Dear Vendors,

With the recent upgrade to a new warehouse system, there has been added emphasis on the need to have ASN's (the assignment / shipment step in VendorNet or EDI) be correct. You will find some info below that will clarify what we expect from each step and how that step effects our processes.

(Over) Ship Tolerance Updates

Over ship tolerances in VendorNet **have been changed to 5% by line** to correctly match our new warehouse system and ensure smooth receiving. **FROM NOW ON, you will need to reach out to the Production Specialist via VendorNet comments on the PO if you are trying to over ship by 5%. The Production Specialist will decide if they are willing to accept the over shipment, as they will decide based on inventory needs. If the over shipment is accepted, they will make a change to the PO, which will allow the assignment step to be done.** If you have already created an assignment and have a variance of greater than 5%, you do not have to go back and make changes to it / redo the assignment. You will be allowed to ship it during the ship step without error. If you try to change quantities during the ship step (add quantities and change the assignment) and exceed the 5%, it will error out.

The Assignment Step – creates / supplies the accuracy of the "ASN". It should be completed to match exactly to what is physically shipping / to the packing slip (carton break down) that is included within the shipment – total units shipped, carton #'s / quantities matching. When the step is completed, it creates the case labels that our warehouse scans to efficiently receive the PO. Those case labels are applied to the boxes, matching up with the carton # (box #) according to the packing slip (carton break down) – note that sometimes in VendorNet "mixed" cases jump around and switch carton #'s, therefore not matching the carton # in your carton breakdown packing slip. Because of this, and even if you aren't shipping mixed cases, it should be best practice to also print the "order shipment", which is VendorNet's packing slip for the assignment done (matches the assignment exactly) and include it in the shipment. "Order shipment" is available to print after the assignment is done and is part of the printable options where case labels are printed. It can also be reprinted as "reprint packing" in the PO in VendorNet under "shipments" – the same location you would go to reprint cases. It is best practice to do the assignment step as close as you can to when the shipment is to leave the warehouse. This ensures that the PO is accurate and up to date, as the assignment step is going against the PO. This also ensures that manufactured quantities are correct and match what is being shipped, and the assignment step does not have to be re-done if quantities manufactured do not match quantities originally assigned, if the assignment step was done earlier.

- The case label includes the fields listed below. All fields auto populate
  - "To / From"
  - BOL#
    - BOL# will not auto populate onto the case labels if you print the case labels after doing the assignment step. It will only auto-populate if you print the labels after you do the ship step, which is done right before / within 24hrs of physically shipping.
    - BOL# does not need to be on the carton labels.
  - PO#

- o Orvis item #
- o Scannable barcode for Orvis item #
- o Vendor item # (if applicable)
- o Vendor description (if applicable)
- o Quantity (in the case)
- o Carton # - carton # x of total carton count
- o SSCC# / scannable SSCC# barcode

Printing Case Labels

Orvis made a modification to the case labels in VendorNet. The case labels, when pulled up in VendorNet, show the last 5 digits of the SSCC# shaded / bolded. **Case labels must be printed to show the shading / bolding, and a setting must be turned on (or checked to ensure it is turned on) every time before you print case labels. The instructions on how to turn on the settings for Mozilla Firefox and Internet Explorer are below.**

"In order to print the labels and show the shading if you get case labels directly from VendorNet (or if you adjust the labels you create to show the shading / bolding), you need to go into the print settings and turn on "print background colors and images" in order for it to show on the label.

For Mozilla Firefox, when you hit "print cases" after doing the assignment (or hit re print cases if you do the assignment, but go back in later under "shipments -> cases" to get the cases, exit out of the printing option (where you select the printer to print to) that appears. From the webpage that is open with all the case labels, go to print (accessed from the drop down -> it looks like this =). After you hit print, hit page set up at the top and check the "print background" option. Make sure the option has saved and print the labels after that. The labels should show the shading like the attached image. It is best to check that the "print background colors and images" option is selected each time you go to print case labels, as the option may not save.

For Internet Explorer, when you hit "print cases" after doing the assignment (or hit re print cases if you do the assignment, but go back in later under "shipments -> cases" to get the cases, exit out of the printing option (where you select the printer to print to) that appears. From the webpage that is open with all the case labels, click the options button in the top right corner (next to the favorites star). Hover over the print option, and then select "page set up". Ensure "print background colors and images" is checked. Make sure the option has saved and print labels after that. The labels should show the shading like the attached image. It is best to check that the "print background colors and images" option is selected each time you go to print case labels, as the option may not save"

The Ship Step – **sends the ASN (advanced shipping notice) to VendorNet, which sends the ASN to Orvis.** Orvis receiving the ASN allows them to use the case labels from the assignment step to receive the order. **The quantities that are entered during the assignment step are auto populated to the ship step – if the quantity needs to be adjusted during the ship step, please make sure you "add cases" and create cases (or add to an existing case) for the added units – that case label will need to be printed and added to the carton(s)**. There is a (drop down) field for ship method and a field for "tracking

number". The tracking #, PRO #, or BOL # can be entered in the "tracking number" field. The **"tracking number" field is required** to complete the shipment step. The **shipment step is required to be completed within 24hrs of physically shipping the order**. If the ship step isn't completed and the PO arrives at the warehouse, Orvis staff either have to wait for the ship step to be completed (so the ASN is sent) or receive the PO in a different, inefficient manner, which can disrupt the flow of work.

Partial Shipments – how do you partially ship orders?

If a PO is split (either shipped partially or one part by sea and one part by air etc), there should be an assignment step / ship step done 2x (or however many) -> once for the partially shipped order and then another to complete the order -> once for part of the order by sea and once for part of the order by air -> so on so on. If the assignment / ship step is done for the entire PO, the warehouse will not be able to receive whichever part of the PO arrives first with the case labels because the ASN is for the entire PO. **Because the assignment step quantities populate to the ship step, if partially shipping, you will need to ship in VendorNet the partial assignment prior to creating the next partial assignment. If you don't ship the first partial assignment prior to creating the second partial assignment (or creating the assignment to close out the PO), the ASN will be sent for the entire PO when it's shipped in VendorNet.**

BOL / PRO / Tracking # And The Ship Step – Sending The ASN With Tracking –
When we talk about shipping items, Orvis has 2 classifications of vendors. We have **FOB (Direct Import) Vendors** and **LDP Vendors. FOB Vendors** – Orvis buys directly from the Foreign Factory / Agent and manages the freight from Foreign Port to the USA via Freight Forwarders. **LDP Vendors** – manufacture offshore and ship to a warehouse in the USA, and after clearing customs, the warehouse tenders the shipment to our trucker to deliver the goods to Orvis.

FOB Vendors – must complete the ship step in VendorNet once the shipment is ready – either right before it is picked up and handed to the **Freight Forwarder IF** they have the available BOL # / PRO # / Tracking # available to them **OR within 24hrs of handing the shipment to the Freight Forwarder,** as the BOL # / PRO # / Tracking # should be available to them. **BOL # / PRO # / Tracking # must be included in the ship step in VendorNet**

LDP Vendors – must complete the ship step in VendorNet **within 24hrs (ideally ASAP because of transportation timing to Orvis' warehouse)** of the shipment being handed off to the delivering company to be delivered to Orvis. **BOL # / PRO # / Tracking # is available when the shipment is handed over to the delivering company and must be included in the ship step in VendorNet.**

The assignment step (ASN) being inaccurate, the ship step (ASN not being sent) not being completed before the shipment arrives to the warehouse, and the BOL/PRO/Tracking # (new) not being included in the ASN (ship step) are all charge backable offenses. Please ensure these steps are being done correctly and please don't hesitate to reach out if you have questions or issues.

We truly appreciate your partnership and willingness to work with us on ensuring smooth operations, especially during these troubling times.

Please reach out to the Merchandise Systems Coordinator – VendorNet Admin, Andre Vaquero, vaqueroa@orvis.com if you have any questions about the above.

 Thank you and stay safe!