



January 22, 2007

Dear Belk Vendor Partner:

Belk purchased the Parisian stores in October 2006. Listed below are important details related to the transition of these stores to Belk systems.

Belk will be closing the distribution center at Steele, AL (formerly Saks DC) in March 2007. Please note the following with regard to shipping/routing Parisian orders:

- **The last day for vendors to web tender via SAKS is 2/21/07.** After that, routing must be done through Belk by calling 1-803-754-6338 between 8AM and 5PM Eastern Standard Time.
- All of the stores currently being serviced through the Steele, AL distribution center are going to be serviced by the Belk distribution centers in either Jackson, MS or Blythewood, SC.
- The attached file lists the Parisian stores and the Belk DC to which each should be shipped effective 2/22/07.

Beginning March 3, 2007:

Outstanding Parisian orders will be converted to Belk systems. Belk will be responsible for processing payment of invoices for these orders. Please note the following information regarding outstanding Parisian purchase orders:

- Vendors should ship against the **Parisian PO**, using **original Parisian provided info including dept., store numbers, etc.**
- ASNs and invoices should be sent via EDI to the Parisian EDI mailbox, where it will be picked up by Belk.
- Converted Parisian POs will not be resent to vendors from the Belk systems **UNLESS** significant changes are made to a purchase order **AFTER** it converts to Belk systems. In these cases, the Belk merchant would first communicate with vendor and then resend the PO with changes from Belk.
- Converted POs will carry the original Parisian 6 digit PO# and a new Belk 9 digit PO number. The PO can be accessed from either PO number in Belk systems. The Belk 9 digit PO will be the one referenced on the Belk checks.
- Store numbers for Parisian stores will be different in the Belk systems. The attached file indicates the original Parisian store numbers (to be used when shipping Parisian placed POs) and their corresponding Belk store numbers (to be used when shipping POs placed by Belk).
- All purchase orders created after March 3rd, 2007, will be generated via Belk systems using Belk store numbers and ASN's for these POs and should be sent to the Belk EDI mailbox. **You must adhere to the Belk BEST Plan when shipping these orders.** You can find the Belk BEST Plan at www.belk.com.

Beginning March 5, 2007:

- All vendor correspondence should be sent to the Belk Accounts Payable Department. Attached you will find the list of area responsibilities for both Merchandise Payables and Vendor Compliance. Saks will be forwarding any open correspondence at the time of conversion to Belk for resolution.

If you have any additional questions or concerns, please reference Belk contact list located in the BEST plan available at www.belk.com for appropriate contact.

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