**Overview**

Electronic Data Interchange (EDI) is one of the most common forms of transmitting business documents such as Purchase Orders, Invoices, Advance Ship Notices and Payments electronically from one trading partner to another. The trading partners are referred to as a business entity such as vendor, freight forwarders or third party EDI providers with whom there is an agreement to trade these business documents via EDI.

**Benefits**

There are many benefits to using EDI, which include:

- **Reduced human intervention:**

  Because EDI automates the flow of business documents between the Trading Partner's Software applications, it eliminates the need to manually enter information into the Software application.

- **Decreased handling cost:**

  EDI offers a more efficient and cost effective way to transmit documents as opposed to the traditional paper handling, distribution and mailing methods.

- **Timely delivery of documents:**

  Because of EDI communication efficiencies, the documents can be delivered within hours or minutes as opposed to days.

- **Improved accuracy:**

  The EDI transmitted data is proven to be far more reliable as it eliminates the potential for multiple entries of the same information. It also increases the consistency in the data received eliminating errors caused by missed information.

- **Return on Investment:**

  The above benefits highlight a significant long-term saving in operational costs for both the vendor and Anna's Linens. That is why Anna's Linens has chosen and will mandate to trade EDI with its vendors under this guideline.

**Industry Standard References**

There are many resources for helping an organization use industry standard Electronic Communication options effectively and efficiently. These organizations help companies obtain information in preparation to do EDI:

UPC ticket format and marking guidelines: GS1 US (formerly Uniform Code Council (800) 543-8137 www.gs1us.org

VICS EDI mapping guidelines: Voluntary Inter-industry Commerce Standards (VICS) – Guidelines for Floor Ready Merchandise (202) 626-8171 www.vics.org

**EDI Requirements**

Anna's Linens supports Electronic Data Interchange (EDI) and is committed to eliminating all paper media by trading business electronically via EDI. Partners must send or receive all of the documents listed below using the 810, 850, and 856 transaction sets. Those partners in the vendor generated order program must also be able to accept an EDI 850 PO.

**Summary of Partner's EDI Requirements**

All suppliers must provide EDI documents using Voluntary Inter-Industry Communications Standards (VICS). Anna's Linens currently uses the VICS 4010 version for all EDI documents configured mapping for Anna's specific requirements.

The following are the types of electronic data Anna's Linens requires:

810  Invoice
850  Purchase Order (PO)
856  Advance Ship Notice (ASN) with related UCC-128
997  Functional Acknowledgement (FA)

**Note:** Anna's Linens sends a 997 back within 24 hours for any inbound file received. The 997 transaction acknowledges receipt of the document but does not indicate its validity.

**Note:** Please refer to the Labeling/Carton Requirements section for sample UCC-128 labels.

**Envelope Mapping Guidelines**

Partners must complete testing of all current required EDI documents (810, 850 and 856) prior to any production EDI documents being sent or received by Anna's Linens EDI department. In addition, a sample UCC 128 label must be provided to the EDI department for approval. Please contact Anna's Linen's EDI Department for Document Mapping Guidelines. These guidelines must be strictly adhered to ensure all Anna's Lines EDI mapping requirements have been met.

**Third Party EDI Provider**

Please contact Anna's Linens EDI Department for a current listing of Anna's Linens preferred Third Party EDI Providers. While Anna's Linens may suggest a Third Party EDI Provider for a vendor to consider, Anna's Linens does not endorse or approve any Third Party EDI Provider. Each vendor must make the decision to use a Third Party EDI Provider. Each vendor is responsible for ensuring their EDI Department or Third Party EDI Provider meets all of Anna's Linens EDI requirements.

**Advance Ship Notice (ASN)**

**ASN Requirements**

Anna's Linens requires that there is only one EDI 856 ASN transmitted with carton level information per PO, per ship to location (3PL), per shipment. PO Types (e.g. Cross Dock and Bulk) must not be combined on the same ASN. The ASN must be transmitted and received by Anna's Linens at the time of shipment. An expense offset will be applied if these requirements are not met.

For shipment locations within the same area as our 3PL locations that may arrive the same day, please notify Anna's Linens EDI Department that your ASN has transmitted for processing via e-mail at edi@annaslinens.com.

**Small Package Shipments - ASN Requirements**

For shipments sent via parcel carrier, Anna's Linens requires that there is one ASN transmitted per shipment. Also, the tracking number(s) provided by the parcel carrier must populate the sub-bill of lading field (BM*REF02 segment) as well as the PRO number field (CN*REF02 segment). Anna's Linens also requires that the ASN is transmitted and received by Anna's Linens EDI system on the day of shipment. Please reference the Anna's Linens EDI Mapping document for mapping details.

**ASNs for "No Charge" Merchandise**

Shipments containing "no charge" merchandise (i.e. testers, samples, etc.) must be packed in separate package(s) from the retail merchandise and clearly marked as "no charge." ASNs are required for "no charge" merchandise and a $.01 cost should be applied. This assures that our 3PL's (Third Party Logistic network) and stores can accurately receive the merchandise. "No charge" merchandise must have valid UPCs with the Anna's Linens inventory system and must be accurately represented within the ASN for that shipment.

**Partner Accuracy Audit Program**

Anna's Linens uses a warehouse management system to receive merchandise using the ASN and to pay partners with EDI invoices. Therefore, partners must make every effort to ensure that shipments are 100% accurate. Anna's Linens' audit program samples a percentage of all shipments received against the corresponding ASN to monitor accuracy.

This audit program compares the UPC/EANs physically contained within the carton to the UPC/EANs on the corresponding ASN as well as a review of the partner's floor ready compliance. When audit results indicate errors, Anna's Linens will discontinue the use of the ASN when processing the shipment, and an expense offset will be applied for each shipment processed manually until accuracy is attained.

**Re-transmitting ASN Data**

Partners must contact the EDI department prior to attempting to re-transmit or update any previously sent ASN data. Because Anna's Linens forwards all ASN data to our DCs as well as the Anna's Linens retail locations, duplicate Shipment IDs and updated ASN data may not be accepted. In the event that an updated ASN is accepted, it will need to contain a unique shipment ID when it is resent. Duplicate or inaccurate ASN data may be subject to an expense offset.
(See Expense Offset section of this guide.)