

Steven Yetter

From: noreply <noreply@spscommerce.com>
Sent: Thursday, August 17, 2023 8:54 AM
To: Lauren Sommerstad
Subject: Cornerstone Brands EDI Program Requirements - SPS Commerce



Dear Vendor Partner,

Thank you for your partnership in the Cornerstone Brands EDI program. As we continue to monitor your business with Cornerstone Brands, we wanted to remind you of documents that are mandatory to receive and return to Cornerstone Brands. SPS Commerce is here to help vendors be successful in complying with these EDI requirements.

Expectations of the EDI Program:

- All EDI transactions should be sent in a timely manner.
 - PO/POC Acknowledgement (855/865) – sent within 3 business days of receiving the Purchase Order (850) and Purchase Order Change (860).
 - Advance Ship Notice (856) – sent when the shipment leaves the ship-from location, must be received by Cornerstone before the product arrives at the ship-to location.
 - Invoice (810) – sent shortly after the Advance Ship Notice in accordance with the Terms of Service.
- Communicate all requested order exceptions through the PO Acknowledgement (855) – this includes changes to quantities, prices, dates, and availability.

Critical Business Rule Highlights

Cornerstone Brands is making continual improvements to their ordering process, ensuring vendors are paid in a timely manner. The following highlights call-out important business rules that will help expedite order processing and ensure timely, accurate payments.

- Purchase Order Numbers included in the return data need to match the original Purchase Order (850) and Purchase Order Change (860).
- Vendor Numbers must match what was sent on the Purchase Order (850) and Purchase Order Change (860). As Cornerstone Brands continues to migrate to their new order system, you will see new values. Please ensure you are matching these.
- All Orders fulfilled must be invoiced through EDI with the Invoice (810). Please refer to the [Cornerstone Vendor Compliance Manual](#) for details.
 - Prepayment inventory invoices must submit through EDI with a valid form of BOL based off the terms of payment.
 - Invoice Revisions: Revisions are not allowed to be sent through EDI. Any revisions that occur after sending the EDI Invoice (810) will need to be manually emailed to AP. The vendor must also call this out in the subject or body of the email.
- Accuracy of the Ship-To Location ID (N104) and Tset Code (BSN01) on the Advance Ship Notice (856) is critical and must reflect the expectations outlined in the specifications.

- PO Location ID = **01**, then ASN Location ID (N104) = **01** and Tset Code (BSN01) = **00** (original)
- PO Location ID = **DD**, then ASN Location ID (N104) = **DD** and Tset Code (BSN01) = **06** (confirmation)
- PO Location ID = **TOP**, then ASN Location ID (N104) = **TOP** and Tset Code (BSN01) = **00** (original)
- If you need to send a corrected Advance Ship Notice (856), please ensure that you are using a unique item identifier. Each Advance Ship Notice should be communicated as a unique document identifier.
- Based on the [Cornerstone Routing Guide](#) for shipments that contain multiple SKUs, the Advance Ship Notice (856) pack structure should always include a single SKU per carton with its own unique Shipping Label. If an exemption has been granted by your buyer, vendors can continue to pack all SKU's and Shipping Labels into a single carton indicating 'Mixed' on the outside of the carton. This process is to ensure each individual SKU in the carton contains its own unique Shipping Label needed for Cornerstone Warehouse receiving. An exemption must be granted by your buyer, per PO.
 - Vendors should not be sending an Advance Ship Notice (856) with a packing structure with multiple SKU's in a single carton as this will produce a Shipping Label indicating Mixed and not a unique Shipping Label per SKU.
- Shipments for large PO's that are loaded on more than one container: Each container must have a unique ASN (856) that represent what is loaded on that container.
- Buyer Part Number/Vendor Part Number/UPC and Line Sequencing Numbers accuracy – Item identifiers and Line Sequencing Numbers must be returned on the Order Acknowledgement (855), Advance Ship Notice (856) and Invoice (810) with data matching the Purchase Order (850) and Purchase Order Change (860).
- Shipment quantities on the Advance Ship Notice (856) must be accurate to the Purchase Order (850) and the Purchase Order Change (860) and the contents within the physical shipment. Any changes from the original PO must be communicated through the PO Acknowledgement (855) to be reflected on the PO Change (860).

Additional information regarding our EDI requirements can be found [here](#).

As a reminder, Cornerstone Brands is no longer on the VendorNet Platform. All shipments and invoicing are to be done via SPS Commerce. Please see contact information below to confirm your setup is complete to receive purchase orders, create ASNs, UCC128 labels and Invoices via SPS.

If you or your company have any questions about complying with the above requirements, please contact SPS Commerce at the information below.

Thank you,
 SPS Commerce
 1-888-739-3232
 support@spscommerce.com

