

Stage Stores Inc.
850 Purchase Order Implementation Guide
4010 VICS

Stage Stores Inc., which includes the Peebles chain, has strongly supported the use of the EDI 850 Purchase Order document for a number of years. Recently with the addition of several new system changes, we have been able to increase the flexibility of this document. In addition to the standard format, we can now support a multi-department format as well as a revised pack structure.

This document contains two sections:

- A copy of Stage Stores' PO conditions and terms. This information is also sent on the back of a hard copy non-EDI manual order as well as being available in our Stage Stores Logistics Guideline. The complete Guideline is available at www.stagestoresinc.com.
- Our basic EDI PO format
 - Documentation found on pages 5 - 12

Vendors who are interested in using in supporting the enhanced SLN pack or multi department formats should contact the Stage Stores EDI department at EDI@stagestore.com for additional details after testing is completed.

FAQ's

Where do I find the Department number and class number in the EDI PO file?

The Department is in the REF segment with a DP qualifier (REF*DP)

The Class is in the N9 segment with a SE qualifier (N9*SE)

How do I know where to ship the merchandise?

The Ship To location is sent in the PO header in the N1 segment with an ST qualifier (N1*ST).

- It is very important that you read this field on each PO transmission. Failure to do so may result in merchandise being shipped to the wrong Distribution Center, resulting in delays to the processing of your merchandise.
 - Violations will be assessed for shipments sent to the wrong location.

Will a store be supported by multiple warehouses?

No, a store will only be supported by one Distribution Center, a store list is available for your records.

What EDI ID's does Stage Stores support?

Stage Stores only uses one EDI ID 08:6135630001 for all EDI transactions.

We sell to both Stage and Peebles, if there is one ID used, how do I identify which chain wrote the order?

The department number is sent in all EDI PO's, regardless of the format.

Peebles department numbers are in the range of 5000 – 5999.

Stage department numbers are in the range of 1 – 1999.

850 - ELECTRONIC PURCHASE ORDER Stage Stores, Inc. (SRI)

Do not split by Ship To location. Peebles stores are supported by both of our DC's.

Stage Stores PO Terms and Guidelines

Terms and Conditions of Purchase

Ensure you have a valid purchase order prior to shipping merchandise to Stage Stores Inc. Valid purchase orders are received via EDI transmission or system generated hard copy purchase orders only.

This order is subject to the terms and conditions herein stated and appearing on the original front side of the purchase order. By accepting this order or by delivery of merchandise pursuant thereto, seller agrees to be bound thereby. No modifications or addition shall be binding on buyer unless agreed to in writing.

- (1) Timing is of the essence in this contract. All goods ordered will be shipped complete NO LATER than the "DO NOT SHIP AFTER" DATE on the front of the order. The goods should NOT BE SHIPPED before the "DO NOT SHIP BEFORE" DATE on the front of this order. The "DO NOT SHIP BEFORE" DATE on the front of this order is defined as the date that you, the Vendor will tender the shipment to the designated carrier.
- (2) The seller guarantees that the goods shall be delivered in a single lot, said lot being made up of all of the goods ordered herein.
- (3) The seller warrants and guarantees that all goods delivered pursuant to this order will comply with the descriptions, colors, fabrics, sizes and quantities specified herein, and that all goods delivered will conform to the sample of goods, if any, displayed by seller.
- (4) Buyer expressly reserves the right to cancel all or any part of this order if all of the terms and conditions hereof are not fully complied with, including, but not limited to, the terms specifying the date of delivery, shipment by a single lot, and quality of goods. Buyer has the right to return, at seller's expense, all merchandise sent which fails to comply with any of the terms and conditions specified herein. Acceptance of all or any part of the goods or payment of all or any part of the purchase price shall in no way bind buyer to accept future deliveries on any order or constitute a waiver of any right buyer might have with respect to seller's failure to deliver goods on a specified date or otherwise fail to comply with the terms and conditions of this order. The remedies provided for buyer in this paragraph, shall be in addition to and cumulative of the remedies buyer may be afforded either by law or equity.
- (5) Notwithstanding any agreement to pay freight, express, or other transportation charge, the risk of loss or damage to goods in transit shall be borne by the seller until the goods have been actually received by and accepted by buyer.
- (6) By signing a copy of this order or making any deliveries of the merchandise specified herein, vendor warrants and represents that it has the right to sell the merchandise purchased hereunder and agrees to indemnify, defend, and save the purchaser harmless from and against any and all suits, actions, claims or demands that may be brought against purchaser, and from and against all liability, loss, damages, costs and expenses, including attorney's fees, incurred by purchaser by reason thereof, on the ground that the purchase or sale of any of the merchandise covered by this order constitutes unfair competition or infringement of patent, copyright or trade mark or an invasion of the rights of any person or corporation, and vendor further agrees at its own cost and expense to defend, upon the request of purchaser, any such suits, actions, claims and demands.
- (7) Vendor warrants that the merchandise covered by this order is fit and safe for consumer use, and acceptance of the order shall constitute agreement upon vendor's part to indemnify, defend, and hold the purchaser harmless from all claims, suits, actions, liability, loss, damage and expenses (including attorney's fees) incurred or sustained by or bought against purchaser by reason of any breach of such warranty including, but not limited to, any of the foregoing based upon or alleging any design defect, manufacturing defect, marketing defect, strict liability in tort and/or failure to provide an adequate warning. Vendor agrees that if any of the merchandise covered by this order when examined or tested by purchaser after delivery shall be found defective, at purchaser's request, vendor will accept return thereof for full credit to purchaser and make full refund thereof to purchaser, including payment of all transportation charges. Vendor agrees that any merchandise returned to Vendor by the purchaser as a result of having been found to be defective for any reason is not to be repaired and returned to purchaser unless specifically requested to be repaired and returned by the purchaser on the Return To Vendor document accompanying the merchandise. Acceptance of all or any part of the merchandise shall not be deemed to be a waiver of purchaser's right to cancel or return all or any part thereof because of failure to conform to order or by reason of defects, latent or patent or for breach of warranty or to make any claim for damages, including manufacturing cost and loss of profits or for special damages occasioned the purchaser. Such rights shall be in addition to any other remedies provided by law. All obligations of the vendor under this agreement shall survive acceptance of the merchandise and payment therefore by purchaser.
- (8) Vendor represents and warrants that the merchandise covered by the order has been manufactured and labeled in accordance with the requirements of all applicable Federal, State and Municipal laws, rules and regulations, including but not limited to the Fair Labor Standards Act, the Wool Products Labeling Act, the Fur Products Labeling Act, the Textile Fiber Products Identification Act, the Flammable Fabrics Act and the Federal Hazardous Substance Labeling Act as any of the foregoing may be amended, modified, supplemented and/or recodified. Vendor's invoice shall bear the separate guarantees provided for under any of such acts or shall contain the appropriate statement that a continuing guarantee has been filed in accordance with such acts and applicable rules and regulations of the Federal Trade Commission and other Government agencies with jurisdiction in the premises. Further, vendor represents and warrants that the merchandise covered by the order has been manufactured in compliance with all applicable foreign laws, rules and regulations relating to child labor practices. Vendor further certifies that the merchandise covered by this order has been produced in compliance with all the applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act of 1938, as amended, and of regulations and orders of the Administrator of the Wage and Hour Division issued under Section 14 thereof. Vendor shall ensure that all of its factories, contractors and subcontractors are in compliance with all such U.S. and foreign laws. Vendor agrees to indemnify and hold purchaser harmless from and against any and all suits, actions, claims, demands, penalties, fines, charges, expenses, fees (including reasonable attorney's fees) arising out of Vendor's violation of such U.S. and foreign laws.
- (9) Vendor represents and warrants that the merchandise covered hereby conforms to all applicable Consumer Product Safety standards issued pursuant to the Federal Consumer Product Safety Act or other applicable legislation and agrees at the time of delivery to furnish a written certificate to such effect in the term specified in the Consumer Product Safety Act.

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Stage Stores, Inc. (SRI)

- (10) Vendor will provide Special Retailers, Inc. (SRI) with a Certificate of Insurance evidencing Commercial General Liability coverage, specifically including Product Liability coverage, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and naming SRI and its subsidiaries and affiliated companies as additional named insured, with thirty days written notice to SRI of any material modifications or cancellation.
- (11) SRI reserves the right to assess Vendor an appropriate NON-COMPLIANCE charge for any violation of packing, shipping and routing instructions which are continued in the Routing Guide. Obtain a copy of the SSI Vendor Guidelines by visiting us at www.stagestoresinc.com. Click on "Logistics." The guidelines are available for view or download. To request a mailed hard copy of the Vendor Guidelines, fax your request with your mailing address to 713-838-4494.

Segment Hierarchy – Basic Format

ISA - INTERCHANGE CONTROL HEADER

GS - FUNCTIONAL GROUP HEADER

ST - TRANSACTION SET HEADER

PURCHASE ORDER HEADER

BEG	BEGINNING SEGMENT FOR PURCHASE ORDER
REF	REFERENCE NUMBERS
DTM	DATE / TIME REFERENCE
N1	SHIP TO NAME

PURCHASE ORDER DETAIL

PO1	BASELINE ITEM DETAIL
CTP	PRICING INFORMATION
SDQ	DESTINATION QUANTITY
N9	CLASS REFERENCE NUMBER

PURCHASE ORDER SUMMARY

CTT	TRANSACTION TOTALS
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SE - TRANSACTION SET TRAILER

GE - GROUP CONTROL TRAILER

IEA - INTERCHANGE CONTROL TRAILER

'ISA' SEGMENT - MANDATORY

Interchange Control Header

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
ISA	M	SEGMENT ID	3/3	'ISA'
		Separator	1/1	'*'
ISA01	M	AUTHORIZATION	2/2	'00'
		Info Qualifier		
		Separator	1/1	'*'
ISA02	M	AUTHORIZATION	10/10	Blank
		Information		
		Separator	1/1	'*'
ISA03	M	SECURITY INFO	2/2	'00'
		Qualifier		
		Separator	1/1	'*'
ISA04	M	SECURITY INFO	10/10	Blank
		Separator	1/1	'*'
ISA05	M	SENDER ID	2/2	'08'
		Qualifier		
		Separator	1/1	'*'
ISA06	M	SENDER ID	10/10	'6135630001'
		Separator	1/1	'*'
ISA07	M	RECEIVER ID	2/2	Vendor ID Qualifier
		Qualifier		
		Separator	1/1	'*'
ISA08	M	RECEIVER ID	15/15	Vendor ID
		Separator	1/1	'*'
ISA09	M	DATE	6/6	YYMMDD Format
		Separator	1/1	'*'
ISA10	M	TIME	4/4	HHMM Format
		Separator	1/1	'*'
ISA11	M	CONTROL STANDARD	1/1	'U'
		Separator	1/1	'*'
ISA12	M	CONTROL VERSION	5/5	'00401'
		Separator	1/1	'*'
ISA13	M	INTERCHANGE	9/9	Sequential number
		CONTROL NUMBER		assigned by SRI
		Separator	1/1	'*'
ISA14	M	ACKNOWLEDGMENT	1/1	'0'
		REQUESTED		
		Separator	1/1	'*'
ISA15	M	TEST INDICATOR	1/1	'T' Test
				'P' Production
		Separator	1/1	'*'
ISA16	M	SUB-ELEMENT	1/1	'>'
		SEPARATOR		
		Terminator	1/1	HEX15

'GS' SEGMENT - MANDATORY**Functional Group Header**

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
GS	M	SEGMENT ID	2/2	'GS'
		Separator	1/1	'*'
GS01	M	FUNCTIONAL ID	2/2	'PO'
		Separator	1/1	'*'
GS02	M	SENDER	10/10	'6135630001'
		Separator	1/1	'*'
GS03	M	RECEIVER ID	9/10	Vendor ID Code
		Separator	1/1	'*'
GS04	M	DATE	8/8	CCYYMMDD Format
		Separator	1/1	'*'
GS05	M	TIME	/8	HHMMSSDD Format
		Separator	1/1	'*'
GS06	M	GROUP CONTROL NUMBER	1/9	Sequential number assigned by vendor
		Separator	1/1	'*'
GS07	M	AGENCY CODE	1/1	'X'
		Separator	1/1	'*'
GS08	M	VERSION	10/10	'004010VICS'
		Terminator	1/1	HEX15

'ST' SEGMENT - MANDATORY**Transaction Set Header**

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
ST	M	SEGMENT ID	2/2	'ST'
		Separator	1/1	'*'
ST01	M	TRANSACTION SET ID	3/3	'850'
		Separator	1/1	'*'
ST02	M	TRANSACTION SET CONTROL NUMBER	9/9	Sequential number assigned by vendor
		Terminator	1/1	HEX15

'BEG' SEGMENT - MANDATORY**Beginning Segment for Purchase Order**

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
BEG	M	SEGMENT ID	3/3	'BEG'
		Separator	1/1	'*'
BEG01	M	TRANSACTION SET PURPOSE	2/2	'00' Original
		Separator	1/1	'*'
BEG02	M	P.O. TYPE CODE	2/2	'SA' Stand-alone Order
		Separator	1/1	'*'
BEG03	M	P.O. NUMBER	7/8	PO Number (8 numeric digits)
		Separator	1/1	'*'
BEG05	M	P.O. 8/8	8/8	CCYYMMDD Format
		Terminator	1/1	HEX15

'REF' SEGMENT - MANDATORY

Reference Numbers

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
REF	M	SEGMENT ID	3/3	'REF'
		Separator	1/1	'*'
REF01	M	REFERENCE NUMBER	2/2	'DP' Department Number
		Qualifier		
		Separator	1/1	'*'
REF02	M	REFERENCE NUMBER	3/4	Department number
		Terminator	1/1	HEX15

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
REF	M	SEGMENT ID	3/3	'REF'
		Separator	1/1	'*'
REF01	M	REFERENCE NUMBER	2/2	'IA' Internal Vendor
		Qualifier Number		
		Separator	1/1	'*'
REF02	M	REFERENCE NUMBER	4/10	Internal vendor number
		Terminator	1/1	HEX15

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
REF	O	SEGMENT ID	3/3	'REF'
		Separator	1/1	'*'
REF01	O	REFERENCE NUMBER	2/2	'PD' Promotion / Deal
		Qualifier Number		
		Separator	1/1	'*'
REF02	O	REFERENCE NUMBER	1/30	Event Code number
		Terminator	1/1	HEX15

**'DTM' SEGMENT - MANDATORY
Date/Time Reference**

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
DTM	M	SEGMENT ID	3/3	'DTM'
		Separator	1/1	'*'
DTM01	M	QUALIFIER	3/3	'001' Cancel After
		Separator	1/1	'*'
DTM02	M	DATE	8/8	CCYYMMDD Format
		Terminator	1/1	HEX15

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
DTM	M	SEGMENT ID	3/3	'DTM'
		Separator	1/1	'*'
DTM01	M	QUALIFIER	3/3	'037' Ship Not Before
		Separator	1/1	'*'
DTM02	M	DATE	8/8	CCYYMMDD Format
		Terminator	1/1	HEX15

**'N1' SEGMENT - MANDATORY
Name - Ship To**

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
N1	M	SEGMENT ID	2/2	'N1'
		Separator	1/1	'*'
N101	M	ENTITY IDENTIFIER CODE	2/2	'ST' Ship To
		Separator	1/1	'*'
N102	M	NAME	1/32	'Distribution Center'
		Separator	1/1	'*'
N103	M	IDENTIFICATION CODE QUALIFIER	2/2	'92' Distribution Center Code
		Separator	1/1	'*'
N104	M	IDENTIFICATION CODE	5/5	'05099' or '00601'
		Terminator	1/1	HEX15

'PO1' SEGMENT - MANDATORY**Baseline Item Data**

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
PO1	M	SEGMENT ID	3/3	'PO1'
		Separator	1/1	'*'
PO101	M	ASSIGNED IDENTIFICATION	4/4	Line Item ID
		Separator	1/1	'*'
PO102	M	QUANTITY ORDERED	1/9	Quantity Ordered
		Separator	1/1	'*'
PO103	M	UNIT OR BASIS FOR MEASUREMENT CODE	2/2	'EA' Each
		Separator	1/1	'*'
PO104	M	UNIT PRICE	1/14	Wholesale Price
		Separator	1/1	'*'
PO105	M	BASIS OF UNIT PRICE CODE	2/2	'WE' Wholesale Price
		Separator	1/1	'*'
PO106	M	PRODUCT ID QUALIFIER	2/2	'EN' EAN 'UP' UPC
		Separator	1/1	'*'
PO107	M	PRODUCT ID	12/13	EAN or UPC
		Separator	1/1	'*'
PO108	M	PRODUCT ID QUALIFIER	2/2	'VE' Vendor Color
		Separator	1/1	'*'
PO109	M	PRODUCT ID	1/30	Vendor Color
		Separator	1/1	'*'
PO110	M	PRODUCT ID QUALIFIER	2/2	'VA' Vendor Style
		Separator	1/1	'*'
PO111	M	PRODUCT ID	1/30	Vendor Style
		Separator	1/1	'*'
PO112	M	PRODUCT ID QUALIFIER	2/2	'SZ' Vendor Size
		Separator	1/1	'*'
PO113	M	PRODUCT ID	1/30	Vendor Size
		Terminator	1/1	HEX15

'CTP' SEGMENT - MANDATORY**Pricing Information**

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REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
CTP	M	SEGMENT ID	3/3	'CTP'
		Separator	1/1	'*'
CTP01	M	CLASS OF TRADE CODE	2/2	'RS' Resale
		Separator	1/1	'*'
CTP02	M	PRICE IDENTIFIER CODE	3/3	'RES' Retail Price
		Separator	1/1	'*'
CTP03	M	UNIT PRICE	1/14	Retail Price
		Terminator	1/1	HEX15

'SDQ' SEGMENT - MANDATORY

Destination Quantity

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
SDQ	M	SEGMENT ID	3/3	'SDQ'
		Separator	1/1	'*'
SDQ01	M	UNIT OR BASIS FOR MEASUREMENT CODE	2/2	'EA' Each
		Separator	1/1	'*'
SDQ02	M	IDENTIFICATION CODE QUALIFIER	2/2	'92' SRI Store Number
		Separator	1/1	'*'
SDQ03	M	IDENTIFICATION CODE	5/5	SRI Store Number
		Separator	1/1	'*'
SDQ04	M	QUANTITY	1/15	Quantity
		Separator	1/1	'*'
SDQ05	O	IDENTIFICATION CODE	5/5	SRI Store Number
		Separator	1/1	'*'
SDQ06	O	QUANTITY	1/15	Quantity
		Separator	1/1	'*'
SDQ07	O	IDENTIFICATION CODE	5/5	SRI Store Number
		Separator	1/1	'*'
SDQ08	O	QUANTITY	1/15	Quantity
		Separator	1/1	'*'
SDQ09	O	IDENTIFICATION CODE	5/5	SRI Store Number
		Separator	1/1	'*'
SDQ10	O	QUANTITY	1/15	Quantity
		Separator	1/1	'*'
SDQ11	O	IDENTIFICATION CODE	5/5	SRI Store Number
		Separator	1/1	'*'
SDQ12	O	QUANTITY	1/15	Quantity
		Separator	1/1	'*'
SDQ13	O	IDENTIFICATION CODE	5/5	SRI Store Number

Note: SDQ segment continued on the next page

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Note: SDQ segment continued from previous page

		Separator	1/1	'*'
SDQ14	O	QUANTITY	1/15	Quantity
		Separator	1/1	'*'
SDQ15	O	IDENTIFICATION CODE	5/5	SRI Store Number
		Separator	1/1	'*'
SDQ16	O	QUANTITY	1/15	Quantity
		Separator	1/1	'*'
SDQ17	O	IDENTIFICATION CODE	5/5	SRI Store Number
		Separator	1/1	'*'
SDQ18	O	QUANTITY	1/15	Quantity
		Separator	1/1	'*'
SDQ19	O	IDENTIFICATION CODE	5/5	SRI Store Number
		Separator	1/1	'*'
SDQ20	O	QUANTITY	1/15	Quantity
		Separator	1/1	'*'
SDQ21	O	IDENTIFICATION CODE	5/5	SRI Store Number
		Separator	1/1	'*'
SDQ22	O	QUANTITY	1/15	Quantity
		Terminator	1/1	HEX15

'N9' SEGMENT - MANDATORY

Class Reference Number

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
N9	M	SEGMENT ID	2/2	'N9'
		Separator	1/1	'*'
N901	M	REFERENCE NUMBER QUALIFIER	2/2	'SE' Serial Number
		Separator	1/1	'*'
N902	M	REFERENCE NUMBER	1/5	Class Number (5 alpha-numeric)
		Terminator	1/1	HEX15

'CTT' SEGMENT - MANDATORY

Transaction Totals

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
CTT	M	SEGMENT ID	3/3	'CTT'
		Separator	1/1	'*'
CTT01	M	NUMBER OF LINE ITEMS	1/6	Number of PO1 Segments
		Separator	1/1	'*'
CTT02	M	TOTAL QUANTITY ORDERED	1/10	Total Quantity Ordered
		Terminator	1/1	HEX15

'SE' SEGMENT - MANDATORY**Transaction Set Trailer**

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
SE	M	SEGMENT ID	2/2	'SE'
		Separator	1/1	'*'
SE01	M	NUMBER OF INCLUDED SEGMENTS	1/10	Number of segments in transaction set
		Separator	1/1	'*'
SE02	M	TRANSACTION SET CONTROL NUMBER	9/9	Sequential number assigned by vendor
		Terminator	1/1	HEX15

'GE' SEGMENT - MANDATORY**Functional Group Trailer**

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
GE	M	SEGMENT ID	2/2	'GE'
		Separator	1/1	'*'
GE01	M	NUMBER OF TRANSACTION SETS INCLUDED	1/6	Number of transaction sets included in the functional group
		Separator	1/1	'*'
GE02	M	GROUP CONTROL NUMBER	2/2	Sequential number assigned by vendor
		Terminator	1/1	HEX15

'IEA' SEGMENT - MANDATORY**Interchange Control Trailer**

REFERENCE DESIGNATOR	USAGE	DATA ELEMENT NAME	MIN/MAX LENGTH	VALUE
IEA	M	SEGMENT ID	3/3	'IEA'
		Separator	1/1	'*'
IEA01	M	NUMBER OF FUNCTIONAL GROUPS INCLUDED	1/5	Number of functional groups included in transmission
		Separator	1/1	'*'
IEA02	M	INTERCHANGE CONTROL NUMBER	9/9	Sequential number assigned by vendor
		Terminator	1/1	HEX15