



NEW Belk Vendor Guide

Date: May 1, 2017

Belk is making significant investments in our operations to meet the ever-expanding needs of our customers. To expedite the flow of merchandise through our Supply Chain network and to our customers, we have updated our vendor partner requirements in the Belk Vendor Guide. This updated guide will provide clearer instructions on our requirements for doing business with Belk. It is critical that the requirements within this guide are followed by all vendor partners so that Belk can continue to provide our customers with the best possible retail experience.

The NEW Belk vendor guide is attached to this email and is also posted on www.Belk.com under Vendor Resources. Please review the information in the Belk Vendor Guide thoroughly to become familiar with all Belk requirements. The requirements in this guide will be effective **June 1st, 2017**.

While there are many updates in the NEW Belk Vendor Guide, we would like to highlight the following changes:

UPDATED CHARGEBACKS
EARLY / LATE SHIPPING There is an updated chargeback for shipping Belk purchase orders outside of the designated NOT BEFORE / NOT AFTER date on the purchase order (pg 30).
EXISTING REQUIREMENTS WITH NEW CHARGEBACKS
GXS ITEM SET UP / EXTENDED ATTRIBUTES Charges will be assessed for not completing GXS item set ups or extended attributes correctly or on time (pg 9, 30).
IMAGES / SAMPLES Charges will be assessed for not submitting images and/or samples 8 weeks prior to shipdate (pg 10, 30).
ECOMMERCE PACKAGING Charges will be assessed for not complying with all eCommerce packaging requirements: <ul style="list-style-type: none">• No hanger, individual polybag, UPC Barcoded sticker (pg 16, 31)• Comply with Min/Max carton sizes (pg 22, 31)• Use Reshippable cartons where required (pg 17, 31)
SDF REQUIREMENTS Charges will be assessed for not complying with SDF requirements: <ul style="list-style-type: none">• SDF merchandise not confirmed, shipped, cancelled, or refunded within SLA (pg 31)• SDF shipment information is missing or incorrect in Commerce Hub, or an unauthorized carrier is used for shipment (pg 31)

NEW REQUIREMENTS WITH NEW CHARGEBACKS

SHIP ONCE AND COMPLETE

Vendors will be required to ship only one time per purchase order per Belk destination DC, and must ship the order complete (pg 25, 30).

SINGLE SKU CARTONS FOR ECOMMERCE

Vendors will be required to ship eCommerce orders in single SKU cartons when 6+ units of same SKU are ordered (pg 16, 31).

CONSOLIDATE SHIPMENTS

Vendors will be required to consolidate shipments and not ship on consecutive business days, or multiple times on the same day (pg 27, 31).

COLORED CARTON STICKER

Vendors will be required to use a color coded sticker on all cartons to indicate store department to improve speed of put-away at stores (pg 23, 31).

Please be sure to share this letter and the NEW Belk Vendor Guide with the appropriate teams within your organization including supply chain, operations, merchandising, product development, manufacturing, warehousing, distribution, and / or sales.

If you have any questions regarding these requirements, please direct them to the Belk Vendor Compliance Team at vendorcommunication@belk.com. We will be happy to answer your questions concerning the new requirements.

Our success is dependent on you and we recognize, appreciate, and greatly value your partnership!

Best Regards,

The Belk Vendor Compliance Team