

# EDI REQUIREMENTS

## OVERVIEW

### New Vendors

As a new vendor to Lord & Taylor, LLC dba Lord & Taylor, you are required to follow the EDI Requirements that have been provided for you within this website: [partners.lordandtaylor.com](http://partners.lordandtaylor.com)

- All vendors must be EDI capable.
- Prior to EDI setup, Lord & Taylor's Accounts Payable Department needs to receive an invoice copy, which includes your Company Name, DUNS Number, and your Remit To Address.
- New vendors MUST complete and submit the online Vendor Profile form (see the Vendor Profile tab on the Menu Bar). The submission of this completed form is used to enter EDI trading partners into our translator. Without it, your EDI documents will fail.
- Lord & Taylor trades EDI documents through two networks:
  - GXS Global exchange Services Note: Lord & Taylor will no longer trade UPC's through the GXS network. In order to trade UPC's with L&T all vendors must subscribe to Inovis.
  - [www.inovis.com](http://www.inovis.com)
- Lord & Taylor's Translator level testing of the 856-Advance Ship Notice and 810-Electronic Invoice documents and the UCC-128 carton label is available with:
  - GXS Net Community Manager (NCM) 800-334-5669, Option 3,
  - L&T MIS Sebastian Angus 212-391-5378.Please contact these services to obtain pricing and arrange testing.
- Prior to testing, confirm that all merchandise is 100% UPC marked and your Electronic UPC catalog is available to Lord & Taylor through Inovis. Confirmation should be faxed to 212.391.3162
- There must be an EDI contact available to correct and retransmit ASN's Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern Time. We do not need a contact available Christmas, New Year's or Thanksgiving days.
- Contact the Lord & Taylor EDI office if you have system problems that prohibit transmitting required EDI documents.

### Existing Vendors

As an existing vendor currently trading EDI documents with Lord & Taylor, you are required to provide written notification of any changes to your vendor record maintained in our translator.

- Written notification should be submitted via the online Vendor Profile form (see the Vendor Profile tab on the Menu Bar). Email notification will not be sufficient for the successful completion of changes to your vendor record, and may cause delays.
- On the form, please indicate that you are a current Lord & Taylor EDI Trading Partner with changes to your profile. Do not submit the form as a new vendor, in order to avoid multiple EDI IDs in our translator for a single vendor.
- We must be made aware of changes to EDI Identification Numbers, Service Providers, UPC Catalogues, and Contact Information with at least a two-day notice. Any changes needed sooner than two days, may be delayed.
- Any changes pertaining to your DUNS Number or company name must be communicated in writing to our Accounts Payable Department.
- Please note that if changing VANS from our direct connect mailboxes at GXS and Inovis Inc., to any interconnect, all 852 Sales Data Reports will be turned off.

# UPC CATALOG REQUIREMENTS

Only one catalog is used by Lord & Taylor.

- Inovia Catalogue 877-4INOVIS (877-446-6847) [info@inovia.com](mailto:info@inovia.com)

**Note: To trade UPC's all vendors must subscribe to Inovia**

## Catalog Timing

- Load all new UPCs in your catalog at least 10 days prior to the market where those UPCs are offered.
- Assign UPC codes to all products being shown in each market, even if the item is not ultimately produced.
- Purge all UPCs that have not been shipped for longer than 30 months from the catalog.
- Do not reuse UPC numbers unless the item has not been shipped for 30 months or longer.
- Vendors must contact the Lord & Taylor EDI office prior to reusing or changing UPC numbers.

## Selection Codes and Descriptions

Assign selection codes in numeric sequence based on these requirements:

- For apparel, assign selection codes based on label, gender and size range.

Example: the vendor MoonGlo has three labels and two size ranges. A suggested format would be:

301	Lisa Taylor / Missy Dresses
302	Lisa & Co. / Missy Dresses
303	Lisa's Party / Missy Dresses
304	Lisa Taylor / Petite Dresses
305	Lisa & Co. / Petite Dresses
306	Lisa's Party / Petite Dresses

## Product ID Number and Description

- The product ID number
  - must **EXACTLY MATCH** the line lists and collateral given to buyers,
  - must **EXACTLY MATCH** the UPC catalog
  - must **not exceed 12 digits**.
- Assign product ID's by size range; e.g., assign 3 different product ID's to a 5 pocket jean available in Missy, Petite and Women's sizes.
- Assign the same style - silhouette, fabric, color - shipped in contiguous months the same product ID and UPC codes across the months.  
Example: A white silk short sleeve shell shipped in March, April, May and June must be assigned the same product ID and UPCs for all four shipping months.
- Include the silhouette, fabric, group name and any significant design characteristics in descriptions.  
Example: cotton short sleeve cable sweater or mock wrap plaid skirt.

## Size Code and Description

- Use NRF size codes.
- Use consistent size codes across all product IDs / colors.
- Clearly and accurately describe the size codes.
- Do not assign the same size code description to two different NRF size codes.

## UPC CATALOG REQUIREMENTS (continued)

### Color Code and Description

- Use NRF numeric color codes.
- The color description must **EXACTLY MATCH** the line lists and collateral given to buyers. Your color name can be more specific than the standard NRF color description.  
For example: Line list color description is "Onyx". Comparable NRF color is "001 - Black", catalog should be "001 - Onyx".

### Published Cost and Suggested Retail Price

- Provide published wholesale cost for all items.
- Manufacturer's suggested retail price is a required field in the UPC catalog for products that will be marked with a MSRP.

### UPC Type Code

- Assign the correct UPC type code if the UPC number is for pre-packs, gift with purchase (GWP), purchase with purchase (PWP) or collateral merchandise.

### Discontinued Date

- Provide discontinued dates for all products that are no longer shipped. The discontinued date should represent the date the product is no longer available.

### Additional Required Data Elements (If Applicable)

- Trade Name (Label / Brand)
- Hazardous Material Class
- Manufacturer's Pack Size
- Minimum/Maximum Order Quantities
- Availability Date
- Country of Origin (Manufacturing)

### Notification Process for Catalog Changes

- Notify the Lord & Taylor EDI office via fax (21.391.3162) **two weeks before the effective date** of the following changes:
  - New numbering scheme for product IDs.
  - New label acquisitions.
  - NRF code changes.
  - Changes to selection code creation and/or organization.

## EDI IDENTIFICATION NUMBERS

Please note that Lord & Taylor uses different ID numbers for Inovis) and GXS. Please make sure you use the correct ID numbers for your EDI VAN service.

### To Trade Documents using GXS Global eXchange Services (GXS)

The following ID is to be used for Direct Connects to GXS only:

	Sender/Receiver ID Number
Lord & Taylor	08 / 6111492150

Note: UPC will no longer be traded through GXS. To trade UPC's all vendors must subscribe to Inovis.

### To Trade Documents using the Inovis

The following ID is to be used for Direct Connects to Inovis and all Interconnects:

	812, 820, 824, 850, 855, 856	210, 214, 810	852 <u>Only available via direct connects</u>
Lord & Taylor	08 / 6111492199	08 / 6111492100	08 / 6111492199

## TESTING GUIDELINES

- New Vendors must test EDI documents prior to transmitting documents and shipping merchandise to Lord & Taylor. Translator level testing of the 856-Advance Ship Notice and 810-Electronic Invoice documents and the UCC-128 carton label is available with:
  - GXS Net Community Manager (NCM) 800-334-5669, Option 3, OR
  - L&T EDI department call Sebastian Angus at 212 391-5378
- Upon completion of successful testing, you are required to rollout production EDI documents. Questions should be directed to Sebastian Angus at 212 391-5378
- All format changes made to a previously approved UCC-128 label must be resubmitted to Lord & Taylor EDI office for approval before using. Fax revised label to 212.391.3162, with written changes. Please provide your name, phone, fax number, and email address on any correspondence that you have faxed.

## TIPS FOR SUCCESSFUL EDI TRANSMITS

- Transmit ASN's accurately. If vendor errors are identified, expense offset charges **may** be assessed.
- Assign a unique bill of lading number (BOL) for each shipment. Using a BOL number multiple times can cause the ASN to be rejected.
- Lord & Taylor uses a 14-digit Bill of Lading number. If you transmit the 17-digit VICS BOL number, the system will truncate by dropping the three leading digits and use the last 14-digits of your Bill of Lading number. This will help avoid duplicate BOL numbers.
- Send EDI transmissions with a unique ISA control number.
- The following is a list of frequently occurring errors to avoid:
  - SLN segment in the 856-ASN (If you are retail price marking your merchandise)
  - SLN06 must be the retail price value
  - N1 ST segments:  
N103 must be 92  
**N104 must be a 4-digit left zero filled numeric value**
  - N1 SF segments:  
N103 must be 91  
N104 must be your EDI Sender ID number (numeric values only)
  - N1 BY segments:  
**N104 must be a 4-digit left zero filled numeric value - NO ALPHA Characters**  
LIN segments must be populated with UK, for GTINs (VICS version 4030 ONLY).
  - REF segments must be populated with correct BOL numbers, 4-digit department numbers, etc.
  - All UCC-128 carton numbers and MAN segments must be 20-digit numeric value.
  - **Insure uniqueness of your 20-Digit carton numbers.** Duplicate carton numbers will result in rejected ASNs and expense offset charges may be assessed.
  - Insure all segments are populated accurately based on our EDI mapping standards.
  - Transmit documents once. **Only rejected documents that have been corrected should be retransmitted.**

## ELECTRONIC INVOICE REQUIREMENTS

- Send electronic invoices (VICS 810) in preferred **consolidated** format. Non-consolidated / single store invoices are accepted.
- Do not put non-merchandise charges on merchandise invoices (e.g. freight charges, fixturing, etc.); they will not be paid and the entire invoice will not be processed.
- Freight and/or non-merchandise charges should be invoiced separately via paper invoice, either at the PO level or consolidated level (please reference the individual PO's on a consolidated freight invoice).
- Allowances and credits cannot be processed through electronic invoice transmissions.
- Please review all 997 Functional Acknowledgments to verify acceptance of invoices or to identify rejected documents. If documents are rejected, refer to the AK3 and AK4 segments for the reason, make appropriate corrections, and **retransmit corrected invoices as soon as possible.** (997 mapping is available in the 4030 Mapping section of [partners.lordandtaylor.com](http://partners.lordandtaylor.com))

### **Invoices more than 30 days old**

- When retransmitting older invoices (more than 30 days old), **you must coordinate with the Accounts Payable Department** to ensure receipt of the 810 Invoice document.
- Invoices more than 30 days old are purged from our system each night. However, you will receive an accepted EDI acknowledgment from the translator, as the translator does not look at the date (except for format).
- Our systems do not alert anyone to the presence of the retransmitted invoices. Therefore, the Accounts Payable representative requesting the retransmitted invoices needs to be told when the invoices are being sent in order to process them prior to the purge.

## ADVANCE SHIP NOTICE REQUIREMENTS

- VICS 856-Advance Ship Notices are required. An expense offset will be assessed for failure to send an ASN.
- Consolidate VICS 856 Advance Ship Notice/Manifests at the carton level.
- Transmit ASN's real time, when your shipment leaves your distribution center., but no later than **BEFORE** the shipment arrives at our distribution center. An expense offset will be assessed for late or missing ASN.
- Transmit ASNs the same day for shipments leaving your dock on Friday. An expense offset will be assessed for a late ASN if the transmit is held until Monday in this situation.
- If no ASN is sent, consolidate packing slips and invoices on the outside of the lead carton for the branch store. Branch store number, purchase order number, department number, and store name need to be applied to each carton.
- Please review your 997 Functional Acknowledgment to verify acceptance of ASNs or to identify rejected documents. If documents are rejected, refer to the AK3 and AK4 segments for the reason, make appropriate corrections, and **retransmit corrected ASNs as soon as possible.** (997 mapping is available in the 4030 Mapping section of [partners.lordandtaylor.com](http://partners.lordandtaylor.com))

## MASTER PACKS

If your carton size does not meet our minimum size requirement, pack multiple branch stores for the same purchase order in one master carton following these requirements:

- Inner cartons or packages must be separate for each branch store.
- Each inner carton or package must have a UCC-128 Carton Label affixed to the outside of the individual carton or package.
- Mark the outside of the master carton with the word **MASTER PACK.**
- Consolidate packing slips / invoices on the outside of the master carton.

**Refer to the Routing guide for more specific instructions**

## **CARTON CONSOLIDATION INITIATIVE (CCI)**

CCI allows for multiple POs within the same product group, branch store location and ship window to be shipped in one carton.

### **Benefits**

- Achieves more vendor minimums - increases fill-rate on replenishment orders.
- Larger carton area for label placement - increases the number of conveyable cartons.
- Decreases the use of totes - reduces misdirects to stores.
- Reduces the use of 'less than full' cartons - results in less refuse.
- Decreases the number of cartons processed - reduces costs for Receiving and Transfer associates in DCs and stores.

### **Packing/Shipping/EDI Requirements**

- Only one branch store location may be packed per carton.
- Purchase orders with latest start ship date, earliest cancel date that overlap may be combined.
- Multiple departments and multiple brands/labels may be shipped together as long as they belong to the same product group.
- All items in the carton will retain their original purchase order number.
- The UCC128 layout will remain the same.
- The ASN and shipping documents (freight bill and Manifest) will be modified to include an 'MSI' number.
- Freight bills should include all PO numbers for POD.

### **EDI Requirements**

- Minor 856 mapping changes are required.

For more information please refer to the link on. [partners.lordandtaylor.com](http://partners.lordandtaylor.com)

## UCC-128 SHIPPING CONTAINER REQUIREMENTS

- All shipments require UCC-128 Shipping Container labels that match the related, valid ASN transmission for the shipment. Expense offset charges will be assessed for shipments without labels.
- Labels must meet UCC standards, arrive in a legible, scannable condition and be printed using smudge-proof ink. Expense offset charges may be assessed if a label is unusable.
- Lord & Taylor uses high speed, automatic sortation systems in our distribution center. To insure accurate and timely processing, the following label specifications are required for the UCC-128 barcode:
  - ANSI Grade B or better barcode in UCC/EAN 128
  - 20 MIL minimum narrow element width
  - 1.0" minimum bar length
  - 0.25" quiet zone
  - Placed in proper position on carton

### Required Label Information

Zone	Description	Attribute
A	Vendor Name and Address	Mandatory
B	Lord & Taylor, 250 Highland Park Blvd. Wilkes Barre, PA 18702, and Dock Door Consignment (refer to the Routing Guide for Dock Door Consignment listing, if applicable)	Mandatory
C	Ship-to Postal Barcode. Must have 420 prefix with 5-digit zip code.	Conditional
D	Carrier Name, Bill of Lading Number and Pro Number (if applicable)	Conditional
E/F	Purchase order Number and Department Number	Mandatory
<b>G</b>	<b><u>DO NOT USE.</u></b> Information in this zone interferes with the scanning sortation systems, causing the carton to reject and expense offset charges may be assessed	<b><u>MANDATORY REMOVAL</u></b>
H	Branch Store Name, Product Group Name (name available in the REF PG segment of your 850 – Purchase Order), and Branch Store Number. The Branch Store number <u>must be at least 24-point font size, and a 4-digit left zero filled number.</u> Refer to the Store to DC Listings tab for the list of Branch Store Names (or 2 character abbreviations), and Branch Store Numbers.	Mandatory
I	SSCC-18 Barcode Number in UCC-128 symbology only. Must be a 20-digit number.	Mandatory

- Do not use a mark-for barcode or any additional barcodes on the label.
- This is the minimum information required on all UCC-128 labels. Any additional information is acceptable if it is human readable, does NOT interfere with scanning sortation systems and has been approved by Lord & Taylor. General label layout is optional.
- Additional information on barcode and UCC-128 label symbology is available at: [www.uc-council.org/reflib/00603/index.html](http://www.uc-council.org/reflib/00603/index.html)



## UCC-128 LABEL PLACEMENT

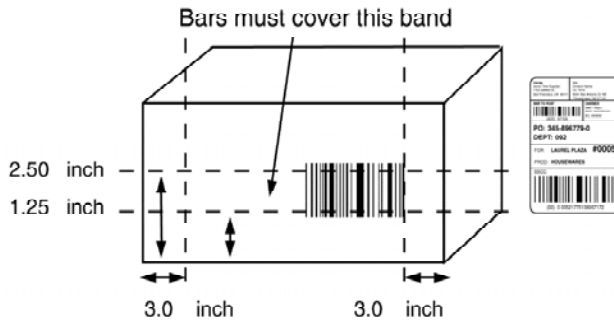
- Place one UCC128 label on the longest side of the carton. The UCC-128 Carton label must be placed in between the 3" range from either vertical edge of the carton, and 1¼" from bottom edge of the carton to avoid crushing of the barcode. Follow the label placement requirements that have been illustrated for your reference on pages 3.10, 3.11, and 3.12.
- If the carton is 7½" in height or above, place either the vertical or horizontal label format on the side of the carton (See Option 1 on page 3.11 for the vertical format, or page 3.12 for the horizontal format).
- If the carton is less than 7½" in height, the vertical label format may be overlapped from the top to the side of the carton as long as the barcode is not folded (See Option 2 on page 3.11).
- As an alternative to overlapping the label on cartons less than 7½" in height, you may choose to place the label on top of the carton, parallel to, but not overlapping the seam (See Option 3 on page 3.11).
- For GOH shipments, affix the UCC-128 label to colored media hung over the hanger of the lead garment for each store within the PO (e.g., affix the label to colored media such as plastic envelope, cardboard, card stock, etc.). Do not affix the UCC-128 label to the disposable poly-bag covering the garment. (The lead garment in GOH shipments is the first garment unloaded from the trailer when it arrives at the distribution center).
- Do not place UCC-128 labels over product ID numbers, UPC barcodes, retail price or other consumer information on merchandise shipped and displayed in the same carton.
- If shipping UPS or LTL carrier, do not combine the UCC-128 Label format with the carrier shipping label. The Lord & Taylor UCC-128 Label format must be affixed to the cartons in addition to any label used by the carrier.

**Acceptable UCC-128 Label Format Example (Vertical)**

ZONE A	<b>FROM:</b> Good Time Supplier 1155 Battery St. San Francisco, CA 94111	<b>TO:</b> Division Name DC 1478 5241 San Antonio Dr. NE Albuquerque, NM 87109	ZONE B
ZONE C	<b>SHIP TO POST</b>  (420) 87109	<b>CARRIER</b> Best Freight PRC: 2895769860 B/L: 853930	ZONE D
ZONE E/F	<b>PO: 00589677</b> <b>DEPT: 0092</b>		
ZONE H	<b>FOR: LAUREL PLAZA #0005</b> <b>PROD:HOUSEWARES</b>		
ZONE I	<b>SSCC</b>  (00) 0 00521775138957172		

SSCC bar codes used for automatic sortation. Do not apply Zone G, Final Destination Code - Ship For Number or Mark For Number bar codes.

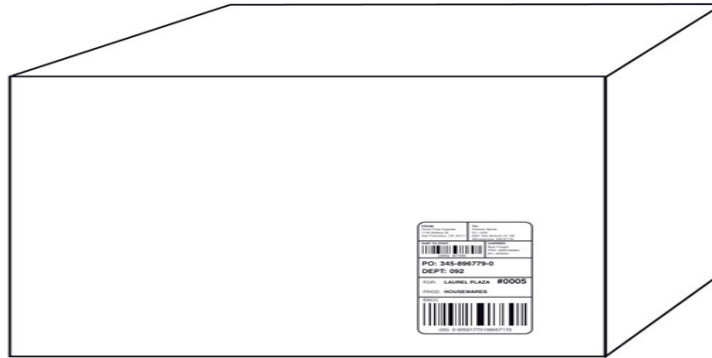
**Acceptable UCC-128 Label Placement**



## VERTICAL FORMAT (continued)

### LABEL PLACEMENT OPTIONS

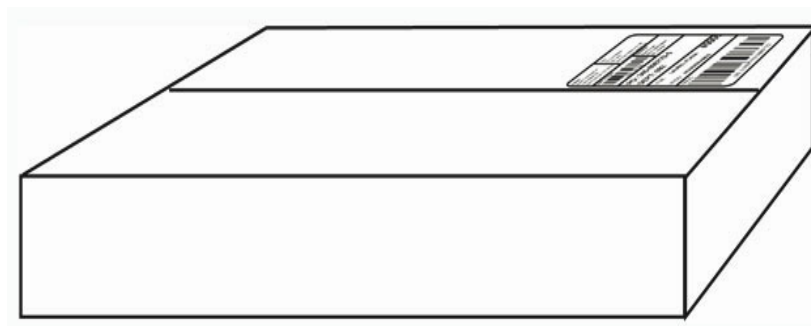
Option 1: **Preferred vertical label placement.** Labels must be placed on the longest side of the carton, 3" from the vertical edge and 1¼" from the bottom of the carton. To be applied to cartons that are 7½" in height or above.



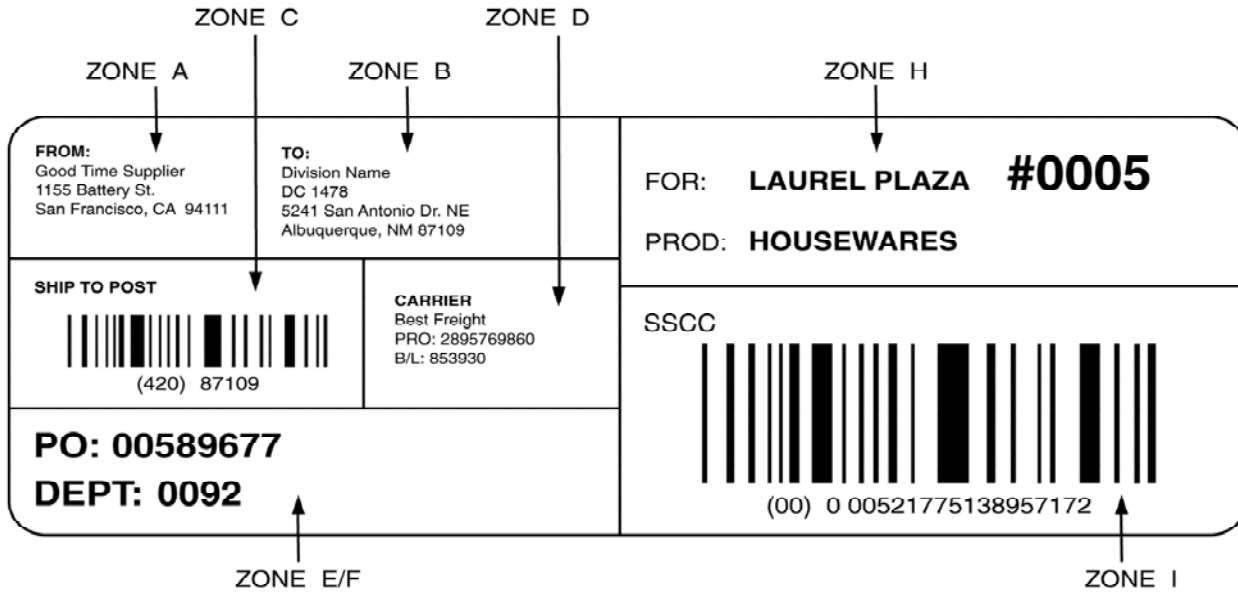
Option 2: **Overlapped vertical label placement.** Labels must be placed on the longest side of the carton, 3" from the vertical edge and 1¼" from the bottom of the carton. The barcode must not be folded. To be applied to cartons that are less than 7½" in height.



Option 3: **Top of carton vertical label placement.** Labels placed on top of the carton, parallel to, but not overlapping the seam. To be applied to cartons that are less than 7½" in height. Specifications for 3" from the vertical edge and 1¼" from the bottom of the carton does not apply for this placement.



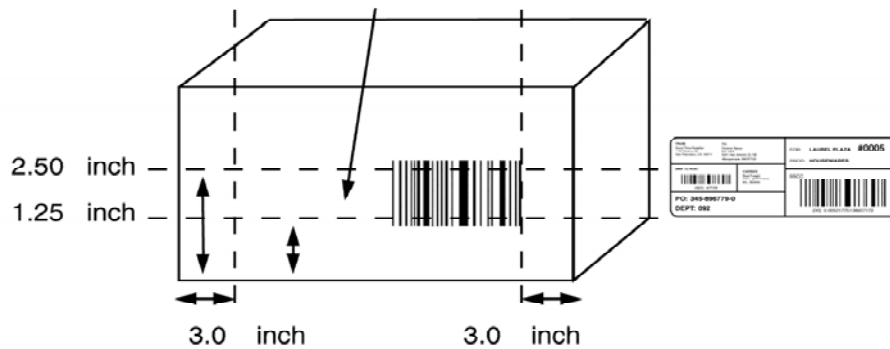
### Acceptable UCC-128 Label Format Example (Horizontal)



SSCC bar codes used for automatic sortation. Do not apply Zone G.  
Final Destination Code - Ship For Number or Mark For Number bar codes.

### Acceptable UCC-128 Label Placement

Bars must cover this band



## **PRODUCT GROUP LIST FOR UCC-128 LABEL**

The following list of product group names are to be used in Zone H of your UCC-128 Carton Label. The name that is specific to your merchandise can also be found in the REF PG segment of your 850 – Purchase Order.

<b><u>PRODUCT GROUP NAME</u></b>	<b><u>MERCHANDISE CONTENT DESCRIPTION</u></b>
Women's Shoes	- Women's casual, dress, and athletic shoes
Cosmetics	- Treatments, color, and cosmetic accessories
Women's Fragrances	- Women's fragrances
Men's Fragrances	- Men's fragrances and treatments
Handbags/Access	- Handbags, small leathers, costume/bridge jewelry, watches, belts, scarves, hair goods, sunglasses, hats, and gloves
Hosiery	- Hosiery, tights, socks, and slippers
Better Sportswear	- Misses better and bridge collections, separates, casual, and denim
Moderate Sportswear	- Misses moderate sportswear, weekend wear, and swimwear
Petite Sportswear	- Better and moderate petite sportswear
Women's Spts/Dress	- Better and moderate women's sportswear, and dresses
Dresses/Suits	- Misses and petite dresses and suits
Coats	- Misses, petite and women's coats, rainwear, leather, and outerwear
Intimate	- Bras, shapewear, daywear, pants, sleepwear, robes, loungewear
Children's	- All sizes boys and girls' sportswear (infants through 8/20), dresses, swimwear, sleepwear, hosiery, underwear, toys, accessories, hats, gloves, and gifts
Children's Shoes	- Boys and girl's casual, dress, and athletic shoes
Men's Furnishings	- Dress shirts, neckwear, underwear, socks, pajamas, robes, jewelry, small leathers, belts, sunglasses, hats, gloves, slippers, and gifts
Men's Sportswear	- Sport shirts, knit shirts, sweaters, pants, related separates, leather, outerwear, active, swimwear, and shorts
Men's Collections	- Sportswear and denim collections
Men's Clothing	- Suits, sport coats, slacks, topcoats, and rainwear
Men's Shoes	- Men's casual, dress, and athletic shoes
Tabletop/Gifts	- China, glassware, silverware, candles, and gifts
Trim-A-Home	- Holiday specific gifts, accessories, and decorations
Luggage	- Luggage, backpacks, and briefcases
Stationery/Frames	- Cards, calendars, giftwrap, frames, photo albums, and photo storage
Candy/Foods	- Candy, gourmet foods and coffee

## VENDOR RELATIONS GUIDELINES FOR COMMUNICATIONS AND CORRESPONDENCE

The Lord & Taylor Vendor Relations department is designed to offer all of our vendors the most professional, accurate and courteous service possible. It is our desire to ensure that our account with your company is maintained regularly and is kept in a current payment status.

We have assigned your account to a Vendor Relations Account Representative using the first letter of your parent company's name. Should your account information ever change, please notify your account representative immediately to ensure proper handling of your account. Below is a list of our Account Representatives and the vendor letters they handle.

<u>Account Representative</u>	<u>Vendor Accounts Assignment</u>	<u>Phone Number</u>	
Melissa Jamieson	A, D,E,F,G, H,I, J, K,P, R, S,	Rosenthal & Rosenthal-,Heller Financial HSBC Financial	(570) 970 6100- ext.2
Mary Ellen Nilon	B,C,L,M,N,O,Q,T,U,V,W,X,Y,Z	Milberg Factors , Century Factors	(570) 970-6100-ext3
Rachel Drozd	Jones Apparel. Liz Claiborne, Polo, Cosmetics		(570)-821-6451

In order to accomplish our objective, we kindly ask that you follow the **“Guidelines for Communication and Correspondence”** as detailed on the attached page. Our efforts will only be successful with your cooperation.

The structure of the department is designed to give each vendor special attention each month. Failure to comply with our guidelines for correspondence and communication will slow down the research of everyone's disputes. If your correspondence is not submitted as requested, we will accumulate your correspondence and only send a reply once each month. Consistent lack of compliance with these instructions may result in a handling charge to cover the additional cost incurred in processing your correspondence.

As always, it is our desire to serve our Vendors in the most efficient and professional manner possible. If you have a question and problem regarding these instructions, feel free to contact us and we will discuss them with you individually.

## VENDOR RELATIONS GUIDELINES FOR COMMUNICATIONS AND CORRESPONDENCE

**Website address-** [Partners.LordandTaylor.com](http://Partners.LordandTaylor.com)

. This site provides the following informations:

- \_ Invoice Payment Status
- \_ Check Information
- \_ Account Balances
- \_ Request claim copy

**Telephone Hours** - We are available Monday ,Tuesday, and Thursday, 9:00 AM - 11:00 AM and 1:30 PM – 3:30 PM Eastern Standard Time. This will allow you to speak to the representative assigned to your account. We kindly ask that you use this time to follow up on open correspondence or to obtain information not accessible through the website.

**Correspondence** - ***We do not and will not accept correspondence via the Fax or email.*** All issues must be submitted in writing to Vendor Relations, 250 Highland Park Blvd., Wilkes Barre, PA 18702

**Invoices** - Please include a copy of your statement along with copies of invoices that are 30 days or more past due for our research. ***Please use our website to ensure that you have posted all of our checks before submitting items for research.*** We will only research one invoice/statement package from your company each month.

**Copy Requests** - We send copies to support all deductions taken from our checks to your company within 10 days of printing the check. For example, deductions made on our 10/01/2006 check will be mailed by 10/11/2006. The copies are sent to the “Correspondence Address” on our Vendor Reference File, which is noted at the top of this letter. The copies will come in the form of our CCN report. This lists all deductions by type, to the detail level on a specific check. If the address noted above is not correct, please notify us immediately. Also, please allow time for the copies to be received via the US Mail before you request duplicate copies. If a vendor consistently requests duplicate copies, we will find it necessary to assess a charge to defray the costs of supplying information multiple times. See attached for example of CCN report.

**\*\*Claim Dispute** - We require that you accumulate all claim disputes through a specific period, e.g., monthly, quarterly, semi-annually, or annually. Your initial package should include all open disputes. We will perform our research and contact you to bring all issues through this period to a close, either via a conference call or a meeting. This will bring our account to a current status. Going forward, we will set a mutually agreed upon schedule for your company to submit disputes and once again call/meet to close this period. Our objective is to keep all issues current. Please understand that once we close a period, we will require a sign-off by your company and neither side will be able to reopen this period.

**\*\*Failure to comply will result in the assessment of a \$500 handling fee. Please submit no more than one correspondence letter per month.**

# LORD & TAYLOR EXPENSE OFFSET CHARGES

All Communications regarding expense-offset charges MUST be handled through the Lord & Taylor Vendor Relations Office.

## FLOOR READY

<b>Compliance Issue</b>	<b>Comments</b>	<b>Expense Offset-Minimum \$250</b>
No VICS hanger-GOH or Carton Packed	All apparel requires VICS floor ready hangers except sweaters, folded shirts, folded casual pants and jeans. -Incorrect VICS hangers -Hanger not inserted in garment	\$25.00 per PO plus .50 per unit
No UPC Ticket	All merchandise requires UPC marking. -Missing or poor quality industry standard UPC ticket -Merchandise ticketed with wrong UPC	\$25.00 per PO plus .50 per unit
UPC Not on QRS catalog or Invalid UPC	- UPC not on catalog at time of order receipt - UPC requires corrections.	\$250.00 per PO
No Retail Price Marking	Retail price marking is required in all areas except shoes, and cosmetics. -Incorrect or missing retail	\$25.00 per PO plus .50 per unit
Excessive Packaging and Interruption of Flow	-Do not use: clips, rubber bands, pins, straps, hanger foam or excessive tissue and cardboard	\$25.00 per PO plus .50 per unit

## ASN-EDI

<b>Compliance Issue</b>	<b>Comments</b>	<b>Expense Offset-Minimum \$250</b>
Late ASN	ASN received more than 24 hours after actual ship date.	\$10.00 per carton
No Carton Level ASN	-No ASN available at time of receipt -Shipment level ASN missing carton details	\$10.00 per carton plus \$10.00 per UCC128 label
Inaccurate ASN Data	-Incorrect carton or piece counts -Incorrect or duplicate carton number -Errors in mapping that result in translator rejects -Invalid UPC	\$10.00 per carton \$10.00 per carton \$250 per incident \$10.00 per carton
Incorrect ASN Data	-Wrong PO -Wrong Department or Store	\$100.00 per PO \$250.00 per incident
Incorrect Vendor No./ Terms Transmitted on Invoice	-Incorrect Duns # or Incorrect Terms transmitted on invoice, requiring corrections	\$250.00 Per PO

Incorrect Mapping on 810 Invoices	-Errors that result in translator or system rejects.	\$250.00 Per PO
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## CARTON MARKINGS

<b>Compliance Issue</b>	<b>Comments</b>	<b>Expense Offset-Minimum \$250</b>
Missing/ Unusable UCC-128 Labels	-Poor quality or missing UCC-128 label -Incorrectly located UCC-128 label -Incorrect UCC-128 label format -Multiple barcodes on UCC-128 label or carton	\$10.00 per carton



# LORD & TAYLOR EXPENSE OFFSET CHARGES

## PACKING SLIP / PAPER INVOICES

(Assessed only if accurate ASN/EDI invoice are not provided on time)

Compliance Issue	Comments	Expense Offset-Minimum <b>\$250</b>
Missing / Unusable/ Inaccurate Information	-Packing slip not received for all doors in shipment -Packing slip incomplete-pages missing -Not consolidated on lead carton	\$7.50 per carton
No EDI Invoices	-All invoices for payment must be sent via EDI within 7 days after actual ship date	\$50.00 per invoice

## SHIPMENT

Compliance Issue	Comments	Expense Offset-Minimum <b>\$250</b>
Shipped Early	Shipped by vendors indicated by carrier pick up date, prior to the "do not ship before" date specified on the purchase order.	\$50.00 plus 10% of cost price of shipment
Shipped Late	Shipped by vendor as indicated by carrier pick up date, after the "do not ship after" date specified on the purchase order.	\$50.00 plus 50% of cost price of shipment
Style Substitution	Style shipped not on purchase order or ASN	\$50.00 plus 5% of cost price of shipment
Store not on Distribution	Branch store shipped not on Purchase Order	5% of cost price of shipment
Style not ordered for store	Vendor shipped style not ordered for store	\$100.00 per store
Shortages	Piece count short by door	\$100.00 per store

## RETURN TO VENDOR

Compliance Issue	Comments	Expense Offset-Minimum <b>\$250</b>
Vendor Returns	Damaged / defective merchandise	7% plus transportation cost

## OTHERS

(Assessed only if vendor request additional copy of claim)

Compliance Issue	Comments	Expense Offset-Minimum <b>\$250</b>
Claim Copy Request	Excessive claim copy request	\$5.00 per claim copy