

## What is EDI?

### EDI Implementation Guide

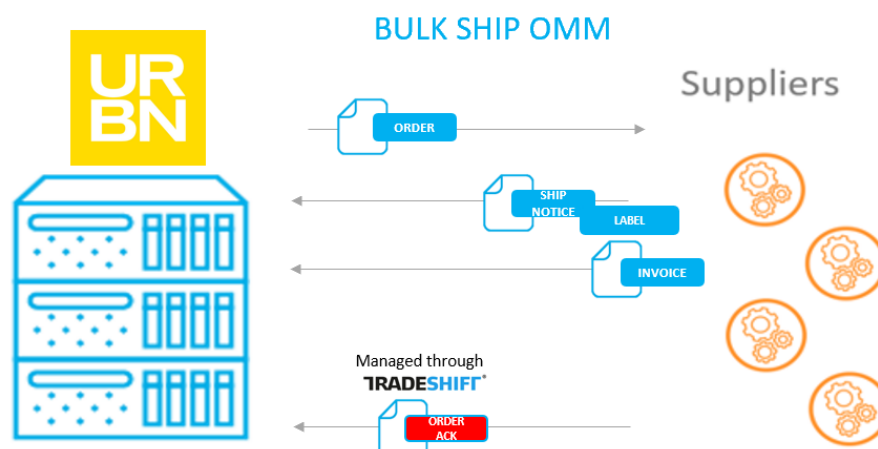
- EDI stands for electronic data interchange. It allows you, the supplier, to exchange documents electronically with Urban Outfitters.
- Each business document you exchange has a corresponding EDI number. See below for a list of required document names and their corresponding EDI numbers for Urban Outfitters.
- EDI will help streamline operating efficiencies, enrich business relationships, decrease manual processes, and increase document accuracy.

### EDI Documents & Definitions

- **Purchase Order (EDI 850):** Urban Outfitters sends to supplier as a request for product and to initiate the fulfillment cycle and provide updates to an Order. *(URBN does not utilize the UPC's on Orders)*
- **Advance Shipping Notice (EDI 856):** Supplier sends to Urban Outfitters with details of the shipment and tracking detail prior to order arrival. *(All orders are expected to have a Pre-Pack formatted Ship Notice within 48 hours of the Order Requested Ship By Date. Note: Ensuring Orders and Ship Notices have matching line level detail is critical)*
- **Invoice (EDI 810):** Supplier sends to Urban Outfitters to request payment of goods. *(All orders are expected to have an Invoice payment terms of the Order Requested Ship By Date. Note: Ensuring Orders and Invoices have matching line level detail is critical)*
- **GS1 Shipping Label:** Supplier uses required label on products for shipments to Urban Outfitters.

#### Important Notes:

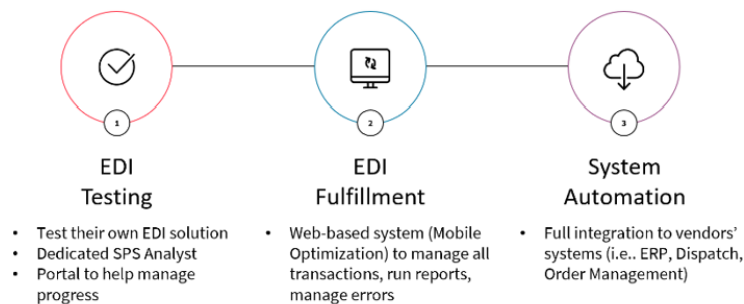
1. All EDI Suppliers are still required to use the URBN Tradestone portal to enter the Country of Origin (COO) on each Purchase Order, Accept each Purchase Order, and enter a Customs Description once per style.
2. URBN does not transmit Order Change (EDI 860) documents in the event of an Order revision. Suppliers are required to use the URBN Tradestone portal to reaccept a revised Purchase Order which will prompt a new Purchase Order Replacement (EDI 850R) transmission. The supplier is responsible for identifying the changes on the revised Purchase Order.
3. URBN does not utilize UPC's on Purchase Orders and should not be managed in Testing & Certification or Production on return documents.
4. EDI suppliers must include their UCC-128 Carton Labels (approved by SPS Commerce during certification) on each Carton. The UCC-128 Carton label must correspond with the Advance Ship Notice (EDI 856). A physical copy of the Packing List must be placed on the first Carton of the Shipment.
5. All suppliers are expected to accommodate Pre-pack formatted EDI ASN structure.



# How is EDI used and what are the solution options?

- Urban Outfitters suppliers will send and receive all documents via EDI by utilizing one of the following solutions:
  - SPS Commerce's Fulfillment Solution (web-based UI to meet all technical requirements of EDI)
    - System Automation is also available for vendor's looking for integrated services with your system of record. It is common to integrate only those documents preferred to be supported natively within your system while leveraging Web Fulfillment for the rest
  - SPS Commerce's Testing & Certification service using your existing EDI solution or third-party provider

## Solutions:

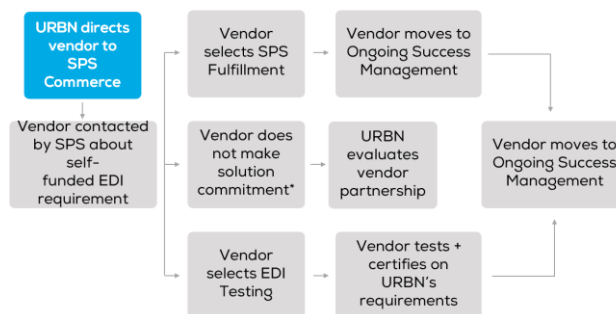


## How do I get started with EDI for Urban Outfitters?

- The supplier is responsible for advising URBN of their interest in pursuing EDI which will initiate URBN to share that supplier information with SPS Commerce. SPS will contact the supplier to engage on EDI onboarding.
- Once Urban Outfitters submits a partner to SPS, the partner has 60 days to become compliant on a long-term solution (SPS Commerce's Fulfillment solution or complete a Testing & Certification process of a non-SPS Commerce Solution)
- If a supplier is already EDI capable, SPS Commerce will provide access to a testing environment to conduct certification for all Urban Outfitters's mandatory transactions.
  - If a supplier does not complete their implementation within the 60 days, the supplier will be able to utilize the SPS Commerce Fulfillment solution to fulfill these documents until certification is complete.

### VENDOR ONBOARDING

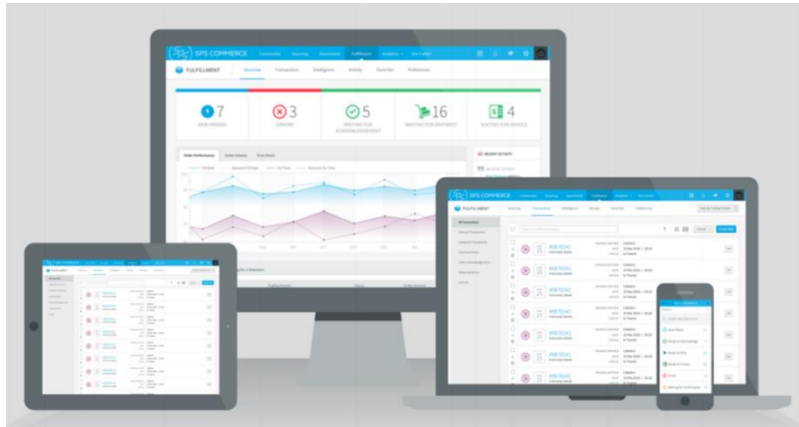
## EDI Testing + Fulfillment



For information about SPS COMMERCE solutions, products, or services, please contact your SPS COMMERCE Consultant or the SPS COMMERCE Support Team at: [support@spcommerce.com](mailto:support@spcommerce.com) or 888-739-3232. For information about the completion of activities on the Urban Outfitters EDI requirements and business expectations, please contact Urban Outfitters directly

## What is SPS Commerce's Fulfillment Solution?

- SPS Commerce's Fulfillment is a 100% browser-based EDI service that lets suppliers quickly comply with their trading partners' requirements, exchange purchase orders, invoices and more. Fulfillment is accessible anywhere and extends the flow of critical order and invoice information to remote offices, factories and business partners.



## I need more information

- Visit the [URBN EDI Program](#) page on the URBN US Vendor Website as an additional reference.

**MICROSITE:** Contains program documentation, program timeline, training materials and EDI specifications

<https://community.spscommerce.com/urban-outfitters/>

**SPS Training Center:** <https://trainingcenter.spscommerce.com/>

## General EDI Questions

### What is EDI?

Electronic Data Interchange (EDI) is a business-to-business, computer-to-computer exchange of transaction information such as purchase orders (POs), invoices and advance shipping notices (ASNs). EDI document structure is governed by popular standards development boards such as ANSI ASC X12, EDIFACT and RosettaNet. EDI data can be transmitted through communication protocols like Value Added Network (VAN), Internet EDI via AS1, AS2, and FTP.

### Is EDI a programming language?

In order to understand what EDI is, it's important to understand what EDI is not.

- **EDI is not a programming language**
- **EDI is not email**
- **EDI is not a custom FTP file**
- **EDI is not new**
- **EDI is not just for large companies**
- **EDI is easier than you think**

### I already have EDI but it's not with SPS. Can you clarify requirements for me?

You will still need to work with SPS to test your existing EDI solution. Upon successfully completing certification, you can continue to utilize your current EDI service provider. SPS offers an EDI Testing Service that is a hosted testing platform simulating the production EDI environment of Urban Outfitters, helping your organization efficiently develop, build and test the transaction maps, validate content of fields, workflow, connectivity with your VAN, and helping assure proper interaction with your accounting system. The service is available for use on a 24/7 basis and is staffed with a call center of dedicated, EDI specialists trained on the unique guidelines of Urban Outfitters.

### Why can't I use my current EDI provider for the initial testing and certification?

Urban Outfitters has contracted with SPS Commerce to provide a standard test environment that mirrors Urban Outfitters EDI production environment, complete with Urban Outfitters EDI approved specs. Urban Outfitters does not have the internal IS resources to onboard all vendors individually nor to create multiple test environments with multiple service providers. By contracting with one large, well known EDI provider (SPSC) Urban Outfitters will be able to maintain updated EDI specs across time for on-boarding vendors.

### I do not currently have EDI. What do I do?

There are a number of options and service providers available for vendors who do not currently have EDI. SPS offers pre-certified EDI services that meet Urban Outfitters' EDI requirements without any testing or integration by your company. SPS Commerce's Fulfillment is a 100% browser-based EDI service that lets you quickly comply with Urban Outfitters' requirements. Resembling popular web email programs like Gmail and Yahoo! Mail, Fulfillment is accessible anywhere and operations are managed by SPS. The Fulfillment service is provided for a one-time set up fee and a monthly fee depending on your volume needs. Pricing will be discussed at the webcast.

### I have EDI, but cannot do a certain document. What do I do?

All documents are required by Urban Outfitters. For vendors whose current EDI solution is not capable of certain documents, full compliance can be achieved by using SPS Fulfillment as a hybrid solution or any other EDI service provider that you choose that can meet Urban Outfitters specifications. Fulfillment can be combined with any EDI solution and used for any documents you cannot comply with. Fulfillment is a monthly subscription, so it can be used long term, or until you are capable of testing all documents.

### What is an Advance Ship Notices and how is it used?

An Advance Ship Notice (ASN) is a notification to Urban Outfitters of pending deliveries. In addition, it can be used to alert Urban Outfitters if there is a difference between what was expected and what has actually been shipped.

### What are the benefits I can expect from EDI?

- Reduced manual data entry errors

- Streamlined transaction processing
- Increased productivity without increased operating costs
- Real-time exchange of data
- Reduced paper handling
- Greater coordination of activities between you and Urban Outfitters due to more synergistic data sharing