



Domestic Vendors

Bluestem Irvine Pa DC Minimum Vendor Shipping Requirements

The key requirements for shipments to be received into the IDC are shown in this document. Providing this information each time you ship will help maintain operating efficiencies and also ensure the merchandise is made allocatable soon after it hits the docks. If you are not able to meet any or all of these requirements you will want to make the Bluestem Brands Vendor Compliance Team and your buyer aware of this prior to working with Bluestem or shipping anything to the IDC. Chargebacks will be issued on all non-compliant shipments. Please take the time to review the expense offsets section of our vendor manual on pages 45-51.

Traffic Shipment Notification, Bluestem Specific Barcoded Unit Labels, GS1 SSCC Barcoded Carton Labels, EDI ASN and a Completed Packaging Information Form (PIF) are all required.

Please use this document as a checklist to assure you have met these requirements prior to shipping to avoid non-compliance charges.

☐ **Routing Information**

Shipments less than 100 LBS will be sent through UPS.

Shipments over 100 LBS will be sent through CH Robinson.

1. If your shipment will be sent through UPS Small Package, you will need to contact UPS on your own to arrange for pickup of your shipment. If you need assistance with using UPS please call
1-800-742-5877

Or

Refer to The UPS Internet Shipping Brochure located on our vendor documents website under the "Routing for Irvine Pa Distribution Center" section.

If your shipment is 100 LBS or more, you will need to notify CH Robinson. They will arrange for a carrier to come and pick up your shipment.

See page 6-7 of the vendor manual located at the below link.

The link to our Vendor Documents site is:

<http://orchardhomeservices.com/vendor-relations/>

2. If using UPS, please send the Bluestem Brands Routing Request form located on our Vendor Documents website to traffic@bluestem.com .
If you are using CH Robinson, you will need to send this form to both traffic@bluestem.com
and bluestemteam@chrobinson.com

Barcoded Unit Labeling

The procedure for ordering the unit labels from one of our designated label suppliers is as follows:

1. Vendor can choose the label provider of their choice from our listing on page 22-25 in the vendor manual located at the link below.

The link to our compliance manual site is:

<http://orchardhomeservices.com/vendor-relations/>

2. Vendor will then be responsible to contact the label supplier and reference the Purchase Order that they need unit labels for.
3. The label provider will get billing and shipping information from the vendor as well as any special instructions the vendor may have.
4. Label provider will ship the labels to the designated address and the vendor can then apply the labels as needed.

GS1 Barcoded Carton Labels and EDI

EDI and GS1 (UCC) Barcoded Carton Labels are required to ship to the Bluestem Brands DC.

***A Manual Carton Detail Manifest is only permitted to be sent for shipments with prior approval from the brand planner or buyer for your purchase order OR if you are currently in the testing phase for EDI setup with Bluestem Brands through a third party EDI provider or through our EDI Support staff here at Bluestem. Only under these circumstances may a manual manifest be sent. The manifest must arrive no less than 48 hours prior to the shipment arrival or late penalty charges will be issued. ***

If you need more information on becoming EDI compliant please email us at

edisupportidc@bluestem.com

If you are planning to set up EDI through a third party provider, when contacting them, please be sure to specify the brand you are requesting the set up with- *Appleseed's, Blair, Draper's, OPT*

For vendors that are using an In House or Third Party EDI Provider that has the ability to provide GS1 labels, please assure the GS1 Carton label information match your EDI ASN exactly.

Below are two Third Party EDI Providers offering low cost solutions

(Typically the cost will be \$50.00 per month with a one time set up fee of \$150.00. The account can be suspended during periods throughout the year where you are not receiving orders from Bluestem)

Data Trans Solutions – Phone: 800-469-0877 sales@datatrans-inc.com

Or click on this link to get 25% off initial signup fee

https://datatranswebedi.com/webedi_signup/defaultaction?id=102617

Di Central - Phone: 281-480-1121 option 4 sales@dicentral.com (ask for the Service Bureau

Option)

GS1 Barcoded Carton Labels and EDI (continued)

If the EDI system the vendor is using is not capable of creating GS1 SSCC labels, one of the following options below may be used.

1. The vendor may use one of our approved label suppliers listed on page 22-25 of the compliance manual located at the below link

The link to our compliance manual site is:

<http://orchardhomeservices.com/vendor-relations/>

The vendor will then be provided a form to fill out and send back to the supplier indicating the detail of what is in each carton (Style/Prod #, Color Code, Size and Qty in the box) and how many labels they need for each product scenario. If you use this method you will need to be sure that the information on the labels matches your EDI ASN exactly (including the 20 digit GS1 carton numbers).

2. Vendor can use any label provider of their choice to get the master GS1 (UCC) carton labels. We do not mandate any one in particular. If you use this method you will need to be sure that the information on the labels matches your EDI exactly (including the 20 digit GS1 (UCC) carton numbers)

3. The vendor can use in house bar coding software along with their printer and label stock to create these labels if they have this available to them or want to purchase it. If you use this method, you will need to assure the information on the labels matches your EDI exactly (including the 20 digit GS1 carton numbers)



Packaging Information Request Form

*This form **must** be completed for all new product numbers or added colors to an existing product number that you receive an order for prior to shipping to our distribution center
There will be a \$100.00 charge issued for failure to return this form as needed. This charge is not reversible. If you are not able to send this form for any reason please contact-
idcpackaging@bluestem.com for further instruction.*

1. This form can be found on page 42 and 43 of the vendor manual

The link to our compliance manual site is:

<http://orchardhomeservices.com/vendor-relations/>

2. Please fill out the form that corresponds to the type of product being sent. The form on page 42 is for Non-Apparel and Hard good items. Page 43 is for Apparel items

If you have any questions, please refer to the distribution center contact information on page 4 of the Irvine Pa Vendor Manual

The link to our compliance manual site is:

<http://orchardhomeservices.com/vendor-relations/>