Stein Mart ASN Requirements Checklist

Stein Mart requires accurate and timely 856 (ASNs) be provided on **ALL** shipments regardless of their destination. **This includes shipments routed through our store delivery network as well as those shipped direct to store.** The following list is being provided as a supplement to our 856 EDI Implementation Guide to be used as a quick reference. We suggest you review each of the following items immediately prior to sending your ASNs.

Structure

- ☑ Stein Mart prefers we receive 1 ASN per trailer. If, due to system constraints, a vendor must send one ASN per Ship TO location this is also accepted. Please note: If a PO requires more than one trailer to ship, we must receive a separate ASN for each trailer.

Timeliness

- ☑ 856 (ASNs) should be transmitted immediately after freight pick up. ASNs **must** be received by Stein Mart without error no later than 11:00 am (Eastern) the business day following freight pick up.

Accuracy

- ☑ N1*ST (SHIP TO) segment
    - ▪ Network shipments list the address of the SDC assigned to the stores allocated on the PO
        - ▪ Stein Mart SDC 952 - 767 Douglas Hills Rd. Lithia Springs, GA 30122
        - ▪ Stein Mart DC 972 – 767 Douglas Hills Rd. Lithia Springs, GA 30122
        - ▪ Stein Mart SDC 953 – 2951 N. Great Southwest Parkway Suite #160, Grand Prairie, TX 75050
        - ▪ Stein Mart SDC 954 – 4750 E Zinfandel Ct, Unit A, Ontario, CA 91761
    - ▪ Direct to Store Shipment (REQUIRES AUTHORIZATION CODE)
        - ▪ Stein Mart Store Number – Store Address
- ☑ N1*SF (SHIP FROM) Segment
    - ▪ Must list the actual vendor DC address product is shipping **from**. (MUST NOT CONTAIN 952, 953, 954)
    - *NOTE*: N104 of the N1*SF (SHIP FROM) Segment can **ONLY** contain either of the following:
        - N1*SF*Vendor Name*91***Vendor Name**
        - N1*SF*Vendor Name*91***Vendor's Location ID**
- ☑ N1*Z7 (Mark For) Segment
    - ▪ The mark for segment should list the destination store number
- ☑ REF*BM (Bill of Lading Number) – Stein Mart requires all ASNs list the accurate BOL number assigned to the trailer used for shipment. If multiple trailers are required to complete shipment, each trailer should have a corresponding ASN with a unique BOL number. BOL number cannot be repeated within a 12 month period.
- ☑ DTM (Ship Date) – Stein Mart requires vendor provide the ACTUAL freight pickup date.
- ☑ PER*IC (Information Contact) - Stein Mart requires a **VALID** e-mail address, **NOT** a vendor phone number. Should an ASN generate errors, all error communication from Stein Mart would be returned to the email address listed on the ASN.
- ☑ TD1*CTN25 (Detail- Shipment) - TD102 must show the correct TOTAL number of cartons at SHIPMENT LEVEL, not order level.
- ☑ LIN* Segment
    - ▪ SKU/UPC values sent in this segment on the ASN, must **MATCH** the SKU/UPC values from the PO1 Segment on Stein Mart's **850** transmission.

REMINDER: 856 (ASN's) cannot be deleted, recalled, or ignored once the ASN has been processed and accepted into our system. If no errors are generated from Stein Mart, ASN's are sent immediately to our SDC locations for processing. Only ERROR generated ASN's (rejected ASN's by Stein Mart) can be modified and retransmitted.

If you have additional questions we suggest you refer to the 856 EDI Implementation Guide posted in the EDI portion of our vendor website (http//vendors.steinmart.com) or contact EDI@steinmart.com