

# EDI STANDARDS AND DOCUMENTS

## EDI Overview

Burlington is committed to the use of Electronic Data Interchange (EDI) for all transactions including, but not limited to, purchase orders, Advance Ship Notices (ASN) and invoices.

## EDI Contact Information

- [edi.support@burlington.com](mailto:edi.support@burlington.com) or 609-387-7800 x 73340.

## EDI Specification Location

- Burlington uses EDI X-12 v4010 standards. All EDI specifications are available on our vendor [website](#).

## EDI Setup Instructions

- New vendors are initially setup on Burlington’s Gateway system
  - Free web-based EDI alternative.
  - Allows vendors to receive POs, create UCC-128 labels, generate ASNs, and send invoices.
  - New vendors will receive login information during their onboarding process.
  - Vendors that have in house or 3<sup>rd</sup> party EDI capabilities, please reach out to Burlington’s EDI team to schedule testing. Please review [EDI specifications](#) prior to testing

## EDI Specification Overview

- **810 Invoice** – Generated by the seller to bill the buyer for products provided.
- **824 Application Advice** – Used to report the rejection, or acceptance with errors regarding an 810 or 856 transmission.
- **850 Purchase Order** – Used to electronically advise the seller or broker of a request for the delivery of a purchased product.
- **856 Advance Ship Notice (ASN)** – Transmitted by the seller to advise an intended delivery.

Transmission Schedule	
Shipment Type	Arrival Deadline
DC pre-pack, bulk, or GOH shipments (Live Appointment)	24 hours prior to scheduled appointment (excluding weekends)
DC pack by store/mark for store orders (Live Appointment)	2 hours before scheduled appointment
DC pre-pack, bulk, GOH shipments, DC pack by store/mark for store orders (Drop Appointment)	7:00 AM the day prior to the scheduled appointment
Direct to store orders	Prior to store delivery

- Vendors are notified immediately of ASN errors through the 824 Application Advice and 997 Functional Acknowledgment. Vendors are responsible to review error notifications and resend corrected ASNs.
- ASNs may be re-transmitted by following the requirements listed in the EDI specification
- Gateway does not allow the re-transmission of ASNs. Please contact EDI Support for questions about re-transmitting ASNs on the [Gateway Portal](#).
- **860 Purchase Order Change Request**– An EDI transmission designed to indicate changes to the original 850 transmission. Inclusion is determined by the vendors’ system requirements.

- **997 Functional Acknowledgment** –Indicates the business message was received by the EDI translator software and contained the correct EDI layout (syntax). Correct syntax allows the document to be loaded and processed by the Burlington system.
  - Burlington Functional Acknowledgements are automatically generated in real time by Burlington’s EDI translator software for each transmission received. -
  - Rejected messages must be corrected and re-transmitted by the sending party.
  - Should the sending party not receive a 997, the EDI Specialist must contact the Burlington’s EDI department to report the failed transmission.
  - The sending party’s EDI Specialist must review each 997 and send corrected transmissions of rejections are indicated.
- **GS1-128/UCC-128 Bar-Coded Shipping Label** – This label is used by the seller to communicate to the buyer’s warehouse specific information related to the carton to which the label is attached. Each label number and the contents of the cartons are entered on the 856 Advance Ship Notice/Manifest (ASN).
  - All cartons shipped to Burlington’s distribution centers and/or stores are required to display a 4x6 GS1-128/UCC-128 bar-coded shipping label.
  - The carton identifiers contained within the ASN must match those displayed on the shipping label.
  - Carton IDs (LPN Numbers) are to remain within Burlington’s supply chain for a period of up to one year; do not re-use carton ID numbers during any one year period.
  - Style, color, size, and quantity information is required on the UCC-128 label.