PURPOSE: Use for EDI qualifier, ID or communication method change.

Please note: As of July 2017, Loren Data has been selected as Target’s partner for both direct communications and as our VAN (Value Added Network).

Warning:

* Once ID and/or qualifier change is made in Target’s system, the old ID and/or qualifier is removed.
* After ID and/or qualifier change is made, all data sent/received to/from Target must use the new ID and/or qualifier. Failure to do so will result in data failing and not being processed. Also, Target may not be able to resend data.
* This worksheet is mandatory for any change requested. Target will not accept the worksheet if completed by a third party VAN or Service Provider.

INSTRUCTIONS:

1. Complete all mandatory fields in worksheet.
2. Vendor must sign worksheet.
3. Send completed worksheet via email ***or*** fax (please do not do both) to:
	* Email: EDI.HELPDESK@TARGET.COM
	* Fax: 763-440-9316
4. For questions call 612-304-3310 option1

*Thank you for being a valued Target partner!*

**Section 1 (Required):**

Vendor Company Name: Vendor EDI Contact: Phone #: Ext.

Vendor EDI Contact Email Address: Target vendor number this change pertains to:

NOTE:

* If requested change is for Target.com, please enter your company’s Target.com/ecom/ vendor number.
* If this change will be affecting multiple vendor numbers, a worksheet must be completed for each vendor number.
* If a third-party provider is sending an EDI 846/Inventory Inquiry, 856/ASN or 810/Invoice on behalf of a vendor, a vendor number is not required. Please enter the EDI ID the change is affecting.

# Section 2 (Required):

## Please put check mark next to type of change(s) requested

 EDI Qualifier and/or ID (sender/receiver) EDI Communication Method (i.e. VAN to AS2)

# Section 3 (Required if changing EDI Qualifier and/or ID):

## EDI Qualifier and ID (sender/receiver) Change:

Enter your CURRENT EDI Qualifier Enter your CURRENT EDI ID (sender/receiver) \_\_\_\_\_\_\_\_\_\_\_\_

Enter your NEW EDI Qualifier Enter your NEW EDI ID (sender/receiver) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 4 (Required if changing EDI Communication Method):**

## EDI Communication Method Change:

Please put check mark next to CURRENT communication method/network your company uses (only check one):

 VAN (Value Added Network) AS2

Please enter name of your current VAN, AS2 Service Provider, or AS2 name:

**Please put check mark next to NEW communication method/network your company will be using (only check one):**

 VAN (Value Added Network) AS2

Please enter the name of your new VAN, AS2 Service Provider, or AS2 name:

NOTE:

If this change involves one or both of the following:

* + Changing the EDI ID and/or qualifier and moving to an interconnected VAN EDI partnership and/or
	+ The implementation of a brand new, direct AS2 connection with Target Corporation

Both must be set up and any applicable testing completed with Loren Data before the change can take place. For further assistance they could be emailed at support@ecgrid.com

# Section 5 (Required):

**Please note, it is not recommended to make changes on the weekend as our team is not in the office on the weekends to assist with any questions/issues that may arise.**

Requested date for change to be completed: Requested time (CST) for change to be completed:

# Section 6 (Required):

By signing and submitting this worksheet, your company agrees that its use of the system and its acceptance of EDI transmissions by Target are subject to the provisions contained in Target’s Partners Online system (or any successor system thereto).

**Signed by** Date