New Supplier Checklist

Step 1:
 	
Supplier Support
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	• After you receive your Supplier number and your registrar has been set up.
	• You will receive a call/e-mail to introduce you to Supplier Support and review the following:
	      • Overview of New Supplier Check list and the Supplier Website and review the checklist.
	      • Testing Guidelines for EDI and GS1-128 labels.
	      • Request that Supplier contact Supplier Support within 7 days of their first shipment.

Step 2: *EDI Setup and Testing*	**EDI Setup** Upon receiving your JCPenney supplier number: • It is important that EDI knows what type of business you the Supplier will be doing with JCPenney – Retail or Direct (Catalog/Internet) • Follow the guidelines for setting up EDI with JCPenney. These guidelines are found on the EDI Supplier website at: https://supplier.jcpenney.com/supplier/general/edi/jcp/steps.asp **Testing** • Review EDI guidelines and specifications found at: https://supplier.jcpenney.com/supplier/general/edi/v4030/guide.asp • Complete and submit EDI form 9.2 to initiate testing of all EDI transaction sets. • Request test 850 (Purchase Orders) • Submit test data for evaluation on inbound (from trading partner) transaction sets (i.e., 810, 856) using test purchase order. • Submit shipping label (GS1-128) to Bar Code Graphics for label certification. • After passing the EDI testing, complete and submit form 9.2 to move from test to production on outbound (from JCPenney) transaction sets (i.e., 850, 860) ****Note**: JCPenney must receive a 997 (Functional Acknowledgment) from the trading partner before upgrading the outbound transaction set from test to production. Contact: EDI Support at 972-431-7301 or by email at edi9900@jcpenney.com

Step 3: *Ticketing Checklist*	**Ticketing Guidelines** • Ticket Process Checklist can be found on the Merchandise Ticketing website. • JCPenney follows the National Retail Federation Ticketing Guidelines for label placement. A copy of the manual is available on the website at https://supplier.jcpenney.com/supplier/general/ticketing/ticket.asp?appID=SPN_RTLTIC • Private Brand tickets must be ordered from one of the four JCPenney approved print providers: Avery Dennison, Checkpoint-CheckNet, Shore To Shore or SML. A user ID and password must be acquired from the print provider. • National Brand tickets can be printed in-plant by the manufacturer. JCPenney requires 10 tickets to be submitted with the Barcode Ticket Test form to JCPenney for scan testing. Results are sent back within 48 hours. • Selling unit labels for direct merchandise can be printed in-plant by the manufacturer. • Outlet tickets are required to be ordered from a specific JCPenney approved print provider – www.checkpointsystems.com • Catalog Selling Unit labels Contact: All questions regarding processes or web site ordering can be directed to jcpticket@jcpenney.com

Step 4: *Packaging and Labeling*	**Packaging and Labeling** The Protective Packaging Internet Site contains Packaging, Testing and Labeling requirements for suppliers that ship to: • Direct Logistics Centers for either Catalog or Internet orders • Store Support Centers for Retail orders Important requirements include but are not limited to: • Master Container minimum and maximum size, weight and container cube • Selling unit protective packaging • The URL is http://supplier.jcpenney.com/SUPPLIER/packaging2007/pages/default.asp?appID=SPN_PKGCAT Contact: pkghelp@jcpenney.com
Step 5: *TMS Routing*	**TMS Routing** • TMS (**Transportation Management System**) • JCPenney has implemented a software package from i2 Technologies that is significantly improving the quality of our transportation routings. • TMS is part of an overall company effort to get merchandise to the store shelves faster and more cost effectively. Utilizing the EDI 753 and 754 transaction sets, TMS considers all suppliers' orders scheduled to be shipped on a specific day, determines the most cost-effective routings and electronically returns those routings to the suppliers. • Remember to log in your TMS Load IDs into the Missed Pickup Data Base any time your TMS Routing has been altered for any reason. Also, please go into the supplier.jcpenney.com web site daily to check for new bulletins that could affect the way you do business with JCPenney. Contact: TMSSupport@JCPenney.com
Step 6: *Transportation*	**Transportation** • It is important that suppliers comply with all shipping requirements to ensure that our ongoing relationship is effective, efficient and positive. • Errors made in shipping to JCPenney facilities and customers greatly increase our logistics costs and delay arrival of products at our stores. • We have prepared shipping instructions to provide you with the information necessary to meet our requirements for shipping to Retail and Catalog (Direct) facilities as well as direct to customers. • Log on to: **https://supplier.jcpenney.com/supplier/logistics_distribution/default.asp** For shipping instructions. • Failure to comply with these instructions will result in an expense offset, including administrative fees, to your account. • Load Management is your key contact for any miss pick ups /overflows Contact: LoadMgmt@JCPenney.com • Remember to log in your TMS Load IDs into the Missed Pickup Data Base anytime your TMS Routing has been altered for any reason. Also, please go into the supplier.jcpenney.com website daily to check for new bulletins that could affect the way you do business with JCPenney Contact: dssl9114@jcpenney.com

Step 7: **Billing Instructions and Oracle A/P System**	**Billing Instructions/Oracle A/P System** - Information regarding rejected transactions and payment deductions and adjustments is available through the EDI 824 Error Notification and the EDI 812 Credit/Debit Adjustment Advice. - The EDI 820 Remittance Advice will contain detail for all discount deductions. If you do not receive an EDI 820 Remittance Advice, remittance information will continue to be posted to the Supplier Internet Site, but we will no longer be mailing your payment advice. To view your Remittance Advice, log on to the Supplier Internet Site at https://supplier.jcpenney.com. Select 'Finance & Performance' –'Accounts Payable' – 'Accounts Payable Inquiry'. - Inquiries on Accounts Payable processing: ○ Please Call AP Support Line @ (800) 709-9090