2019 Zappos Vendor Guide - Summary of Major Changes

Change Type	Section	Page	Previous	New	Reason
Update	2: EDI	5	855 - Purchase Order Acknowledgement	855 - Purchase Order Acknowledgement (Optional)	We are no longer requiring the 855 Purchase Order Acknowledgement however, we encourage vendors to continue to use it to communicate PO changes.
Addition	2: EDI	6		Invoice numbers must be unique to the 810 transmission. 810s containing an invoice number that has been previously received by Zappos will fail to process.	Clarification regarding 810 requirements.
Addition	2: EDI	6		When the invoice is transmitted, the UPCs on the Invoice must match the UPCs on the PO. Any additional UPCs included on the Invoice will cause the document to fail.	Clarification regarding 810 requirements.
Addition	5: Product Labeling	13		Zappos verifies the authenticity of product UPCs/EANs by checking the GS1 database. (http://gepir.gs1.org/index.php/search-by-gtin) We recommend obtaining your UPCs/EANs directly from GS1 and not from other third parties selling UPC/EAN licenses to ensure the appropriate information is reflected in the GS1 database.	Clarification regarding GS1 certified UPCs.
Update	5: Product Labeling	13	In accordance with GS1 Standards, an item's UPC must not be reused until at least 30 months have elapsed since the last original items produced with that number have been supplied to Zappos.		Updating UPC reuse policy to align with GS1's new standards.
Addition	5: Product Labeling	13		We do not accept or use master pack UPCs.	Clarification regarding requirements for individual unit UPCs.
Update	5: Product Labeling	13	For all apparel products, a hangtag must be attached to the product with the UPC or EAN number. Also, the UPC or EAN adhesive labels must be visible and are to be placed on the outside of the individual product box, poly bag, cardboard or chipboard box even though a hangtag is already provided. Both the hangtag and adhesive label are required for apparel products.	For all poly bagged and apparel products, a UPC/EAN hangtag or label must be attached to the product. Also, the UPC/EAN label must be visible and placed on the outside of the individual product box, poly bag, cardboard or chipboard box even though a hangtag or label is already provided on the product. Both the inner hangtag/label and outer label are required for all poly bagged and apparel products.	Clarification for label requirements for products in poly bags.
Addition	5: Product Labeling	14		UPC Style Updates Any identifiable style changes or updates on existing styles must be communicated to the Zappos/6pm buyer prior to shipping the updated units to the Fulfillment Centers. Style changes can include any small color changes to the product (heel, stitching, lining, accessories, etc.), decals changes, strap/zipper changes on handbags or luggage, embellishment changes, etc. With prior notification, we will be able to either update the item's description to notify our customers or we can remove the old styles so we do not have mixed inventory. Major style changes will require a new style name/number and a new UPC.	Clarification regarding small updates on existing styles.
Addition	6: Packaging Guidelines	15		Poly bags should not protrude more than 3 inches past the dimensions of the product.	Update on our poly bag dimensions.
Update	6: Packaging Guidelines	16	It is preferred that belts packaged in poly bags are rolled.	All belts packaged in poly bags must be rolled.	
Addition	6: Packaging Guidelines	17		All poly bagged units must include a UPC label on the outside of the poly bag.	Clarification regarding the labeling requirements for Sandals, Flip-Flops, and Slippers packaged in poly bags.
Update	16: Accounts Payable	35	EDI Invoicing: You must use EDI for issuing invoices to Zappos.	Invoices can only be submitted and processed via EDI. Refer to page 6, 810 Invoice. Please note: If UPCs on the 810 submission do not match exactly what is on our PO your submission will fail.	Clarification regarding 810 requirements.
Addition	16: Accounts Payable	35		Note: The date used to determine the due date for all invoices will be based on the day Zappos receives a compliant, successful EDI transmission and not the date list on the document. For example, if an invoice has a document date of 7/1/18 but is successfully submitted via EDI on 7/15/18, the invoice terms will begin on 7/15/18.	Clarification regarding the date used to determine the due date for all invoices.