

EDI Purchase Order Changes due by December 15, 2017

What's changing?

- **Grocery standard EDI documents (875/876/880) will not be supported after 12/15/2017 due to low usage**
 - Partners currently trading these documents with Target will need to migrate by **12/15/2017** to the 850/860/810 general merchandise standard documents.
 - The 810 will require testing to ensure invoice data can flow through your EDI system to Target's Accounts Payable system.
 - 856 is not required at this time (unless shipping to RDC or FDCs).
- **Purchase Order Number format (ACTION NEEDED, see EDI Change Implementation Guide, below)**
 - The 4-digit department number will no longer be appended at the beginning of Target's PO number
 - An 11-digit purchase order number will take the place of the 7-digit number
- **New Item Identifier (Inform Only)**
 - Information will be added to Target's EDI Guidelines to describe the **future** addition of TCIN (Target Corporation Item Number), to make our EDI documents consistent. **Note: TCIN will NOT be added to any of your inbound EDI documents sent from Target today if you're not already receiving it.**

Who is impacted?

- Any company that sends to Target or receives from Target the EDI documents listed in the grid below on page 2.
- Vendor types NOT impacted are:
 - DVS or drop ship vendors
 - Scan Based Trading or SBT vendors
 - Direct Store Delivery or DSD vendors who use a pre-assigned block of Purchase Order numbers given by Target. More direction will be given at a later time on this type of business.
 - If you are not familiar with the terms above, then you are not a vendor of this kind.

How does this impact your company?

- **During the transition your company may receive EDI files with PO numbers in both the old and new PO format.**
 - Your company's systems must accept both old and new PO formats on all inbound EDI files from Target.
 - The same PO format must be returned back to Target on all outbound EDI files related to that Purchase Order in order to ensure no payment, replenishment, or transportation disruption.
- Failure to complete the following steps by **December 15, 2017** may result in your inability to process EDI files from Target and impact your payment if the PO Number is not sent back correctly on EDI documents to Target.
- If your company is not currently doing business with Target, but will be doing business with Target on December 15th, 2017 or thereafter, you will still be required to make the updates contained in this communication.

Steps to Complete by December 15, 2017

- Review the [EDI Change Implementation Guide, below](#)
- Make any necessary process or system changes

EDI Change Implementation Guide

EDI CHANGE IMPLEMENTATION GUIDE	
✓ Task	EDI Document > Element impacted and related notes
If your company uses a 3rd party EDI network/Service Provider to directly connect or inter-connect to Target	Provide them this document so they can review and make applicable changes.
Review Target's 810/850/860 EDI guidelines	<ul style="list-style-type: none"> Go out to Target's Partners Online site www.partnersonline.com, search for 'EDI guidelines' Access the workload to migrate
PO Number format change <ul style="list-style-type: none"> Review the Target EDI guidelines for the documents your company trades with Target, to ensure your company can accept/send back the PO number in the correct format for the elements noted in the right-hand column. During the transition your company may receive PO numbers in both formats. Whichever format Target sends to you, you MUST return the same format back. Steps to view EDI guidelines: <ul style="list-style-type: none"> Log on to www.partnersonline.com Click on 'Applications' > click on 'Electronic Data Interchange' > click on 'Learn More' link > click 'Requirements' from menu on left hand side 	Domestic <ul style="list-style-type: none"> 810 > BIG04, 820 > REF01, 850/860 Basic and SDQ > BEG03 856 (all versions) > PRF01
Additional Item Identifier <ul style="list-style-type: none"> Review the Target EDI guidelines for the documents your company trades with Target. Begin thinking about process or system changes that would be required to accept & return TCIN as a new element on the documents and elements listed in the right-hand column. No further action is necessary at this time. <p><i>NOTE: TCIN will NOT be added to any of your inbound EDI documents sent from Target today if you're not already receiving it.</i></p>	Domestic <ul style="list-style-type: none"> 810 > IT106, IT108, IT110 850 Basic and SDQ > PO106, PO107, PO108, PO109, PO110, PO111, PO112, PO113, SLN09, SLN10, SLN11, SLN12, SLN13, SLN14 856 Dist/FC > LIN02, LIN03, LIN04, LIN05, LIN06, LIN07 856 Pre-Distro and Random Weight > LIN02, LIN03, LIN04, LIN05, LIN06, LIN07 860 Basic and SDQ > POC08, POC09, POC10, POC11, POC12, POC13, SLN09, SLN10, SLN11, SLN12, SLN13, SLN14
Schedule EDI document migration	To schedule your company's migration, please contact Target's Electronic Commerce Service Center (ECSC) by: <ul style="list-style-type: none"> Responding directly to this email or Calling 612.304.3310 option 1, 7a – 5p CST M-F. Migrations can be scheduled Tuesday – Thursday.
Complete Inbound Testing for the 810 Invoice <ul style="list-style-type: none"> Testing MUST be completed before the 810 will be put into Production with Target. 	<ul style="list-style-type: none"> Once migration is completed and the first, live purchase order (850) is received, send an 810 test with a 'T' in the ISA15. Contact the ECSC via email or by phone to have the 810 test reviewed to ensure format requirements have been met.

EDI Change Implementation Guide

Questions

For questions regarding this change, you should first inquire with your own EDI or IT team or your third party EDI service provider.

For EDI mapping questions, contact Target's ECSC at EDI.helpdesk@target.com or 612-304-3310, option 1 between 7am-5pm CST.

If you feel the wrong contacts at your company are receiving this communication, your Partners Online or VMM system administrator will need to update your company's contacts in VMM. A contact must be listed as having one of the following responsibilities in VMM in order to receive future emails: Accounts Payable, EDI, Inventory Management/Replenishment, Logistics, Purchase Order Management, or VMM/POL system administrator. If you do not know who the POL/VMM system administrator is at your company, contact the Partners Online help desk at 612-304-3310, Option 3 between the hours of 9am-12pm and 1pm-4pm CST.

For any other questions, please email Purchase.Order@target.com. Please note that a high volume of email is expected in response to this communication and the Level of Service will be 5 days. Do not send multiple requests within this timeframe. If you reach out to the inbox, you will receive a response but please be patient while we work through messages in the order they're received.