

Indigo Core EDI Implementation Guidelines

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Overview

EDI Documents

To improve and see benefit from its Supply Chain Initiative, Indigo requires the implementation of EDI (electronic data interchange) for the transference of business documents. All of Indigo's documents follow guidelines set forth by and approved for use by BookNet Canada (please see specifications). The guidelines in this document are to be used as an adjunct to the BookNet Canada specifications for the documents. These guidelines will give clarity to Indigo's use of the standards in cases of ambiguity or optional areas in the standards.

Indigo requires the use of four core documents: the PO (850 - Purchase Order), the POA (855 - Purchase Order Acknowledgment), the ASN (856 - Advance Shipment Notice) and the Invoice (810).

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Core Documents



Contacts

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BookNet Canada: Michael Tamblyn (416) 362-7996

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Setup and Testing Procedures

When starting the process of doing EDI or updating any existing process please contact Thomas Piatek (see Contacts).

Indigo will require supplier information including:

- EDI Contact name, phone number, and email address
- Business Contact name, phone number, and email address
- SAN of the company (Standard Address Number, if you do not have one please contact BookNet Canada (see Contacts))
- VAN information (Value Added Network, if you do not have one please contact BookNet Canada (see Contacts))
- EDI trading partner ID

Indigo setup information:

- Indigo uses “1436008” for its ISA trading partner ID.
- Indigo uses “1436008” for its GS trading partner ID.
- Indigo uses “ZZ” for its ISA trading partner ID qualifier.
- Indigo uses “1436007” for Indigo’s SAN for N1 segments.
- Indigo uses “1186213” for the SAN to its distribution center.
- See Appendix A for a list of store SANs.

For testing of Purchase Orders (850) and Purchase Order Acknowledgements (855), Indigo uses the following procedures:

- 1) Indigo sends a Purchase Order (PO) to the supplier.
- 2) Indigo requires a Functional Acknowledgement (997 – FA) be returned in a timely manner.
- 3) Indigo requires that the PO be tested through the supplier’s EDI translation software and business software.
- 4) If there are any problems please contact Indigo promptly.
- 5) Indigo also requires a POA to be returned giving status to the previously sent PO.
- 6) The POA will be validated through Indigo’s translation engine and by Indigo’s business systems.

Setup and Testing Procedures Continued

- 7) Other tests may be asked for or required as needed.
- 8) Once the documents are considered valid on both sides, the supplier will be put into a parallel testing phase. In this period EDI POs will be sent out and FAs and POAs will be expected back but the older method of sending out POs will still be in place.
- 9) Over this time period both sides will validate the EDI documents to confirm they match the old paper process. **The paper POs are still considered the live POs over this period.**
- 10) Once both sides are confident that the process is working satisfactorily the paper process will be turned off and the supplier will be considered certified on POs and POAs.
- 11) From that time forward the supplier will receive EDI POs and will be expected to return FAs and POAs.

For testing of Advanced Shipment Notices (856) Indigo uses the following procedures:

- 1) Indigo requires an Advanced Shipment Notice (ASN) to be sent from the supplier.
- 2) Indigo will send an FA in response in a timely manner.
- 3) The ASN will be validated through Indigo's translation engine and by Indigo's business systems.
- 4) Other tests may be asked for or required as needed.
- 5) The supplier will be required to pass validation of the UCC-128 shipping label (see Appendix B -- label specification). Please contact Diane Schriever (see Contacts) about validation of the label.
- 6) Once Indigo is confident that the process is working satisfactorily the supplier will be considered certified on ASNs
- 7) From that time forward the supplier will be expected to send ASNs with shipments.

For testing of Invoices (810) Indigo uses the following procedures:

- 1) Indigo requires an Invoice to be sent from the supplier.
- 2) Indigo will send an FA in response in a timely manner.
- 3) The Invoice will be validated through Indigo's translation engine and by Indigo's business systems.
- 4) Other tests may be asked for or required as needed.

Setup and Testing Procedures Continued

- 5) Once the Invoice is considered valid by Indigo, the supplier will be put into a parallel testing phase. In this period EDI Invoices must be sent out but the older method of sending out Invoices will still be in place. Over this time period Indigo will validate the EDI Invoice to confirm they match the old paper process. **The paper Invoices are still considered the live Invoices over this period.**
- 6) Once Indigo is confident that the process is working satisfactorily the paper process will be turned off and the supplier will be considered certified on Invoices.
- 7) From that time forward the supplier will be expected to send EDI Invoices for billing.

EDI Purchase Orders

Changes from Prior EDI PO Implementation

- Indigo will use “1436008” exclusively for ISA and GS trading partner IDs.
- Indigo will now send currency data in the PO.
- **Indigo will no longer send a cancel date, as POs will not be auto-cancelled. To cancel a PO it will have to be explicitly cancelled by Indigo or the supplier. (Key Change)**
- **Indigo’s use of the ship date in the PO has changed. Indigo now sends the ship date as an expected arrival date at the receiving dock of the ship-to location. (Key Change)**
- Indigo will send a line item code representing that the price is a net price.
- Indigo will make use of a manufacturer’s code if available.

EDI Purchase Order Notes

- Indigo will send out an electronic Purchase Order (PO) for ordering of product. Indigo requires a Functional Acknowledgement (FA) and a complete Purchase Order Acknowledgement (POA) returned in response of the PO.
- The PO will have a header section at the beginning of the document followed by a details section that will loop for each product sent in the PO and will end with a trailer section.
- The PO may have the following fields in it:
 - *Header Section:*
 - PO Number
 - PO Date
 - Currency
 - Back-Order Status Code
 - Expected Arrival Date
 - Bill-to Company
 - Ship-to Company
 - Vendor Company
 - *Details Section:*
 - Line Number
 - Quantity Ordered
 - Unit of Measure
 - Net Price (cost)
 - Item Code (ISBN, UPC, EAN or manufacturer's code)
 - List Price
 - Discount
 - Product Description
 - *Trailer Section:*
 - Total Number of Lines
 - Total Number of Items
- POs will have one ship to location on it (either a store or the distribution center) located in the N1 (Ship To) segment found at the header level of the document.
- Indigo makes use of the DTM (Expected Arrival Date) segment to send an expected arrival date. This date is the expected arrival date at the dock of the ship to location. (*Change from prior implementation*)

EDI Purchase Order Technical Usage

Changes from previous implementation in bold

- ISA Segment
 - Indigo uses “ZZ” for ISA05.
 - Indigo uses “1436008” for ISA06.
 - Indigo uses a sequential 9 digit number front padded with zeroes for ISA13
 - E.g. “000012345”.
- GS Segment
 - Indigo uses “1436008” for GS02 for a non-cross-dock PO.
 - Indigo uses a sequential number for GS06.
 - E.g. “12349”.
- ST Segment
 - Indigo uses a sequential 4 digit number front padded with zeroes for ST02 that resets with every new GS segment.
 - E.g. “0001”.
- **CUR Segment**
 - **Indigo will send the optional CUR segment.**
- PER Segment
 - Indigo will not send the optional PER segment.
- REF Segment (Promotional Deal/Reference Number)
 - Indigo will not send the optional REF segment.
- CSH Segment
 - Indigo uses “Y” for CSH01.
- **DTM Segment (Cancel Date)**
 - **Indigo will not send a cancel date (DTM01 is “001”). POs will no longer auto cancel and must be explicitly cancelled by either Indigo or the supplier.**
- **DTM Segment (Expected Arrival Date)**
 - **Indigo will send a ship date (DTM01 is “067”). Indigo expects this date to be the expected arrival date at the receiving dock of the ship to location. This is no longer the date at which the shipment has left the supplier.**
- N1 Segment (Bill To)
 - Indigo uses “1436007” for N104.
 - Indigo does not use N102.

EDI Purchase Order Technical Usage Continued

- **PO1 Segment**
 - Indigo makes use of the PO103 element.
 - E.g. “EA”.
 - Indigo puts the cost of the product to Indigo in PO104.
 - **Indigo use “NT” in PO105.**
 - Indigo will use “IB” for ISBN in PO106 if available.
 - Indigo will use an ISBN in PO107 if available.
 - Indigo will use “UP” for UPC or EAN in PO108 if an ISBN is unavailable.
 - Indigo will use a UPC or EAN in PO109 if an ISBN code is unavailable.
 - **Indigo will use “MG” in PO110 if available.**
 - **Indigo will use the vendor’s manufacturing code in PO111 if available.**
- **CTP Segment**
 - CTP03 will be the suggested list price.
 - The discount multiplier in CTP07 if multiplied by CTP03 will equal the amount of the cost in PO104.
- **PID Segment**
 - Indigo uses the PID segment.

EDI Purchase Order Specifications

<http://www.booknetcanada.com/mambo/images/media/edi/bnc-850-ratified-2005.pdf>

Purchase Order Acknowledgements

Changes from Prior POA Implementation

- Indigo will use “1436008” exclusively for ISA and GS trading partner IDs.
- **Indigo accepts follow-up POAs. The last POA received is considered the only accepted POA. (Key Change)**
- Indigo expects currency data in the POA.
- **Indigo requires an expected ship to the receiving dock to be sent. (Key Change)**

Purchase Order Acknowledgment Notes

- Indigo requires that a complete Purchase Order Acknowledgment (POA) be sent back for every EDI PO that has been sent out. Indigo will return a Functional Acknowledgement (FA) for every POA sent to it.
- The POA will have a header section at the beginning of the document followed by a details section that will loop for each product sent in the PO and will end with a trailer section.
- The PO may have the following fields in it:
 - *Header Section:*
 - PO Number
 - PO Date
 - POA Reference Number
 - POA Date
 - Currency
 - Back-Order Status Code
 - Bill-to Company
 - Ship-to Company
 - Vendor Company
 - *Details Section:*
 - Line Number
 - Quantity Ordered
 - Unit of Measure
 - Net Price (cost)
 - Item Code (ISBN, UPC or EAN)
 - List Price
 - Discount
 - Product Description
 - POA Acceptance Code
 - POA Quantity
 - POA Unit of Measure
 - Alternate ISBN
 - Item Status Code
 - Scheduled Ship Date
 - *Trailer Section:*
 - Total Number of Lines
 - Total Number of Items
- The POA must be complete and acknowledge every line item on the matching PO. Indigo does not except partial or exception based POAs.

Purchase Order Acknowledgment Notes Continued

- **Indigo accepts multiple POAs for a single PO. In this case the latter POAs must be indicated as a follow-up POA in the BAK segment. (*Change from prior implementation*)**
- When a follow-up POA is sent it too must be a complete POA indicating status of every PO line on the matching PO even if most of this information is redundant. The reason for this is that Indigo considers the latest POA for a PO as the only POA that is in use for the matching PO. Follow-up POAs can be used to send information that has been updated from the time that the original POA was sent out but still before the ship date of the product. For example a supplier may wish to send a follow-up POA when a back-ordered product has now become available and the supplier wishes to send this product with the rest of the shipment for that PO.
- Indigo requires that the PO1 segment be the same as the corresponding segment sent in the original PO.
- Indigo requires that the supplier send as many ACK segments as required to fully describe the accompanying line item. For example if a line item were partially accepted and partially back-ordered then Indigo would expect an ACK segment for the accepted product and another for the back-ordered product. The total product in the ACK segments for a particular line item must equal the corresponding amount in the PO segment.
- Indigo makes use of the code "IA" in the ACK segment for both accepted and back-ordered product and "IR" only for cancelled product.
- Cancelled product on the POA will be cancelled off the PO and will need to be re-ordered if still needed.
- Indigo accepts the use of alternate ISBNs for alternate or substitute products. The substituted product's ID must be used in the ACK segment. Indigo does not accept the use of non-substituted product in this spot (i.e. please do not use this element unless it is actually an alternate ISBN).

Purchase Order Acknowledgment Notes Continued

- **Indigo requires the use of the SCH segment to send an expected arrival date. This date is the expected arrival date at the dock of the ship to location. Please allow the lead-time in getting to the destination. (*Change from prior implementation*)**

Purchase Order Acknowledgment Technical Usage

Changes from previous implementation in bold

- ISA Segment
 - Indigo expects “ZZ” for ISA07.
 - Indigo expects “1436008” for ISA08.
- GS Segment
 - Indigo expects “1436008” for GS03.
- **BAK Segment**
 - **Indigo accepts both “00” for original POA and “04” for a follow-up POA in BAK01. All subsequent POAs after the first original must use “04” in BAK01.**
 - **Indigo only accepts “AC” in BAK02. Indigo will accept as many POAs as the supplier wishes to send but all POAs must be complete POAs matching the original PO not just exceptions. Indigo will use the last POA sent as the only one kept in the system.**
- **CUR Segment**
 - **Indigo requires the optional CUR segment.**
- PO1 Segment
 - The PO1 segment should match the PO1 segment sent in the matching PO.
- CTP Segment
 - The supplier can make use of the CTP segment for any price changes or discount changes from the supplier.

Purchase Order Acknowledgment Technical Usage Continued

- **ACK Segment**
 - Indigo requires as many ACK segments as necessary to give status to the total quantity ordered in the PO1 segment of the matching PO.
 - The total of all ACK02 elements should match the quantity ordered in PO102.
 - Indigo expects “IA” in ACK01 for accepted or back-ordered quantities. “IR” is to be used for cancelled quantities only.
 - Indigo requires the use of ACK07 and ACK08 for a substituted product or alternate ISBN. ACK07 and ACK08 are not to be used if the product is not being substituted for.
 - Indigo accepts and makes use of all BookNet Canada approved ACK29 codes.
 - E.g. If 100 of a product is ordered and all 100 is accepted:
 - ACK*IA*100*EA*****BI*ACK*AC
 - E.g. If 100 of a product is ordered and all 100 is back-ordered:
 - ACK*IA*100*EA*****BI*ACK*BO
 - E.g. If 100 of a product is ordered and all 100 is cancelled:
 - ACK*IR*100*EA*****BI*ACK*CO
 - E.g. If 100 of a product is ordered and 60 is accepted and 40 is back-ordered:
 - ACK*IA*60*EA*****BI*ACK*AC
ACK*IA*40*EA*****BI*ACK*BO
 - E.g. If 100 of a product is ordered and 60 is accepted and 40 is cancelled:
 - ACK*IA*60*EA*****BI*ACK*AC
ACK*IR*40*EA*****BI*ACK*CO
 - E.g. If 100 of a product is ordered and all 100 is accepted but substituted with an alternate ISBN of 1234567890:
 - ACK*IA*100*EA***AI*1234567890*****BI*ACK*AC
- **SCH Segment**
 - **Indigo requires the optional SCH segment.**
 - **Indigo requires the date in SCH06 to be the expected arrival date at the receiving dock of the ship to location of the last scheduled shipment. For back-ordered product Indigo still requires an expected arrival date.**
 - **SCH01 should match the total of the ACK02 elements with ACK01 of “IA”.**

Purchase Order Acknowledgement Specifications

<http://www.booknetcanada.com/purchaseorderacknowledgement>

Advanced Shipment Notices

Changes from Prior ASN Implementation

- Indigo will use “1436008” exclusively for ISA and GS trading partner IDs.

Advanced Shipment Notice Notes

- Indigo requires that a supplier send a carton level Advanced Shipment Notice (ASN) to them. An ASN gives information as to what is being sent on a shipment prior to its arrival at the receiving dock. This information will include everything up to and including, which items are in which carton. Indigo will return a Functional Acknowledgement (FA) for every ASN sent to it.
- The ASN will have a header section at the beginning of the document followed by a shipment section that will specify information specific to the shipment. An order section will loop under the shipment section for every order on the shipment. A pack section will loop under the order section for every carton on the order. An item section will loop under the pack section for each product in the carton. The ASN will end with a trailer section.
- The ASN may have the following fields in it:
 - *Header Section:*
 - ASN Number
 - ASN Date
 - Shipment Date
 - *Shipment Section:*
 - Packaging Code
 - Packaging Quantity
 - Shipment Weight
 - Carrier Code
 - Carrier Name
 - Bill of Lading Number
 - Packing Slip Number
 - Bill-to Company
 - Ship-to Company
 - *Order Section:*
 - PO Number
 - *Pack Section:*
 - Carton Number
 - *Item Section:*
 - Line Number
 - Quantity Shipped
 - Unit of Measure
 - Item Code (ISBN, UPC, or EAN)
 - Product Description

Advanced Shipment Notice Notes Continued

- *Trailer Section:*
 - Total Number of Lines
 - Total Number of Items
- Indigo allows for multiple purchase orders on a shipment to be sent on a single ASN.
- All cartons must contain a shipping label as specified (see Appendix B -- Shipping Label Spec). The carton number must be represented in the ASN in MAN segment and must include a 2 digit label identifier (usually "00") followed by a company identifier of up to 7 digits and then a unique 10 digit carton number followed by a check digit.
- Indigo requires that the items that are specified in the specific cartons be in these cartons. If this procedure is not followed the items may be considered short shipped.
- ASNs will have one ship to location on it (either a store or the distribution center) located in the N1 (Ship To) segment found at the header level of the document.

Advanced Shipment Notice Technical Usage

Changes from previous implementation in bold

- ISA Segment
 - Indigo expects “ZZ” for ISA07
 - Indigo expects “1436008” for ISA08
- GS Segment
 - Indigo expects “1436008” for GS03
- DTM Segment
 - Indigo requires the use of the optional DTM segment for ship date.

Advanced Shipment Notice Specifications

<http://www.booknetcanada.com/advancedshipmentnotice>

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EDI Invoices

Changes from Prior EDI Invoice Implementation

- Indigo will use “1436008” exclusively for ISA and GS trading partner IDs.
- **Indigo requires that all taxes be split out in TXI segments at the trailer level. If a freight charge is to be charged to Indigo then the taxes on freight must be included (note: Indigo is working with BookNet to facilitate the addition of these segments to the BookNet standard). (*Key Change*)**

EDI Invoice Notes

- Indigo requires that a supplier send an electronic Invoice to them to bill for products. Indigo will return a Functional Acknowledgement (FA) for every Invoice sent to it.
- The Invoice will have a header section at the beginning of the document followed by a details section that will loop for each product sent in the Invoice and will end with a trailer section with totals.
- The Invoice may have the following fields in it:
 - *Header Section:*
 - Invoice Number
 - Invoice Date
 - PO Number
 - Currency
 - Packing Slip Number
 - Account Number
 - Bill of Lading Number
 - Bill-to Company
 - Ship-to Company
 - Vendor Company
 - Invoice Terms
 - Ship Date
 - *Details Section:*
 - Line Number
 - Quantity Invoiced
 - Unit of Measure
 - Net Price (cost)
 - Item Code (ISBN, UPC, EAN or manufacturer's code)
 - PO Override Number
 - List Price
 - Discount
 - Product Description

EDI Invoice Notes Continued

- *Trailer Section:*
 - Invoice Total
 - Federal Tax Total
 - Provincial Tax Total
 - Carrier Name
 - Other Charges
 - Federal Tax on Other Charges
 - Provincial Tax on Other Charges
 - Number of Cartons
 - Weight
 - Total Number of Lines
 - Total Number of Items

- Indigo requires that the PO number of the first PO being referenced by the Invoice be in the BIG segment. Indigo does allow for multiple POs to be referenced an individual Invoice, in such a case these POs will be referenced at the line level in the IT1 segment. Multiple POs can only be referenced to a single Invoice if the ship-to locations on the purchase orders are all the same (i.e. all to the same store).

- Indigo requires that all taxes be split out in TXI segments at the trailer level. If freight or another extra charge is charged to Indigo then Indigo requires that the taxes for this particular charge be explicitly broken out on its own TXI segments. Indigo is working with BookNet to facilitate the addition of these segments to the BookNet standard. (*Change from prior implementation*)

EDI Invoice Technical Usage

Changes from previous implementation in bold

- ISA Segment
 - Indigo uses “ZZ” for ISA07
 - Indigo uses “1436008” for ISA08
- GS Segment
 - Indigo uses “1436008” for GS03
- N1 Segment (Bill To)
 - Indigo expects “1436007” for N104.
- **SAC Segment**
 - **If freight is charged to Indigo in the SAC segment then a not yet approved segment to represent the tax upon the freight must be used here.**
 - E.g. **SAC*C*G830***1001*****06**
TXI*GS*70.07

EDI Invoice Specifications

<http://www.booknetcanada.com/invoice>

Appendices

Appendix A – Label Specification

OVERVIEW

In an effort to streamline its supply chain, Indigo Books & Music (Indigo) is undertaking a vendor compliance initiative. We are asking all suppliers to be fully EDI compliant by a future date, as previously communicated.

The purpose of this communication is to provide additional information on carton labeling requirements. We request that all cartons destined for Indigo must comply with labeling standards as set out in this document. This will allow for quick and accurate receipt of these items leading to increased accuracy, improved order picking, and streamlined inventory and will provide solid evidence that a bar code labeling system benefits both sides. The bottom line is to get the right product to right place in the shortest possible time.

REQUIREMENTS

All cartons destined for the Indigo Distribution Center and direct-to-store shipments should be labeled with an industry-standard MH-10 label as indicated in Figure 1.

SPECIFICATION

- ANSI MH-10.8 compliant 4" X 6" label
- UCC / EAN 128 symbology Serial Shipping Container Code (min. height 1")
- UCC 128 symbology supplementary information
- Common Label format (not Extended)
- SSCC in 20 digit UPC format

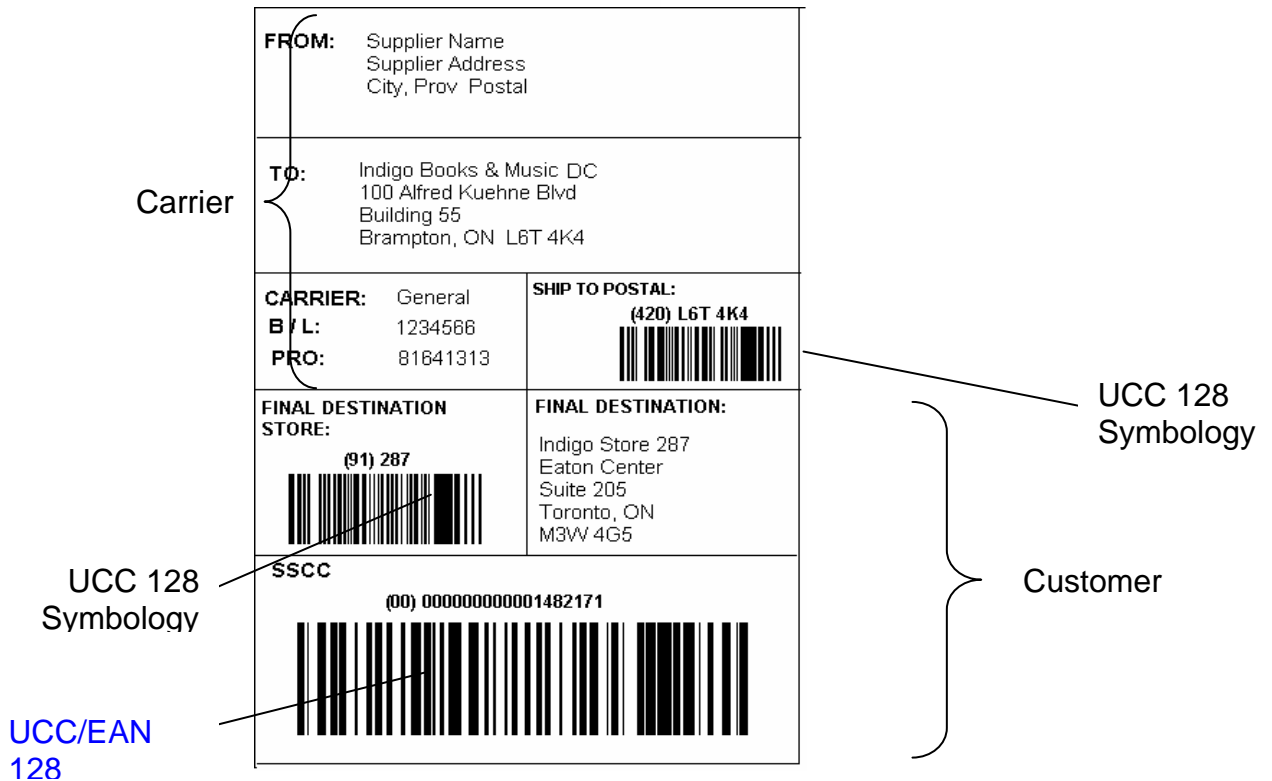


Fig. 1: Suggested Shipping Label

LABEL DETAIL

- Final Destination Store

This field will be filled with the final destination (Indigo) store number. For example, any cross-docked shipments would have a destination of the Indigo Distribution Center, at which point they will be sent to the final destination of the package. In the sample above, the final destination would be store #287 (Eaton Center Indigo), but the package will be shipped from the supplier to the Indigo Distribution Center. Currently the Indigo Distribution Center also houses four “stores” (970 – Online, 956 – Warehouse, 911 – Expedited warehouse, 999 – Corporate). In cases of non-cross-docked shipments, the final destination store would be one of these “stores”.

- Final Destination

This is the final destination address of the package. In the event of cross-docked packages, this will be the full address of the store; for any DC-

bound shipments, this would be the full address of the Indigo Distribution Center.

LABEL PLACEMENT

Labels must be placed on the carton front and face up. When building a pallet, all barcodes must face out from the center of the pallet, allowing visibility to the carton label. See Figure 2.

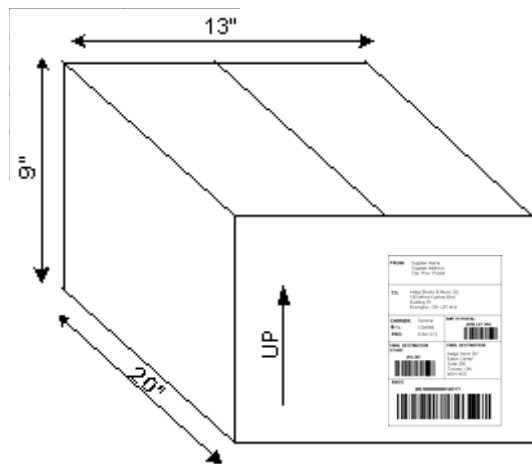


Fig. 2: Label Placement

CARTON DIMENSIONS

The maximum dimensions on a carton basis are: 13"W X 9"H X 20"L