



DC Store Assignment Change Confirmation Form

Please provide company information for your organization:

VENDOR NAME:

VENDOR ADDRESS:

BELK AP Number:

BELK Vendor Numbers (list all):

BELK Dept or Family of Business:

Please provide contact information for the person completing this confirmation form:

Contact Name:

Department:

Title:

Phone:

Email:

Please complete the grid below providing confirmation that you have received the Belk communication on DC Store assignment changes. We require that these changes be effective with shipments and corresponding invoices beginning on June 13th, 2016. This will apply to any and all shipments departing from your facility on that date and going forward. Please keep this date in mind as you plan for and schedule routing. The Merchant Team and/or Vendor Compliance Team will contact you for further discussion as necessary.

	Response (YES OR NO)	Questions / Comments / Concerns
I have received the Belk communication detailing the 13 stores (12 stores and eCommerce / 888) that will be moving from the Blythewood DC to the Jackson DC.		
My company will be compliant with the changes beginning with shipments on June 13th, 2016.		

Please return your completed form to VendorCommunication@belk.com NO LATER THAN May 15, 2016.