VENDOR EDI MANUAL

SPORTSMAN'S GUIDE
(SG)

Please contact SPS Commerce for details regarding testing, fees, and requirements.

SPS Commerce Contact Information:
Email: clientservices@spscommerce.com
Phone: (866) 245-8100
SPS Commerce Asia Support Team Contact Information:
Email: asiasupport@spscommerce.com
Phone: +86 4006-233-251

SPS Commerce Website:
Website: https://community.spscommerce.com/sportsmans-guide/

TABLE OF CONTENTS

INTRODUCTION

Technology and the use of information have redefined retailing practices. Sportsman's Guide is committed to better serving our customers through superior use of technology and information. We need our vendors to be equally committed to basic merchandise technology standards.

EDI has opened new ways of doing business together. It allows the reduction and elimination of paperwork while eliminating repetitive efforts. This is only possible if the merchandise is properly marked and prepared by the vendor, and the appropriate data is transmitted.

-We look forward to working with you to make it a success!

SPS COMMERCE CONTACT

Name: SPS Client Services
Email: clientservices@spscommerce.com   **Phone:** (866) 245-8100
Website: https://community.spscommerce.com/sportsmans-guide/
Name: Asia support Team
Email: asiasupport@spscommerce.com   **Phone:** +86 40006-233-251

SPS Commerce is responsible for:
- Setup
- Testing
- Enablement
- Fulfillment/Webforms
- File Integration

Please note While all initial testing to trade EDI documents with SG must be done through SPS Commerce, it is not required that you use SPS as your final solution. Vendors may select any EDI provider for their business needs.

SPORTSMAN'S GUIDE EDI CONTACT

Name: Claudia Kidd
Title: EDI Analyst
Email: sgedi@sportsmansguide.com   **Phone:** (651) 552-5329

TRANSACTION TYPES / DEFAULT TRANSMISSION TIMES

Sportsman's Guide → SPS Commerce → Vendor

Transaction Name	Transaction Type	Frequency Sent by Sportsman's Guide
Purchase Order	EDI 850	Three times a day
PO Change	EDI 860	Immediately

Vendor → SPS Commerce → Sportsman's Guide

Transaction Name	Transaction Type	Frequency Processed by Sportsman's Guide
Functional Acknowledgement	EDI 997	Immediately
Shipping Confirmation / ASN	EDI 856	6 times daily Every 4 hours starting @ 4:00am
Inventory Feed	EDI 846	Defined per vendor
PO Acknowledgements	EDI 855	Immediately
PO Change Acknowledgements	EDI 865	Immediately
*Invoice	EDI 810	6 times daily Every 4 hours starting @ 4:00am

*Note: EDI invoices should NEVER be submitted for foreign import purchase orders.

Miscellaneous

Transaction Name	Vendor Type	Frequency
SSCC-18 / GS1-128 Carton Labels	Ship to DC Only	1 per carton/pallet
Branded Packing Slips	Factory Direct Only	1 per package

COMPLIANCE REQUIREMENTS

Sportsman's Guide has worked to upgrade our EDI platform to provide a more robust and flexible system for order and inventory management. Following industry best practices, we have moved to the 5010 version of EDI and adopted many new documents. All vendors are now required to use EDI with SG. The following is an overview of our compliance expectations and the documents you are expected to send.

997 Functional Acknowledgement

- The 997 serves only to relay back to SG that our 850 PO has been received in your EDI system and can be migrated into your order management system.
- The 997 should be transmitted immediately upon receipt of the 850 from SG.

855 PO Acknowledgement

- The 855 PO acknowledgement is used to confirm the receipt of a purchase order. The 855 also communicates whether the PO was accepted or rejected or what changes may have been made to accept the SG PO. Should be done for the order as a whole, and on a line by line basis.
- The 855 transmission timeline is as follows:
  -Within 1 business day of receipt of the 850 PO for drop ship orders.
  -Within 3-5 business days of receipt of the 850 PO for orders shipping to the SG warehouse.
- It should contain information about what you will ship on the order, and at what cost. There are many variations on how you can acknowledge orders. You can acknowledge and accept/reject the order in its entirety or by line item.

Acknowledgement Codes	
ORDER LEVEL ACKNOWLEDGEMENT CODES	AC – acknowledged with detail and change AD – acknowledged with detail, no changes RD – rejected with detail (there is a field called reject notes to be filled out for reason)
ITEM LEVEL ACKNOWLEDGEMENT CODES	IA – item accepted IB – item accepted, backordered IP – item accepted with price change DR – item accepted, date rescheduled IR – item rejected IQ – item accepted, quantity changed

- **Rejection** of an order or line item in your original 855 <u>will prompt an automatic cancellation with SG.</u> If the order/ items ship at a later date, invoices will not be paid against them.
- Price changes should be transmitted through your 855. If you do not acknowledge with your cost correction then your order <u>must</u> ship at the cost transmitted on the original 850 PO. Cost corrections after-the-fact will not be accepted. On drop ship po's, SG transmits item cost – not including any drop ship fee. Those fees will be addressed in the 810 invoicing instructions.

865 PO Change Acknowledgement

- The 865 PO change acknowledgement is used to provide your acknowledgement and acceptance/rejection of the SG 860 PO change notice. Like the 855, should be done on the whole, and at a line by line basis. SG requires vendors to be able to receive and process the 860 PO change/865 PO change acknowledgement.
- The 865 needs to be transmitted as soon as your system allows. For each vendor, this will be different. Some may transmit change acknowledgements at several times of the day while others only transmit once per day.
- SG cannot accept an 855 to acknowledge an 860. <u>You must send the 865</u>.

856 Advanced Ship Notice (ASN)

- An 856 ASN must be transmitted against each order shipped for/to SG.
- For our drop ship orders, this document not only prompts shipping information to be sent to the customer so they know when to expect their package, but it closes the order in SG's system clearing invoices for payment.
- For our warehouse orders, the 856 provides SG information regarding carton count, weight, etc.
- The 856 needs to be transmitted the same day as the package shipment.
- The correct warehouse code must be in shipment segment BSN01. For <u>drop ship</u> orders, the correct code is **06**. For orders shipping to our <u>warehouse</u>, the correct code is **00**. Failure to use the correct code will cause your ASN to fail and may delay payment.

810 Invoice

- **810 Invoices should NEVER be submitted for foreign import purchase orders.**
- You may transmit an 810 invoice the same day as the shipment leaves your warehouse
- Invoices will be paid at the cost on the 850 PO unless a change was noted in the 855 PO acknowledgement
- Drop ship fees should be assessed separately on the invoice:
  - Use the SAC segment
  - Choose D500 for handling fee

Branded Packing Slip (drop ship orders only)

- The branded packing slip provides one consistent document for our drop ship customers identifying SG as the shipper and containing the SG brand logo.
- A SG branded packing slip is required for each shipment to our customers.
- Packing slips should not include pricing, only an itemized listing of products in the shipment.

846 Inventory Feed (drop ship vendor only)

- The 846 inventory feed communicates the vendor's inventory position to SG.
- Drop ship vendors - the 846 needs to be sent daily unless otherwise specified in your vendor agreement. This document will allow SG to only provide our customers the items you have in stock and ready for shipment.
- We rely on quantity in the 846 to determine availability. If you send a zero qty against an item, it will be turned off in our system. In addition, if you pull an item entirely from your feed, our system will read that as zero and will shut the item off.
- The 846 mapping is very specific; please make sure your IT dept has the correct information in the correct placement. Our system tries to match inventory on three levels: SG item number, MFG #, and UPC. If, for instance, you transpose information and send UPC in the MFG# placement field and are not sending the SG item number, we will not be able to match that up and our system will shut off the item.

GS1-128 Label (warehouse shipments only)

- The GS1-128 label provides details of shipments being received by SG from vendor into our warehouse. It allows SG to scan the barcode to determine the contents of the shipment.
- GS1-128 labels are required for each shipment SG receives.

_____

TESTING

_____

Sportsman's Guide utilizes SPS Commerce for testing and certification for all EDI transaction types. Please let the Sportsman's Guide's EDI Analyst, Claudia Kidd know if you have worked with SPS Commerce in the past, as it may expedite testing.   Please see page 5 for contact information.

What is Testing and Certification?

The SPS Commerce Testing & Certification service will prepare you to meet the compliance and requirements defined by Sportsman's Guide and SPS Commerce. A testing fee is charged by, and payable to, SPS Commerce before your testing cycle can begin.

How does it work?

1. Sportsman's Guide will contact SPS Commerce to initiate testing and certification.

2. You will be assigned to a dedicated, experienced SPS Commerce consultant.

3. Your SPS Commerce consultant will guide you through our specific requirements and technical specifications.

4. Together, you and your SPS consultant will complete and exchange test data. Each testing program incorporates a customized data set based on our order management model and electronic trading requirements.

5. Once testing is complete and you are compliant, SPS Commerce will contact the Sportsman's Guide EDI Analyst with your confirmed certification.

6. Sportsman's Guide will enable you as an EDI partner.

*After your initial test is complete, Sportsman's Guide will partner with you to ensure success into production when you begin fulfilling orders.

SHIP NOTICE & PALLET/CARTON LABELING REQUIREMENTS

OVERVIEW

The purpose of this initiative is to improve the warehouse receiving process through the use of electronic 856 Advanced Ship Notifications (ASNs) associated with License Plates on handling units containing both human readable data and industry standard scannable barcodes.

The labels discussed in this document are strictly for receiving purposes and should not be confused with UPC product labels.

EDI ADVANCE SHIP NOTICE (856)

An electronic 856 ASN matching the physical structure of the shipment must be sent to Sportsman's Guide as soon as the package ships from your facility or as soon as the truck/container is closed/sealed.
The ASN must contain one of the following:
- Domestic shipment: Bill of Lading Number
- Import shipment: Import Booking Number (Navegate)
- Dropship: Tracking Number
- Small Parcel: Carrier Pro Number or Tracking Number as a reference

The SCAC is the Standard Carrier Alpha Code used as a reference for all USA transportation companies. If unknown, please contact the carrier for assistance.

The Packing Slip Identification (ID) reference number may be repeated across orders within an 856 ASN message, but cannot be repeated across different 856 ASN messages.

A GS1-128 License Plate (LP) must be on either the pallet or the carton as defined. Each LP must contain a scannable barcode with human readable text that can be tied back to the contents of the ASN. The human readable text portion of the scan able barcode (the license plate number) must be provided in the appropriate hierarchical level of the ASN message corresponding to the physical shipment.

Sportsman's Guide (SG) will use this information as confirmation of the content details of the shipment in advance of the receipt of the orders as well as automate the receiving process. When the shipment is received into the SG warehouse, the LP is scanned and the shipment is matched to the ASN information already in the SG system.

Sportsman's Guide will support the Pick and Pack ASN Structure and each ASN will represent a single shipment (Ship-To location). We only will accept one ASN, per purchase order, per shipment. If multiple PO's are on one Shipment/Trailer/Container, the vendor will need to include multiple ASN's/GS1-128 labels. If the vendor split ships a purchase order with multiple ship dates, each shipment must have their own ASN/GS1-128 label.

- **SMALL PARCEL SHIPMENTS -** The supplier is indicating they have provided the GS1-128 Shipping label at the <u>Carton level</u> and that the ASN data contains that barcode number. Please send the ASN data in SOPI format.

- **LTL / TL (PALLET) SHIPMENTS** - The supplier is indicating they have provided the GS1-128 Shipping label at the <u>pallet level</u> and that the ASN data contains that barcode number. Please send the ASN data in SOTI format.

- **FLOOR LOADED IMPORT SHIPMENTS -** With this format, the supplier is indicating they have provided the GS1-128 Shipping label at the <u>Carton level</u> and that the ASN data contains that barcode number. Please send the ASN data in SOTI format.
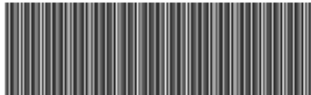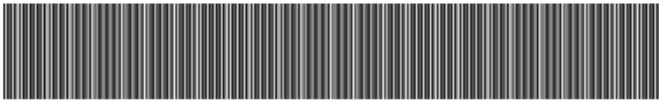

LABELING / MARKING INSTRUCTIONS

Sportsman's Guide will be automating the receiving process within their facilities through the scanning of the GS1 standard shipping label using the GS1-128 barcode symbology against the Advance Ship Notice data. Suppliers are required to provide the Sportsman's Guide shipping label on cartons or pallets within the shipment. The SSCC carton/pallet ID represented in the GS1-128 barcode number must be correctly provided in the supplier's 856/ASN data.

GS1-128 SHIPPING LABEL

It is critical that all vendors adhere to our established GS1-128 Label requirements, following the design as well as including the required return information. There must be a GS1-128 Label included on each carton / pallet.

SSCC-18 / UCC-128 Label
*Illustration not to scale
Actual size = 4"x6"*

Ship From:	Ship To:
Ship From Name	Ship To Name
Address 1	Address 1
Address 2	Address 2
Address 3	Address 3
Address 4	Address 4
City, State Postal Code	City, State Postal Code
Country	Country

Zone A   **Zone B**

Ship To Postal Code
Postal Code

Carrier:
B/L Number:

Zone C   **Zone D**

Number of Cartons: 1 of XXX

Zone E

Contents:
PO Number: 123456-00
UPC#/VN: 123456789012 (or "mixed")
SKU#: 150675 (or "mixed")

Zone F

Zone G

(00)123456789012345678

LABEL SPECS

ZONE	CONTENT
A	Vendors ship from name and address (10 to 12 pt font)
B	Vendors ship to name and address (10 to 12 pt font)
C	Ship to postal code and corresponding barcode (10 to 12 pt font)
D	Carrier and Bill of Lading / Carrier Pro Number (10 to 12 pt font)
E	Number of Cartons (10 to 12 pt font)
F	PO#, UPC/Vendor Part Number and SKU (10 to 12 pt font)
G	GS1-128 Serial Shipping Container Code (SSCC-18) (20 mil Bars)

| Zone	Description	Font	Required Information
A	Ship from Information	10-12 pt	Ship from Name Street Address City, State, Postal Code
B	Ship to Information	10-12 pt	Ship to Name Street Address City, State, Postal Code
C	Ship to Postal Code # and Bar Code		Ship to Postal Code Barcode
D	Carrier Information	10-12 pt	Carrier Name Bill of Lading /Tracking# Carrier Pro Number
E	Number of Cartons	10-12 pt	Number of Cartons
F	Shipment Information	10-12 pt	PO#, UPC/Vendor Part Number and SKU
G	Serialized Shipping Container Code-SSCC		SSCC Barcode with human readable text
RED	Fields in red are optional/conditional		

GS1-128 LABEL PLACEMENT

- For small package or import shipments place one (1) GS1-128 label on the longest side of the carton without flaps in the bottom right corner.
- The GS1 label serial barcode must be 3" from the vertical edge and 1¼" from the bottom edge of the carton.
- If the carton is six (6) *or more* inches in height place the vertical label on the side of the carton. (See preferred vertical label placement illustration)
- If the carton is *less than* six (6) inches in height use either the horizontal format or the vertical label format. The vertical format may be overlapped from the top to the side of the carton as long as the barcode is not folded. (See overlapped vertical label placement illustration)

Do not cover the GS1-128 label with tape or labels of any type. Doing so may create reflection that renders a label un-scannable.
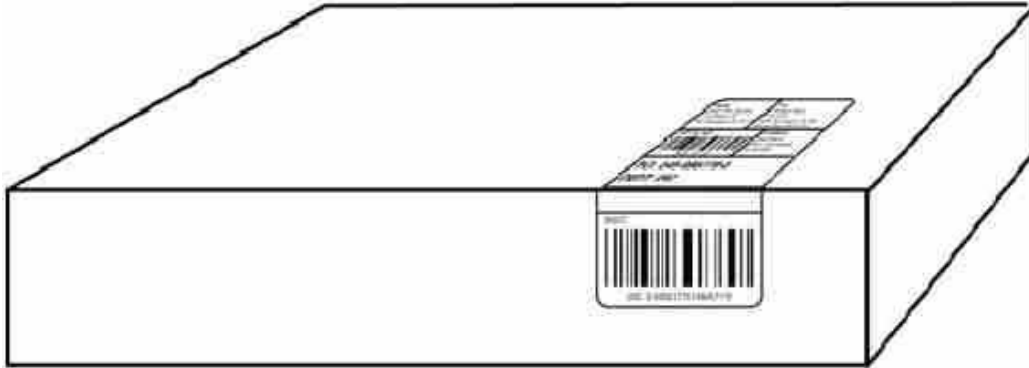
PREFERRED VERTICAL LABEL PLACEMENT

- Labels must be placed on the longest side of the carton, three (3) inches from the vertical edge and 1¼ inches from the bottom of the carton.
- To be applied to cartons that are six (6) inches in height or greater.
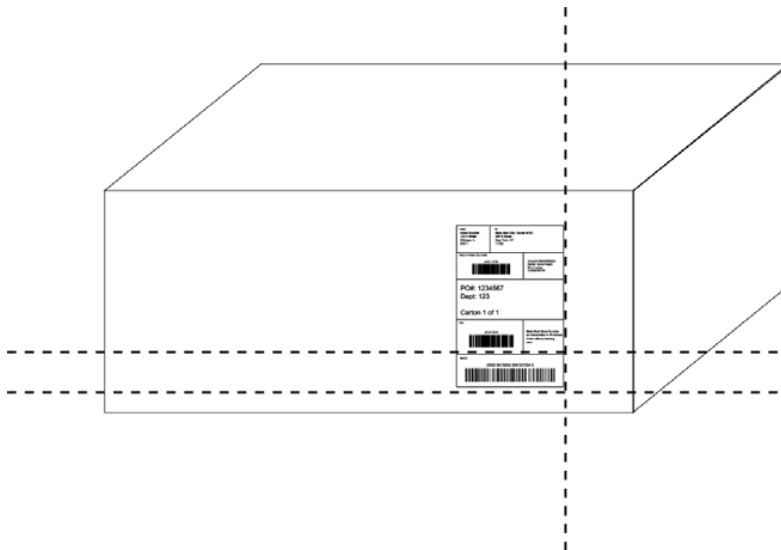

OVERLAPPED VERTICAL LABEL PLACEMENT

- Labels must be placed on the longest side of the carton, three (3) inches from the vertical edge and 1¼ inches from the bottom of the carton
- The barcode must not be folded
- To be applied to cartons which are less than six (6) inches in height

HORIZONTAL LABEL PLACEMENT

- Labels must be placed on the longest side of the carton, three (3) inches from the vertical edge and 1¼ inches from the bottom of the carton.
- To be applied to cartons which are less than six (6) inches in height
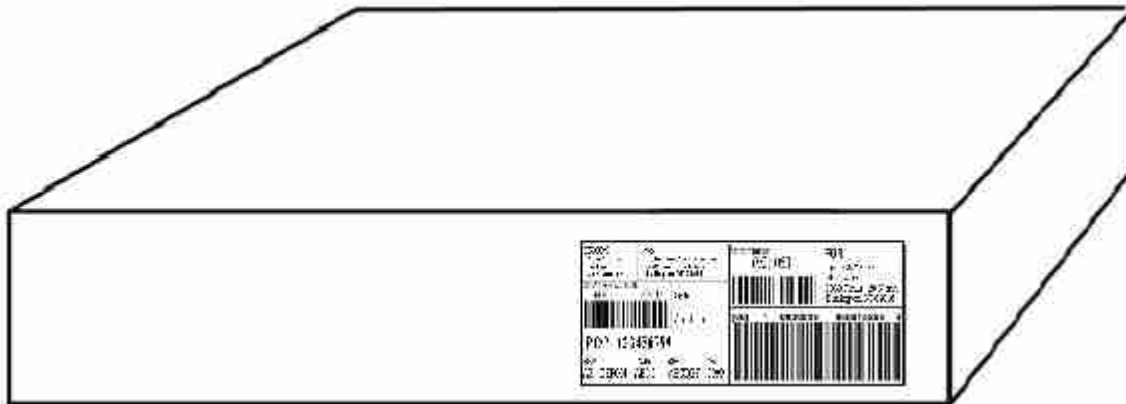
PALLET LABEL PLACEMENT

For those shipments that are Palletized products Sportsman's Guide requires that each pallet be labeled with one GS1-128 scan-able label containing SKU and quantity detail of the pallet. Place the GS1-128 label on the top most middle carton facing the front of the pallet.

Please include any "Special Handling Requirements" on the outer carton markings close to the GS1-128 label. These markings may include: Fragile, Flammable, Hazardous, Perishable, This End Up, etc. For further packaging and shipping questions, please see our Packaging, Shipping & Routing Requirements.

BRANDED PACKING SLIP

(DROP SHIP VENDORS ONLY)

If you are a Drop Ship Vendor for the Sportsman's Guide, you must include a branded packing slip with every shipment to our customer.

SPS Commerce will work with you to establish and validate that the branded packing slip is in compliance with the Sportsman's Guide requirements. Packing slips will be in a common format and can be printed on any standard printer. Although a color version of the packing slip is preferable, a black and white copy is acceptable.

Add one packing slip to each carton by either:
  ➢ Interior of carton
  ➢ Plastic sleeve on exterior of the carton

BRANDED PACKING SLIP SAMPLE

Logo

SPORTSMAN'S GUIDE

Packing Slip

Ship To
Name
Alternate Address Name
Street Address1
Street Address2
City   State   Zip

Sold To
Name
Alternate Address Name
Street Address 1
Street Address 2
City   State   Zip

Customer Order #	Ship Date	Shipping Method
REF02 (REF01 = CO)	DTM02 (DTM01=011)	TD505

Stock Keeping Unit	Vendor Part Number	Description	Comments	Order Qty
LIN03 (LIN02=SK)	LIN05(LIN04=VN)	PID05 (PID01=F/PID02=08)	MTX02(N902=GFT)	SN102

Thank you for ordering from Sportsman's Guide   Page 1 of 2

Thank you for ordering from Sportsman's Guide   Page 1 of 2

Return Instructions

RETURNING MERCHANDISING IS EASY!
Online, just click "Returns Made Easy" under the "Customer Service" heading at the bottom left of the home page, then put in your order number and follow the instructions. Flat rate shipping labels can be printed at the end of the process.

For complete return details please visit:
http://www.sportsmansguide.com/customerservice/returnpolicy

Return Address
Sportsman's Guide Returns Department
560 Armour Avenue
St. Paul, MN 55075

Customer Service
Phone: 1-800-888-5222
Hours: M-F, 7:30am-6:00 pm CST.
Online: http://www.sportsmansguide.com/customerservice/contactus

Reason for Return
Return Reasons:
01- Defective
02- Damage
03- Wrong Merch - Warehouse Error
04- Arrived Too Late
05- Wrong Size
06- Too Small
07- Too Large
08- Quality
13- Wrong Merch - Customer Error
14- Duplicate
17- Item Does not Match Catalog Description
18- Customer Changed Mind
 24- Wrong Color
25- Gift
32- Missing Parts

Items in Red are Optional. All fields will be populated from the ASN [Except the Sold To Address, Return Address, Gift Notes, and Retail Price which will source from the PO.]

EDI CHARGEBACK

EDI should enable us and our vendors to complete business transactions faster, with less expense and fewer errors. The purpose of the chargebacks is not to create revenue for the company, but to recover operating expenses incurred at the Sportsman's Guide for correcting vendor errors.

EDI Chargeback	Cost	Per Type	Max/Day
855/865 PO Acknowledgements			
Missing PO Acknowledgement	$25.00	Per Purchase Order	$100.00
Late PO Acknowledgement	$25.00	Per Purchase Order	$100.00
Incorrect Data on 855/865	$25.00	Per Purchase Order	$100.00
846 Inventory Feeds			
Missing Inventory Feeds	$100.00	Per Transaction	$100.00
Duplicates / Errors	$100.00	Per Transaction	$100.00
856 Advanced Shipping Notice			
One ASN per shipment, per purchase order	$25.00	Per ASN	$100.00
Missing ASN's	$25.00	Per ASN	$100.00
Incorrect Data on 856	$25.00	Per ASN	$100.00
ASN is issued late	$25.00	Per ASN	$100.00
ASN shipment detail must match physical shipment	$25.00	Per ASN	$100.00
GS1-128 Bar Code Label			
No GS1-128 Label on carton	$5.00	Per Carton	$50.00
Label in an incorrect location on cartons	$5.00	Per Carton	$50.00
Labels have incorrect or invalid information	$5.00	Per Carton	$50.00
Labels invalid, trouble scanning/reading, and/or poor quality	$5.00	Per Carton	$50.00
810 Electronic Invoices			
Missing 810 Invoice (or sending non-edi invoices)	$25.00	Per 810 Invoice	$100.00
Incorrect Data on 810	$25.00	Per 810 Invoice	$100.00
Variances between Purchase Order and 810	$25.00	Per 810 Invoice	$100.00
Branded Packing Slip (Drop Ship Only)			
Missing /Incorrect Branded Packing Slip	$100.00	Per Package	$500.00