days in years past. This is only possible if the merchandise is properly marked and prepared by the vendor and the appropriate documents are transmitted. Our required standards meet basic industry practices.

Below are listed our minimal standards:

1. Send and receive EDI Purchase Orders.
2. Mark 100% of your merchandise with quality industry standard vendor generated UPC tickets.
3. Send an accurate, complete EDI Advance ship Notice at the carton level, prior to the receipt of the shipment.
4. Mark all cartons with corresponding UCC-128 shipping container labels.
5. Ship product in accordance with our purchase order and shipment standards.
6. Follow Genesco's Transportation Routing Instructions for shipping merchandise.
7. Follow our Accounts Payable requirements for submitting invoices and related correspondence.

## 1.1 Electronic Data Interchange (EDI)

EDI is a standards based methodology in which trading partners exchange business documents such as Purchase Orders and Advance Ship Notices in an automatic and electronic way. EDI is critical to the way Genesco manages its supply chain everyday.

## 1.2 General Information

- Genesco requires all vendors exchange business documents via EDI. In some instances, specific vendors and/or merchandise types may be exempted from this requirement by Genesco.
- Genesco requires the following EDI document types:
  - 850 (Purchase Order)
  - 860 (Purchase Order Change Request – Buyer Initiated)
  - 856 (Shipment Notice/Manifest)
  - 997 (Functional Acknowledgement)
  - 864 (Text Message) or Email
- The Genesco EDI Department will assist in the testing and implementation. Vendors in an EDI test status will process and ship Company merchandise using the hard copy PO. After successful EDI certification, vendors will process and/or ship company merchandise using EDI generated documents only.
- Requests for implementation, EDI status, or EDI production issues should be directed to [edi@genesco.com](mailto:edi@genesco.com) .
- The transmittal of EDI Purchase Order's (850) to the VAN are at 3:00 am, 11:00 am, 3:00 pm, and 7:00 pm
- For all EDI transactions, Genesco requires a 997 Functional Acknowledgement to be returned within 24 hours.

## 1.3 Third Party Providers

For those that do not have an in-house EDI system, there are various third party solutions available, including hosted systems and web-forms based solutions. There is no requirement to use a specific solution or company, as long as it meets Genesco EDI requirements. For a list of Genesco recommended providers please refer to the EDI Implementation Document.

## 1.4 EDI Purchase Order (850)

- Orders can not be created until UPC codes are set up in Genesco's systems. In special circumstances, Genesco may provide UPC's for vendors who cannot create their own. Missing or incorrect UPC codes disrupt order processing.
- EDI production vendors should ONLY use the EDI 850 purchase order, and should not process orders submitted via other methods unless approved by Genesco.

### 1.5 EDI PO Change Request (860)

- Purchase order changes are communicated via the EDI 860 document. Although you may additionally receive change notification via other methods, please give precedence to the 860.

### 1.6 Advance Ship Notice (856)

The purpose of the ASN is to convey shipment detail prior to physical delivery of the product. It reduces documentation and ensures accuracy of products shipped and received, reducing check-in and off-loading time.

An ASN represents a SINGLE shipment that can contain partial, complete, or multiple PO's. Multiple ASN's for one PO and multiple PO's on one ASN are both acceptable. Never combine multiple shipments on one ASN.

The UCC-128 labels connect the physical units of a shipment with the electronic information. UCC-128 labels are scanned and matched and electronically to the information in the ASN, and then the shipment is received into inventory

The data transmitted from the trading partner to us contains all information pertinent to shipment of product like: Purchase Order Number, Pro Number, Bill of Lading Number, Date of shipment, and Quantity by size.

The ASN coupled with the use of UCC128 shipping label greatly increases automation of delivery and receiving which increases the speed of product to the stores.

- The UPC and Genesco stock number are required on the ASN.
- An 856 can be transmitted to Genesco at any time after order has been picked up by the carrier. Genesco requires all ASN's be received prior to delivery of merchandise to container transload facilities, consolidation points, distribution center, and stores.
- Incomplete, incorrect, or late ASN's may result in charge backs.

### 1.7 Functional Acknowledgment (997)

The EDI 997 transaction verifies receipt of an EDI transmission and indicates if there are EDI standards compliance errors.

- Vendors must return a 997 within 24 hours for each transmission received.
- Genesco returns a 997 message for each transmission received.
- Contact the Genesco EDI Department immediately at [edi@genesco.com](mailto:edi@genesco.com) if the 997 indicates EDI compliance errors or is missing.

## 1.8 EDI Text Message (864)

The EDI 864 is used to communicate EDI issues such as late Functional Acknowledgments, and general information such as special notices or information update requests. If you cannot support the 864, please provide a regularly monitored email contact as an alternative.

## 1.9 Common EDI Issues

Common issues that arise everyday are:

- Shipment arrives at destination, but required data (EDI 856) is not available. Genesco is unable to process the freight without an ASN.
- ASN received but has errors, usually due to UPC or SSCC mismatch.
- Destination is the West Coast facility Maerks/Hudd, but ASN does not contain the SCAC code of HDDR indicating this. ASN's intended for Maersk/Hudd MUST contain a SCAC of HDDR in the TD5.03 of the ASN.
- 997 to the vendor indicates EDI compliance errors, but no action is taken to address the issue.

ASN issues MUST be resolved before freight can be received. Please read our Routing Guide and EDI requirements available at [www.genescopartners.com](http://www.genescopartners.com).

## 2.0 Vendor Chargeback Policy

The purpose of a chargeback is to recover operating expenses incurred for correcting vendor errors. This policy creates a means of feedback, ensures cost recovery, supports the goals of Genesco, and allows everyone to share in the success of Genesco. Charge backs are not intended to create revenue for Genesco.

To request Company supporting documentation (i.e. photos, etc) related to a chargeback, please provide vendor personnel contact information to Genesco's Vendor Compliance team via email at [VendorCompliance@Genesco.com](mailto:VendorCompliance@Genesco.com). Be sure to include the following information:

- Name of Contact
- Title
- Mailing Address
- Phone Number
- Fax Number
- E-mail Address
- PO number
- Deduction type (TR, FRT, PA, etc)

Once this has been received, supporting documentation regarding the chargeback will be sent. Any questions or concerns pertaining to chargeback issuance, negotiation, and/or refunds need to be directed to Genesco's Vendor Compliance team. All vendor shipments delivered in error will be documented and be subject to charge backs. Additionally, a single vendor shipment with multiple errors may have each occurrence individually documented and charged back.

## 2.1 Glossary of Terms

This guide contains many company terms and acronyms, which may be unfamiliar to the reader. The purpose of this section is to provide the reader with a clear definition of the terms or acronyms found in this document, which may not otherwise be defined in this guide. This table is not inclusive of all terms and acronyms used in this guide. Please contact Vendor Compliance when additional assistance is necessary to ensure compliance with this Guide.

## 2.2 Table of Terms & Definitions

Term	Definition
ANSI	American National Standards Institute
Barcode	Code consisting of a group of printed and variously patterned bars and spaces and occasionally numerals designed to be scanned and read into computer memory for identification purposes.
BOL	Bill Of Lading – Preformatted form provided by shipper used to detail specific shipment information including number of items, sales order number, carrier/trailer identification, etc.
Bill of Lading Number	A globally unique number when the UCC/EAN Company prefix is incorporated.
Close-out	Merchandise purchased from the vendor, which is part or their entire existing style inventory.
Corrugate	Material used for the construction of merchandise cartons.
Date of Shipment	The day the goods are shipped out by container.
Drop-trailer	Trailer left at the delivery location for future unloading.
EDI	Electronic Data Interchange - Computer-to-computer exchange of business documents between companies, using a public standard format.
Floor-loaded	Manner of trailer loading in which merchandise is loaded onto the floor of a trailer absent of pallets.
Free Carrier (FCA)	Incoterm 2000 term of sale used primarily to indicate international orders.
Free On Board (FOB)	Term of sale indicating that seller will deliver to Genesco at seller's expense, and seller assumes all responsibilities up to place of delivery including insurance, risk of loss, etc.
Live-delivery	Trailer unloading method that requires merchandise to be received at date and time of delivery to location.
LTL	Less Than Truckload – Term used to describe a shipment of merchandise, which is too small for the use of a single trailer.
MBOL	Master Bill Of Lading – Used to consolidate several BOL numbers into a single number.

Musical	Purchase order type instruction that requires merchandise to be packed into carton using assorted sizes.
ORM-D	Otherwise Regulated Material-Dangerous - Consumer commodity packaged and distributed in a form intended for sale through retail.
PO	Purchase Order - A commercial document issued by a buyer to a seller, indicating the type, quantities and agreed prices for products or services the seller will provide to the buyer.
POS	Point Of Sale – The location where a transaction occurs.
Prepack	Term used to describe a unit of shipment using an assorted size configuration of the merchandise.
Term	Definition
Pretagged	Term indicating that merchandise is labeled with a standard UPC-A barcode.
Preticketed	Term used to indicate merchandise is ticketed with a retail price ticket.
Pro Number	Short for progressive number. A transportation industry term used primarily by transportation providers.
Purchase Order Number	The key reference number for a purchase order that ties all paperwork and communications about a purchase.
Quantity By size	The amount of a particular item based on the size (S,M,L,XL).
Shipment	The act or an instance of shipping goods.
SKU	Stock Keeping Unit - A unique identifier for each distinct product and services that can be ordered from a supplier.
SLC	Shipper Load & Count - Note on bill of lading indication that the contents of a container were loaded and counted by the shipper and not checked or verified by the Steamship Company.
Solid	Purchase order type instruction that requires merchandise to be packed into carton using a single size or vendor designated pre-pack.
SSCC	Serial Shipping Container Code - An eighteen digit number used to identify logistics units.
TL	Truck Load - Term used to describe a shipment of merchandise, which must use a single trailer.
UCC	Uniform Code Council - The Numbering Organization in the USA to administer and manage the EAN.UCC System that includes product barcodes which are printed on the great majority of products available in stores worldwide and electronic commerce standards
UPC	Universal Product Code – A barcode symbology (i.e., a specific type of barcode), that is widely used in the United States and Canada for tracking trade items in stores.
VICS	Voluntary Interindustry Commerce Standard – Implements a Cross-industry standard, Quick Response (QR) that simplified the flow of

	product and information in the retail industry for retailers and suppliers alike.
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#### Contact

To establish an EDI relationship with us, contact the EDI department at [EDI@Genesco.com](mailto:EDI@Genesco.com) .