



Radial

DAVID'S BRIDAL
TECHNICAL QUESTIONNAIRE

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Revision History

Date	Author	Revision
6/8/2021	CBufe	Initial upload for release.

SPECIAL NOTE:

In an effort to avoid data errors and ensure accuracy of the information on this form, please complete electronically. Printed and handwritten technical questionnaires **will not be accepted**.

Once complete, please send to NewVendorRequests@radial.com.

1 Preface

Required supplier discovery information is documented with this questionnaire and used in the onboarding process as well as for configuration archival purposes.

1.1 Intended Audience

This questionnaire is intended to provide assistance to client service technicians who are configuring a new supplier within Dropship Manager.

2 Welcome

Thank you for your interest in the DAVID'S BRIDAL Dropship Program. Please engage the necessary people at your company to accurately and fully complete this technical questionnaire, including any systems or EDI personnel.

DAVID'S BRIDAL has partnered with Radial for managing all Dropship order processing. The purpose of this document is to provide a broad overview of the Dropship order requirements for B2B data transmissions as well as ensure that all parties understand the requirements.

If you have questions while completing this document, please reach out to your "Assigned Technical Contact" listed below.

2.1 Assigned Technical Contact

Your Radial Technical contact is responsible for seeing the system to system testing process through to the end.

This technical contact will be your point person for testing and answering questions and/or concerns regarding systems, file formats, and file transmissions. This support contact will also arrange training for your personnel on usage of your Radial Dropship Manager account via the web portal, and will include handling order cancellations and exceptions.

This contact will be assigned once Radial receives the completed Technical Questionnaire. If there are any questions related to the Technical Requirements, please contact our onboarding support team:

DL-VendorNet-CST-Onboarding@radial.com.

3 Automated Processing

Radial has a built-in mapping utility (Dropship Manager) that is capable of processing a variety of file formats including fixed-width, delimited, and standard X12 v4010 EDI documents.

If your order management system or accounting system already has a custom file format that it can import and export, Dropship Manager may be able to reproduce those formats to your specs.

DAVID'S BRIDAL's Radial site currently supports the following standard EDI and file formats:

- **846 Inventory Advice** (supplier to DAVID'S BRIDAL) - used to update current supplier inventory at DBI. If your systems are able, please indicate a "o" quantity on hand for items that are no longer in stock or unavailable.
- **850 Purchase Order** (DAVID'S BRIDAL to supplier) - contains all the necessary Dropship order data, including requested shipment date for all items on the order. An option is available to print packing slips directly from the Radial website if needed.
- **856 Ship Notice** (supplier to DAVID'S BRIDAL) - used to update the status of the order/item to "shipped" and triggers the billing of the customer. This file should be sent within 24 hours of the shipment. Tracking numbers are required on every shipment update.
- **997 Functional Acknowledgement** - used to provide receipt of successful file transmission.

Any standard EDI transactions must include a standard asterisk "*" element separator and a standard tilde "~" segment terminator. If an exception is needed, please reach out to your Radial technical contact.

3.1 Packing Slips

DAVID'S BRIDAL's packing slip must be included with each Dropship order. You can either print the packing slips from Dropship Manager or create them from your own system.

How will you produce packing slips (choose one)?

Print from Dropship Manager

Create from own system (see attached Packing Slip Specs for requirements)

If creating, what is the estimated timeframe for creating the packing slip per CLIENT NAME specifications?
[Click here to enter # of days](#)

- **Packing slips must meet DAVID'S BRIDAL's requirements and are subject to approval prior to use.**
- All of the necessary data that you need for creating the packing slip is contained in the order file.
- To submit your packing slip for approval, please e-mail CLIENT DS ASSOCIATE SCampbell@dbi.com with the subject of "SUPPLIER NAME – Packing Slip Approval".
- Please provide your estimated timeframe for creating the packing slip for review - [Click here to select number of days](#)

4 File Format, Layout, & Transmission

Dropship Manager will transmit new order files to the supplier as they are provided to Dropship Manager from DAVID'S BRIDAL, unless otherwise requested by the supplier. Dropship Manager will retrieve files throughout the day on a periodic, batch basis.

4.1 File Transmission

The standard supported transmission method is FTP or SFTP. As a preference, Radial will host the FTP/SFTP site, but can also connect to a supplier or 3rd-party hosted FTP/SFTP site. Radial may be able to connect to an FTP/SFTP site hosted by a VAN, provided that there are no additional fees assessed to Radial or DAVID'S BRIDAL for such a connection.

Please note Radial does not subscribe to a VAN. If you plan to connect via a VAN, you must provide FTP/SFTP credentials that are unique to the connection for DAVID'S BRIDAL transactions.

How will you transmit files with Dropship Manager (chosed one)?

Radial hosted SFTP site

Supplier or 3rd party hosted FTP/SFTP site

	Supplier/3 rd Party Connection Details
S/FTP hostname	
S/FTP IP address	
Username	
Password	

FTP/SFTP site hosted by a VAN (Value-Added Network)

	VAN Connection Details for DAVID'S BRIDAL transactions only
VAN Provider Name	
S/FTP hostname	
S/FTP IP address	
Username	
Password	

Contact details for your VAN or EDI provider

Name	Phone Number	E-mail Address

If none of the above, and you will not have an EDI setup, files can be loaded manually as well:

Upload directly through Web Portal (manual process)

4.2 File Format and Layout

What kind of file formats are you expecting to transmit and receive from Dropship Manager?

For each file type please indicate "EDI" for EDI X12 v4010 format, "fixed width" for fixed width files, and "CSV" for comma-separated values files.

File Type	Format
ORDERS	Click here to choose an item.
INVENTORY	Click here to choose an item.
SHIPMENTS	Click here to choose an item.

If you are utilizing EDI formats, please indicate your EDI qualifier and ID:

	EDI Qualifier	EDI ID
PRODUCTION		
TEST (if different)		

Please note the EDI Qualifier and ID used in DAVID'S BRIDAL's EDI transactions are as below:

EDI Qualifier: ZZ
EDI ID: DAVIDSBRIDAL

4.3 Technical Contact Information

*Please provide a list of names, e-mail addresses and phone numbers of the persons who will be involved in the EDI or CSV testing (technical contacts).

Note: The "Primary" contact is required (at minimum, an email address/distribution list) and will be kept on file as the individual or group our support teams can contact to communicate changes or other information related to file transmission.

	Name	Phone Number	E-mail Address
Primary:			

4.4 Ship Methods

Dropship Manager expects the following ship method codes in the EDI 856 (TD503 or TD505 elements) document or shipment notification documents as required.

Please indicate the ship methods that you will be able to support for DAVID'S BRIDAL

Used	Ship Method Code (TD503)	Ship Method Description (TD505)	Custom Code Required	Supplier Requested Code (TD503)
<input type="checkbox"/>	01	UPS Ground	<input type="checkbox"/>	
<input type="checkbox"/>	03	UPS 3 Day Select	<input type="checkbox"/>	
<input type="checkbox"/>	07	UPS 2 Day Air	<input type="checkbox"/>	
<input type="checkbox"/>	08	UPS Next Day	<input type="checkbox"/>	

4.5 Technical Questions

1. Will there be any personalized or customizable products being sold?

Yes

No

2. Once you receive a test order from Dropship Manager, please indicate the number of days it will take you to produce and transmit each type of file. This time estimate should include any data mapping or programming time need from your side.

File Type	Estimated Number of Days to Trasmit File to Radial
INVENTORY	Click here to select number of days
SHIPMENT	Click here to select number of days

3. Please indicate the estimated date in which you will be able to begin testing with Radial.

I can begin testing with Radial on [Click here to enter a date.](#)

5 Test Data

DAVID'S BRIDAL will transmit test order files to Radial upon request. Dropship Manager will in turn transmit those test orders to the supplier. If there is a discrepancy with the test SKUs provided on your order files, please contact your buyer.

6 Training

Please provide a list of names, e-mail addresses, and phone numbers that will need to be trained on how to handle order exceptions such as order cancellations in Dropship Manager.

Name	Phone Number	E-mail Address

7 Glossary of Terms

Term/Acronym	Definition
VAN	Value-Added Network
FTP	File Transfer Protocol
SFTP	SSH (secure) File Transfer Protocol