

ELECTRONIC DOCUMENTS: EDI

Summary

This chapter provides instruction for complying with Burlington Coat Factory's Electronic Data Interchange (EDI) program and includes a list of EDI documents and directions for using 856 ASN (Advance Ship Notice).

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EDI Overview: Merchandise Information Communication Technology

All Burlington Coat Factory vendors *must* be capable of generating their own EDI transactions or they must use the [BCF Gateway](#), a free vendor portal, to fulfill their orders.

- The Burlington Coat Factory Gateway allows vendors to receive purchase orders (EDI 850), send advance ship notices (EDI 856) with UCC128, and submit invoices for payment (EDI 810).
- All EDI documents must be 100% accurate.
- All Burlington Coat Factory EDI requests are within the accepted ANSI X.12 (American National Standards Institute) guidelines.
- For vendor-generated EDI documents (i.e., not Burlington Coat Factory Gateway transactions), your EDI documents should be created following the Burlington Coat Factory mapping guide, which is available in the [EDI Vendor Management Suite](#) once you complete the EDI registration and receive your login and password.

EDI SET UP INSTRUCTIONS

To get set up on EDI or to use the Burlington Coat Factory Gateway, visit the [EDI Vendor Management Suite](#).

- On the login page, pictured below, you'll find the downloadable [EDI User Guide and Gateway Help Documentation](#) to assist you through the registration and set up process.
- Vendors can only access the Burlington Coat Factory Gateway *after* logging in to the EDI Management Suite.

The screenshot shows the login page for the Burlington Coat Factory EDI Vendor Management Suite. The page has a blue background with a white login box in the center. At the top left, there is a 'Home' link and the Burlington Coat Factory logo. The main heading is 'Login' with the instruction 'Please log in to use the Burlington Coat Factory EDI Vendor Management Suite.' Below this is a link for 'User Guide'. The login form contains two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field is a link 'Create a user account?'. To the right of the 'Password' field are links 'Forgot Password?', 'Change Password', and 'Forgot User ID?'. A blue 'Go' button is positioned below the input fields. At the bottom of the page, there is a copyright notice: 'Copyright © 1997-2008 Burlington Coat Factory - All rights reserved'. The browser's address bar at the bottom shows the URL 'https://edi.coat.com/pdfs/etsuserguide.pdf' and the browser's taskbar shows the 'edi.coat.com' tab and an 'Adblock' extension.

EDI Documents

- Use VICS 4010 standards for all EDI documents.
- Burlington Coat Factory can support the following EDI documents:
 - 810 Invoice
 - 856 Ship Notice/Manifest (ASN)
 - 997 Functional Acknowledgement
 - 850 Purchase Order
 - 852 Product Activity Data
 - 824 Application Advice
 - 211 Carrier Bill of Lading
 - 832 UPC Electronic Catalog
 - 214 Transportation carrier Shipment Status
 - 860 Purchase Order Change

The following EDI documents are slated for our partners:

- 820 Remittance Advise

Advance Ship Notice (EDI 856 ASN)

We require an 856 Advance Ship Notice/Manifest (ASN) with carton level information a minimum of 24 hours (excluding weekends) prior to arrival of goods at the DC along with UCC128 label(s) properly affixed. **Until further notice and while we are in a transitional period, we will also require a manual packing slip to be shipped with all goods.**

SCHEDULE OF ARRIVAL

| Shipment Type | Place Of Arrival | Arrival Deadline |
|--|------------------|--|
| DC pre-pack, bulk, or GOH shipments | BCF mailbox | 24 hours prior to arrival of goods(excluding weekends) |
| DC pack by store/mark for store orders | BCF mailbox | 2 hours before scheduled appointment |
| Direct to store orders | BCF mailbox | Prior to store delivery |

WHAT VENDORS NEED TO KNOW ABOUT THEIR ASN

Transmission:

- All transmissions must arrive prior to the deadline in the Burlington Coat Factory mailbox.
- Vendors may not retransmit an accepted ASN without prior approval from Burlington Coat Factory EDI department.
- If ASN problems are discovered, it is the vendor's responsibility to send a corrected ASN with a new Trading Partner ID before the arrival deadline.

Accuracy:

- The ASN must be 100% accurate and include all required segments according to the [EDI User Guide](#).
- Follow the [Schedule of Arrival](#) when submitting ASNs.
- If using the [Burlington Coat Factory Gateway](#), ASNs will be created in the compliant format, assuming the vendor enters all information per the Burlington Coat Factory Gateway protocol.
- Vendors will be subject to Burlington Coat Factory's [accuracy audit program](#).
- We recommend the "scan and pack" method of ASN creation. If the ASN does not match the carton contents to the item level, a chargeback will be assessed.
- ASN must be properly associated with the sequentially numbered UCC128 Labels.

Bill of Lading (BOL):

- An accurate BOL and PRO number on the 856 transmissions that match the ASN and or packing slip information is required.
- Do not include shipment information that is not yet shipped or is back ordered.
- Each truckload requires an ASN that applies only to that BOL #.
- Your BOL submitted to the carrier must match the BOL used on your 856 document.
- For instructions on how to complete your BOL, [click here](#).

[Need Help?](#)