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Release History	Date	Revision Notes
Version 1.0	June 15th, 2014	Initial release of manual
Version 1.1	November 23rd, 2014	Added new content, reformatted structure and redesigned layout
Version 1.2	January 19, 2015	Added new content, reformatted structure and redesigned layout
Version 1.3	June 11, 2015	Removed contact page

Version 1.4	November 4, 2015	Updated TSL Contacts
Version 1.5	September 6, 2016	Updated TSL Contacts
Version 1.6	September 10, 2019	Updated Designer Brands Canada name and logo

Document Objectives

1. To provide information on the Designer Brands Canada EDI Onboarding process.
2. Gather critical information to register you as a Designer Brands Canada EDI vendor.

Key Contact at Designer Brands Canada

Designer Brands EDI-EDI@designerbrands.com

Key Contact at NLS Warehouse

VendorComplianceTSL@nls.ca

Key Contacts at SPICE

Contracts Administration – contracts@spiceTG.com
Billing – billing@spiceTG.com
Rollout & Trading Partner On-Boarding – rollout@spiceTG.com
User/Technical Support – ConnectSupport@spiceTG.com or 1-888-400-7950 x300

Summary of Process

Welcome to the Designer Brands Canada EDI project. Please review the section relevant to your company's choice of data exchange with Designer Brands Canada:

1. **X.12 EDI**

   Current scope is Catalogue Update (832) from you, Purchase Order (850) and Purchase Order Change (860) from Designer Brands Canada, Advanced Shipping Notice (856) from you. If you are unable to send an automated 832 Catalogue file, you may utilize the web-based NPLS application referenced below to manually upload your catalogue as a .xlsx file.

   Note: there is an extra cost for web based upload, please speak to your SPICE Account Manager to add this feature.

2. **Web Vendors**

   On the SPICE Connect Portal, you will process Purchase Orders, Purchase Order Changes and Advance Shipping Notices.

   NPLS (New Product Listing System) – This tool will allow for your product catalogue to be loaded and for Designer Brands Canada to match your products to their ERP record to ensure your barcode is part of product records.

Web suppliers select here to skip to page 10 for additional details regarding web services

EDI Setup

The timely submission and loading of your catalogue by you, and Designer Brands Canada matching of your products to initialize barcodes in Designer Brands Canada system is critical to the success of your EDI onboarding. All EDI documents rely on barcodes as primary product identifier. Please notify Designer Brands Canada immediately if you are unable to comply with this requirement. **The following checklist provides a quick guide for the overall process for EDI Setup with Designer Brands Canada.**

- ✓ New Trading Partner signs up with Designer Brands Canada (Vendor Agreement completed)
- ☐ SPICE sends EDI Agreement to Trading Partner
- ☐ Trading Partner Signs EDI agreement and pays SPICE
- ☐ SPICE Connect login credentials emailed to Trading Partner
- ☐ Trading Partner sends Catalogue Data to SPICE (832 or NPLS Web upload per selected choice)

Final Steps:

- ○ X.12 vendors: Filling out Connection Details on the Portal, Document Compliance Testing and Go-Live approval from Designer Brands Canada
- ○ Web vendors: Go-Live and wait for Purchase Order (PO)

Please Help Us Assess Your EDI Readiness

1. **My organization:**

   Is EDI-Ready (Traditional ANSI X12 EDI) and we will fully comply with Designer Brands Canada published EDI Guides
   We use in-house EDI software
   We use a 3rd party for EDI Management
   Will use SPICE Connect Web EDI portal for EDI with Designer Brands Canada
   Will use other integration methods (XML, Flat File, WebServices) for data exchange with Town Shoes

2. **What type of orders can you process?**

   Pre-pack only
   Solids or Accessories only
   Mixed
   Solids or Prepacks, but as they aren't mixed on the same PO

3. **How do you handle multiple BANNERS?**

   No distinction - all processed as one customer, Designer Brands Canada
   Can ID from three-digit department (banner ID) in the PO data
   Each banner needs to be set up as a distinct trading partner (multiple EDI ID's)

Traditional EDI Supplier

All testing is done by you in a "self-service" environment using the SPICE Connect Compliance Portal for Designer Brands Canada.

All compliancy testing is web based. Test files can be found and edited under the compliancy section on the SPICE Compliance Portal along with the most current file guides. If you have received older guides from us, please check the Compliance Portal to ensure that you are working with the most current version of the EDI Implementation Guides.

Catalogue Submission and Testing

Another important aspect of the On-Boarding process is SPICE receiving your 832 catalogue. This file can be sent at any time during the testing phase after the communication details have been captured. If you choose to use the NPLS Web upload, please refer to the Appendix of this document to review the NPLS format.

As Designer Brands Canada has a time sensitive internal process of matching your barcodes to their SKUs, the sooner the catalogue is submitted, the faster Designer Brands Canada can finish their side of the process. Designer Brands Canada is unable to send a live purchase order until this has taken place successfully.

An EDI 832 catalogue guide is available on the Spice Connect Compliance Portal. It will help you structure your catalogue file with Designer Brands Canada mandatory fields.

If your company uses a third party to host your catalogue, please reach out to your provider and instruct them to transmit your EDI 832 to SPICE on your behalf. Please note that it is solely your responsibility to have your 3rd party provide the automated 832 in the guidelines issued by Designer Brands Canada. EDI 832 transmissions must be fully automated. Neither Designer Brands Canada nor SPICE representatives will download your catalogue files manually from any catalogue site. If any problems are foreseen, please let SPICE know immediately.

Some Traditional X.12 EDI Trading Partners may experience difficulties in generating and transmitting an EDI 832 file. If this is the case with you, please utilize our **web-based NPLS application to upload your catalogue**.

The following LIN segment fields are mandatory but please see the most current 832 guide for further details and other mandatory fields:

- Vendor Barcode
- Barcode Type
- Vendor Style Name and/or Vendor
- Style Number
- Dimension
- Colour
- Size (North American sizing)

Catalogues have two master options for loading. These options are set on the web portal. Please inform the rollout team whether your company will be resending the complete catalogue in each transmission or incremental updates.

- Append – new items will be added to the existing catalogue

- Replace – all unlinked items will be removed before the items in the transmission are added to the catalogue

In addition, values sent in the BCT10 can control the loading of a catalogue. These values affect all items in the transmission in the same way. If no value is sent in the BCT10 element, add is assumed.

- Add (BCT10 = 02) – If the item is found in the catalogue, no action will be taken. If the item is not found in the catalogue it will be added.
- Delete (BCT10 = 03) – if the item is found in the catalogue it is deleted.

There is no option for updating records. If records need to be updated, send them with the Delete option and then resend them with the Add option. Once an item has been placed on a Designer Brands Canada purchase order (linked), it can no longer be deleted.

The following validations will be performed on the catalogue whether send via EDI or web based upload.

- The GTIN must be present. Any item in a file without a GTIN will cause the whole file to be rejected with notification to the sender.
- Check digit validation. If the GTIN fails, check digit validation it will be loaded but marked as an error and not be available for ordering by Designer Brands Canada. All other items in the file will be successfully loaded.
- The GTIN must be unique across all manufacturer catalogues. A unique GTIN is defined as the combination of GTIN number and GTIN type.
    - A duplicate GTIN within the same transmission will result in the whole file being rejected with notification to the sender.
    - A GTIN in a file which duplicates one previously loaded in the system will simply not be loaded with no notification.
- Business Key – the Business Key is defined as Style Number/Colour/Size/Dimension. Duplicate business keys are not permitted within one catalogue even if the GTINs are different. If a duplicate business key is encountered, the item will be loaded as an error and notification will be sent to the sender and to Designer Brands Canada. If an item has incorrectly been marked as an error, contact Spice Support. All errors can be viewed on the web portal for more detail.

Catalogues are separated into brands. A company can have several catalogues each representing one brand. Designer Brands Canada has assigned a vendor number to each brand. 832 Catalogues will be loaded in the following sequence:

- The Designer Brands Canada vendor number is sent in the BCT02.

- The name of the catalogue (brand) is sent in BCT09. If you cannot send the vendor number in BCT02, send the name of the catalogue, this can be obtained from the rollout team.
- The name of the sender. If no usable values are sent in BCT02 or BCT09, the catalogue will be loaded to the name of the sending company.

Important - Catalogue Updates

Once you have loaded your catalogue (s) onto the portal, it is imperative to keep them updated. As you add new styles into your system you will need to have them uploaded in the same way. The only way a buyer can add a new item onto a PO is to have the item available in the catalogue. Please ensure you update on a regular basis.

EDI Connections

It is essential that we obtain the correct EDI ID (Alias) information from you. We will match the account being used by Designer Brands Canada with your Alias so that document flow can be successful. **Please update the Connection Details section on the Spice Portal Dashboard as needed.**

The Spice Technical Team will contact you with further configuration details depending on what method of communication you choose.

VAN

SPICE will register your company's EDI Aliases with our VAN provider, please provide us with the ISA, GS, and Qualifier of your production and test Aliases. Similarly, you must register our Aliases with your VAN provider.

Designer Brands Canada EDI ID	
Qualifier	ZZ
ISA	DBCANADA
GS	DBCANADA
VAN	HPMFT (formerly EDS*ELIT)

Note: Additional fees may apply per your agreement with SPICE

FTP (encrypted)

The two options for secure data exchange, using SSL or SSH for encryption:

a) SPICE will be the server and your FTP server is the client. We send you a set of credentials (login-id and password, directories) and you poll our server regularly for files.

b) SPICE will be the client and will poll your FTP server, using the credentials and directories you send to us.

Note: There are no additional costs for this method of data exchange.

AS2

Our AS2 server will be configured with your trading partner ID and encryption certificate. You must configure your AS2 server with our trading partner and certificate.

Note: There are additional annual and monthly licensing fees for using the AS2 communication process. One license fee is required per connection. If you require more than one connection (i.e.: for a test account) there will be additional fees. Please contact your SPICE Account Manager or Billing for details.

Shipping Label

Vendors need to submit their Shipping Label directly to the Designer Brands Canada' warehouse, NLS for approval. There is a MH10 Label Guide on the SPICE Portal for reference.

Key Contact at NLS Warehouse
VendorComplianceTSL@nls.ca

Web Vendors

As a web vendor, your account is active the day of the on-boarding process. However, Designer Brands Canada is not able to issue a live purchase order until the NPLS Catalog has been submitted and matched by them.

On the Spice Portal there are tutorials and written guides that will show you how to read and process a Town Shoe's Purchase Order, and then create an Advance Shipping Notice (ASN).

One of the main benefits of using the Portal is that it enforces the business rules of Designer Brands Canada to ensure clean data and transactions which in turn lead to a decrease in error, and decreases the amount of time it takes to have your invoice filled.

There are a lot of other features on the Portal that will enhance your overall experience including, the ability to create auto-packs, ease in splitting shipments, and the ability to print the shipping label. You are also able to export your POs to either print or import into your own internal accounting system.

Data import: NPLS System can accept catalogue data in EDI 832 file format and/or an Excel spreadsheet. If an Excel file is provided, it will need to conform to the "Vendor Catalogue Upload Template". The requirements and field uses of the excel spreadsheet is available in the Appendix-A of this document.

NPLS will allow for your product catalog to be loaded and for Designer Brands Canada to match products to their ERP record. It is very important that Designer Brands Canada has as many fields as possible for ease of matching.

Once you have agreed to use NPLS System to submit your catalog data, you will be provided a username and password.

https://www.connectspice.com/TownShoesNPLS/

NPLS Vendor Field Specifications

Field	Position	Data Type	Length	Required	Notes
Vendor Number	1	TEXT	4	Optional	
Vendor Name	2	TEXT	100	Optional	
Vendor Barcode	3	TEXT	50	**Required**	Must be one of UPC, EAN or GTIN
Vendor Barcode Type (UPC, EAN or GTIN)	4	TEXT	4	**Required**	
Vendor Style Number	5	TEXT	50	**Required**	
Vendor SKU	6	TEXT	50	Optional	
Vendor Style Name	7	TEXT	100	**Required**	
Vendor Size	8	TEXT	20	**Required**	
Vendor Dimension	9	TEXT	20	**Required**	
Vendor Colour Code	10	TEXT	20	**Required**	Must have at least one colour field
Colour Number	11	TEXT	20	**Required**	
Colour Name	12	TEXT	50	**Required**	
Vendor Category	13	TEXT	50	Optional	
Gender	14	TEXT	10	Optional	
Product Name	15	TEXT	100	Optional	
Retail Price	16	CURRENCY		Optional	
Wholesale Price	17	CURRENCY		Optional	
Currency	18	TEXT	3	Optional	

Date Available	19	DATE		Optional	
Expiry Date	20	DATE		Optional	
Last updated	21	DATE		Optional	
Description	22	TEXT	250	Optional	
Feature 1	23	TEXT	250	Optional	
Feature 2	24	TEXT	250	Optional	
Feature 3	25	TEXT	250	Optional	
Feature 4	26	TEXT	250	Optional	
Material	27	TEXT	250	Optional	
Terms	28	TEXT	50	Optional	
Picture File	29	TEXT	250	Optional	Not in use