

To: DSW Shoe Warehouse Vendors:

This page will help guide you through the DSW Routing Request Form and hopefully answer some of the most frequently asked questions. This form must be used with all manual requests for DSW merchandise and footwear shipments ,Stein Mart and Gordman's Department Stores. Manual requests are those **not** submitted through our Sterling TMS, (once you are enrolled into the Sterling process, you can check PO dates, availability and request routing online). The DSW TMS vendor portal will start testing in the second half of 2013.

Routing Request Form Use and Instructions:

The Routing Request Form must be used for all pick up requests, no matter how large or small.

1. Simply fill it out with all of your information, (company name, shipping address, phone and fax numbers and dock hours). Then e-mail to traffic@dswinc.com or fax to 614-872-1559

*****MAKE SURE TO SEND THE FILE AS AN ATTACHMENT*****

If your request arrives before 2 PM, EST, Monday through Friday, you should have a response within an hour or two. Any time after 2 PM, it will be handled the following day, (under normal circumstances). If you have not received any response, please call or write us at 614-872-1558/traffic@dswinc.com.

If you are a 3PL Shipper, please list your customer with a "c/o", (care of), after the vendor/customer name. This will allow us to communicate more effectively to our buyers if there is an issue with any PO.

Please include any e-mail addresses in your message that you want copied on this request. Make sure that they are entered in the "Cc:" line of your e-mail.

****E-mail or Fax the signed copy of the BOL to DSW, Inc. at (614) 872 – 1559/traffic@dswinc.com within 24 hours.**

****All Shipments are "Collect" and must be authorized by DSW before shipping.**

Please enter the NMFC Item and Class for ALL Shipments if the commodity differs from any of the following: Footwear = NMFC 28160, Class 150

Combine ALL DSW,DSW.com, SteinMart and Gordman PO's on ONE form, and use space at the bottom of the form if you need more room. **We request that all Dot.com purchase orders be loaded last on the trailer at pickup.**

The "container" field is only to be used if you are routing merchandise on a FULL Ocean Containers and either delivering it to our consolidator, (CA or NJ), or to a Columbus, Ohio CY, (Container Yard). For more details please contact the Inbound Transportation Manager at 614-872-1551.

If you are shipping to a Columbus, Ohio CY, please call 614-872-1558 for Delivery Order instructions, or FAX D.O. to: 614-872-1559, Attention: CY Coordination

Foot Notes: 1) If the Purchase Order directs you to ship your product to a specific DSW store(s), you must comply with the instructions on the PO. If the buyer did not indicate the shipping method, please contact the specific buyer for further instructions.

Frequently Asked Questions:

WHAT IS THE “SHIP TO” ADDRESS FOR DSW, STEINMART OR GORDMANS?

DSW, Inc. Columbus International Air Center
4150 East Fifth Avenue
Columbus, OH 43219

Footwear sent to any other address may result in a chargeback, unless specifically directed to do so in writing from a Buyer or the transportation department.

WHAT ARE THE DSW HOURS OF OPERATION?

8 AM to 4:30 PM EST Monday through Friday.

Due to time zones and staffing, it is not practical to staff for the entire United State time zoness, so if you need routing, please make sure that you get your request in before 2 PM EST for a possible next day pick up.

WHAT EFFECT WITH THE TRANSPORTATION MANAGEMENT SYSTEM HAS ON MY REQUESTS?

DSW is currently uses a Transportation Management System powered by IBM Sterling Commerce. We anticipate bringing on board a Vendor portal in the second half of 2013with testing, parallel processing with DSW Transportation then finally go live with our vendor’s partners. DSW’s transportation department will be contacting each vendor to provide enrollment and training when nearing the testing phase.

The TMS will allow most vendor partners to log in to a secured website to view and request routing for all purchase orders. It will also allow vendor partners to request routing at the SKU level for all divisions, (DSW, SteinMart or Gordman’s).

DSW can now validate at the SKU level, (Style/Color), so it will allow for acceptance of partial shipments depending upon the Business Unit, (DSW, and Stein Mart Gordman’s).

WHAT IF I HAVE QUESTIONS NOT COVERED HERE??

Please call 614-872-1558 or e-mail to traffic@dswinc.com for help between 8 AM and 3 PM Eastern Time.

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(614) 872-1556