1/12/2015

Dear Belk Vendor,

Belk values your partnership and remains committed to find ways to improve the flow of UPC data that is required for joint supply chain efficiencies. Belk has invested in major changes in our merchandising processes and systems to help us improve our assortments and flow of merchandise in the stores, and on our ecommerce site.

Our goal is to ensure item UPC and PO data accuracy across all of our systems to support this goal, it is critical that data from our trading partners is accurately set up in the Open Text/GXS catalogue at the time we retrieve the data.

Effective March 2, 2015 Belk will begin enforcing our published policy on item set up requirements. Failure to adhere to Belk's requirements on timing of UPC changes may result in an expense offset charge being assessed. If changes are made to a UPC in the GXS/Open Text catalogue after the UPC has been added to a Belk Purchase Order, those UPCs must then be manually updated in Belk's item master and all existing Purchase Orders containing those items need to be manually updated by Belk. As a result, an expense offset charge will be assessed to recover processing and administrative workload as well as the delay in product availability in our brick & mortar and ecommerce locations. Multiple violations to a single purchase order can result in multiple charges.

Belk uses the UPC guidelines that are standard with the retail industry set by GS1 & trading partner GXS/Open Text

Specific expense off set & requirements can be found on Belk Vendor Guide using the link below:
Belk Vendor Guide

This information is also posted on the Belk Landing Page on Open Text/GXS Catalog: http://www.gxs.com/belk

If you have any questions about Belk Item requirements or how it applies to your product, please contact Belk Merchandise Support Item Control Team at 704-426-6588, or email Merch_Support@Belk.com
Belk appreciates your continued efforts to strengthen our partnership.

Regards,

David Zant
President & CMO Belk Stores