CHAPTER 2
ELECTRONIC DATA INTERCHANGE (EDI)

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OUR STRATEGY

ELECTRONIC DATA INTERCHANGE (EDI)

In keeping with our strategic initiative to increase operating efficiency and improve vendor relations, Charlotte Russe is enhancing key systems components of its supply chain. Among these enhancements is the expanded use of EDI (Electronic Data Interchange) with our vendors. As a result, Charlotte Russe has kicked off an important initiative to implement these EDI transactions within our vendor community. This EDI initiative enables Charlotte Russe to more effectively manage our supply chain operations and will bring even greater value to our relationship, as well as efficiencies to our respective organizations. These efficiencies will help reduce manual processing, eliminate misplaced documents, and improve shipment tracking and visibility.

HOW TO GET STARTED

What is EDI? – EDI stands for Electronic Data Interchange. It is the computer-to-computer exchange of business documents between companies, using a public standard format. Rather than sending paper via fax or mail, users of EDI can exchange business data directly between computers. Charlotte Russe has partnered with SPS Commerce, the largest provider of EDI solutions, to facilitate this important project. If you choose to use your existing EDI system, you can test what you already have with SPS Commerce. If you are new to EDI or choose not to use your existing system then SPS Commerce can provide a pre-built solution to make it easy to participate.

Visit SPS Commerce at https://spsreferrals.com/charlotte-russe-holding-inc/ and complete the form to be contacted by SPS Commerce for testing or you can contact SPS to initiate the process:

Steven Yetter – Customer Success Manager: email: syetter@spscommerce.com phone: 612-604-3753

REQUIRED EDI DOCUMENTS

The Charlotte Russe EDI Program includes exchanging these mandatory documents:

850 Purchase Order:
- This transaction set is used to provide customary, established business and industry practice relative to the placement of purchase orders for goods and services.

Note: It is important to know that an accurate Purchase Order is where 100% Compliance begins. Only the EDI 850 PO or the Hard Copy Purchase Order are the official representation of the order. If clarification is needed or if discrepancies surface, please contact vendorsupport@charlotterusse.com prior to transmitting your 856-ASN.

860 Purchase Order Change:
- This transaction set is used to provide the information required for the customary, established business and industry practice relative to a purchase order change. This transaction can be used: (1) by a buyer to request a change to a previously submitted purchase order or (2) by a buyer to confirm acceptance of a purchase order change initiated by the seller or by mutual agreement of the two parties.

856 – Advanced Ship Notice:
- This transaction set is used to list the contents of a shipment of product as well as additional information relating to the shipment, such as order information, product description, physical characteristics, and type
of packaging, marking, carrier information, and configuration of product within the transportation equipment. The transaction set enables the sender to describe the contents and configuration of a shipment in various levels of detail and provides an ordered flexibility to convey information. The sender of this transaction is the organization responsible for detailing and communicating the contents of a shipment, or shipments, to one or more receivers of the transaction set.

**Advance Ship Notice Requirements:**

- 856 ASN must reflect the same ‘unit of measure’ as the purchase order. 856 ASN must accurately represent the physical units being shipped

- 856 ASN must contain carton level information per purchase order.

- 856 ASN must be assigned a unique shipment number per purchase order.

The ASN must be transmitted and received by the Charlotte Russe’s warehouse management system prior to delivery appointment request. Note: Typical transmission can take from 60 to 90 minutes.

**Re-transmitting ASN Data:**

- ASN data can be retransmitted to Charlotte Russe at any time prior to the shipment’s arrival in the distribution center. If a revision involves quantity changes with original UCC128 labels (LPN), resend with the same shipment number as the original, as this will allow the “new” ASN to overwrite the original ASN in our warehouse management system. If the revision involves any changes other than quantity or if the revision involves new UCC128 labels (LPN) contact vendorsupport@charlotterusse.com prior to sending to identify the correct format for the “new” data.

**997- Functional Acknowledgement:**

- A 997 (functional acknowledgment) is sent back within 24 hours for any inbound file received. Please be aware a 997 indicates receipt of an EDI document only. A 997 does not indicate the data was processed through Charlotte Russe’s warehouse management system successfully. To ensure Charlotte Russe is receiving any 856 files from your company, please be sure to monitor your 997’s.

**810-Invoice:**

- The transaction set is used to provide for customary, established business and industry practice relative to the billing for product provided.

**Invoice Requirements:**

- 810 Invoice is required from all EDI vendors.

- 810 Invoice must accurately represent the physical units being shipped

- 810 Invoice must be written at the same level as the purchase order

- 810 Invoice must be ONE invoice per PO
UCC 128 Shipping Container Label:

- The purpose of GS1-128 (formerly known as UCC-128 or EAN-128) is to establish a standard way of labeling a package with more information than just a product code. UCC128 labels are pressure sensitive labels that are affixed to each carton or pallet and provide information about a particular shipment. This label alerts the trading partner to shipment information, such as the vendor, carton content, store ship location, etc., and is a mix of both readable and scanned information. The UCC128 label on every carton is scanned at its destination. This information usually is tied in to an Advance Ship Notice that has already been transmitted via EDI to the trading partner.

Note: As part of the initial testing process, label format and scanability must be approved. Prior to initial shipments, please mail production sample labels to the below listed address:

Charlotte Russe – Distribution Center  
Attn: Vendor Support  
1175 E. Francis St  
Ontario, CA 91761

The label is formatted into several information zones. Zones include both human readable information and GS1/EAN-128 information. Each zone contains a zone title indicating the information contained in that zone. These titles should be placed in the upper left-hand corner of the zone.
<table>
<thead>
<tr>
<th>UCC 128 Label Zones</th>
<th>Zone Description</th>
<th>Comments</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone A</td>
<td>Ship from Name and Address</td>
<td>Mandatory. Applies to All Purchase Orders.</td>
<td>Vendor</td>
</tr>
<tr>
<td>Zone B</td>
<td>Ship to Name and Address</td>
<td>Mandatory. Applies to All Purchase Orders.</td>
<td>Charlotte Russe Purchase Order</td>
</tr>
<tr>
<td>Zone C</td>
<td>Destination Zip code</td>
<td>Mandatory</td>
<td>Vendor</td>
</tr>
<tr>
<td>Zone D</td>
<td>Carrier Information: Carrier Name, BOL/Pro Number, Carton x of y</td>
<td>Mandatory: Carton x of y</td>
<td>Vendor</td>
</tr>
<tr>
<td>Zone E</td>
<td>Content Information: PO, UPC, Item SKU, Vendor Style, Carton Quantity, Weight, Color (Bulk only), Size (Bulk only)</td>
<td>Mandatory: PO, Item SKU, Quantity Optional, but highly desirable: UPC, Vendor Style, Weigh, Color, Size</td>
<td>Vendor and Charlotte Russe Purchase Order</td>
</tr>
<tr>
<td>Zone F</td>
<td>Mark For Area</td>
<td>Not Used</td>
<td></td>
</tr>
<tr>
<td>Zone G</td>
<td>SSCC-18 Bar Code</td>
<td>Mandatory</td>
<td>Vendor</td>
</tr>
</tbody>
</table>
## Sample UCC 128 Label

<table>
<thead>
<tr>
<th>Ship From:</th>
<th>SPLASH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18525 RAILROAD ST</td>
</tr>
<tr>
<td></td>
<td>INDUSTRY, CA 91748</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ship To:</th>
<th>CHARLOTTE RUSSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1175 E. FRANCOIS STREET</td>
</tr>
<tr>
<td></td>
<td>ONTARIO, CA. 91761-4602</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ship To Postal Code</th>
<th>CARRIER: Xxxxxxxxxx</th>
</tr>
</thead>
<tbody>
<tr>
<td>(420) 91761</td>
<td>BOL/PRO #: Xxxxxxxx</td>
</tr>
<tr>
<td></td>
<td>Number of cartons: 99 of 99</td>
</tr>
</tbody>
</table>

### Contents:

**PO Number:** 9999999

<table>
<thead>
<tr>
<th>UPC#</th>
<th>Item SKU#</th>
<th>Carton Weight</th>
<th>Color</th>
<th>Carton Quantity</th>
<th>Size</th>
<th>Vendor Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999</td>
<td>996666666</td>
<td>999 LBS</td>
<td>Xxxxxxxxxxxxxxxxxxxxxx</td>
<td>999</td>
<td>Xxxxxx</td>
<td>Xxxxxxxxxxxxxxxxxxxxxxxxxx</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mark For:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Serialized Shipping Container Barcode</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(00) 0 0046038 000002468 7</td>
<td></td>
</tr>
</tbody>
</table>
Sample UCC 128 Label – Bulk (Each) Item

Ship From:
STONY APPAREL
1500 S. EVERGREEN AVE.
LOS ANGELES Ca. 90023

Ship To:
CHARLOTTE RUSSE
1175 E. FRANCIS STREET
ONTARIO, CA. 91761-4602

Ship To Postal Code
(420) 91761

CARRIER: FEDEX
BOL/PRO #:
Number of cartons: 99 of 99

Contents:
PO Number: 460576
UPC# 400009615419
Item SKU#: 300961541
Carton Quantity: 24
Vendor Style: CJ9QNSKXT
Carton Weight: 24 LBS
Color: 54
Size: Small

Mark For:

Serialized Shipping Container Barcode

(00) 0 0001938 000003468 6
## Sample UCC 128 Label – Style Pack (Pre-Pack) Item

<table>
<thead>
<tr>
<th><strong>Ship From:</strong></th>
<th><strong>Ship To:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPLASH</td>
<td>CHARLOTTE RUSSE</td>
</tr>
<tr>
<td>18525 RAILROAD ST</td>
<td>1175 E. FRANCIS STREET</td>
</tr>
<tr>
<td>INDUSTRY, CA 91748</td>
<td>ONTARIO, CA 91761-4502</td>
</tr>
</tbody>
</table>

**Ship To Postal Code:**

![Barcode Image](image)

**CARRIER:** FEDEX

**BOL/PRO #:**

**Number of cartons:** 99 of 99

**Contents:**

**PO Number:** 436343

<table>
<thead>
<tr>
<th><strong>UPC#</strong></th>
<th><strong>Carton Quantity:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>300720014</td>
<td>12</td>
</tr>
</tbody>
</table>

**Vendor Style:** OAKLEY01CAM

**Mark For:**

**Carton Weight:** 24 LBS

**Color:**

**Size:**

**Serialized Shipping Container Barcode**

![Barcode Image](image)
VENDOR ACCURACY AUDIT PROGRAM

Charlotte Russe uses warehouse management technology to receive merchandise via the vendor’s ASN. Vendors must make every effort to ensure that shipments are 100% accurate. Charlotte Russe’s audit program samples a percentage of all shipments received against the corresponding ASN to monitor accuracy. If the sample does not match what was indicated per the ASN an inaccurate offset expense will result.

Any vendor set up to provide information through EDI will be required to do so. Failure to comply with the guidelines may result in charge backs to your company and possible refusal of your purchase order.