

# ***FGL EDI Operations Manual***

## ***June 2010***

### **Chapter 2.**

## **Understanding FGL Processes**

#### **INSIDE**

|   |      |
|---|------|
| 1. FGL Corporate Structure                  | 2-2  |
| 1. Flow of Documents                        | 2-4  |
| 2. Types of Orders                          | 2-5  |
| 3. Types of Items                           | 2-7  |
| 4. Item Identifiers                         | 2-6  |
| 5. Acknowledging a Purchase Order           | 2-8  |
| 6. Logistics and Distribution               | 2-8  |
| 7. Invoicing and Accounts Payable Processes | 2-11 |

# FGL Corporate Structure

The Forzani Group Ltd operates in two main divisions, Corporate and Franchise. While similar, the divisions do have distinct business processes that follow different retail models. You, as a vendor, should have an understanding of our business because EDI requirements vary depending on the division and banner you are working with.

The Corporate division is managed out of our FGL Head Office in Calgary, Alberta. The Franchise division is operated out of an office location in Laval, Quebec.

Under each division, you'll find Store Banners, reflecting the operating store names. Invoices for both Corporate and Franchise Divisions must refer to the specific store banner. We have assigned a two or three letter code for these banners which is required on the 810 Invoice. The most complete and up-to-date list of banner, stores and codes is available on the FGL Vendor Portal.

FGL Banners may use different inventory systems or have slightly different business processes. As a result, they may be enabled for different documents.

| Corporate Banners                                     |  |
|---|--|
| <b>Sport Chek</b><br>(Including in-store Nevada Bobs) | Full EDI implementation, with requirements for 850 PO, 855 PO Acknowledgement, 856 Advanced Ship Notice and 810 Invoice. |
| <b>Atmosphere</b><br>(Formerly Coast Mountain Sports) | Full EDI implementation, with requirements for 850 PO, 855 PO Acknowledgement, 856 Advanced Ship Notice and 810 Invoice. |
| <b>Hockey Experts</b>                                 | Full EDI implementation, with requirements for 850 PO, 855 PO Acknowledgement, 856 Advanced Ship Notice and 810 Invoice. |
| <b>Sport Mart</b>                                     | Full EDI implementation, with requirements for 850 PO, 855 PO Acknowledgement, 856 Advanced Ship Notice and 810 Invoice. |
| <b>National Sports</b>                                | No EDI at this time  |
| <b>Athletes World</b>                                 | No EDI at this time  |
| <b>Nevada Bob's</b>                                   | No EDI at this time. (Please note Franchise locations do require 810.)   |
| <b>Fitness Source</b>                                 | No EDI at this time. (Please note Franchise locations do require 810.)   |

| <b>Franchise Banners</b> |   |
|--------------------------|---|
| <b>Sports Experts</b>    | 810-invoice is currently the only EDI document we require.  |
| <b>Intersport</b>        | 810-invoice is currently the only EDI document we require.  |
| <b>Atmosphere</b>        | 810-invoice is currently the only EDI document we require.  |
| <b>Nevada Bob's</b>      | 810-invoice is currently the only EDI document we require.<br>(Note Corporate Nevada Bob's locations are NOT on EDI at this time.)                                |
| <b>Buying Member</b>     | This term refers to stores that operate under our umbrella with their own name and business format.<br>810-invoice is currently the only EDI document we require. |
| <b>Hockey Experts</b>    | 810-invoice is currently the only EDI document we require.  |
| <b>Fitness Source</b>    | 810-invoice is currently the only EDI document we require.<br>(Note Fitness Source locations are NOT on EDI at this time.)  |
| <b>Pegasus</b>           | 810-invoice is currently the only EDI document we require.  |
| <b>Tech Shop</b>         | 810-invoice is currently the only EDI document we require.  |
| <b>S3</b>                | 810-invoice is currently the only EDI document we require.  |
| <b>Econosport</b>        | 810-invoice is currently the only EDI document we require.  |

# Flow of Documents

It all starts with 850-PO. We send you a Purchase Order with products, shipping dates and payment terms.

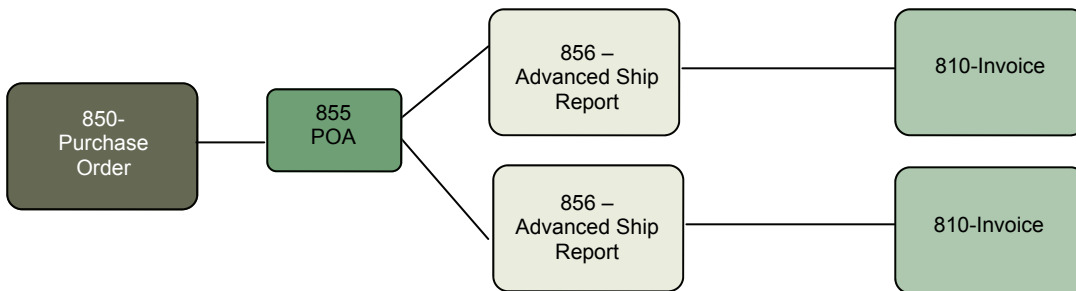
You must send an 855 Purchase Order Acknowledgement within 48 hours of receipt of PO if you can't send the items as ordered. You must also be in contact with your FGL buyer. The PO may then be updated and re-issued.

From that single Purchase Order, you can have multiple 856-ASNs. If products are backordered, or the order is too large for one shipment, you can split into two or more 856-ASNs. Generally speaking, you'll have one PO, which generates one 856-ASN and one 810-Invoice.

## Corporate Division Processes

Each ASN requires one 810 invoice.

- Invoices must be specific to Banners.
- In the case of a Cross-Dock order for Corporate Stores, you must send one consolidated invoice for all stores on the PO/ASN.

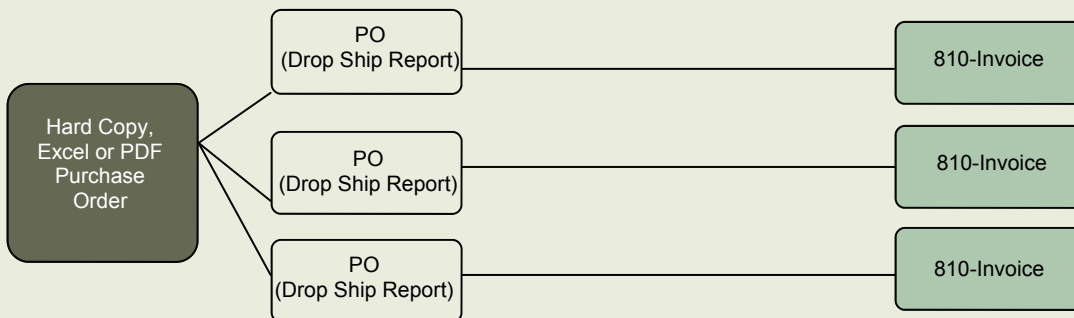


## For Franchise Division Only

### Franchise Division Processes

Purchase Orders will generally have Drop Ship Reports attached:

- You will receive a Drop Ship Report for each store location.
- You must invoice each store location separately.
- Franchise Purchase Orders are not 850 EDI orders.



# Types of Orders

There are four types of orders that you will fill. The type depends on where it is going and how it gets there.

1. **Bulk (DC):** Ships to our Distribution Centre. We unpack the boxes and then arrange to ship merchandise to our stores. May also be called a Regular Order. These orders can consist of single sku items or pre-pack items.
2. **Cross-Dock:** Literally goes in one side of our loading dock and out the other without being unpacked. These orders contain merchandise purchased for specific FGL stores and shipped with "Mark For" on the cartons.
3. **Direct-to-Store:** This is used by franchise and some corporate store locations when merchandise is shipped from vendor to store without passing through FGL's distribution centres. It is also called Drop Ship. **These POs are currently not EDI POs.**
4. **Direct-to-Consumer:** Shipping directly from Vendor to Consumer. This happens very rarely and usually only with large items like treadmills. **These are also non-EDI transactions.**

***Bulk Orders = To DC  
for storage and  
redistribution***

Your Purchase Order will indicate what kind of order it is.

**Corporate PO:** If store locations are listed, or you see the type BK or RL on the type of order, it is a Cross-Dock order. All other orders are Bulk.

The PO Type, listed at the top of the Corporate PO, can also give you a hint as to the type of order.

**SA-** is a Stand Alone order. It can be Bulk (DC) order or Cross-Dock. If it is Cross-Dock, then store allocations will be present in the Store field.

**BK** - Blanket Order will **only** be used for Cross-Dock orders. But you should not ship from this Purchase Order. It was generated to give you advanced notice of an order but store allocations haven't been determined. Please wait for a PO with the RL code to ship.

**RL** - Release. This PO is **only** used for Cross-Dock orders and is used to tell you that allocations have been determined and you can go ahead and send the 856- ASN. It will replace an older BK order.

***Cross Dock Orders  
= To DC Marked For  
FGL stores.***

## For Franchise Division Only

Franchise Purchase Orders placed by the Laval Office Buyers are non EDI transactions and may be a PDF, Excel file or a hard copy fax. Orders placed directly by the Franchise Stores often come by phone and a PO number is not always provided. The Drop Ship Report will detail the store Ship-to Locations.

At times, you may see a ship to location as 3399 or our Mississauga Distribution Centre. This is a Bulk Order for our Franchise division. In this instance, you must invoice as you would for a single store.

## Booking vs. Repeat Order

Orders are either Booking or Repeat Orders. This will indicate the payment and freight terms for the order.

A Booking Order is an initial season order or initial store fill order for merchandise bought to stock stores at the start of a new season. A Repeat Order replenishes items that have sold out mid-season. A special order may be a close-out. Generally speaking, for Corporate Division orders, a Booking Order will be a Cross Dock order. A repeat order will always be a Bulk Order.

Payment terms will be dependent on whether the order is a Booking or a Repeat Order for all banners, Corporate and Franchise. Please ensure you have indicated the correct type of order on your 810-Invoice. If this is not provided, FGL will assume the order is a Booking Order.

## *Types of Items*

When we buy items, we order either Bulk or Pre-Pack Items—and you can tell the difference by the Unit of Measure.

A Pre-Pack Item is where one unit contains a grouping of items. Sometimes, it will be a mix of SKUs, usually different sizes or colours of the same item, Or, it will be a case pack of multiple items with a single SKU. It is a buying/shipping unit, but the merchandise will be separated to be sold.

The unit of measure is always Case.

Bulk Items are items that are bought one colour and size at a time. On the PO, you'll find bulk items listed with a single SKU, or one size or colour per line. The SKU is on the first line in the Description section of the PO. Bulk items must be packed with a single SKU in a carton.

The Unit of Measure for all Bulk Items is always Each – which means one item.

Please refer to the Vendor Standards Manual for a complete description of Pre-Pack and Bulk items.

## *Explaining Item Identifiers*

The Purchase Order, and all accompanying electronic documents, refer to a number of identifiers for products. Here's an overview of what the numbers mean and where they come from.

If an FGL Purchase Order includes incorrect numbers, you should contact your buyer to have it corrected in an updated Purchase Order.

**UPC/EAN:** Supplied by the Vendor, this Universal Product Code (UPC) number is specific to the product. EAN is the European equivalent of the UPC and may be used for products manufactured or sourced in Europe. This is the main identifier for Bulk items.

**Pre-Pack Number:** This FGL generated number indicates the item is a case (with a Unit of Measure of Case). This is the main identifier for Pre-Pack items. It is required to track this merchandise on future documents.

**FGL Style:** Also referred to as Buyer's Style. It is a single style of item that may have specific sizes and colours associated with it. For footwear, the system is slightly different in that different colors will have specific style numbers. For hard goods, we generally have one style number for every SKU. It's generally a nine-digit number that starts with 330. However, if you see a six-digit number, it might be an old style number.

**Vendor PN:** The Vendor part number (VPN) or Vendor Style number. Generally, these numbers are supplied by you. Our systems require separate style numbers for each item. That isn't always the rule when vendors create these numbers. In some cases, we will change the number, often by adding numbers at the end, to meet our requirements.

**Case Pack ID:** This is a FGL-modified version of the Vendor Style Number to identify the case.

**SKU:** This is the FGL-supplied Stock Keeping Unit (SKU).

**Subclass:** These numbers are FGL code for our grouping of items – Children’s Athletic Footwear, for example.

**Product Description:** This is FGL’s description that will appear on tickets.

**Vendor’s Size:** The size provided by the vendor.

**Buyer’s Colour:** How FGL plans to describe the colour in our merchandising systems. It may be different than the vendor-supplied colour.

**Buyer’s Style Number:** See FGL Style above.

**Merchandise Type Code:** This is the same as our Subclass.

You may see these numbers in tables on the Web Forms and in EDI documents.

Items will have:

- either a SKU **OR** Case Pack ID
- either a UPC **OR** a Pre-Pack Number

Because of this, for the purposes of Web Forms and EDI, you’ll sometimes see the same column used for both item identifiers. To identify what is being used, simply look for the quantity. Each will indicate a SKU or UPC. Case will indicate a Case Pack ID or Pre-Pack Number.

## ***Cancelled Purchase Orders***

There may be times when an FGL buyer will cancel a purchase order that has already been submitted to you.

All electronic or EDI POs will be re-sent as a replacement order. It will have the same PO number, but all quantities will be zero (0). You will have to monitor incoming Purchase Orders to ensure that the processing of all cancelled orders is halted as soon as possible. FGL will not be responsible for items shipped on POs that have been cancelled.

You should also get a verbal or email warning of the cancellation from the buyer. If you have issues with an order’s cancellation, you should deal directly with the buyer.

## ***Acknowledging Purchase Orders***

As part of our Electronic Data Interchange with vendors, FGL requires the 855 Purchase Order Acknowledgement. We are using it to flag Purchase Orders that **can’t** be fulfilled as ordered. It is used in conjunction with discussions with your buying team. Sending the 855-POA does not replace communication with your FGL buyer. If there are problems with a PO, call or email right away.

You must send your 855-POA within 48 hours of the 850-PO arriving at your gateway. If we don’t receive the 855-POA within that time, FGL will assume you can fulfill the Purchase Order as written.

If you can fulfill it, but you have identified issues, such as incorrect colours, SKUs, case sizes, prices or payment terms, you need to send the 855 so we can correct the PO. Data for invoicing and shipping is pulled from the PO, so the information must be accurate.

If the PO is correct and you can fulfill all items as ordered, you may choose to send the POA or not. If we don't receive it, we will assume you will fulfill the order as requested.

You can send as many 855-POAs as required within a cycle. If back-ordered items arrive, you can send an 855-POA correcting an earlier POA where the back-ordered items were flagged. If problems arise, you can send an 855-POA at any time before the items are shipped.

Both Web Forms and EDI users are required to send an Acknowledgement at the line level. This means going in to the items and indicating the appropriate Acknowledgement Code

## ***Logistics and Distribution***

When we receive your 856-Advanced Ship Notice, we can start the processes required to receive your shipment at our Distribution Centres. It tells us everything about how you are going to ship the items from our purchase order, from the method of transport to the number of socks in a box.

It's key to our receiving process. It's also your key to invoicing. Each 856-ASN requires its own 810 Invoice.

The second part of our receiving process is the ATS number. When you send the 856-ASN, you should also email an Authorization to Ship Request to the appropriate Distribution Centre (Mississauga or Calgary.)

### **How to Organize a Shipment**

How you configure cartons depends on the type of item as well as the type of order.

One of the main functions of the 856-ASN is to tell us how you are going to pack items and ensure we know – with a simple scan of the carton's label – what's inside and where it is going.

We realize that this causes challenges on small items. When the item is packed in a carton that does not meet our minimum carton requirements, a Master Carton may be used as an option to accommodate small cartons ordered on the same PO#. A Master Carton is a single larger carton—that meets our size requirements for cartons—with the smaller cartons inside. You should use a generic MH10 label on the Master Carton, with following information:

- Vendor Name
- Purchase Order Number
- Number of Inner Cartons within the Master
- Carton #: ie (2 of 3, if applicable)

Individual cartons inside the master carton **must** be labeled with a UCC-128 label that meets all FGL standards.

Cross-Dock Orders, which are “Marked For” an FGL store, can have a mix of SKUs in a carton, as well as a mix of Bulk and Pre-Pack items, but items should be sorted and separated within the carton by SKU.

For complete packing instructions, please refer to the Vendor Standards Manual.

#### **Bulk Orders**

- Pack a single SKU per carton
- To prevent shipping mostly empty cartons, you can use a master carton with a generic label and pack properly – labeled smaller cartons inside

#### **Cross Dock Orders**

- Pack any mix of product per carton
- Separate SKUs and products in layers

## Carton Content Requirements

We need you to produce labels that indicate the items in each carton and meet our standards for labels.

For Direct EDI, this means sending us Hierarchy Loop—Pack (HL-P) data for each carton. In EDI terms, this is sometimes referred to as Pick Pack. If you're shipping 99 cartons, then we'll receive 99 HL-P loops.

For vendors using Web Forms, the system is somewhat different in that the Web Form will create these loops for you. Use the form to build Packs, which are single cartons or a group of identical cartons. For a Bulk Order, the number of packs will equal the number of items you have on your purchase order – since our rules require that each carton must have identical items – either a single SKU or Pre-Pack ID number. For Example, if we order 100 units of an item, and 10 units fit in a carton, there will be a single line item on the Purchase Order and the Advance Ship Notice, and you will ship 10 cartons.

However, for a Cross Dock Order, the term pack is somewhat different on Web Forms because you can put multiple SKUs in a carton. The number of packs for Cross Dock Orders will often simply reflect the number of cartons. However, if a store is receiving large quantities, you may find a single line items resulting in a number of cartons.

## Pallets

All Shipments to FGL must be on pallets. There is room in the ASN form to include a number of pallets, but it is not required.

You may, if you choose, include your own pallet identifying labels. Please refer to the Vendor Standards Manual for complete instructions.

## Creating Labels

FGL enforces strict standards on the use of carton labels for all shipments to our stores and Distribution Centres. The UCC-128 shipping label (4-inch by 6-inch) needs to be printed clearly and affixed to the bottom left hand corner of the carton.

Vendors using Web Forms can print labels directly from their 856-ASN. It's easy and you can even add your own label numbers. You will have one label for each carton you've identified.



Labels must meet all FGL standards. You'll see Pre-Pack merchandise labeled without size or colour, while Bulk orders will have the SKU, Size and Colour outlined on the label.

If you determine you've made errors and you go back and create a new ASN-856, you must go back and re-print labels. Each ASN-856 web form generates specific carton numbers and labels must always match the ASN.

Please refer to the Vendor Standards Manual for complete instructions.

## Request Authorization to Ship

Although the ASN process is done through EDI, our Distribution Centres in Calgary and Mississauga still have a separate process to arrange receiving appointments. Once you have sent your 856-ASN, you can send an Authorization to Ship Request Form by email to our Calgary Distribution Centre (CDC) or

|   |   |
|---|---|
| <b>SHIP FROM:</b><br>EDI TESTING VENDOR<br>800 41ST NE<br>CALGARY, AB T2E 3R3   | <b>SHIP TO:</b><br>The Forzani Group Ltd<br>DC3109<br>MISSISSAUGA DISTRIBUTION CENT...<br>636 MARCOVE ROAD<br>MISSISSAUGA, ON L5T 2R7 |
| <b>PURCHASE ORDER:</b> 5230624<br><b>BANNER NAME:</b> SPORTCHEK TEST<br><b>VENDOR STYLE:</b> SPS testcase_1<br><b>DESCRIPTION:</b> SPS TESTING STYLE<br><b>FGL STYLE/PACK:</b> 330587356 / 330587366<br><b>COLOR:</b><br><b>SDIM:</b><br><b>SIZE:</b> |   |
| <b>CARTON:</b> 2 of 6   | <b>TOTAL QTY:</b> 1   |
| <b>STORE:</b><br>(91) 201<br>  | <b>MARK FOR ADDRESS:</b><br>Corner Brook<br>Unit # M-02A, 54-Maple Valley Ro...<br>0<br>Cornerbrook, NFLD A2H 6L8                     |
| <b>SSCC</b><br>(00) 0 1086846 00000611 5<br>   |   |

Mississauga Distribution Centre (MDC). The 856-ASN & ATS Request Form should be sent on the same day. A copy of the form is available on the Vendor Portal.

How can you tell where your shipment is going? It will be indicated on your Purchase Order. Our warehouses have been assigned four-digit location codes. You will find a full list of [FGL warehouse codes](#) on the FGL vendor portal

Email completed ATS Request Form to:  
 Mississauga DC – [atsrequest@forzani.com](mailto:atsrequest@forzani.com)  
 Calgary DC – [calgaryats@forzani.com](mailto:calgaryats@forzani.com)



FGL will issue an ATS number and appointment date/time by email within 48 business hours (two business days) after the receipt of the 856 and ATS Request. Do not ship goods without having both an ATS number and an appointment. Shipments that come to our loading dock without authorization may be refused or subjected to Vendor Compliance charges. ATS numbers will be alpha-numeric. All Calgary-bound orders will have an ATS that starts with A, followed by numbers. Mississauga-bound orders have the Banner Code letters at the start of the number. Please refer to the Vendor Standards Manual for complete instructions.

The date indicated with the ATS number and appointment is the date the shipment is expected at our facility.

It's important that we receive you 856-Advanced Ship Notice without errors. If your ASN fails at our technical gateway or is redirected to our workflow processes because of errors, the ATS number and appointment will not be granted. To avoid delays to your shipments, please ensure your 856-ASN is error-free.

### For Franchise Division Only

You will need an ATS request to ship to the Mississauga Distribution Centre or to specific store under Shipping Authorization. For DC shipments, look for a location code of 3399 on your Franchise Purchase Order. A list of stores under shipping authorization is regularly updated and distributed to vendors.

The only EDI document for our Franchise vendors is the 810 Invoice, so there will be not be an 856-ASN. When you have your order ready to ship, you can send the ATS request to the appropriate DC. You should email a summary packing slip along with the ATS Form to [atsrequest@forzani.com](mailto:atsrequest@forzani.com).

## Invoicing and Accounts Payable Processes

FGL has moved to receiving Electronic Data Interchange or electronic invoices from all of our vendors. It streamlines our accounts payable systems and ensures that invoices match up to Purchase Orders and ASNs.

You should generate a single invoice for each 856-Advanced Ship Notice you sent. You can't combine items that were shipped on separate ASNs on to one invoice.

Corporate Cross-Dock orders, where cartons are shipped with "Mark For" specific store locations, count as a single order and a single shipment. We require a single invoice for an entire Cross-Dock order.

### Corporate Invoice Requirements

- Due Date
- Shipped Date
- ATS # Number
- Transportation Type

### For Franchise Division Only

Vendors doing business with FGL's Franchise Division will be expected to send us electronic 810 Invoices, even though you do not currently receive 850 Purchase Orders electronically or send electronic 856-ASNs.

There are essentially two types of Franchise orders. Drop-Ship orders are directly shipped to each individual store. Bulk Orders (also called Redistribution Orders) are shipped to our Mississauga Distribution Center.

You will need to issue one invoice per shipment, and per location. You must include a Packing Slip Number (or other unique reference number indicated on your shipping document) as well as a Product Description, colour, size and both the Vendor Style Number and a UPC or Buyer's Style Number.

You cannot combine items that were shipped separately on the same invoice. Also, you can't combine merchandise from more than one purchase order on a single Invoice.

### Franchise Invoice Requirements

- Due Date
- Shipped Date
- Authorization # if store is on Authorization list
- Packing Slip #
- Item information including Vendor Style Number, description, size and colour

## Timing of invoices

You can send your invoice when the merchandise leaves your loading dock.

FGL recognizes that some vendor systems are set up to send an invoice when the ASN is sent. We require the ASN to initiate the Authorization to Ship Process. The Distribution Centre's ATS # is required on your Invoice. We will accept invoices when the ASN is released, provided all information is included and correct.

## Understanding Payment Terms

Payment terms are outlined and agreed to in your Vendor Policy Agreement. All terms are described as FFM for First of the Following Month.

Payment Terms depend on the type of order – Booking, or initial season order, and Repeat, or replenishment order. If this information is not provided on the Invoice, the system will default to a Booking order. At times, buyers may negotiate special terms as part of a special order or circumstance and these terms will appear on the PO.

| Understanding terms: FFM 120+15             |          |
|---|----------|
| Latest of Invoice Date or Dock Receipt Date | Oct 23   |
| First of following month                    | Nov. 1   |
| 120 days                                    | March 1  |
| 15 Extra days                               | March 15 |

Terms are indicated with the letters FFM (for First of the Following Month), then a days figure, (EG. 120). At times, you'll see a +15 for extra payment days.

You must calculate the due date using the Terms from either the Invoice Date, the Delivery Date or the Requested Delivery Date outlined in the Purchase Order, whichever is later.

There are instances when an early payment date or an anticipation date, is negotiated as part of the Vendor Policy Agreement. This is simply a discounted rate payable if FGL pays the invoice early. You'll find EDI and Web Forms Fields labeled Discount Due Date and Discount Per Cent. You should only use these fields if agreed to in your Vendor Policy Agreement.

Any Credit Notes or deductions for Co-Op advertising, volume discounts or other exceptions are not done on the 810-Invoice. A separate manual credit must be submitted on the schedule set out in your

Vendor Policy Agreement. Most vendor revenue rebates will be deducted from payments for invoices and will be itemized on your remittance.

### *For Franchise Division Only*

## **Calculating Terms**

If the type of order is not indicated on the 810 Invoice, we will assume it is a Booking Order. You must calculate the due date using the Terms from either the Invoice Date, the Delivery Date or the Delivery Date outlined on the PO, whichever is later. When calculating your Due Date, please **do not** include any "Extra Days" in order to ensure timely payment from our Franchisees.

## **Franchise Authorization**

Some stores in our Franchise family require authorization before merchandise can be shipped to them. Our Franchise Division maintains a list of these stores and circulates it when it is updated. If you have an order to ship to a store that is under authorization, you must call our Franchise Office for an Authorization number. This means that head office has signed off on the purchase. Once you have that number, you can ship product and invoice us. These numbers are valid for a three month period. When you receive a number, you should note its expiry date. If in doubt, please check with our Franchise Division office.

An invoice for a store that is under authorization must include the number in this field in order for the invoice to be processed. If Authorization is not obtained before shipping, the invoice cannot be paid.

## **Taxes and Other Charges**

**Tax Exempt Items:** Invoices must indicate at the line item level any item that is tax exempt. Please refer to Canada Revenue Agency Guidelines or your tax department for information on Tax Exempt Items. Remember, you pay tax based on where the items are shipped. Starting in July 2010, Ontario and British Columbia are harmonizing provincial tax with the GST.

**Other Charges:** In exceptional cases, vendors are able to invoice for specific charges on the 810-Invoice. Please note that this section on the invoice is used for exceptions, and only if agreed to in the Vendor Policy Agreement. For those vendors, both Web Forms and EDI Technical Guidelines allow for the transmission of this data.

**Total Tax :** Tax is calculated based on where the items have been shipped. You must provide your Tax ID number if you are charging GST. A Provincial Number is required if you are charging PST (QST). For a complete understanding of how to apply taxes, consult your finance department.

## **Payment and Remittance Advice**

Payments are made to Vendors in two ways. Either by Electronic Deposit (EFT) to your bank with an electronic advice emailed to a designated email address or by cheque and remittance.

The electronic advice is in a Comma Separated Values (CSV) format by email. It will have invoices sub-totaled by FGL banner. You can open this file in an Excel document to transition them to your own systems.

Please remember that any changes to your account payable situation, either a new bank account, contact or legal names, must be handled by our Accounts Payable Department. New or revised information can not simply be included in your EDI data transmission. We will need to update our files.