National Brands

Vendor Business Requirements

Updated August 19, 2026

Formerly known as Belk Vendor Guide, Belk Best Plan

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Thank you for taking the time to read the Belk National Brands Vendor Business Requirements. Please review the information in this guide to become familiar with what Belk holds vendors accountable for. Vendors are required to comply with this manual, along with the guidelines, codes, policies, and procedures identified on our Vendor Resources page, including the Belk National Brands Vendor Code of Conduct (all of which form part of Belk's Vendor Compliance Program). It is critical that the requirements within this guide are followed by all vendors so that Belk can continue to provide our customers with the best possible retail experience. Our success in doing this is dependent on you and we recognize, appreciate, and greatly value your partnership!

Best Regards,

Belk Vendor Compliance Team

Vendor Guide Change Log

DATE	SECTION	CHANGE
5/1/2017	ALL	Published New Guide
11/1/2017	6.2	Belk no longer requires sizers on hangers (*excluding kids*)- please do not use!
7/20/18	2.0-2.6	Vendor Terms and Conditions including Belk National Brand Code of Conduct and California Proposition 65 requirements
7/20/18	9.2	Routing must now be completed 72 hours prior to pick up
7/20/18	11.2	Terms and Conditions of payment
10/10/18	4.2	Prop 65 Attribute Must be Done in GXS
10/10/18	6.2	Hanger Sizer Now required- newborn to 8-20 and children's 7-16
10/10/18	6.8	Lithium Battery Warning Label
11/30/18	9.3	Transportation pickup time change- 12am on day of shipment request
5/1/19	6.5.6	UPC barcoded sticker for Ecom must be UPC-A or EAN 13
5/1/19	2.5	Office of Foreign Assets Control statement (OFAC)
11/15/19	Appendix B	Revised Hanger Requirements
11/15/19	9.2	LTL shipments must now be palletized. Truckload shipments need to be floor loaded.
1/13/20	8.2	Transplace l #/Load # in ASN
1/13/20	8.6	Use of Transplace BOL
2/3/20	12	NEW SDF Requirements
7/30/20	2.6	Add Section 2.6 - Insurance
11/17/20	2.6, 8.4, 9.1, 9.2, 9.3	Edit of Section 2.6, 2nd and 3rd bullets. Edit email address in Section 8.4, 9.1, 9.2 and 9.3
1/25/21	7.2, 8.1, 8.2 & 9.2	Edit of carton dimensions on Section 7.2. Edit of 8.1, 8.2 & 9.2 to emphasize on correcting ASN and add link on EDI guide.
2/16/21	6.10	RFID
5/17/21	2.2.1, 3.3, Appendix A, 6.5.3	Update on Forced Labor, Force Majeure & Appendix A, Section 3 & eCommerce Reshippable Packaging Dimensions.
6/17/2021	6.6, 12.1 & 13.1	Fine Jewelry – update on PO and Ecommerce Fulfillment Shipping Address and Repairs, Returns and Damages Shipping Address. Update RC codes.
8/4/2021	12.1	Revise chargeback rates for a few RC codes.
8/20/2021	6.10.3	Add RFID placement guidelines in Soft Home and Hard Home.
10/26/2021	6.10.2, 8.6 through 9.3 & 12.1	Add RFID Category & Spec – Food & Candy, update verbiage in Shipping and Transportation sections & add and revise chargeback rates and definitions for a few RC codes.
1/07/2022	12.1	Update chargeback table verbiage.
4/12/2022	6.10.2, 13.1 and 13.2	Add RFID Category & Spec – Books, Update to GXS-OpenText Contact. Update shipping address for Fine Jewelry and What Goes Around Comes Around
5/26/2022	12.1	Update chargeback rate for RC80, RC81, RC84, RC101 & RC46

8/12/2022	2 & 9.3	Update all of Section 2 & 9.3
10/5/2022	8.4, 9.1, 9.3	Change Belk_Logistics@Transplace.com to Belk_Logistics@UberFreight.com
3/30/2023	12.1 & 12.2	Update Drop Ship chargeback and contact information
6/9/2023	Appendix B	Update hanger specifications
8/3/2023	9.2 & 9.3	Clarify routing requirements, use of pallets, TL shipments, and FedEx Ground Collect program.
9/19/2023	12.1	Chargeback RC codes that impacted the full PO qty/carton
10/27/2023	9.2 &12.2	Update on routing guide and chargeback inquiries
10/3/2024	7.3, 11.3, 12.1	Add notes on scanning quality issues on GS1-128 labels, Add information regarding OpenText™ Active Intelligence Deduction Management portal, Add RC100 to chargeback table
7/13/2026	8.4, 12.1	Update to Shipment of Hazardous Materials
8/19/2026		Mass updates

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Section One: Vendor Information

1.1 New Vendor Onboarding

For new vendor onboarding questions, please email VendorRelations@Belk.com.

1.2 Supplier Direct Fulfillment (SDF) New Vendor Onboarding

Supplier Direct Fulfillment orders should follow the Drop Ship Program Vendor Participant Policies. Please access this document under the Drop Ship Documents heading of our Vendor Resources page for more information.

The Drop Ship program has different policies and procedures than purchase orders going into Belk stores and/or fulfilment centers. For new Drop Ship vendor onboarding questions, please email SDFVendorCare@Belk.com.

1.3 Vendor Information

Belk should be notified of any changes in company information including company name, address, change in shipping points, or any other pertinent information to keep systems and records up to date. Please email all company changes to VendorRelations@Belk.com. If any changes are due to merging, being sold, being acquired, going into Chapter 11, or going out of business, the changes must be communicated to Belk in writing on company letterhead and signed by a senior officer. The signed letter can be sent as a PDF to VendorRelations@Belk.com. The following information must be included in correspondence:

- Old parent company name and new parent company name
- Old company address and new company address
- Description of change (e.g., merger, etc.)
- Effective date of change

Note: Payments will be remitted to the address listed on invoices. Any invoices sent to Belk after the effective date of any changes must contain the new information.

Section Two: Supplier Terms and Conditions

Belk puts people at the heart of everything we do. We respect international social compliance principles aimed at promoting and protecting human rights and our policies are intended to align with the goals of the International Labor Organization's Declaration on Fundamental Principles and Rights at Work. We are committed to ensuring that the people who make merchandise sold at Belk are treated fairly, with dignity and respect. Belk expects our supplier partners throughout the world to reflect Belk's values, display ethical behavior, and share our commitment to providing safe and healthy workplaces. We require our suppliers to maintain a workplace environment that complies with all applicable laws and regulations and meets universally accepted human rights standards. Our Code of Conduct ("Code of Conduct") sets forth additional details regarding our expectations for suppliers and provides guidance for dealing with Belk, other suppliers, employees, and the public with integrity and in an ethical & appropriate manner.

2.1 Supplier Code of Conduct

2.1.1 Acceptable Standards of Engagement

Belk places a high priority on ethical and legal conduct. We require all our suppliers to read, understand, and comply with our standards of engagement as further described in this Code of Conduct. Additionally, we require our suppliers to ensure all their suppliers and employees, manufacturers, sellers, subcontractors, agents, and consultants to understand and comply with these expectations.

Suppliers must not engage in offering or accepting compensation of any value (such as gifts, favors, discounts, services, loans, payments, contributions, etc. (except nominal non-cash value gifts valued at less than $75)), either directly or indirectly, to or from any Belk employees, representatives, or agents. Supplier shall also refrain from any unethical business conduct, bribery, fraud, or corruption in violation of any applicable laws or regulations, including with respect to any government or political officials or to obtain improper business influence. Suppliers shall also avoid any action that creates, or appears to create, a conflict of interest with Belk.

2.1.2 Fair Competition and Environmental Project Management

Belk bases its business success on excellent customer service, value for the customer, quality, good faith, and fair dealing. It is never Belk's intent to receive an advantage over competitors in any unethical manner or in ways that would violate applicable laws.

2.1.3 Reporting Fraud or Unethical or Illegal Business Practices

Please report any suspected fraud or unethical or illegal business practices, including questionable accounting or improper use of confidential information or property to the Belk Excel Line (1-800-622-3986). The Excel line is monitored 24 hours, 7 days a week. These concerns may be reported anonymously and will be reviewed confidentially. These policies help ensure relationships of integrity, honesty, and fairness with all Suppliers and business partners.

2.1.4 Legal and Ethical Standards

Belk expects our Suppliers to observe best practices in the industry and all applicable laws and regulations in the operation and conduct of their business.

2.1.5 Freedom of Association and Collective Bargaining

Suppliers must respect the rights of employees to associate freely, join organizations of their choice, and bargain collectively without unlawful interference, including, without limitation, intimidation, retaliation, or harassment.

2.1.6 Harassment and Abuse

All Suppliers must treat their employees with dignity and respect. Suppliers must not tolerate or use corporal punishment, threats of violence, or other forms of physical, psychological, verbal, or sexual harassment and abuse.

2.1.7 Nondiscrimination

Belk respects cultural differences. Accordingly, Suppliers are not permitted to discriminate in hiring or other employment practices, including, but not limited to, practices with respect to race, color, religion, national origin or ancestry, sex (including gender, pregnancy, sexual

orientation, and gender identity), marital status, age, mental or physical disability, genetic information, or any other characteristic protected by applicable laws.

2.1.8 Compensation and Benefits

Suppliers shall comply with all applicable compensation laws and regulations, including those relating to wages, overtime, working hours, piece rates, and benefits. Suppliers shall also comply with applicable laws related to vacation time, leave, and holidays, including providing required rest periods throughout the workday.

2.1.9 Health and Safety

Suppliers must provide employees with a safe and healthy work environment that complies with all applicable laws and regulations where employees are not subject to unsanitary or hazardous living or working conditions. Employees must have access to potable water and sanitary facilities, and all workplaces must have adequate fire, safety, lighting, and Supplier-provided housing facilities (if provided) shall be in a separate building and shall also be subject to compliance with all applicable laws and regulations for health and safety. Every Supplier must obtain, maintain, and comply with all safety and health permits, including but not limited to, an obligation to ensure building integrity and fire safety with regularly scheduled emergency practice evacuations and frequent inspection of exit doors for proper emergency use.

2.1.10 Child Labor

Belk suppliers are prohibited from the use of child labor. Belk considers a "child" to be an employee younger than the age of 15 (fifteen) or the compulsory age to be in school, whichever is older. Our suppliers must also observe all legal requirements for work of authorized minors, including those pertaining to hours of work, wages, and working conditions. Suppliers may utilize legitimate workplace apprenticeship programs that comply with all applicable laws and regulations.

2.1.11 Forced and Involuntary Labor

Belk suppliers are prohibited from using forced or involuntary labor, including prisoners, bonded labor, labor acquired through slavery or human trafficking, or indentured workers in connection with purchasing materials, production, or finishing any products furnished to Belk.

2.2 Sustainability

2.2.1 Conflict Minerals

Suppliers shall not make use of any conflict minerals, including forms of gold, tin, tantalum, or tungsten mined in the Democratic Republic of Congo (DRC) or its neighboring countries. Belk may request that suppliers provide written evidence of this due diligence documentation, including formal certifications and policies.

2.2.2 Environment

Suppliers must conduct their operations in compliance with applicable environmental laws and best practices. Suppliers will maintain and acquire legally required environmental licenses and permits for its operations. Suppliers shall also strive to operate and source product in a manner that minimizes environmental impacts on their local communities and globally shared resources.

2.2.3 Chemicals and Hazardous Materials

Supplier shall ensure compliance with applicable laws and regulations relating to chemicals and hazardous materials, including proper storage, disposal and shipment. Supplier shall train its employees on the safe handling of chemicals and hazardous materials and have proper plans in place in the case of an emergency.

2.2.4 Fire Prevention

Supplier shall ensure compliance with applicable laws and regulations relating to fire protection including fire classification, reporting, and inspections by the fire authorities. Supplier must document any fires and serious incidents that can cause a fire, including corrective and preventive actions. All employees shall be made aware of basic safety issues before starting work. Emergency exits and routes shall ensure a fast and safe evacuation of all employees. Supplier shall, as a minimum, have two independent emergency exits per working area and ensure all emergency exits and access routes are free from obstruction. All emergency exits and routes shall be marked with luminescent or illuminated signs and shall be visible from the main aisles. There must be an independent and functioning evacuation alarm with continuous sound to notify all employees about an emergency and to ensure a fast and safe evacuation of the facility(s). The alarm shall be able to be manually activated and shall after activation evoke a continuous signal by itself. The alarm button shall be clearly marked and function also during power-outages. Supplier shall perform evacuation drills at least once in every 12 months. These drills shall involve all shifts and departments and as many employees as possible. In case of an evacuation, Supplier shall ensure that designated persons are responsible for performing a head count to ensure all employees have evacuated the building. Records of evacuation drills shall be maintained.

2.2.5 Textile Wool and Fur Acts

Suppliers shall comply with the Textile Fiber Products Identification Act, Wool Products Labeling Act, Fur Products Labeling Act, and all rules and regulations promulgated thereunder with respect to all textile fiber, wool, or fur products provided to Belk.

2.3 Required Customs Compliance

Suppliers must always adhere to the Belk Code of Conduct. Failure to comply with this Code of Conduct may result in Belk cancelling purchase orders/contracts, suspending or terminating a business relationship with Supplier, or taking other actions as deemed necessary by Belk in its sole discretion until Supplier has remediated any instances of noncompliance.

2.4 Confidentiality

Belk has developed certain confidential and proprietary information, including but not limited to, trademarks, patentable inventions, financial statements, financing documents, business plans, trade secrets, new products, copyrights, and computer software, documentation, specifications, and other non-public confidential information disclosed or furnished to Suppliers (regardless of medium or format of such information). The Supplier agrees not to disseminate Belk confidential information to anyone except its employees and consultants who are directly involved in this Supplier/retailer relationship. The Supplier agrees to hold any employee or consultant to whom Belk confidential information is transmitted to be bound to the same obligations of secrecy and confidentiality that the Supplier is bound and remains responsible for such individual's compliance with the confidentiality obligations set forth herein.

2.5 Supplier Compliance

- California's Proposition 65 (also known as the Safe Drinking Water and Toxic Enforcement Act of 1986) requires businesses to give a "clear and reasonable warning" to individuals in the state before knowingly and intentionally exposing those individuals to significant levels of a chemical on the state's list of chemicals known to cause cancer, birth defects, or other reproductive harm. There are currently over 900 chemicals listed under Proposition 65. Inspection, approval, or assistance by Belk does not relieve you from your obligation to comply with Proposition 65 and your duty to defend, indemnify, and hold harmless Belk if the compliance of your products is challenged. Please direct any inquiries regarding this issue to Quality_Assurance_and_Product_Integrity@Belk.com.
- Merchandise, including its advertising, labeling, branding, packaging, manufacture, delivery, and sale, conforms to all applicable state, federal, and local laws, and regulations, and may lawfully be sold in all jurisdictions in which Belk operates its stores.
- If applicable to the merchandise, Supplier will: (i) comply with all certification, testing, and other product safety requirements, including furnishing any General Conformity Certificate or Certificate of Conformity ("Certificate") required by the Consumer Product Safety Act of 2008 and complying with any reasonable audit request from Belk; and (ii) maintain a continuing guaranty with the Federal Trade Commission or the Consumer Products Safety Commission, as applicable, in such form as may be required from time to time by applicable rules and regulations. Supplier hereby represents that it will furnish or provide such Certificates to Supplier as to all merchandise (and will comply with any reasonable audit of Belk) upon receipt.
- Supplier represents that it complies and shall remain in full compliance with the Foreign Corrupt Practices Act and all similar anti-corruption laws in all relevant jurisdictions, which generally prohibit giving money or anything of value to foreign government officials, foreign political parties, or foreign political candidates for the purpose of influencing a foreign government. This includes giving improper payments to intermediaries of such individuals, such as sales representatives. Supplier further represents that it complies with all applicable federal, state, local and international laws relating to the manufacture and production of products sold to Belk, including compliance with all applicable laws relating to labor compensation, working conditions, child, slave, prison or forced labor, environmental protection, product safety, and similar obligations.

- Supplier represents that it complies with all U.S. export controls and trade sanctions, that it is not subject to any sanctions administered by the Office of Foreign Assets Control of the U.S. Treasury Department ("OFAC"), and that it will not directly or indirectly use the proceeds of sales to Belk, or lend, contribute or otherwise make available such proceeds, to any subsidiary, joint venture partner or other person or entity, for the purpose of financing the activities of any person or entity subject to any sanctions administered by OFAC.
- No product-specific state, federal, or local laws and regulations apply to the sale of the merchandise at the retail level, including but not limited to purchaser age limits; point of sale or other warnings, labels, or signs; assessment fees on retail pesticide sales, special disposal procedures, or retailer licensing/permitting requirements.
- Supplier shall guarantee that all merchandise ordered has been priced, stamped, labeled, tagged, marked, invoiced, and delivered in full compliance with (i) all applicable international, federal, state, and local government (and all departments, boards, bureaus, and commissions thereof) laws, rules, standards, orders, rulings, rules, guides and regulations, including, but not limited to the Federal Trade Commission Act, the Consumer Product Safety Act, the Transportation Recall Enhancement, Accountability, and Documentation Act, the Textile Fiber Products Identification Act and regulations relating to statement of fiber content of rayon, wool, linens, and other textiles contained in such merchandise, the Wool Products Labeling Act, the Care Labeling Rule, the Fair Packaging and Labeling Act, the Magnusson-Moss Warranty Act, the Federal Hazardous Substances Act, the Poison Prevention Packaging Act, the Radiation Control for Health and Safety Act, the Food, Drug and Cosmetics Act, California Proposition 65, and the Fur Products Labeling Act, and (ii) the laws, regulations and rules of all countries in which merchandise is produced or delivered. Supplier shall provide to Belk any information that is required to be displayed to comply with laws applicable to eCommerce sales of the merchandise [including but not limited to any California Proposition 65 warnings].
- Guarantee that all merchandise ordered has been or will be manufactured, compounded, or produced in full compliance with (i) all applicable federal, state, and local government laws, rules, and regulations, specifically including, without limitation, all applicable minimum wage, overtime, and child labor laws, rules, and regulations and (ii) the Belk National Brands Code of Conduct.
- Merchandise has not been subject to any voluntary or involuntary recall or other corrective action by any government agency or regulatory body. Supplier shall promptly inform Belk of any recall or other corrective action undertaken after the merchandise is delivered to Belk, as far in advance of such corrective action as practicable, but in no case less than 5 days before any press release or other public announcement.
- The merchandise is manufactured in the country of origin stated on the commercial documents required for United States Customs entry. In the event Belk reasonably believes the merchandise to be in violation of transshipment regulations, Belk may cancel any order, in whole or in part, and return the merchandise to Supplier, for a full refund of the purchase price (including all handling, transportation, shipping, and other costs incurred by Belk in connection therewith).

- Warrant to Belk and its customers that merchandise is free from defects of workmanship and material and is fit for normal use by the consumer.
- Defend, indemnify, and hold Belk harmless from and against all claims, damages, losses, liabilities, and expense (including reasonable attorneys' fees) which arises out of, results from or is based on:
    - Any actual or alleged defect in the merchandise ordered.
    - Any actual or alleged patent, copyright, trade secret, or trademark or other intellectual property infringement arising from Supplier's manufacturer, sale, or export, or purchaser's use, sale or offering for sale of any merchandise ordered.
    - Belk and customers' reliance upon the warranties set out in above bullets.
    - Any gross negligence, willful misconduct, fraud, or violation of law by Supplier or any of its Suppliers.
    - Any unfair competition.
    - Any unfair or deceptive trade practices in connection with the merchandise and/or the product content furnished by Supplier to Belk.
    - Personal injuries or other damages sustained by any person from the use or misuse of the merchandise.
    - Any claim of strict liability, negligence, recklessness, or willful misconduct on the part of Supplier and/or relating to the merchandise.

2.6 Insurance

- Supplier shall, at its own expense, secure and continuously maintain, and shall require its subcontractors to secure and continuously maintain, the following insurance with companies rating A-VII or better in the current Best's Insurance Reports published by A. M. Best Company and shall, within thirty (30) calendar days furnish to Belk certificates and required endorsements evidencing such insurance. Belk shall be named as an "Additional Insured" to the coverages described below for the purpose of protecting Belk from any expense and/or liability arising out of, alleged to arise out of, related to, or connected with the merchandise or services provided by Supplier and/or its subcontractors. The certificates shall state the amount of all deductibles and self-insured retentions and shall contain evidence that the policy or policies shall not be canceled or materially altered without at least thirty (30) calendar days' prior written notice to Belk. A Notice of Cancellation will be issued by Supplier's insurance carrier in the event of cancellation for any reason. Supplier and its subcontractors shall pay all costs which are incurred by Belk because of any such deductibles or self-insured retentions to the extent that Belk is named as an "Additional Insured," and to the same extent as if the policies contained no deductibles or self-insured retention. The insurance coverages and limits required to be maintained by Supplier and its subcontractors shall be primary and non-contributory to insurance coverage, if any, maintained by Belk. Supplier and its subcontractors and their underwriters shall waive subrogation against Belk and shall cause their insurer(s) to waive subrogation against Belk.

- Insurance Coverage:
    - Workers' Compensation Insurance (where required by law) which shall fully comply with the statutory requirements of all applicable laws.
    - Commercial General Liability Insurance, including Product Liability coverage, with a minimum combined single limit of liability of $1,000,000.00 per occurrence and $2,000,000.00 annual aggregate and excess liability on a follow form basis with $3,000,000 per occurrence and annual aggregate, for any negligent acts committed by Supplier and/or its employees, subcontractors, or agents during the production of the merchandise or delivery of the services or any work hereunder. Such limits may be satisfied with a combination or primary and excess liability policies.
    - An additional $5,000,000 per occurrence and annual aggregate excess liability insurance on a follow form basis is required for any Supplier providing children's merchandise to Belk, including, without limitation, clothing, shoes, toys, and other related children's items.

The failure of Belk to obtain certificates, endorsements, or other forms of insurance evidence from Supplier and its subcontractors is not a waiver by Belk of any requirements for the Supplier and its subcontractors to secure and continuously maintain the specified coverages. Supplier shall send its certificates, endorsements, or other forms of insurance evidence from Supplier and its subcontractors to the following email address: BelkRiskDept@Belk.com. Supplier shall notify and shall advise its subcontractors to notify insurers of the coverages required hereunder. Belk's acceptance of certificates and/or endorsements that in any respect do not comply with the requirements of this Section does not release the Supplier and its subcontractors from compliance herewith. Should Supplier and/or its Subcontractors fail to secure and continuously maintain the insurance coverage required herein, Supplier shall itself be responsible to Belk for all the benefits and protections that would have been provided by such coverage, including without limitation, the defense and indemnification protections.

2.7 Supplier Acknowledgement of the Belk Code of Conduct and Understanding of the Vendor Business Requirements

To learn more about our social compliance operations and how we work with Suppliers on their performance, please contact GTCC@Belk.com.

Please copy and paste the below statement on your company's letterhead.

Supplier represents and warrants the following:

That we are aware of all relevant laws and regulations of the country or counties in which our company operates.

That we will inform Belk in case of conflict between provisions of the Code of Conduct and any applicable laws or regulations in our countries of operation.

That we will observe and conform to the Code of Conduct in its entirety based on a development-oriented approach and without amendment or abrogation.

That Belk agents and/or any third-party organization acting on Belk's behalf may carry out audits with or without notice at business premises of our contractors and subcontractors at any time.

We shall notify Belk or the agent on behalf of Belk of the location of all business premises used to produce goods and/or delivery of services for Belk or the agent on behalf of Belk. We guarantee that the production of goods and/or delivery of services for Belk or the agent on behalf of Belk is carried out exclusively at the locations we have indicated. We understand that failure to inform Belk or the agent on behalf of Belk of the location where work for its products and/or services are carried out is adequate justification for the immediate and unconditional termination of all business and contractual relationships.

We will use the Code of Conduct for purposes relating to business and monitoring of activities related to Belk.

Every Supplier must sign and return the Belk National Brands Code of Conduct and the acknowledgement of having reviewed and understood the Belk Vendor Business Requirements. It is important that Belk National Brands Suppliers place business on behalf of its consumers and stockholders with suppliers and supply chain partners (collectively, "Suppliers") whose practices are compatible with Belk's brand values. Therefore, in accordance with these values the Belk National Brands Code of Conduct (the "Code of Conduct") aims to achieve compliance with certain social, legal, human rights, and environmental standards. By acceptance of the Belk Code of Conduct, Belk National Brands Suppliers are, within their scope of influence, committed to acknowledge the social, legal, human rights and environmental standards laid down in this Code of Conduct and take appropriate measures within their company policy for their implementation and compliance by their Suppliers. Belk National Brands Suppliers must, in addition, cause their Suppliers to ensure that the Code of Conduct is also observed within their own supply chains involved in production processes carried out on behalf of Belk. This Code of Conduct outlines the minimum requirements that all Belk National Brands Suppliers must meet to do business or continue to do business with Belk.

☐ By checking this box and signing below you have received and understand the Belk Code of Conduct and acknowledge the receipt and understanding of the Supplier Code of Conduct and Belk National Brand Vendor Business Requirements.

Supplier/Factory Name: _____

Print Full Name: _____

Signature: _____

Title: _____

Date: _____

Section Three: Purchase Orders

3.1 Purchase Order Types

Bulk Order: You may receive a purchase order with the location designation of 850. This order is a bulk purchase order and will reflect the total quantity Belk plans to order. A new purchase order with a quantity by store allocation will be transmitted closer to the ship date. 850 is not a store to ship to.

Store Allocated Order: The Store allocated purchase order will provide a list of the specific SKUs and quantities that are to be shipped for each store. The store allocated order will be sent to the vendor in advance of the ship date according to the agreed upon lead-time with the Buyer. Shipping SKUs and quantities not allocated to the store will result in a chargeback.

eCommerce Order: eCommerce orders will typically be transmitted to vendors separately from all other store orders and will carry the designation of store 888.

3.2 Purchase Order Requirements

Below are the requirements and restrictions on all Belk purchase orders. Violation of any of these requirements will result in vendor chargebacks.

- Do not ship merchandise before the not before ship date listed on the purchase order.
- Do not ship merchandise after the not after/cancel date listed on the purchase order.
- Ship only one time per purchase order and ship the order complete. There should be only one shipment per purchase order to each of the Belk destination distribution centers.
- Do not ship excess quantity that is not on the purchase order.
- Do not ship items that were not ordered.
- Do not ship to a store that is not on the purchase order.
- Do not ship any SKU substitutions.
- Do not ship without a valid purchase order.
- Verify the accuracy of all purchase order details including purchase cost, retail price, and payment terms. Do not ship merchandise until all discrepancies on the purchase order have been corrected. Contact your Belk Buyer for all corrections.

3.3 Terms and Conditions of Purchase Orders

All Belk purchase orders are governed by the terms and conditions of that purchase order (the current version of which is set forth in Appendix A hereto) and the following (which may be amended by Belk from time to time):

- Belk reserves the right, at no risk or expense to Belk, to refuse or return any shipment or to have any designated carrier refuse or return a shipment that is not valid or authorized and/or does not conform to the not before date or not after/cancel date contained in the purchase order to which the shipment relates. This also includes any substitutions or merchandise shipped in excess of the purchase order quantity. Any shipment relating to a purchase order that has been canceled or not approved will also be subject to refusal.
- Belk assumes no risk or expense on any merchandise refused or returned for non-conformance with the terms and conditions of the purchase order.
- Belk must be notified in writing within 5 days of purchase order issuance if the purchase order is not accepted, including all terms and conditions as stated therein.
- Belk reserves the right, without penalty, to cancel any purchase order, in whole or in part, in the event that Belk's use of the merchandise is prevented, hindered, or delayed by or during the period of a force majeure event or circumstance outside of Belk's control, including without limitation any fire, flood, earthquake, epidemic, pandemic (including, but not limited to, COVID-19 and any voluntary or mandated mitigation measures with respect thereto), government action, riot, strike, war and/or other force majeure event.

- Belk will examine the merchandise included on the purchase order when received. If merchandise isn't what is on the purchase order, damaged, defective, of poor quality, or otherwise defective, Belk can return any or all the product shipped.
- Vendor is responsible for including all applicable sales, use, or excise taxes in its purchase price. In the event a statutory exemption applies, Belk will be responsible for providing a valid exemption certificate to the vendor.
- Title to merchandise will not pass to Belk until merchandise has been received, inspected, and accepted as being in conformance with the terms of the purchase order.

BY ACCEPTANCE OF THE BELK PURCHASE ORDER, THE VENDOR AGREES TO THE FOLLOWING TERMS AND CONDITIONS OF A PURCHASE ORDER (THE CURRENT VERSION OF WHICH IS SET FORTH IN APPENDIX A HERETO AND THE FOLLOWING WHICH MAY BE AMENDED BY BELK FROM TIME TO TIME):

- Deliver all merchandise in accordance with the purchase order at the prices stated in the purchase order.
- Guarantee that all merchandise ordered has been priced, stamped, labeled, tagged, marked, invoiced, and delivered in full compliance with (i) all applicable international, federal, state, and local government (and all departments, boards, bureaus and commissions thereof) laws, rules, standards, orders, rulings, rules, guides and regulations, including, but not limited to the Federal Trade Commission Act, the Consumer Product Safety Act, the Transportation Recall Enhancement, Accountability, and Documentation Act, the Textile Fiber Products Identification Act and regulations relating to statement of fiber content of rayon, wool, linens, and other textiles contained in such merchandise, the Wool Products Labeling Act, the Care Labeling Rule, the Fair Packaging and Labeling Act, the Magnusson-Moss Warranty Act, the Federal Hazardous Substances Act, the Poison Prevention Packaging Act, the Radiation Control for Health and Safety Act, the Food, Drug and Cosmetics Act, California Proposition 65, and the Fur Products Labeling Act, and (ii) the laws, regulations and rules of all countries in which merchandise is produced or delivered. Vendor shall provide to Belk any information that is required to be displayed in order to comply with laws applicable to eCommerce sales of the merchandise [including but not limited to any California Proposition 65 warnings].
- Guarantee that all merchandise ordered has been or will be manufactured, compounded, or produced in full compliance with (i) all applicable federal, state, and local government laws, rules, and regulations, specifically including, without limitation, all applicable minimum wage, overtime, and child labor laws, rules, and regulations and (ii) the Code of Conduct.
- Warrant to Belk and its customers that merchandise is free from defects of workmanship and material and is fit for normal use by the consumer.
- Defend, indemnify, and hold Belk harmless from and against all claims, damages, losses, liabilities and expense (including reasonable attorneys' fees) which arises out of, results from or is based on:
    - Any actual or alleged defect in the merchandise ordered.
    - Any actual or alleged patent, copyright, trade secret, or trademark or other intellectual property infringement arising from vendor's manufacturer, sale, or export, or purchaser's use, sale or offering for sale of any merchandise ordered.
    - Belk and customers' reliance upon the warranties set out in above bullets.

    - Any gross negligence, willful misconduct, fraud, or violation of law by vendor or any of its Suppliers.
    - Any unfair competition.
    - Any unfair or deceptive trade practices in connection with the merchandise and/or the product content furnished by vendor to Belk.
    - Personal injuries or other damages sustained by any person from the use or misuse of the merchandise.
    - Any claim of strict liability, negligence, recklessness or willful misconduct on the part of vendor and/or relating to the merchandise.
- Belk reserves the right to take immediate credit for all goods that are to be returned to vendor because the goods do not meet the requirements of the purchase order.
- Belk reserves the right to dispose of vendor's goods at Belk's option if return authorization is not received by Belk from vendor within 30 days of original request.

Please review the current version of the full Terms and Conditions of Purchase Order in Appendix A. These conditions are transmitted with all Belk purchase orders and apply to all Belk purchase orders. Notwithstanding anything contained herein, Belk may amend such Terms and Conditions of Purchase Order from time to time.

Section Four: Product Information

4.1 UPC Item Set Up

All vendors must have valid UPC barcodes. To obtain UPC barcodes, vendors must have a GS1 company prefix. All UPCs must meet the following requirements:

- Assign UPC numbers at the stock keeping unit (SKU) level using National Retail Federation (NRF) standard color and size codes.
- Assign a unique UPC to each pre-pack configuration and make the pre-pack UPC available to Belk in the OpenText/GXS catalog. Use the standard NRF color and size codes for pre-pack UPCs.
- Size ranges cannot be changed once UPCs have been communicated to Belk. For example, "size 5" cannot be changed to "small". A new UPC must be provided. No pre-pack configuration changes will be accepted, a new UPC must be set up and provided to the Belk Buyer.
- Reuse of UPCs must be per GS1 standards of 30 months after the last shipment by the vendor. Compliance with proper code reuse is critical and strict adherence will be enforced.

4.2 GXS Item Set Up

Belk utilizes OpenText/GXS Active Catalog to transmit data via web service call. Belk is not working with any other catalog providers at this time. Vendors must provide the UPC catalog electronically via OpenText/GXS in advance of offering the product to Belk. Items and the UPC catalog must be set up with the following requirements:

- 12 or 13-digit UPCs
- Product ID and Product ID Description
- Standard NRF color and color description (Color descriptions in GXS must match color description on merchandise tickets)
- Standard NRF size and size description (Size must be the correct size for department in correct family of business based on NRF standards)

4.3 Extended Attributes

Belk requires that extended attributes be provided via OpenText/GXS for all merchandise by category of business. All items should be set up in OpenText/GXS with appropriate attributes populated 8 weeks prior to ship date.

- Belk will utilize Global Standards (GS1) extended attributes and product attribute information in OpenText/GXS Catalogue must follow the Global Standards (GS1) 'Voluntary Guidelines for Exchanging Extended Attributes for Ecommerce'.

4.4 Image Standards

Images must be provided to Belk a minimum of 8 weeks prior to ship date. All inquiries concerning Belk eCommerce specifications, including requests for image style guidelines can be directed to your Belk assigned Belk Buyer.

- Images must be provided for every style/color number purchased by Belk.
- Images are to follow the GS1 standards available at GS1 Product Image Specification Standard | GS1
- For product images, shoot against a white seamless sweep, card, or tabletop; include slight shadows for visual grounding.
- For images on figure, shoot against or neutral colored seamless sweep; do not crop into model's head or face.
- Leave open space around subject for cropping discretion.
- Include front and back shots, additional alternative shots and lifestyle shots are preferred.
- Color: RGB.
- Post-Production: Add clipping path/silhouette to subject matter in Photoshop with a tolerance level of 0.
- File Size: Minimum 900 x 1200 pixels; either orientation.
- File Format: Hi-Res Tiff (.tiff), EPS, PSD, JPG, or JPEG file: 300dpi, 96dpi, 72dpi
  (if clipping path/silhouette added in post-production phase, save as layered .tiff file).

Vendor provided images are subject to Belk's approval and any possible acceptance or denial for use is solely at Belk's discretion. All inquiries concerning Belk's eCommerce image specifications, including requests for image style guides, can be directed to Asset Procurement Coordinator.

4.5 Sample Requirements

Samples of all products must be provided to Belk a minimum of 8 weeks prior to ship date.

4.5.1 eCommerce Sample Requirements

- A sample must be provided for every style/color purchased by Belk.
- Samples must be clearly marked with the style number and color code ordered for www.Belk.com.
- Samples must be provided in the appropriate size for the merchandise category.
- Samples should be sent to Attn: Belk Buyer/Buyer number at the Belk corporate office.

Section Five: EDI Requirements

5.1 EDI Requirements

Belk requires Electronic Data Interchange (EDI) capabilities from all vendors. Please see below for the EDI documents and versions that Belk currently supports.

Belk can receive the following EDI documents:	Version:
810 Invoice	4030 VICS
832 UPC Catalog from GXS	4030 VICS
855 Reverse Purchase Order	4030 VICS
856 Advance Shipment Notification/Manifest	4030 VICS
997 Functional Acknowledgment	4030 VICS
Belk can send the following EDI documents:	**Version:**
820 Remittance Advice	4030 VICS
824 Application Advice	4030 VICS
850 Outbound Purchase Order	4030 VICS
852 Sales/Inventory Data	4030 VICS
860 Purchase Order Change	4030 VICS

5.2 EDI Terms and Conditions

By entering into a transaction with Belk through Electronic Data Interchange (EDI), the vendor agrees to the following terms and conditions:

- Vendor agrees to conduct merchandise transactions using the Voluntary Inter-industry Commerce Standards EDI protocol.
- Each party agrees that it will be responsible for its own costs associated with any EDI transmission, as well as any storage fees charged by a third-party service provider.
- Each party will be responsible for its own costs in developing and/or licensing its EDI software and for testing the efficiency of the software.
- If Belk provides sales and/or inventory data to vendor, Belk will use due diligence to ensure the accuracy; however, Belk makes no warranty as to such data being free of errors or omissions.
- Belk may assign its rights or obligations under this Contract to any affiliated entity.
- Vendor EDI documents must be created following the appropriate VICS EDI guidelines and the Belk mapping guide.

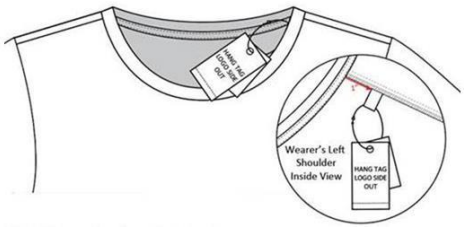
Section Six: Product Preparation

6.1 UPC Merchandise Ticketing Standards

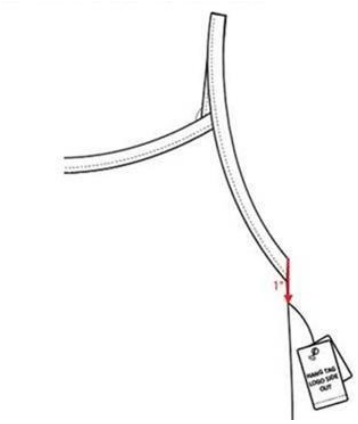
All merchandise, whether for stores or for eCommerce, must have a merchandise ticket attached to the product that includes the UPC barcode, human readable UPC, merchandise description, and the retail price. The UPC code must be visible and easily accessible for scanning. Belk requires GS1 standards for ticketing and recommends that vendors use one of our preferred ticketing partners (RPac, WFL, or Avery Dennison). If you are requesting specific information on ticketing such as group name on tickets, please reach out to your Belk Merchant Team.

- Merchandise tickets are to be printed on plain white pressure sensitive tickets and printed with non-smearable black ink. The ticket should be approximately 1.5” wide by 2.5” long.
- Stickers should be appropriately sized for the merchandise.

- The retail price, as stated on the Belk purchase order, must be placed in “zone 6” or “zone 7” of the standard UPC ticket using an 18-point, bold font. The Belk preferred format is $79.00. Do not use the word ‘MSRP’ or ‘suggested retail price’ on the merchandise ticket.
- Follow the GS1 industry standard for merchandise ticket placement. The GS1 standard can be found at: https://www.gs1us.org/content/dam/gs1us/documents/industries-insights/by-industry/apparel-general-merchandise/guideline-toolkit/Guideline-for-Floor-Ready-Merchandise-Release-3.pdf
- For garments with heat seals, the hang tag should be placed in the left shoulder seam.

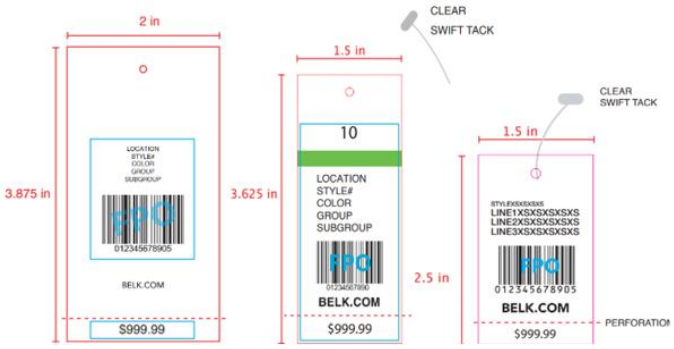


- For garments with heat seals that do not have a back neck or shoulder seam, the hang tag should be placed in the left side seam.



- Attach UPC tickets so that the merchandise will not be damaged. UPC tickets should be securely attached to the merchandise by plastic swift-attach devises or by attachment to sewn on labels. If it is impractical to use either of these two methods of attachment for merchandise, tickets can be attached using a loop-lock attachment devise (handbags), rat tail (sunglasses) or with an adhesive backed ticket (China, glassware, etc.). Do not loop strings around buttons or use strings attached with pins. When using an adhesive backed ticket, be sure that the ticket and adhesive can be easily removed from the merchandise and will not damage the merchandise.
- For two-piece garments, mark the top garment with a full detail ticket (to include the UPC) and mark the bottom garment with a second ticket that includes the Product ID (PID) and size. Both tickets should state that this is a two-piece garment.
- For store orders, merchandise sold by the unit but packaged in multi-packs will require a UPC merchandise ticket to be attached to each individual selling unit as well as the outside of the carton. For example, glasses packed four to a carton but sold by the glass would require that a UPC price ticket be attached to each glass as well as having four UPCs attached to the outside of the carton.

- Fine Jewelry vendors should refer to Section 6.6 for ticketing instructions for Fine Jewelry merchandise.
- Vendors should scan test their own UPC tickets.
- Below are suggested formats for merchandise tickets and stickers:



6.2 Hanger Requirements

Belk requires vendors to ship merchandise on floor ready hangers per the GS1 industry standard (formerly referred to as the VICs industry standard).

- For store orders, please confirm with Belk Buyer if merchandise is to be shipped on a hanger or if it is to be shipped flat.
- All hangers must conform to the GS1 hanger standards by product category. Please see Appendix B.
- With the exception of suits, all two-piece garments must use both a top and a bottom hanger connected by the coordinate loop.
- Belk requires black matte hangers on all products except where noted in Appendix B.
- See Appendix B for specifications regarding hangers that require sizers.
- The choice of hanger resource is at the discretion of the vendor.
- Do not use a foam padding piece on bottom hanger.

For more information on hanger requirements by department, please see Appendix B as well as below GS1 floor ready hanger link.
https://www.gs1us.org/content/dam/gs1us/documents/industries-insights/by-industry/apparel-general-merchandise/guideline-toolkit/Guideline-GS1-US-Voluntary-Guidelines-for-Hanger-Specifications-for-Floor-Ready-Merchandise-R70.pdf

Merchandise that will be displayed, folded on tables or in cubes, must have a clear plastic "size strip" or “size sticker” indicator.

- Confirm with Buyer if merchandise will be displayed folded in store.
- Folded merchandise must have a clear “size sticker” or “size strip” affixed to the merchandise.
- Stickers must use an adhesive that will not damage the merchandise.

6.3 General Product Packaging Requirements

Close all buttons/zippers/hooks. Breakable products must be adequately packaged to prevent breakage during transit. Any merchandise received broken due to inadequate packaging will be deducted from the invoice.

6.4 Store Only Packaging Requirements

For all brick and mortar store orders (all orders for stores except store 888), please package product as follows:

- Group like product by style and color in one master polybag. Do not use individual polybags on single SKUs.
- Polybags need to have perforated tears for easy removal.
- If product is to be hanging, the garment must be shipped on the hanger. Do not bundle hangers with cable, twine or rubber bands.
- Do not use pins, tape, clips, removable foam inserts on bottom hangers, excessive tissue or cardboard, or empty merchandise boxes as filler. There should be no excessive packing materials used.
- Alternate top and bottom placement in the carton to eliminate excess bulk, maximize cube, and prevent shifting.

6.6 Fine Jewelry Ticketing & Packing Requirements

Fine Jewelry departments are as follows: 530, 533, 541, 542, 543, 547, 548, 549, 553, 555, 557, 558, 933.

- Vendors are to use Data 2 or the assigned Belk ticket supplier to provide Belk approved fine jewelry merchandise pricing tickets. Fine Jewelry merchandise tickets are to be blue in color. Please refer to the instructions sent from the buying team on where to place the merchandise tag on the product. The tag must be attached to the product.
- All Fine Jewelry orders should be shipped to the Belk Jackson Fulfillment Center.
- Fine jewelry must be packaged to protect the product.
- Do not ship merchandise worth more than $50,000 at cost to Belk in any single package/box. If the shipment is more than $50,000 at cost, please split into multiple boxes as necessary so that no one box exceeds $50,000.
- If a memo vendor has a signed contract between the vendor and Belk stating details other than those listed in this guide, the details of the contract between Belk and the vendor supersedes information listed in the Belk Vendor Business Requirements.

6.7 Gift with Purchase (GWP) Packing Requirements

- UPC codes must be assigned to all gift with purchase (GWP) and purchase with purchase (PWP) merchandise. These codes must be included in the vendor UPC catalog and on all EDI documents.
- All GWP/PWP merchandise must have a UPC ticket or sticker attached to the item.
- For eCommerce orders all GWP/PWP merchandise must be in an individual polybag or box with a UPC barcoded sticker on the outside.

6.8 Hazardous Material Warning Labels

All merchandise shipped to Belk that contains hazardous materials, including, but not limited to, lithium batteries, aerosols and flammable liquids must display the appropriate hazard warning label affixed to the exterior of each shipping carton. Failure to properly label any shipment in accordance with this

requirement may result in the Vendor being assessed a chargeback to reimburse Belk for any fines, penalties, or fees incurred as a result of the Vendor's noncompliance.

6.9 Supplier Direct Fulfillment Packaging Requirements

Supplier Direct Fulfillment orders should follow the Drop Ship Program Vendor Participant Policies. Please access this document under the Drop Ship Documents heading of our Vendor Resources page for more information.

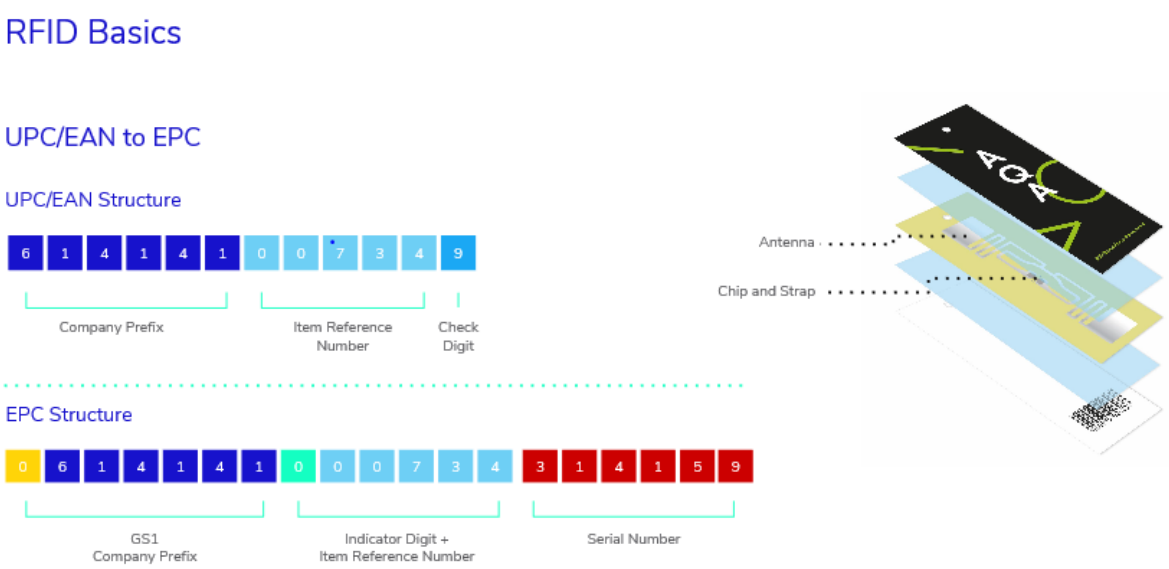
6.10 RFID

6.10.1 RFID Basic

Radio Frequency Identification (RFID) technology supports our OMNI operations to track and improve inventory accuracy. RFID is the wireless transfer of data to or from electronic tags that are attached to items of interest. RFID consists of three components, namely, software, hardware and tags.

GS1 offers low-cost education and training on RFID enablement and its applications within retail. We urge you to reach out to GS1 to learn more about this technology if you are unfamiliar with RFID.

- GS1 Standards: https://www.gs1.org/standards/epc-rfid/guidelines
- RFID training and education is also available on the GS1 US website at: https://www.gs1us.org/industries-and-insights/by-industry/apparel-and-general-merchandise/implementation-resources-for-standards



6.10.2 Belk Mandate

Beginning with all **National Brand August 2021 NDC orders** (all orders placed to arrive at Belk in August 2021 or later), Belk will require all units to be **shipped with either a RFID hangtag or RFID sticker.**

Ideally, tagging should occur at the point of manufacture, as this enables vendors to utilize and gain benefit from the technology throughout their supply chains.

- **RFID Tag Supplier**
  - We encourage you to work with a highly reputable RFID provider with a Service Bureau and/or directly with your tagging partner to migrate to RFID tickets. Belk is not mandating the supplier for RFID tags; however, your supplier must be able to meet both GS1 standards and the Auburn RFID Specifications as outlined below.
  - If you do not have a RFID Tag Supplier, we recommend that you work with Avery Dennison for your RFID tag needs. Please contact Maria T. Knausel at Avery Dennison for more information at maria.knausel@averydennison.com.
- **RFID Tag Types**
  - Belk prefers for all RFID tags to be integrated into an existing Hang Tag, Sticker or packaging that carries Belk UPC code and Retail Price.
  - If you are unable to integrate your RFID tagging solution, you may use a supplemental or additional RFID hangtag or sticker on your product, as long as it follows all specifications and placement guidelines.
- **RFID Tag Specifications**
  - Belk follows the GS1 Standard for RFID encoding and inlays. Inlay specifications by merchandise category can be found in Example A. Your RFID tags must meet the Auburn RFID specifications as noted below by product category.
  - TBD product categories do not require RFID at this time.

Example A

Product Type	Current Spec	Proposed New Spec
Apparel: Women's, Men's & Kids		
All Apparel products	Spec G	Spec R
Shoes: Women's, Men's & Kids		
Boxed shoes	Spec F	Spec R
Hanger Card Shoes	Spec F	Spec R
Cosmetics & Fragrance		
Cosmetics	TBD	TBD
Fragrances	TBD	TBD
Bath Gels and Lotions	TBD	TBD
Shaving & Beard Care	TBD	TBD
Jewelry		
Bracelets	Spec F	W6
Earrings	Spec F	W6
Necklaces	Spec F	W6
Rings	Spec F	W6
Watches	Spec F	W6
Cufflinks	Spec F	W6
Accessories		
Belts	Spec F	Spec R

Gloves & Mittens	Spec F	Spec R
Hair Accessories	Spec F	Spec R
Hats	Spec F	Spec R
Phone Cases	Spec F	Spec Y2
Scarves & Wraps	Spec F	Spec R
Eyewear	Spec Q	Spec W5
Sunglasses	Spec Q	Spec W5
Suspenders	Spec F	Spec R
Ties	Spec G	Spec R
Pocket Squares	Spec G	Spec R
Handbags & Wallets	Spec F	Spec R
Boxed Accessories	Spec G	Spec R
Home & Gifts		
Bedding Sets	Spec F	Spec Y2
Blanket & Throws	Spec F	Spec Y2
Comforters & Quilts	Spec F	Spec Y2
Pillows	Spec F	Spec Y2
Duvet Covers & Shams	Spec F	Spec Y2
Sheets & Bed Skirts	Spec F	Spec Y2
Rugs & Mats	Spec F	Spec Y2
Towels	Spec F	Spec Y2
Bath Accessories	Spec G	Spec Y2
Art, Wall Décor, Mirrors	Spec G	Spec Y2
Home Décor	Spec G	Spec Y2
Candles & Diffusers	Spec G	Spec Y2, C2 (if applied directly to glass/ceramic)
Desk Accessories & Stationery	Spec G	Spec Y2
Faux Flowers, Plants, Wreaths	Spec G	Spec Y2
Lighting & Lamps	Spec G	Spec Y2
Picture Frames	Spec G	Spec Y2
Tabletop & Kitchen - Open Stock	Spec G	Spec Y2
Tabletop & Kitchen - Boxed	Spec G	Spec Y2
Bar Accessories	Spec G	Spec Y2
Cookware & Bakeware - Packaged	Spec G	Spec Y2
Dinnerware & Glasses - Packaged	Spec G	Spec Y2
Cookware & Bakeware - Open Stock	TBD	Spec Y2, exempt if metal will interfere
Dinnerware & Glasses - Open Stock	Spec G	Spec Y2
Flatware & Utensils - Boxed	Spec G	Spec Y2
Serveware - Open Stock with no packaging	Spec G	Spec Y2, exempt if metal will interfere
Serveware - Boxed	Spec G	Spec Y2
Luggage & Travel	Spec F	Spec Y2

6.10.3 RFID and EPC Tagging Guidelines

- Each item must be encoded with a unique serialized electronic product code (EPC) within the RFID tag.
- Include the EPC symbol or RFID logo on the ticket for visual identification of RFID. See Example B.
- EPC should be locked as read only so it cannot be re-encoded.
- Use the SGTIN-96 bit standard for encoding RFID tags.
- All tags must be GS1 UHF Gen 2 certified operating in the 860 MHz-960MHz frequency range.

- Ensure the tag looks correct and includes all proper information.
- All vendors should utilize the largest inlay possible to fit in an UPC ticket.
- Inlays cannot be present in the perforated side of a ticket.
- Inlays cannot be cut.

Example B

Acceptable RFID & EPC Symbols

In addition, Belk requires the following placement guidelines by category:

Hanging Apparel:

- Always default to Hangtag if a hangtag is used on the product for the Retail/UPC information.
- Stickers are approved for items without hangtags.
- Do not apply stickers directly to fabric, must be applied to an existing label or joker tag.
- Avoid covering any important information.

Packaged Apparel:

- Stickers are approved for packaged apparel, based on size of package use either small or large sticker.
- Apply on back and nearest the top of the box/package.

Footwear:

- Always default to a large sticker.
- Apply to the side of the box next to the size, color, and style identification.
- Avoid covering of any important information.

Accessories:

- Use an integrated or supplemental hangtag if product carries a Brand or Retail/UPC hangtag.
- Approved for both small and large sticker on backer cards, however preference is to use large sticker if space allows.
- Apply to backer card or packaging. Avoid covering important information.

Soft Home:

- Always default to large sticker or Hangtag.
- Avoid covering important information.
- Test adherence to any packaging or materials with known adhesion challenges.
- Product packaged in a retail box or package should have the sticker applied on the back and nearest to the top of the box or package.
- If the product is open stock and has a hangtag, add a supplemental RFID hangtag on the same loop/attachment as the existing UPC/Retail hangtag if there is no integrated hangtag available for your product.
- If the product is open stock and has a sticker that has a UPC/Retail price add a supplemental RFID sticker adjacent to the UPC sticker. If the product will be displayed on a fixture at Belk, stickers placed on the back of the package should be affixed next to the top of the package

Hard Home:

- Always default to large sticker.
- Avoid covering important information.
- Test adherence to any packaging or materials with known adhesion challenges.
- Do not apply to metals.
- Product packaged in a retail box or package should have the sticker applied on the back and nearest to the top of the box or package.
- If the product is open stock and has a hangtag add a supplemental RFID hangtag on the same loop/attachment as the existing UPC/Retail hangtag.
- If the product is open stock and has a sticker that has a UPC/Retail price add a supplemental RFID sticker adjacent to the UPC sticker.
- For open stock cookware and bakeware, if the product is made of metal it is exempt from RFID. If the product is NOT made of metal, please use a RFID sticker that meets Spec G.

Review tag placement options in alignment with the GS1 Apparel and General Merchandise Placement Standards (Section 4).

DO NOT COVER:

1. Barcodes.
2. Description fields such as style, color, size.
3. Validate that all stickers adhere securely to packaging.

**General rule for Packaged Apparel, Soft and Hard Home: To avoid contact with fixtures/dividers in stores, and to improve RFID tag performance and readability, please place RFID stickers on the back of the package next to the top of the package. Avoid direct contact with metal/fixtures.

- **RFID Tag Placement Approval**
    - Before your first shipment of product with RFID tags, please send a photo of your RFID tag placement to Belk_Compliance@Belk.com for approval.

- Please include product information (apparel, ceramic, metal, etc.) and packaging information if applicable (cardboard box, metal tin, VZB, etc.)
- You can expect to receive feedback within three business days.

- **RFID Questions**
  - Please contact Belk Vendor Compliance with any question you have concerning RFID by emailing Belk_Compliance@Belk.com.

Section Seven: Shipment Preparation

7.1 Carton Packing Requirements

All merchandise must be packed in conveyable cartons for shipment to Belk.

- Do not use plastic bags as the external shipping container. Do not use hanger packs (except Men's and Women's Suits and Sportscoats).
- Use a shipping carton that fits the merchandise. Merchandise should be packed 1/4 inch below the top of the carton and 1/8 inch from the sides of the carton. Cartons should be large enough to allow hangers to lie squarely in the carton.
- Each carton must contain merchandise for only one purchase order and only one store destination.
- Where possible, use biodegradable and recyclable packing materials.
- Cartons should be securely sealed with tape. Do not band cartons together nor use banding to secure cartons.
- Cartons should have a minimum strength of 32 ETC (edge test crush).
- All shipping cartons must be strong enough to withstand several further reshipments as individual cartons throughout the Belk supply chain.

7.2 Carton Dimensions

For cartons to efficiently move through Belk facilities, vendors must comply with the below dimensions and weight requirements. The below dimensions are what Belk considers as conveyable; any other sizes need to be pre-approved by the Belk Transportation Team.

ALL STORE ORDERS		
Dimension	**Minimum**	**Maximum**
Length	12”	36”
Width	12”	26”
Height	2”	30”
Weight	5lbs.	49 lbs.

7.3 Carton Labels

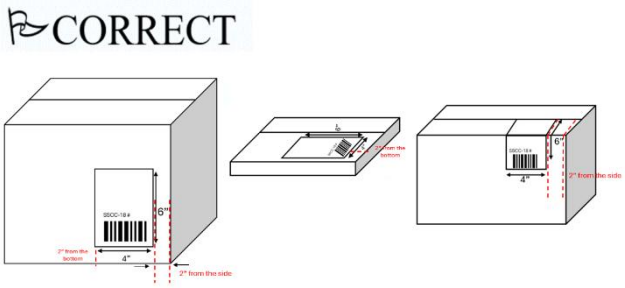
All cartons shipped to Belk require a GS1-128 shipping carton label. The GS1-128 should be included in the ASN transmission and contain a human readable 20-digit code. Please see the requirements below regarding proper label formatting, placement, and scanning quality. Violation of any of these requirements will result in vendor chargebacks.

Label Formatting

- Labels must be a minimum of 6” high and 4” wide.
- The SSCC-18 barcode should be at least 1.26” high and 3.0” wide.
- Only store numbers should appear in the “MARK FOR” section of the carton label. Do not place the distribution center number or consolidation point numbers in this field.
- Please avoid handwritten modifications to carton labels as they cannot be scanned.
- Family of Business (FOB) categories are as follows: Womens, Mens, Shoes, Kids, Home, Beauty, Fine Jewelry, Accessories and Intimate. If unsure of the correct FOB, confirm with your Belk Buyer.
- Vendors are to affix a colored sticker, colored piece of tape, or colored marking on the top of all cartons to identify the product category:
    - **White** – Accessories/Jewelry/Other Center Core
    - **Green** – Shoes
    - **Black** – Cosmetics and Fragrances
- Please see an example of proper label formatting below.

Label Placement

- On the longest side of the carton, place the carton label in the lower right corner 2” from the right side and bottom of the carton.
- Place the label on top of cartons under 4” in height.
- If the longest side of the carton is too short for the entire carton label to fit, place the label on the longest side and fold over the top of the carton. Avoid folding over the SSCC-18 barcode.
- If the merchandise is to be displayed on the sales floor in the carton in which it is packaged, the carton label should not cover product information.
- Each carton label must be affixed to the carton in such a manner to withstand in-transit wear and tear.
- Please see an example of proper label placement below.



Scanning Quality

- The vendor is responsible for ensuring that all GS1-128 carton labels can be scanned.
- Carton labels that are unscannable for reasons including, but not limited to, the issues expressed below are subject to chargeback.
- Belk uses a high-speed sortation system where cartons are scanned with a read time of less than one second. Therefore, carton labels must be high quality and free of any defection in the barcode.
- Labels with line breaks, fading, smudging, aspect ratio issues, or label placement issues will not effectively pass through the sortation system.
- Please see these examples of scanning quality issues below:

Line Breaks | Fading | Smudging | Aspect Ratio Issues | Label Placement Issues

7.4 Material Restrictions

Do not use excessive packing materials inside the carton (cardboard, air pillows, inserts, foam pieces) and be environmentally conscious of how merchandise is packed.

- Packing peanuts are not allowed.
- Cardboard inserts are acceptable.

- Do not band the outside of the carton. No bands of straps of any kind are allowed.
- Shrink wrap around cartons is ok, but it cannot interfere with the GS1-128 label.

Section Eight: Shipping Standards

8.1 Ship Date Expectations

The purchase order provides a shipping window with a not before date and a not after/cancel date. Vendors are to ship all orders within the designated window. If vendor cannot ship within the designated ship window for any reason, then it is the vendor's responsibility to reach out to the Belk Buyer as appropriate for an extension on their purchase order shipping window, prior to shipping. Vendors will face a chargeback if the order is not shipped within the ship window on the purchase order. If a shipment is being temporarily held by a vendor past the cancel date, they must still request ship date extensions to avoid chargeback.

8.2 ASN Standards

Accurate ASN information should be transmitted at the time the shipment is picked up by the carrier. It is required that an ASN is sent at the shipment level, not the PO level.

- If a shipment is ready with a pickup date scheduled, the ASN data can be transmitted up to 7 days prior of the physical ship date.
- The ship date in the ASN should be the scheduled pickup date, not the date the ASN data is transmitted.
- For collect shipments the ASN must use the UberFreight/TMS ME# as the BOL#.
- If the ASN is not available to the DC at the time the shipment reaches the facility, the vendor is subject to a "Late ASN" chargeback.
- If the ASN is not available to the DC by the time the shipment is processed, then the vendor will receive a "Missing ASN" chargeback.
- The ship date for all Belk documentation and compliance will be the ship date on the ASN, regardless of the physical/actual ship date.
- If an ASN requires a correction, the file must be resent as an original (BSN01 = 00) and the document ID must stay the same (BSN02 = ASN#), just use a new ISA control#, and the new transmission will overwrite the previous version in our system. Never reuse an ASN# (BSN02) for different shipments, as the system will process the file as a revision and overwrite the previous received data.
- Please reference the EDI Vendor FAQ document Vendor Resources page for more information.

8.3 Ship One Time Per Purchase Order

All purchase orders are to be shipped with no more than one shipment made against a specific purchase order per destination DC. The purchase order is expected to be shipped in one shipment.

8.4 Shipment of Hazardous Materials

Vendors must reach out to Belk_Logistics@UberFreight.com to alert the Belk Transportation department that a shipment with hazardous materials is on the way. Vendors are expected to know and follow industry standards for shipping hazardous materials. Belk requires that Safety Data Sheets (SDS) are supplied for any hazardous materials prior to first shipment. Safety Data sheets can be emailed directly to Vendor_Compliance@belk.com. The email must contain the applicable 12 or 13-digit UPC(s)

as well as the applicable purchase orders. Failure to identify items as hazardous during GXS item setup and/or failure to supply the SDS prior to first shipment will result in a chargeback.

8.5 Port of Entry Shipments

Belk does not currently support any Port of Entry Shipments. The vendor must be prepared to ship prepaid all the way to the proper DC. The vendor would be responsible for landing the container, clearing customs, draying, and transporting the container to the proper Belk DC for unloading. The vendor must bear all risks associated with the container, including delay, loss, damage, and demurrage.

8.6 Bill of Lading (BOL) Requirements

Collect Shipments:

Use of UberFreight/TMS BOL is mandatory. A complete and accurate BOL is required at the time of carrier pickup. Signatures, trailer number, and seal number must be present. Please avoid handwritten modifications to POs on the BOL. Any updates to shipment details should be made and saved prior to downloading your BOL and shipping.

Prepaid Shipments:

Prepaid shipments do not need to be routed through Uber Freight TMS. If a live unload appointment is needed, please reach out to the DC contacts below and provide carton count, PO number, and delivery date and time. An ASN must be present upon arrival.

For Blythewood, DC 737, contact 737ApptRequests@Belk.com.
For Jackson, DC 744, contact 744ApptRequests@Belk.com.

- A BOL must accompany all shipments.
- The BOL number presented with the physical shipment must be the exact BOL number reflected in all EDI documents.
- The BOL must include supplemental pages with a listing of all valid purchase order numbers within the shipment.
- BOLs must include the total carton count per PO, total weight, BOL Number, NMFC item number, and applicable class.
- BOLs should include a pallet count for LTL shipments.
- BOLs must have the following information at the time of loading: appointment time, driver in and out times, and a driver and vendor signature.

Direct to store:

Shipments sent directly to a Belk store are not permitted unless approved in writing by your Belk Buyer.

Section Nine: Routing Guide

9.1 Transportation Management System (TMS) and Vendor Set Up

Vendor merchandise shipments must be routed to Belk distribution centers through Uber Freight's TMS portal. Please reach out to Belk_Logistics@UberFreight.com if you need access to Uber Freight TMS or for help with location setup.

A URL, login, and password will be provided to access the following TMS modules:

- **Order Management System (OMS)**, where vendors can search for POs, view the Belk PO ship window, release collect POs, and update Packaging Unit (Carton Count).

- **External Shipment Monitoring**, where vendors can view load status, view and download your bill of lading (BOL), and update quantity, weight, cube, and handling unit (pallet count).

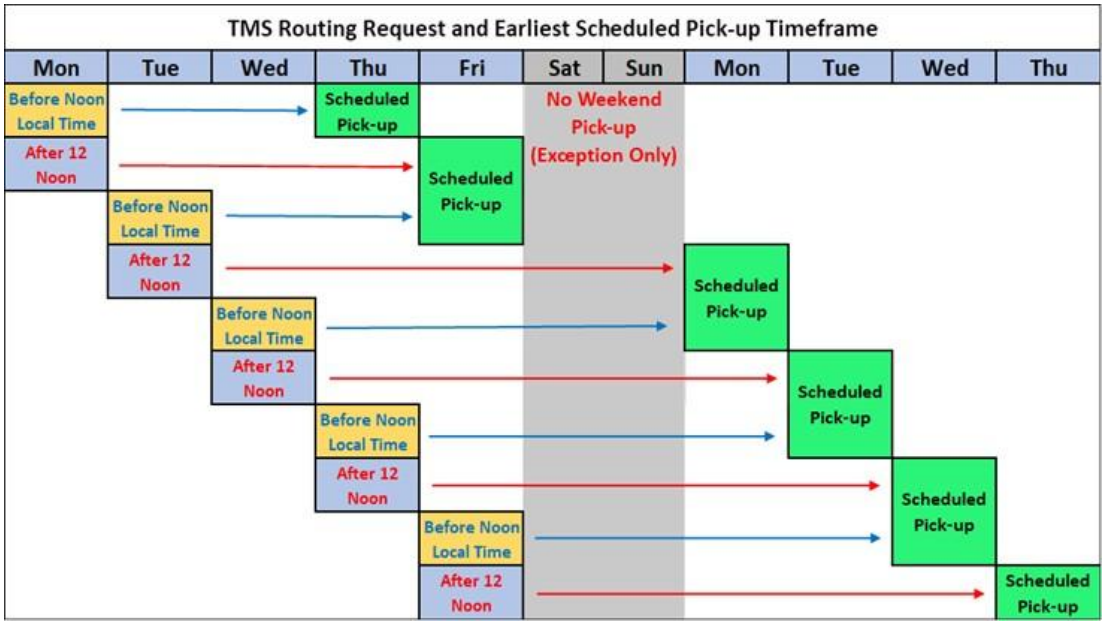
9.2 Routing Requirements

All collect POs must be routed through Uber Freight TMS and assigned a load number and carrier before a vendor can ship. Any unauthorized shipments are subject to chargeback.

Routing Timeline

Vendors are responsible for releasing orders by noon local time 3 business days prior to the desired pickup date. Our Uber Freight Operations team needs at least 3 business days to arrange preferred carriers.

Please refer to the routing diagram below. The yellow and blue boxes represent the day and time you're releasing the order. The green boxes represent the day and time the shipment is requested for pickup. For example, Monday releases created before noon local time should have a requested pickup of Thursday or later. The chart below outlines the proper timeline for submitting your routing request:



Routing Request Standards

- Requested pickup dates must be on normal business days (Monday through Friday) within the Belk PO ship window.
- Vendors must provide an accurate carton count, quantity, cube, and weight for each PO when routing. Cube and weight estimates should be based on floor loaded product. To calculate cubic feet, multiply length by width by height, and divide the total product by 1,728 (total cubic inches per cubic foot).
- Any POs that will be shipping to the same DC within the same ship window should be consolidated into truckload quantities when routing.
- Please consolidate your POs as much as possible. However, if you have a PO that exceeds a single truckload, please release this PO multiple times, issuing one release for each truckload. Truckload weight should not exceed 42,000 lbs. or 3,500 CF.
- LTL shipments bound for the same DC routed for consecutive pick-up dates are subject to chargeback. Please reference the Belk Vendor Quick-Step Guide for TMS and Section 9.3 below for further instructions on adding new releases to a previously routed shipment.

9.3 Shipment Changes

In Uber Freight TMS, navigate to the modules below to update the appropriate fields:

- **Order Management System (OMS)** to update packaging unit (carton count).
- **External Shipment Monitoring** to update quantity, weight, cube, or handling unit (pallet count).

See *Updating Shipment Details* in the Belk Vendor Quick-Step Guide for TMS for further instructions, which can be found under the Transportation Documents heading on our Vendor Resources page.

Any POs that need to be added to an existing shipment must be entered as a new release. See *Releasing Multiple POs to TMS* in the Belk Vendor Quick-Step Guide for TMS for further instructions.

Additional POs must be released by noon local time 3 business days prior to the desired pickup date, otherwise the load will be subject to chargeback. Our Uber Freight Operations team needs at least 3 business days to arrange preferred carriers. Please reach out to Belk_Logistics@UberFreight.com and Belk_Compliance@Belk.com if a routing exemption is required.

Please reach out to Belk_Logistics@UberFreight.com

- If you need to make changes to 'Earliest Time,' 'Latest Time,' or 'Pickup Address' after releasing a PO.
- If you have overflow from a previous shipment.
- If you need additional assistance with a load that's changed from LTL to TL.

Shipping/Carrier Assignment

- Carrier assignment may not occur until 2 business days prior to the requested pick-up date.
- Once assigned, carrier and load status can be viewed in External Shipment Monitoring. See *Reviewing Search Results* in the Belk Vendor Quick-Step Guide for TMS for further instructions.
- Vendors are only permitted to ship with the carrier assigned to their load when the load is in a planned status, otherwise the load will be subject to chargeback.

- You can access your BOL once your load is showing in 'Tender Accept' status. Any updates to shipment details should be made and saved prior to downloading your BOL and shipping.
- Vendors are responsible for scheduling and coordinating pickups with the assigned carrier. If you need to reschedule pickup, please notify your carrier at least 24 hours prior to the appointment time, otherwise chargebacks may apply.
- Please reach out to Belk_Logistics@UberFreight.com; Belk_Compliance@Belk.com; and your Belk Buyer if your pickup is scheduled outside of the Belk PO Ship Window.
- Chargebacks will apply for any cartons that are shipped to the wrong distribution center. Please refer to the Store Shipping & Receiving Locations documents on our Vendor Resources page for more information.

Parcel Shipments

FedEx Ground shipments must be shipped using the FedEx Ground Collect program. FedEx Ground Collect is a payment method in which the consignee has agreed to pay the transportation charges associated with a specific shipment.

Vendors must arrange the shipment of the package using their own FedEx account number. Upon receipt of the carton, the transportation charges will be billed directly to Belk. In addition, the reference field of every carton must contain the UberFreight/TMS BOL #/Load # supplied by the Transportation Management System. Omission of the UberFreight/TMS BOL #/Load # may result in a chargeback.

Under the FedEx Ground Collect arrangement, FedEx will invoice transportation charges directly to Belk. Vendors remain responsible for any weekly pickup fees, on-call pickup fees, and most additional accessorial charges related to the shipment.

If you do not have a FedEx account, go to **https://www.fedex.com/en-us/open-account.html** for new account setup. If you already ship to other recipients using FedEx Ground Collect, use the same FedEx account number.

With your FedEx account number, you can create FedEx Ground Collect shipping labels and request a pickup using FedEx Ship Manager or another FedEx electronic shipping solution.

To create a FedEx Ground Collect shipment:

1. Select FedEx Ground as your service choice.
2. Select COLLECT (Authorized Ground Accounts Only) in the "Bill transportation to" drop-down list within the Billing Details section.
3. In the "Bill transportation to " leave the FedEx account number field blank. **(If an account number is added to this field, FedEx will bill that account number)**
4. Print the shipping label and affix it to the package.
5. Use your account number to arrange the pick up

LTL Shipments

Belk policy requires the use of pallets for LTL shipments. LTL shipments should be palletized.

Vendors must update their pallet count and pallet weight 24 hours prior to pickup. See *Updating Shipment Details* in the Belk Vendor Quick-Step Guide for TMS for further instructions.

Truckload & Intermodal Shipments
Belk policy prohibits the use of pallets for truckload and intermodal shipments. TL shipments should be floor loaded. Flock Freight (FLOK) is the only exception to this rule. TL shipments on Flock Freight (FLOK) should be palletized.

If you need to use pallets for a truckload or intermodal shipment, please reach out to Belk_Logistics@UberFreight.com and Belk_Compliance@Belk.com with your load number to request written authorization.

Vendors must update their pallet count and pallet weight 24 hours prior to pickup. See *Updating Shipment Details* in the Belk Vendor Quick-Step Guide for TMS for further instructions.

Pallet Requirements

- Vendors are held to the Shipper Load and Count (SLC) Standards and will be responsible for shortages on pallets noted with carton count Said to Contain (STC) in a shrink-wrapped pallet. This policy applies to all modes of transport.
- Each pallet must be labeled with the DC location and "X of X Total Pallets".
- Group POs by like DC, shipping to a single DC per pallet.
- Pallet dimensions should be 48" x 40" or 48" x 42".
- Pallets should be 4-way access wooden pallets, grade B or higher.
- Pallets must be shrink-wrapped.
- No overhang permitted.
- If your cartons are being stacked on a single pallet, you can build your cartons up to 8 feet high to utilize maximum truck space.
- Products should be double stacked unless the merchandise is breakable. Vendors will be responsible for any damage due to palletization.

9.4 Transportation Vendor Expense Sharing
To maintain competitive freight costs, Belk requires all vendors to ship to Belk distribution centers from the nearest vendor distribution point. Due to higher freight costs of shipping across the country, vendors shipping from west of the Mississippi river or outside of the 48 contiguous states will share half of the total freight expense.

In addition, Belk utilizes a freight consolidator to minimize freight costs. Belk encourages all vendors to consolidate shipments as much as possible from the origination point. If, however, the vendor's shipment is routed through a consolidator (CA and areas surrounding NJ), the vendor will be charged the smaller consolidation cost while Belk will cover the higher, full freight cost from the consolidation point to Belk's distribution centers.

Both of these expense sharing charges will be listed on the payment remittance as a freight chargeback deduction.

Section Ten: Returns to Vendor

10.1 Damaged Merchandise

Damage allowances will be taken off invoice per the vendor's agreement with the Belk merchandising team. If there is not a damage allowance as part of the vendor agreement, then damaged merchandise will be returned to the vendor and freight charges will be assessed.

10.2 Defective Merchandise

Merchandise that is deemed to be sub-standard and/or not according to the product specification agreed upon with the Buyer will be returned to the vendor and inbound and outbound freight charges along with a chargeback will be assessed.

10.3 Unsold Merchandise

Seasonal and stock adjustment returns will be determined by the Belk merchandising team and negotiated with the vendor on an as needed basis.

10.4 Returns to Vendors

Belk does not consolidate returns to vendors. All returns will be shipped via Fed Ex, as they are received at the DC from store locations. Vendor pickup and company account numbers for Fed Ex or UPS are not allowed.

Section Eleven: Accounts Payable

11.1 Invoices

Invoices should be submitted via the EDI 810 document. The Belk EDI 810 invoice must be consolidated by Belk Distribution Centers, one invoice per DC location per purchase order.

- If not already certified for EDI invoicing, do not begin transmitting the EDI 810 document until the testing process is complete.
- Invoices must include the vendor UPC number. If the purchase order is for a pre-pack, then the pre-pack UPC should be on the invoice, not the component UPCs.
- Original invoices should be transmitted by EDI. Do not send copies, screen prints, or duplicate invoices unless requested. Do not send order confirmations, packing slips, or BOL to the Belk A/P center.
- The Belk A/P Center does not pay freight charges listed on merchandise invoices. For collect shipments, freight charges placed on the merchandise invoice will be charged back in total, along with expense offsets.

11.2 Terms and Conditions of Payment

Vendors will be paid according to the terms agreed upon with the Belk merchandising team.

- For payment terms of End Of Month (EOM), goods shipped or invoiced on or after the 25th of the month are not considered due until the 10th of the following month (e.g., an invoice with terms of 8/10 EOM for goods which were invoiced/received on March 25, 2017 would have a payment due date of May 10, 2017). In addition, Belk selects the most beneficial payment terms based on the terms contained on the master file, on the purchase order, or on the vendor's invoice.

- Memo vendors should not send Belk merchandise invoices for Memo merchandise. One week after each fiscal month, the memo vendor will receive a sales report from Belk accounts payable showing by SKU all memo merchandise sold, net returns, for the period covered in the report. Memo vendors are paid weekly based on the negotiated terms with the Belk Buyer.
- Vendors will be paid according to the terms agreed upon with the Belk merchandising team. However, all vendor obligations (including, without limitation, vendor allowances and chargebacks) (collectively, "Vendor Obligations") earned and due to Belk will be processed against vendor invoices within the same fiscal quarter. If Belk is unable to recover the Vendor Obligation within the fiscal quarter earned against vendor invoices, vendor reimbursement to Belk will be required to resolve the situation within 30 days of end of the fiscal quarter in which the Vendor Obligation is earned. This policy applies to all vendor obligations negotiated between the Belk merchandising team and the Vendor and supersedes any other verbal agreements on when Vendor Obligations will be processed against invoices.

11.3 Accounts Payable Vendor Web Portal

The Belk vendor portal can be found at https://vendorportal.belk.com/VendorPortal/. The vendor portal should be used as the primary source to answer all deduction and payment inquiries. The portal will provide important vendor information including check information, details of current trial balance, the status of an invoice, vendor adjustments, return packing slips along with tracking information, and all chargeback deductions. The portal requires a unique account number to log in. Please contact VCG@Belk.com to be set up for access.

Invoices beginning in "AI-" are managed in the OpenText™ Active Intelligence Deduction Management portal at https://visibilitycl2.ms.gxs.com/sdataquality/xclient/BelkAIDM. The OpenText™ portal provides detailed information on transportation and compliance related chargeback deductions. The portal requires a unique User ID and password to login. Please contact Belk_Compliance@Belk.com with your vendor account number, full name, and email address to be set up for access.

Section Twelve: Vendor Chargebacks

Vendor chargebacks each have a unique reason code, description, and chargeback rate. Please review the Belk Reason Code List on our Vendor Resources page for more information on who to contact for each reason code.

12.1 Chargeback Table

The chargeback rates listed for the following reason codes (RC) are applicable to the full PO unit quantity or carton quantity: 29, 35, 37, 43, 45, 46, 56, 58, 67, 80, 81, 84, 85, 89, 96, 99 & 101

CODE	CHARGE DESCRIPTION	CHARGE
PRODUCT INFORMATION		
49	Sample or image not received 8 weeks prior to ship	$250 per sample/image
50	GXS item set up not completed 2 weeks prior to Belk order deadline	$10 per SKU
50	Incorrect NRF color and/or size code used	$10 per SKU
50	UPC number recycled earlier than allowed	$10 per SKU
50	GXS item/pre-pack set up information (including UPC number) changed after order entry	$10 per SKU
50	GXS extended attributes not entered 8 weeks prior to ship	$10 per SKU
PURCHASE ORDER SHIPMENTS		
48	PO not shipped once and complete	$500 per PO per occurrence of additional shipments on same PO
82	No order on file/shipped without a valid PO	$25 per store per PO
88	Not ordered/substituted SKU shipped	$25 per carton + 10% of total cost
89	Quantity received in excess of quantity ordered	$25 per carton + 10% of total overage items cost
90	PO shipped early	$25 per store per PO
96	Store not on PO	$25 per carton
97	Shipped past cancel date	$25 per store per PO
100	SKU not allocated to the store	$25 per carton + 10% of total cost
EDI/ASN INFORMATION		
29	Incorrect ASN vs carton contents (SKU quantity does not match what is listed on ASN)	$5 per store per PO
36	Late ASN transmission	$5 per carton
67	Incorrect/inaccurate SKU on ASN	$5 per carton
75	Missing/unusable/incorrect ASN	$10 per carton
PRODUCT PREPARATION		
46	Missing size strip tape or sticker (if applicable)	$0.60 per unit, minimum $50 per PO
80	Missing/incorrect/unscannable UPC ticket or incorrect ticket/label placement	$0.60 per unit, minimum $50 per PO
81	Missing/wrong retail	$0.60 per unit, minimum $50 per PO
84	Missing or wrong hanger type/size/sizer/color	$0.60 per unit, minimum $50 per PO
98	SKU from different vendor	$7 per carton
99	Unknown UPC (not recognized in Belk system/not on Belk PO-850)	$7 per carton
101	Missing or defective UPC/RFID hangtag or sticker, or UPC/RFID hangtag or sticker sourced from non-approved supplier	$0.60 per unit, minimum $50 per PO

DROP SHIP		
47- DUP	Duplicate tracking numbers entered for multiple packages	$30 per occurrence
47- GRU	Vendor shipped Home/Residential delivery; package weighed less than 15 lbs. and should have shipped via Ground Economy	$5 per occurrence
47- NRC	Incorrect tracking number in CommerceHub; No Belk PO exists for listed tracking number	Full freight cost + $5 per occurrence
47- RGR	Ground Commercial service level used for a Home/over 70 lb. Residential delivery	$2.50 per occurrence
47- SMO	Vendor shipped via Ground Economy; package weighed more than 15 lbs. and should have shipped Home/Residential Delivery method	Incremental freight cost
47- TPT	Drop Ship utilized 3rd party billing	Full freight cost
51	Drop ship merchandise confirmed, shipped or cancelled outside the required 2 business day SLA	$30 per order
51	Drop ship order not shipped and closed within the 2-business day SLA	$15 per order
51	Drop Ship Vendor failure to meet credit memo requirements for customer returns, mis-ships and un-deliverables	$15 per order
51	Drop Ship Vendor failure to respond to customer service request within 1 business day	$15 per order
CARTON PREPARATION		
35	Cartons do not meet minimum/maximum conveyable dimensions or weight	$2 per carton
37	Incorrect or missing PO number/store/department on carton	$10 per carton
43	Excessive packing materials used	$10 per carton
45	Missing carton color code label (if required)	$25 per store per PO + $0.25 per carton
56	Not packed separately by store or PO number	$75 per carton
58	Items shipped in individual polybags	$20 per carton
85	Missing/unscannable GS1-128 carton label or missing information on carton label	$10 per carton
SHIPPING AND TRANSPORTATION		
27	Freight not available for pickup at confirmed carrier appointment time	Missed appointment fee + $250 handling
59	Missing shipment ID in FedEx reference field	$250 handling + full freight invoice amount
68	BOL is unavailable or TMS ME number not present on BOL for collect shipments	$250 per Shipment

72	Routing request received after 12pm local time, 3 business days prior to requested ship date	$250 per routing request
73	Inaccurate cube, weight, carton count, or PO numbers listed on routing request	$250 per shipment or $250 handling + full freight invoice amount (charge will be determined based on cost impact to Belk)
74	Failure to palletize LTL shipments, pallet count incorrect, or information is unavailable in TMS	$250 per Shipment
76	Expense sharing of 50% freight cost for shipments originating west of the Mississippi River	50% of full freight invoice amount
77	Expense sharing of consolidation costs	100% of consolidation charge from consolidator
79	BOL is incorrect or incomplete. Incomplete: missing signature, seal number, or PO number. Incorrect: wrong BOL for the load or erroneous data on BOL	$250 per shipment
93	Unauthorized shipment or unauthorized carrier used	$500 handling + full freight invoice amount
94	Other transportation charges (accessorial fees that may include layover, additional miles, reweigh charge, and failure to identify/declare hazardous material shipments)	$250 handling + full amount of fees assessed
95	Shipped to wrong DC or location	$125 handling per distribution center + $10 per carton
118	Failure to provide TMS load number on ASN	$250 per shipment
119	Detention loading	$250 handling + full amount of fees assessed
120	Unauthorized pallets for truckload (FTL)	$250 per shipment
INVOICES AND ACCOUNTS PAYABLE		
34	Invoice not sent via EDI 810	$50 per invoice
40	Invoice not consolidated or missing information	$25 per invoice
41	Trade discount	Agreed to terms
102	Invoice sent prior to final ASN/shipment	$100 per occurrence
CHARGEBACK INQUIRIES		
25	Other – Accounts Payable deduction	Will vary by claim type

12.2 Chargeback Inquires and Disputes

Chargeback inquiries and disputes are handled by unique teams depending on their reason code. For a list of who to contact for each reason code, please reference the Belk Reason Code List on our Vendor Resources page.

12.3 Chargeback Dispute Requirements

Chargeback inquiries and disputes with invoice numbers beginning in "AI-" should be submitted through the OpenText™ Active Intelligence Deduction Management portal at https://visibilitycl2.ms.gxs.com/sdataquality/xclient/BelkAIDM.

The OpenText™ portal provides detailed information on transportation and compliance related chargeback deductions. The portal requires a unique User ID and password to login. Please contact Belk_Compliance@Belk.com with your vendor account number, full name, and email address to be set up for access.

Additional requests may be sent to Belk_Compliance@Belk.com. All chargeback inquiries and disputes must be made within 90 days of the Invoice Date. If you need further assistance, please contact your buyer.

Section Thirteen: Key Contact Info

13.1 Belk Contact Information

Contact Group	Email
Vendor Onboarding Questions	VendorRelations@Belk.com
Supplier Direct Fulfillment/Drop Ship Onboarding Questions	SDFVendorCare@Belk.com
Transportation and Routing Questions	Belk_Logistics@UberFreight.com
Vendor Compliance Requirements and Questions & Safety Data Sheet submission	Belk_Compliance@Belk.com
ASN Questions	ASN@Belk.com
EDI Questions	EDI@Belk.com
Accounts Payable Questions	AP_Correspondence@Belk.com
Debit Balance Questions	Debit_Balance@Belk.com
UPC Ticket Information	BSS_ICG@Belk.com
Vendor Address or Information Maintenance	VCG@Belk.com

Belk Mailing Address:
2801 W. Tyvola Road
Charlotte, NC 28217

For FINE JEWELRY & What Goes Around Comes Around – PO Receipts and Shipping Address:
Jackson Processing Center
Attention: Door 72
1018 Mendell Davis Drive
Jackson, MS 39272

For FINE JEWELRY – Repairs, Returns and Damages Shipping Address:
Jackson DC – Repair & Returns Center (746)
1018 Mendell Davis Drive
Jackson, MS 39272

13.2 Belk Recommended Suppliers

GS1
https://www.gs1us.org/

GXS-OPENTEXT UPC Catalog
Contact Tonia James – jtonia@opentext.com /(404) 467-3029
GS1 Size/Color Codes (formally NRF) – Click here for more info on Size/Color Codes (GS1)

Merchandise Ticket Recommended Vendors
Avery Dennison
WFL Packaging
iPAK

Appendix A: Terms and Conditions of Purchase Order

The following terms and conditions apply to all purchase orders issued by Belk for products ordered from any supplier (each, a “Purchase Order”). Belk is referred to below as “Purchaser” and supplier is referred to as “Vendor.”

1. Vendor agrees that it will not ship merchandise under this Purchase Order earlier than the "Ship" date no later than the "Cancel" date hereof. Purchaser reserves the right to refuse (including at the carriers' facilities) or return any merchandise that is shipped prior to the "Ship" date or after the "Cancel" date or that is substituted, over-shipped, or not ordered hereby. Purchaser assumes no risk or expense on any merchandise refused or returned for nonconformance with the terms and conditions of this Purchase Order. All refusals or merchandise returns for nonconformance will be subject to a deduction on remittances of all applicable freight charges plus an expense offset charge as indicated on the Belk chargeback table or in the Belk National Brand Vendor Business Requirements. If Purchaser elects to keep shipments shipped prior to the "Ship" date, terms will be computed from the "Ship" date shown here on. If Purchaser elects to keep shipments shipped after the "Cancel" date, terms will be computed from the actual date of the shipment, Purchase Order "Ship" date or date of invoice, whichever is later; and the foregoing expense offset charge as indicated on the Belk chargeback table or in the Belk National Brand Vendor Business Requirements.

2. Purchaser must be notified in writing within 5 days of Purchase Order issuance if this Purchase Order is not accepted, including all terms and conditions as stated therein.

3. Purchaser reserves the right, without penalty, to cancel any purchase order, in whole or in part, in the event that Purchaser’s use of the merchandise is prevented, hindered, or delayed by or during the period of a force majeure event or circumstance outside of Purchaser’s control, including without limitation any fire, flood, earthquake, epidemic, pandemic (including, but not limited to, COVID-19 and any voluntary or mandated mitigation measures with respect thereto), government action, riot, strike, war and/or other force majeure event.

4. It is understood that Purchaser shall have a reasonable time and opportunity to examine the merchandise included in this Purchase Order when received in its store, whether or not its agents have previously examined said merchandise, and, if it shall then be ascertained that said merchandise or any part thereof is not in conformity with this Purchase Order or is not as represented or warranted by Vendor, is inferior in workmanship or quality or is otherwise defective, or is delivered in a damaged condition (other than damaged in transit), Purchaser shall have the right to rescind this contract and return all or any part of the merchandise to Vendor at Vendor's expense, plus a charge as indicated on the Belk chargeback table or in the Belk National Brand Vendor Business Requirements, if said conditions are determined during the receiving process. If said conditions are discovered at any time after the receiving process has been completed, the merchandise may be returned at Vendor's expense. The right to rescind given hereunder shall not be construed as a limitation on the right to rescind or other rights given by common law or statute. As used herein, the term "Vendor's expense" shall mean inbound and outbound freight costs plus the cost of any transit insurance associated therewith.

5. Vendor shall be responsible for including all applicable sales, use or excise taxes in its purchase price. In the event a statutory exemption applies, Belk shall be responsible for providing a valid exemption certificate to the vendor.

6. By acceptance of this Purchase Order, Vendor agrees to:

    A. Deliver all merchandise in accordance with this Purchase Order at the prices stated herein or at such lower prices and at any better terms and discounts as may be prevailing at the time of shipment.

    B. Guarantee that all merchandise ordered has been priced, stamped, labeled, tagged, marked, invoiced, and delivered in full compliance with (i) all applicable international, federal, state, and local government (and all departments, boards, bureaus and commissions thereof) laws, rules, standards, orders, rulings, rules, guides and regulations, including, but not limited to the Federal Trade Commission Act, the Consumer Product Safety Act, the Transportation Recall Enhancement, Accountability, and Documentation Act, the Textile Fiber Products Identification Act and regulations relating to statement of fiber content of rayon, wool, linens, and other textiles contained in such merchandise, the Wool Products Labeling Act, the Care Labeling Rule, the Fair Packaging and Labeling Act, the Magnusson-Moss Warranty Act, the Federal Hazardous Substances Act, the Poison Prevention Packaging Act, the Radiation Control for Health and Safety Act, the Food, Drug and Cosmetics Act, California Proposition 65, and the Fur Products Labeling Act, and (ii) the laws, regulations and rules of all countries in which merchandise is produced or delivered. Vendor shall provide to Belk any information that is required to be displayed in order to comply with laws applicable to eCommerce sales of the merchandise [including but not limited to any California Proposition 65 warnings].

    C. Guarantee that all merchandise ordered hereunder has been or will be manufactured, compounded, or produced in full compliance with (i) all applicable international, federal, state, and local government labor laws, rules, and regulations, specifically including, without limitation, all applicable minimum wage, overtime, and child labor laws, rules, and regulations, and (ii) the Code of Conduct.

    D. Warrant to Purchaser and its customers that such merchandise is free from defects of workmanship and material and is fit for normal use by the consumer.

    E. Defend, indemnify and hold Purchaser harmless from and against all claims, damages, losses, liabilities, and expenses (including reasonable attorneys' fees) on account of:

        (1) Any actual or alleged defect in the merchandise ordered hereunder;

(2) Any actual or alleged patent, copyright, trade secret, or trademark or other intellectual property infringement arising from Vendor's manufacturer, sale or export, or Purchaser's use, sale, or offering for sale, of any merchandise ordered hereunder;

(3) Purchaser's and Purchaser's customers' reliance upon the warranties set out in B, C, and D above; and

(4) Any gross negligence, willful misconduct, fraud, or violation of law by Vendor or any of its suppliers.

(5) Any unfair competition.

(6) Any unfair or deceptive trade practices in connection with the merchandise and/or the product content furnished by Vendor to Belk.

(7) Personal injuries or other damages sustained by any person from the use or misuse of the merchandise.

(8) Any claim of strict liability, negligence, recklessness or willful misconduct on the part of Vendor and/or relating to the merchandise.

7. Purchaser reserves the right to take immediate credit for all goods that are to be returned to Vendor because they do not meet the requirements of this Purchase Order.

8. Purchaser reserves the right to dispose of Vendor's goods at Purchaser's option, in such manner as Purchaser deems appropriate, if any return authorization is not received by Purchaser from Vendor within 30 days of original request.

9. No assignment or other transfer of this Purchase Order, by Vendor, to any third party, will operate to create any liability by Purchaser hereunder to any such third party without the prior written consent of Purchaser to such assignment or transfer; provided, however, that nothing hereinabove contained shall be deemed to prohibit the Vendor's subcontracting, to one or more third parties, the production of part or all of the merchandise ordered hereunder.

10. If any provision of this Purchase Order, specifically including any provision contained in the following Billing and Shipping Instructions, shall be construed or held to be invalid or unenforceable by any court of governmental body or agency having jurisdiction thereof, then this Purchase Order will be interpreted as though such provision had been omitted, and the validity and enforceability of the remaining provisions hereof will be valid, enforceable, and unaffected thereby.

11. No modification of or addition to these terms and condition shall be affected by any course of dealing or usage of trade, or acceptance or acknowledgement by Vendor of any Purchase Order or other form

submitted by Vendor containing additional or different terms or conditions. Purchaser and Vendor may only modify these terms and conditions by a clear and conspicuous written amendment or agreement signed by both parties that expressly states the intent of the parties to modify these terms and conditions.

12. This agreement shall be controlled, construed, and enforced in accordance with the laws of the State of North Carolina. Purchaser and Vendor hereby consent to the jurisdiction of the federal and state courts in Mecklenburg County, North Carolina, in connection with any dispute between the parties hereto and each waives any objection based on improper or inconvenient venue.

Appendix B: Hanger Specifications

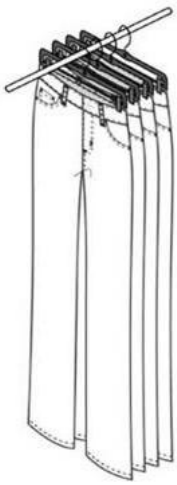
HANGER DESCRIPTION		Standard Hanger Code	SIZE	COLOR	SIZE ZONE
ADULT - WOMENS, MENS, YOUNG CONTEMPORARY, YOUNG MENS - NO SIZERS REQUIRED					
	Top I-Beam Hanger with Metal Hook				
	Use for :	485	15"	Black	Womens-YC-Mens-YM
	Tops - Mens, Womens	484	17"	Black	Womens-YC-Mens-YM
	Blouses	479	19"	Black	Plus / Curvy / B&T
	Dresses				
	Sleepwear				
	1 PC Swimwear				
	Robes				
	Jackets				
	Top Knit Wear Hanger - Non-Slip - Sweater Proucts Only				
		584	17"	Black	Womens-YC-Mens-YM
		579	19"	Black	Plus / B&T
	Bottom Pinch Clip Hanger				
	Use for :	6010	10"	Black	Womens-YC-Mens-YM
	Pants - All Categories	6012	12"	Black	Womens-YC-Mens-YM
	Skirts - Womens and YC	6014	14"	Black	Womens-YC-Mens-YM
	Shorts - All Categories	6016	16"	Black	Plus / B&T
	2 PC Swimwear - Womens and YC				
	Outerwear				
		3329	17"	Black	Womens-YC-Mens-YM
		3320	19"	Black	Plus / B&T
	Intimate Apparel				
		GS-19	10"	Clear	Womens-YC

HANGER DESCRIPTION		Standard Hanger Code	SIZE	COLOR	SIZE ZONE
YOUTH - SIZERS REQUIRED					
	Top Hanger with Notches - Separates				
	Use for :	495	10"	White	Baby/Toddler (2T-4T)
	Dresses, Blouses, Tops	496	12"	White	Boys 4-7, Girls 4-6X
	Sleepwear, Robes	472	15"	White	Boys 8-20, Girls 7-16
	1 PC Swimwear				
	Lightweight Outerwear	498	12"	Black	Boys 4-7, Girls 4-6X
		485	15"	Black	Boys 8-20, Girls 7-16
		484	17"	Black	Boys 8-20, Girls 7-16
	SIDE SIZER				
	Bottom Pinch Clip Hanger - Separates				
	Use for :	6108	8"	White	Baby/Toddler (2T-4T)
	Pants	6110	10"	White	Boys 4-7, Girls 4-6X
	Skirts	6110B	10"	Black	Boys 8-20, Girls 7-16
	Shorts				
	2 PC Swimwear				
	SIDE SIZER				
	Bottom Pinch Clip Hanger - Separates				
	Use for :	6008	8"	Black	Boys 4-7, Girls 4-6X
	Pants	6010	10"	Black	Boys 8-20, Girls 7-16
	Skirts	6012	12"	Black	Boys 8-20, Girls 7-16
	Shorts	6014	14"	Black	Boys 8-20, Girls 7-16
	2 PC Swimwear				
	SIDE SIZER				
	Bottom Pinch Clip Hanger, Sets - 4" drop				
		1104	8"	White	Baby/Toddler (2T-4T)
		9408	8"	White	Baby/Toddler (2T-4T)
		9410	10"	White	Boys 4-7, Girls 4-6X
		9412	12"	Black	Boys 8-20, Girls 7-16
	NO SIZER - Should be on the Top Hanger				

HANGER DESCRIPTION		Standard Hanger Code	SIZE	COLOR	SIZE ZONE
YOUTH - SIZERS REQUIRED					
	Set Hanger, 2 piece set - 4"drop				
		410	10"	White	Baby/Toddler (2T-4T)
		429	12"	White	Boys 4-7, Girls 4-6X
	SIDE SIZER				
	Set Hanger, 2 piece set - 7"drop				
		420	10"	White	Baby/Toddler (2T-4T)
		422	12"	White	Boys 4-7, Girls 4-6X
	SIDE SIZER				
	Outerwear				
		3316	15"	Black	Boys 4-7, Girls 4-6X
		3329	17"	Black	Boys 8-20, Girls 7-16
	NO SIZER				

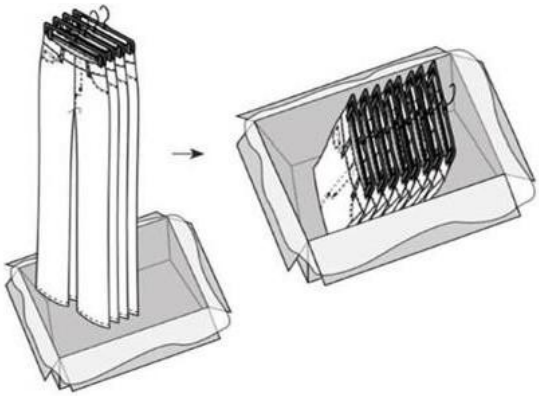
Appendix C: Example of Store Packing

Please see the example below of how to pack items for store orders correctly. All orders are for stores unless designated as eCommerce/Store 888 on the purchase order.



1. Hang garments on rack, and bundle in groups of 4-6

2. Use a carton with one master poly bag lining the box. DO NOT use poly bags for each individual garment.



3. Lower each bundle straight down into the carton allowing the pants to scrunch until the garments are inside the box with hangers on top. Seal the master poly bag after all bundles are inside the carton to avoid moisture damage during transit.

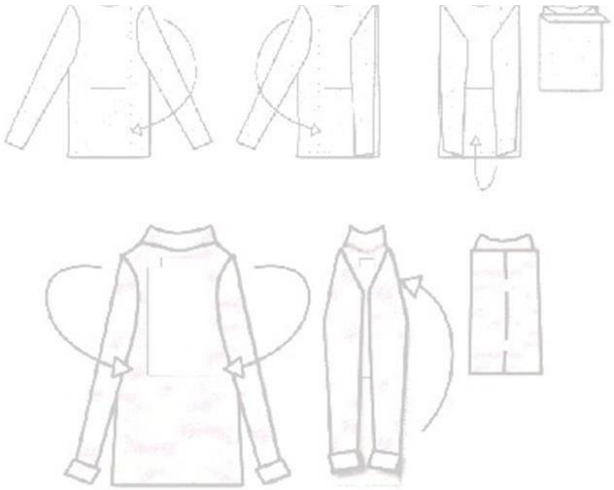
Appendix D: Reshippable Carton Requirements

Single Wall Box Strength Guidelines			
Max Weight (lbs.)	**Size Limit (L+W+H)**	**Min Burst Test**	**Min ETC**
30	75”	200	32
40	75”	200	40
50	85”	250	44
65	95”	275	55
80	105”	350	N/A
Double Wall Box Strength Guidelines			
Max Weight (lbs.)	**Size Limit (L+W+H)**	**Min Burst Test**	**Min ETC**
60	85”	200	48
80	95”	275	51
100	105”	350	61
120	110”	400	71
140	115”	500	82
150	120”	600	N/A

Appendix E: Folding Guidelines

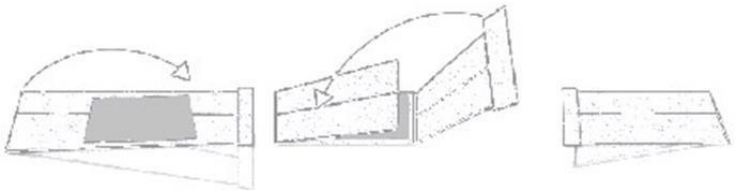
Sweaters, Shirts, Blouses, Coats, Jackets, Blazers, Activewear

- Lay garment with back facing up.
- Fold back sleeves, fold backside, fold in half (front to back)
- Place garments in a bag with as much of the garments showing as possible.
- The collars of the garments should be placed at the end of the bag.
- Fold and seal or tape the flap on the back of the bag.



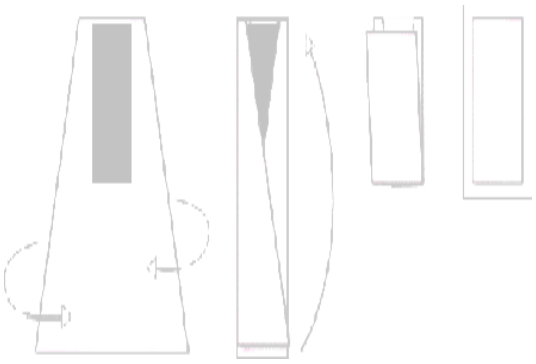
Pants

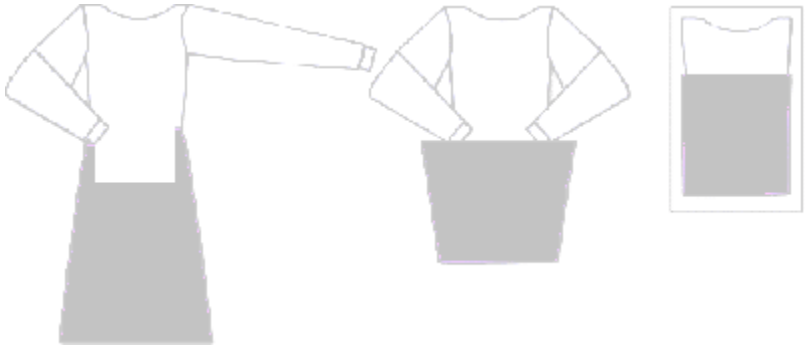
- Garment should be held at the waist and facing the person folding. Place hands at the center of the waist and pull apart.
- Lay garment on its side.
- Fold the back legs to the center. Fold the back waist to the center. Fold into thirds whenever possible.
- Slide the merchandise into the polybag waist first.
- Fold and seal or tape the flap on the back of the bag.



Skirts

- Lay the skirt with the back facing up.
- Fold in the sides, then fold bottom to top.
- Slide the merchandise into the polybag waist first.
- Fold and seal or tape the flap on the back of the bag.



Dresses and Slips

- Lay the Dress/Slip down with the back facing up.
- Fold back the sleeves. Fold the sides in. Fold the bottom of the dress up.
- Any collar must show and be placed face up.
- Fold and seal or tape flap on the back of the bag.