

## **Vendor Checklist**

The below checklist is intended to be a high-level summary of compliance requirements which will allow Vendor shipments to move quickly and accurately through our supply chain. Please refer to the complete Vendor Guide for all of our requirements.

### **Electronic Data Interchange (EDI)**

All Vendors must be EDI compliant. Zappos requires the following transaction sets.

- a. 810 – Invoice
- b. 850 – Purchase Order
- c. 860 – Purchase Order Change
- d. 856 – Advance Shipment Notice – ASN (including SSCC-18 information)
- e. GS1—128 Shipping Label
- f. 997—Functional Acknowledgement

### **Product Labeling & Packaging**

- UPC/EAN Barcodes - UPC and EAN (GTIN/GLN) barcodes must be GS1 Certified when conducting business with Zappos. Products with uncertified UPC/EANs cannot be accepted into the FC.
- For all product types packaged in poly bags, a UPC/EAN hangtag or label must be attached to the product AND must be placed on the outside of the individual product box, poly bag, or cardboard box even though a hangtag or label is already provided on the product.
- Poly bags must be clear and transparent and completely sealed on all products.
- Vendors must comply with all applicable federal, state and local laws, rules, regulations, ordinances and directives with respect to product packaging materials.
- All products must be packaged and ready to ship to the customer without any additional packaging or prep required by Zappos. Zappos cannot accommodate for any prep when items arrive at our FC.

### **Routing**

All shipments must be approved by the Inbound Transportation Services team prior to the Vendor or their agents tendering freight to any carrier. This includes UPS and other small parcel carriers as well as Vendor paid shipments.

- A shipment is not approved to ship until a dispatch number has been assigned to the Routing Request. This number is required on the EDI-856(ASN).

### **Shipping**

- Vendors will receive instructions via e-mail from our Inbound Transportation Services team advising whether the shipment is approved to ship via small package carrier, Less-Than-Truckload (LTL) or Truckload (TL).
- All cartons must comply with all federal, state and local carrier HAZMAT laws, regulations and guidelines.