



2.0 Purchase Order (PO) Requirements

2.1 General Instructions

- Purchase Order Management team provides initial copy of the PO via email for confirmation of details.
- Sample PO form:

PO # 38786		APPROVED		DSW Inc.		Vendor Copy		Page 1 of 3				
DSW Inc. 4150 E. Fifth Avenue Columbus, Ohio 43219 Phone (614) 237-7100		Business Unit: DSW Department: 1020 Mens Boots Vendor: Vendor: Purchase Agreement Per:		Order Date: 26-JUL-2007 Ex Factory / Start Ship: 15-AUG-2007 Delivery Date: 27-AUG-2007 Cancel If not Shipped Before: 24-AUG-2007		FOB: W/AMN Ship Complete Or Cancel: YES Buying Agency Agreement: NO		Terms: Net 30 days Sock & Box Stamp: Season: F07 Event Code:				
Bill To: DSW-Attr Accounts		Ship To: DSW DC 4150 East Fifth Avenue Columbus, OH 43219		Vendor Instructions:						Pre Ticket: NO EDI: NO Buyer: Order based on approval of confirmation samples of each shoe color. NO in size. Ticket and tag at NO CHARGE. Note 7 digit SKU# must be marked on the product inside the right shoe. NO.		
PO Totals		Unit Cost	\$80,518.68	Cases	206	Pairs	1236					
Item Information												
ESN	7 Digit SKU	Item Description	Vendor Style	Vendor Color	Unit Cost	Class	Sub Class	Color Code	Vndr Pack	DSW Pack Code	Cases	Pairs
00000000166275	4832176	4308 INSPIRED MOC TOE BT	4308	ABSEIL	\$68.88	0020	0070	230		9606-1	25	150
00000000166275	4832176	4308 INSPIRED MOC TOE BT	4308	ABSEIL	\$68.88	0020	0070	230		9606-1	25	150
00000000166275	4832194	4310 INSPIRED MOC TOE BT	4310	NEW TAN	\$68.88	0020	0070	210		9606-1	25	150
00000000166275	4832184	4310 INSPIRED MOC TOE BT	4310	NEW TAN	\$68.88	0020	0070	210		9606-1	25	150
00000000166273	4832044	4307 ORIGINAL MOC BT MESH	4307	WALNUT	\$59.38	0020	0070	210		9606-1	25	150
00000000166273	4832044	4307 ORIGINAL MOC BT MESH	4307	WALNUT	\$59.38	0020	0070	210		9606-1	25	150
00000000166273	4832036	4305 ORIGINAL MOC BT MESH	4305	CRSAM	\$59.38	0020	0070	250		9606-1	3	18
00000000166272	4832036	4305 ORIGINAL MOC BT MESH	4305	CREAM	\$59.38	0020	0070	250		9606-1	3	18
00000000166270	4831889	4300 EVOLVED PLN TOE BT	4300	BLACK	\$64.13	0020	0070	001		9606-1	25	150
00000000166270	4831889	4300 EVOLVED PLN TOE BT	4300	BLACK	\$64.13	0020	0070	001		9606-1	25	150
Pack Information												
DSW Product Code	Case Dims	08.0	08.5	09.0	09.5	10.0	10.5	11.0	11.5	12.0	13.0	Total
9606-1	M	1	1	1	1	1	1	1	1	1	1	E
9606-1	M					2	1	1	1	1	1	E

2.1 General Instructions (cont'd)

- Vendors must provide the following information in order for DSW to process the order:
 - Vendor Style Name/ID
 - 3-digit NRF color code
 - Ship windows
 - Quantity
 - Case pack / Unit totals
 - FOB (domestic state or port and country name)
 - COO (Country of Origin)
 - Sock and Box Stamp (Brand)
 - Cost
 - MSRP
 - Duty %/Commission %/Royalty %
 - 10-Digit HTS Code
 - Leather Material – (Contains Pig Leather Y/N)

- Vendors must reply to the email from which the PO originated, with above noted details or request a change. Vendor must provide the correct information for all bullets above via email for entry into the Company PO system within **20 business days (5 business days for DSW Exclusive Brands)** following receipt of the initial approved PDF copy of the PO by the vendor. Failure to provide this information within the specified business days may result in a chargeback.
- UPC enabled vendors must ensure the transmission of corresponding UPC codes for PO items either directly to DSW or to an on-line catalog (Open Text/GXS, InterTrade or SPS) within the same time period. Failure to load this information within **20 business days (5 business days for DSW Exclusive Brands)** may result in a chargeback.
- Additionally the Company will request that all UPC enabled vendors establish a data trading agreement that allows the use of the vendor's UPC codes for PO merchandise. EDI/Vendor Compliance will contact the vendors requesting access to their online UPC catalog (Open Text/GXS, InterTrade or SPS Commerce) data. UPC code information can be transmitted to DSW via 832 Direct transmission. The specifications for the 832 Direct transmission are in the EDI section of the DSW Vendor Website.
- On POs sourced to a vendor with an established UPC trading relationship all merchandise will need to be labeled with the vendor's UPC tag.



2.1 General Instructions (cont'd)

- Following receipt of all required information, the Company will send the vendor a final copy of the PO (see sample above) via email and/or the 850 EDI transmission of the PO. These are the only documents to be used for fulfillment of a Company's order. Final copies and PDF will contain the following information, but it is not inclusive. - DSW style number and SKU number which are added to PO after receipt of all required information.
- Vendors need to ensure all shoe boxes are labeled with the vendor's internal UPC bar-coded tag which matches the Company and vendor's style and color. (See section 3 page 1 for a sample of [UPC code label.](#))
- The Company may request that merchandise be shipped pre-ticketed with retail price labels supplied by the vendor (typically non-EDI vendors). Preticketing instructions are found on the PO in the vendor instruction section. Any questions concerning preticketing requests should be directed to POM EDI/Vendor Compliance Department (Section 12.0 Contact List)
- When pre-ticketing merchandise, the vendor will apply all retail price tickets prior to merchandise shipment. Questions concerning price tickets and/or placement instructions need to be addressed to DSW_POM_Vendor Compliance DSW_POM_VendorCompliance@dswinc.com.
- Any exceptions to PO preparation or packing instructions/specifications need to be approved, in writing, by the EDI/ Vendor Relations team prior to merchandise shipment.
 - Vendor style and/or color substitutions are not permitted without the prior approval of the Company Buyer.
 - Terms and Conditions of Purchase are outlined on the reverse side of the PO. Additional copies of the PO terms and conditions can be obtained by visiting the Company's vendor website at: <https://www.dswinc.com/vendors.jsp>.
 - The Company uses five buying unit designators to identify the responsible entity for PO sourcing:
 1. **29** – indicates DSW stores
 2. **33** – indicates DSW International
 3. **41** – indicates DSW-Affiliated Brands
 4. **58** – indicates DSW.com
 5. **65** – indicates DSW Affiliated Brands

The Company buyer is responsible for indicating the correct buying unit on the PO.



2.2 Merchandise Configuration Types (Packing & Ticketing Methods)

- The Company specifies three types of merchandise packing configurations; 1 – prepacked or musical (solid style, color, and assorted sizes merchandise), 2 – closeout/closeout-take all (mix of vendor prepacked and single style, color, and size merchandise), and 3 – unit based (solid style, color, size, and dimension). The Company PO will indicate merchandise packing instructions by size and quantity in the “*Pack Code*” and “*Size Run*” sections. Questions concerning specific merchandise configuration will need to be forwarded to the EDI/Vendor Compliance team prior to merchandise shipment.
- Merchandise from different orders, styles, or colors cannot be configured in the same shipping carton and may be subject to chargeback.
- Any merchandise (accessories or footwear) requiring shipping cartons smaller than the Company’s accepted dimensions need to be masterpacked into larger cartons per Section 3.2 and 4.1. All questions regarding this requirement need to be addressed to the Company’s Vendor Relation team.
- Vendors receiving orders without any merchandise configuration instructions need to notify the appropriate DSW department email address from which the original PO generated.