



Dear Valued Vendor Partners:

In a continuing effort to increase accuracy and efficiency, Macy's is partnering with OpenText to conduct all vendor EDI testing for our new vendor partners. Please note that this is not applicable for Vendor Direct and Big Ticket vendors.

As a reminder, EDI is required for all vendors (NOTE: exception for some Macy's Backstage vendors). OpenText technology will be utilized to test the following Macy's required EDI documents:

- EDI 850 Purchase Order
- EDI 856 ASN (Advance Ship Notice)
- EDI 810 Invoice
- GS1 128 Label

Below is an overview of the Macy's/OpenText EDI set up process:

- Go to www.Macysnet.com to review the [Vendor Standards](#) for label specifications and [Macy's mapping guides](#).
- Complete the [EDI Start Up Form](#). Please ensure that all contact information is current and accurate, of the most importance, EDI Contact Information.
- Once this form is submitted, the EDI Contact listed on the form will be sent credentials to register with OpenText. The registration process will include a survey which assesses current EDI capabilities.
- Critical information will be communicated throughout the testing process via email from Compliance Link (compliancelink2@OpenText.com). Please ensure that this email address is not blocked. It may also be beneficial to flag all incoming emails from Compliance Link as critical and add this email address to address books/contacts. In addition, OpenText will offer support through this portal.
- After the account is activated, further instructions regarding EDI testing and completion will be available on the Compliance Link portal.
- A pricing agreement will be communicated by OpenText to the vendor. Vendors must sign this agreement before proceeding with testing. Once signed, OpenText will invoice the vendor directly (currently \$500). The vendor will be responsible for paying this invoice at the [conclusion](#) of EDI testing.
- All testing must be completed in fifteen business days.
- A "Pass Notice" email will be sent upon successful completion of EDI and label testing.

Please email any questions to financialec@macys.com.