

Subject Line: EDI Enablement Deadline – 90 Day Notice

Dear Valued Shopbop Vendor,

We hope this message finds you well. As part of our ongoing efforts to streamline operations and enhance efficiency, we embarked on the Electronic Data Interchange (EDI) journey a year ago, with our initial communication sent in June 2023.

Embracing this technology not only aligns us with industry best practices but facilitates smoother transactions, helps reduce manual errors, and enhances overall communication. To ensure seamless collaboration and optimized processes, **we kindly request you to be fully EDI enabled by 9/15/2024**. After this date, non-EDI purchase orders may be subject to chargebacks as will be outlined in the Vendor Operations Manual and Finance Operations Manual.

We understand that this timeline may be challenging, and we are committed to supporting you in any way we can to achieve this. If there are any concerns, please do not hesitate to reach out to our dedicated EDI support team at shopbopEDI@amazon.com so we can discuss solutions and work together to meet these requirements.

Sincerely,

Stephanie Roberson

Shopbop Chief Merchandising Officer