Electronic Data Interchange (EDI) Requirements
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Electronic Data Trading Requirements

All Vendors are required to transact electronically with Bluestem Brands. Upon completion of Vendor on-boarding and the establishment of a New Vendor ID with Bluestem Brands, the Vendor will be contacted directly by the Bluestem EDI Operations team with instructions for the appropriate EDI options with respect to their mode of fulfillment.

Dropship

An electronic connection through Bluestem Brands Order Broker, CommerceHub, is required to conduct Dropship business. Vendors are required to complete contracting and any necessary training, coding, or testing to be certified as a Bluestem Brands trading partner through CommerceHub.

Dropship – Required Electronic Trading Documents

Vendors are required to follow the detailed specifications and training provided by CommerceHub. All required EDI documents sent with errors or not sent are considered non-compliant and are subject to an infraction chargeback. The following documents are required:

1. **Inventory Feed (EDI 846 or equivalent)**
   a. Vendors are responsible for ensuring the feed includes only items in the Bluestem Brands Dropship assortment and that the inventory values represent the total quantity the Vendor is willing to commit to Bluestem Brands.
   b. At a minimum, inventory must be transmitted daily, listing all SKUs, GTINs and model numbers, even if the inventory has not changed.
   c. Discontinued items must remain on the inventory file at a zero (0) quantity for a minimum of five (5) business days to ensure that the item is deactivated.

2. **Dropship Purchase Order (EDI 850 or equivalent)**

3. **Shipment Confirmation (EDI 856 or equivalent)**
   a. Dropship Orders must ship complete. The ASN must be posted no later than three (3:00PM) Eastern Time to the Order Broker on the day after the carrier has taken possession of the shipment. (See Dropship Vendor Requirements for additional information on conforming to the on-time ship policies.)
   b. **SCAC Code**: Standard Carrier Alpha Code, See Order Broker specifications for a list of valid SCAC codes and service level designation.
   c. **Carrier Tracking Number**: Do not include leading zeroes or spaces.

4. **Cancellation (EDI 860 or equivalent)**
   a. Vendors must be able to receive and respond to Bluestem generated cancellation requests, as well as proactively communicate cancellation in the event an order cannot be shipped.

Dropship – Invoicing Requirements

- A separate Invoice is NOT required or accepted for Dropship Orders.
- Elements within the shipment confirmation are used to create the invoice in Bluestem Brands Accounting systems and trigger payment.
- Payment terms will NOT begin until Bluestem Brands successfully processes a shipment confirmation through the system.
- A unique invoice number (across all of the Vendor’s Invoices including those for Warehouse shipments) is required.
It is imperative that Vendors do NOT reuse invoice numbers. The ASN will REJECT in the Bluestem Brands system. In the event an ASN fails for this reason the Vendor will need to correct with a unique invoice number and resend the ASN to Bluestem Brands.

**Dropship - Packing Slips**

Vendors are required to produce the Dropship Order Packing Slip in compliance with the policies laid out in the “Dropship Vendor Requirements.”

Packing slips may be reproduced by the Vendor utilizing the data provided on the Dropship Order transmission (850 or equivalent) and the CommerceHub specifications and templates.

- Bluestem Brands utilizes a separate template for each of the sales channels (Fingerhut or Gettington).
- The packing slip is two pages (or may be printed double-sided) and may be printed in Color or Black & White.
- Vendors may comply by utilizing a CommerceHub generated packing slip.

**Warehouse**

An electronic connection through Bluestem Brands Order Broker, SPS Commerce, is required to conduct Warehouse business. Failure to send or receive any of the required documents listed below may trigger an infraction chargeback due to additional manual work incurred by Bluestem Brands.

**Warehouse – Required Electronic Trading Documents**

Vendors are required to follow the detailed specifications and training provided by SPS Commerce. All required EDI documents sent with errors or not sent are considered non-compliant and are subject to an infraction chargeback. The following documents are required:

1. **Purchase Order (EDI 850 or equivalent)**
2. **Purchase Order Acknowledgement (EDI 855 or equivalent)**
3. **Purchase Order Change/Cancellation (EDI 860 or equivalent)**
4. **Invoice (EDI 810 or equivalent)**
   a. Do NOT reuse invoice numbers, as this will cause a failure in the Bluestem Brands system. In the event an invoice fails for this reason the Vendor will need to correct with a unique invoice number and resend to Bluestem Brands.
5. **The ASN (EDI 856 or equivalent)**
   a. The Advance Ship Notice must be sent within 24 hours of the shipment.
   b. The ASN must be received and successfully processed by Bluestem Brands prior to product delivery.
   c. The Advance Ship Notice must reflect specific shipment detail.
   d. A separate 856 ASN is needed for each purchase order.
   e. Bluestem Brands cannot process ASN’s containing multiple purchase orders.
Warehouse
The following documents are preferred, but not required.

1. Purchase Order Change/Cancellation Acknowledgement (EDI 865 or equivalent)
2. Sales Activity (EDI 852 or equivalent)

Warehouse – Ship-To-Locations
Bluestem Brands has multiple ship-to-locations. Bluestem Brands will send the ship-to-location code in the N104 ST element on warehouse 850’s (BEG02=SA). Below are the ship-to-codes and corresponding ship to addresses.

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>BBI 001</td>
<td>6250 Ridgewood Road</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Cloud, MN 56303</td>
</tr>
<tr>
<td>002</td>
<td>BBI 002</td>
<td>281 AirTech Parkway</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plainfield, IN 46168</td>
</tr>
<tr>
<td>005</td>
<td>BBI 005</td>
<td>100 Murray Drive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Irvine, PA 16329</td>
</tr>
</tbody>
</table>

Additional Information
Global Trade Identification Number (GTIN)
The use of a GTINs to identify merchandise is a retail industry standard. This allows Bluestem Brands to have one universal identifier for merchandise.

Bluestem Brands is able to receive, scan and process the GTIN-12 (UPC) and the GTIN-14 for the individual base unit or selling unit. Vendor may communicate using any of the above GTINs but the preferred method is to use the GTIN-14. The GTIN on item communication must exactly match the GTIN of the bar coded item.

- Bluestem Brands will communicate using the GTIN-14 in all outbound documents.
- Bluestem Brands strongly recommends that Vendors do not re-use GTINs.

Error Reporting:
Data can fail in two locations. The first being Order Broker’s system. If a failure occurs with our Order Broker, an e-mail notice will be sent to the Vendor contact the provider has on record in their system. If the Vendor contact information changes from the initial set up form, it is the Vendor’s responsibility to notify the provider of any changes.

The second location is the Bluestem Brands internal system. These failures would be data errors. If a failure occurs within the Bluestem Brands system, an e-mail notice will be sent to the EDI contact we have in our system. Once again it is the Vendor’s responsibility to provide updates of any contact changes.