



## 6.0 Transportation Routing Requirements

### 6.1 General Routing Request Requirements

- 1) Routing Requests must be submitted in the Excel template provided; template can be found at <https://www.designerbrands.com/vendors/inbound-transportation/>
- 2) Completed Routing Requests should be sent via email attachment to [traffic@dswinc.com](mailto:traffic@dswinc.com)
- 3) Routing Requests should only be submitted once freight is available for pick up and not sooner than 7 calendar days prior to the “Start Ship” date as shown on the PO (see below)
- 4) Routing Requests must be submitted by midnight EST on the “Cancel if not Shipped Before” date as shown on the PO (see below)
- 5) All fields of the Routing Request Form must be completed prior to submitting to DSW
  - a) Delivery Method must be selected
  - b) Container number is only required if you are routing full ocean containers
  - c) Last free day is required for Pier Pick-Up (POE) routings
- 6) Vendors are subject to penalty when:
  - a) Inaccuracies on the Routing Request Form result in inefficient trailer utilization
  - b) Routing Request Form is submitted after the Cancel date
  - c) Freight is not available at time of pick-up appointment

DSW's full Vendor Chargeback Policy can be found at:

<https://www.designerbrands.com/media/1497/vendor-chargeback-policy.pdf>

### Sample PO

<b>PO # 2006</b> [REDACTED]		<b>APPROVED</b>		<b>Designer Brands Inc.</b>		<b>Vendor Copy</b>		Page 1 of 5	
Designer Brands Inc. 4150 E. Fifth Avenue Columbus, Ohio 43219 Phone (614) 237-7100		Business Unit: 29 - DSW Department: 0210 W Sandals	Order Date: 23-MAR-2022 Ex Factory / Start Ship: <b>1</b> 28-OCT-2022 Delivery Date: 02-NOV-2022	FOB: OHIO Ship Complete Or Cancel: YES	Terms: Net 60 days Pre Ticket: NO EDI: YES	Buyer: DSW Buyer Buyer Sock & Box Stamp: [REDACTED] Order based on approval of confirmation samples of each shoe color: NO in size.			
Vendor: [REDACTED] Vendor#: [REDACTED] Purchase Agreement Per: [REDACTED]		Cancel if not Shipped Before: <b>2</b> 01-NOV-2022		Buying Agency Agreement: NO	Season: F22 Event Code: 1	Ticket and tag at NO CHARGE: Note 7 digit SKU# must be marked on the product inside the right shoe. <b>NO</b>			
Bill To: DBI-Attn: Accounts Payable Department 810 DSW Drive Columbus, OH 43219	Ship To: DSW Warehouse 4150 East Fifth Avenue Columbus, OH 43219	<b>Vendor Instructions:</b> <b>1</b> Submit Request no sooner than 7-days prior to Start Ship <b>2</b> Submit Request by midnight EST		IMPORTANT NOTICE: Designer Brands Inc. and its affiliates ("Buyer") are providing this purchase order ("PO") to the vendor identified herein ("Vendor"). This PO is subject to and hereby incorporates by reference Buyer's General Terms and Conditions of Purchase, the Vendor Code of Conduct, the DSW Fur Policy, Buyer's Domestic Footwear & Accessories Logistics Guide and any other policy that Buyer may furnish to Vendor (together, "Additional Terms"), available on Buyer's Vendor Website located at <a href="https://www.designerbrands.com/vendors">https://www.designerbrands.com/vendors</a> . Buyer may provide this PO to Vendor by any means, including via email as an attachment. Different or additional terms proposed by Vendor are expressly rejected and invalid. For additional information concerning this PO or logistics compliance, visit the Buyer's Vendor Website listed above. POs can be routed at any time by Vendor if the freight is available and in its possession, however Buyer may ask Vendor not to ship the goods until 48 hours after the "Cancel if not Shipped Before" date. For routing, email the Routing Request Form to our Transportation Department at <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a> or call (614) 872-1558. Blank PO Routing Request Forms can be obtained on Buyer's Vendor Website listed above or by contacting <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a> .					
PO Totals    Unit Cost    [REDACTED]    Cases    [REDACTED]    Pairs    [REDACTED]									



### Sample Routing Request Form

Designer Brands Inc. Vendor Routing Request Form						Questions? email <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a> or visit <a href="https://www.designerbrands.com/vendors/">https://www.designerbrands.com/vendors/</a> <i>(use Chrome browser)</i>	
Cases, units, cube, and weight is required at the DSW sku level. Scan and email Bill of Lading(s) to <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a>							
<b>Delivery Method</b>				<b>Ready Date &amp; Time</b>		<b>Dock Hours</b>	
<b>Vendor Address (required for Vendor DC Pick Up)</b>				<b>Shipping Location Contact</b>			
Address Line 1		[ Parent Vendor Name and/or Care of ]		<b>Name</b>			
Address Line 2				<b>Phone</b>			
City				<b>Website</b>			
State				<b>Email(s)</b>			
Zip							
<b>Customer PO #</b>	<b>DSW SKU #</b> <small>(as it appears on the PO)</small>	<b>Cases</b>	<b>Units</b> <small>(Footwear Pairs)</small>	<b>Cube</b> <small>(include skids if DBI approved)</small>	<b>Weight</b> <small>(include skids if DBI approved)</small>	<b># of Skids</b> <small>(if DBI approved)</small>	<b>Container Number</b> <small>(only required for full ocean containers)</small>

### Pier Pick-Up Requirements

Designer Brands Inc. Vendor Routing Request Form						Questions? email <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a> or visit <a href="https://www.designerbrands.com/vendors/">https://www.designerbrands.com/vendors/</a> <i>(use Chrome browser)</i>	
Cases, units, cube, and weight is required at the DSW sku level. Scan and email Bill of Lading(s) to <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a>							
<b>Delivery Method</b>				<b>Last Free Day</b>		<b>Dock Hours</b>	
DSW Pier Pick Up							
Vendor DC Pick Up Prepaid Vendor Direct Ship to NRT/DSW DC DSW Pier Pick Up				<b>Shipping Location Contact</b>			
Address Line 1		[ Parent Vendor Name and/or Care of ]		<b>Name</b>			

### 6.2 Routing Request Confirmation

- 7) DSW Traffic will confirm receipt of Routing Request via email (typically within 2 business days); this confirmation pertains to the receipt of the Request form and will not include load details
- 8) Compliant POs will be tendered to Carrier; timing of tender is at DBI's discretion based on business need; typically, loads are not tendered before the PO Start Ship and are tendered no later than 2 days after the PO Cancel

### 6.3 Load Details & Shipper Load Report (cont'd on page 3)

- 9) Following Carrier acceptance, all pertinent information will be sent to Vendor via email containing Shipper Load Report

### Load Details & Shipper Load Report Cont'd

- a) Shipper Load Reports are auto generated 3x per day (morning, noon, evening) from [reports.natms@leanlogistics.com](mailto:reports.natms@leanlogistics.com) or [noreply@tms.blujaysolutions.net](mailto:noreply@tms.blujaysolutions.net)
  - b) If you are need to add recipients to the Shipper Load distro or are not receiving Shipper Load Reports, please email contact information to [traffic@dswinc.com](mailto:traffic@dswinc.com); if you are not receiving Reports please check your email spam folder
  - c) If load detail cannot be found on the Shipper Load Report 48 hours after the Cancel, please reach out to [traffic@dswinc.com](mailto:traffic@dswinc.com)
- 10) Once the Shipper Load Report is received it is the Vendor's responsibility to carefully review and ensure the pickup location is correct; inaccuracies should be communicated to [traffic@dswinc.com](mailto:traffic@dswinc.com) ASAP
- 11) The Shipper Load Report will exclude:
- a) TMS IDs / POs that have been checked in at a DSW facility
  - b) TMS IDs / POs that have a Cancel date before the 1st of the previous month
- 12) Actual arrival time at the pickup location has been entered by the carrier into TMS

TMS ID	PO	BUSINESS_UNIT	Cartons	Volume (cf)	Carrier Name	SCAC	Pick Location Name	Pick Location City	Pick Location State/Province	Pick Location Postal Code	Load Accept Date
101036275	2005123456	58	9	33.00	YRC, INC.	RDWY	XYZ Shoe Company	SMITHVILLE	CA	95123	10/31/2019 18:31:06
	2005567890	59	61	232.00	YRC, INC.	RDWY	XYZ Shoe Company	SMITHVILLE	CA	95123	10/31/2019 18:31:06

PO's to place on TMSID

Load Pick Appt Start Date	Drop Location Name	Drop Location City	Drop Location State/Province	Drop Location Postal Code	Load Drop Appt Start Date
-	NATIONAL RETAIL SYSTEMS	COMPTON	CA	90220	-
-	NATIONAL RETAIL SYSTEMS	COMPTON	CA	90220	-

### 6.4 Scheduling Pick-Up Appointments

- 13) It is the Vendor's responsibility to schedule the pick-up appointment with the Carrier; Vendor must contact Carrier within 1 business day of receiving the load details via Shipper Load Report
- a) Pick-up appointment must occur within 3 business days of receiving the load details via Shipper Load Report
  - b) Carrier contact information can be found on final page of this document
  - c) After 2 failed attempts to contact the Carrier, please email [traffic@dswinc.com](mailto:traffic@dswinc.com) for support
  - d) Delays in pick-up appointments may result in PO cancellations

## 6.5 Load Requirements

- 14) POs must be shipped on the TMS ID provided on the Shipper Load Report; Do not pre-build loads
  - a) A TMS ID can contain more than one PO
  - b) Do not assume all POs on a Routing Request will be combined into a single TMS ID
- 15) Shipments cannot be palletized without pre-approval from DBI; contact [traffic@dswinc.com](mailto:traffic@dswinc.com) for pre-approval; pallet shipments without pre-approval will be penalized per Terms and Conditions
- 16) BOL should contain the Ship To address as found on the Shipper Load Report under “Drop Location”; this may be different from the Ship To address found on the PO
- 17) Vendor is required to clearly identify the TMS ID number on the BOL prior to Carrier departure
- 18) Business Unit 58 (.com) POs should be loaded on the tail of the trailer if they are combined with any other business unit
- 19) Signed copy of the BOL must be submitted to [traffic@dswinc.com](mailto:traffic@dswinc.com) within 24 hours following pick-up

## 6.6 Vendor Prepaid Freight (Direct Ship)

- 20) Direct Ship must be provided as the PO FOB and approved by Buyers when orders are placed; any requests to change PO FOB to Direct Ship must be pre-approved
- 21) Loads may only include POs that share Ship Window and are compliant with DSW PO Terms and Conditions, failure to comply with Terms and Conditions may result in cancellation or chargeback
- 22) Load must be dropped at DSW between the Start Ship and Cancel By dates as found on the PO
  - a) Requests to deliver outside of the ship window must be approved by DSW
- 23) Routing Requests must be submitted in the Excel template provided; template can be found at <https://www.designerbrands.com/vendors/inbound-transportation/>
- 24) Completed Routing Requests should be sent via email to [traffic@dswinc.com](mailto:traffic@dswinc.com)
- 25) Routing Requests should only be submitted once freight is available for delivery and not sooner than 7 days prior to the “Start Ship” date as shown on the PO (see below)
- 26) Routing Requests must be submitted in time to schedule drop at DSW before midnight EST on the “Cancel if not Shipped Before” date as shown on the PO (see below)
- 27) Select “Prepaid Vendor Direct Ship to NRT/DSW DC” on the Routing Request Form

<i>Designer Brands Inc.</i> Vendor Routing Request Form		Questions? email <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a> or visit <a href="https://www.designerbrands.com/vendors/">https://www.designerbrands.com/vendors/</a> (use Chrome browser)	
<small>Cases, units, cube, and weight is required at the DSW sku level. Scan and email Bill of Lading(s) to <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a></small>			
<b>Delivery Method</b> Prepaid Vendor Direct Ship to NRT/DSW DC		<b>Ready Date &amp; Time</b>	<b>Dock Hours</b>

- 28) DSW Traffic will provide allowed drop dates via email; dates will typically range between the PO Start Ship and PO Cancel date
- 29) The “Carrier Name” will be identified as “Will Call” on the Shipper Load Report



- 30) Vendor must email BOL and Carrier details to [traffic@dswinc.com](mailto:traffic@dswinc.com)
- 31) If applicable, Carrier should contact [traffic@dswinc.com](mailto:traffic@dswinc.com) to schedule live unload

**6.7 Port of Entry Pick-Up (Pier Pick Up / POE)**

- 32) Pier Pick-Up must be provided as the PO FOB and approved by Buyers when orders are placed; any requests to change PO FOB to POE must be pre-approved
- 33) Loads may only include POs that share Ship Window and are compliant with DSW PO Terms and Conditions, failure to comply with Terms and Conditions may result in cancellation or chargeback
- 34) Vendor must inform DSW of container contents prior to shipping
- 35) Vendor must provide DSW the vessel departure date and ETA within 48 hours of vessel departure; Vendor should keep DSW informed of any changes to ETA
- 36) Load must be available for DSW between the Start Ship and Cancel By dates as found on the PO
  - a) Requests for pick-up outside of the ship window must be approved by DSW
- 37) Routing Requests must be submitted in the Excel template provided; template can be found at <https://www.designerbrands.com/vendors/inbound-transportation/>
  - a) Please use separate Routing Request Form for each container
- 38) Completed Routing Requests should be sent via email to [traffic@dswinc.com](mailto:traffic@dswinc.com)
- 39) Routing Requests should only be submitted once Delivery Order is available and not sooner than 7 days prior to the “Start Ship” date as shown on the PO (see below)
- 40) Routing Requests must be submitted prior to midnight EST on the “Cancel if not Shipped Before” date as shown on the PO (see below)
- 41) Select “DSW Pier Pick Up” and provide last free day on the Routing Request Form

Designer Brands Inc. Vendor Routing Request Form		Questions? email <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a> or visit <a href="https://www.designerbrands.com/vendors/">https://www.designerbrands.com/vendors/</a> (use Chrome browser)	
Cases, units, cube, and weight is required at the DSW sku level. Scan and email Bill of Lading(s) to <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a>			
Delivery Method DSW Pier Pick Up		Last Free Day	Dock Hours

- 42) Provide Delivery Order and release documents as part of Routing Request Form email
- 43) Vendor is expected to pay all storage fees associated with the shipment resulting from:
  - a) Delayed submission of Routing Request & Delivery Order
  - b) Vessel arrival prior to PO Start Ship

**6.8 Small Parcel Shipments**

- 26) Small Parcel Shipments paid by DSW are identified on the Shipper Load Report as “PAR1” under the “Carrier Name”
- 27) All Small Parcel Shipments should be shipped to:
  - DSW Inc.
  - 4150 East Fifth Ave
  - Columbus, OH 43219



28) Please ship through FedEx (1-800-463-3339) as Ground "Third Party Prepaid" shipment on DSW's account

### **6.8 Small Parcel Shipments Cont'd**

- a) If you have a FedEx Shipping System at your facility you may use their online service for pick-up, otherwise, you may create an account at <http://www.fedex.com/us/>
- 29) Provide FedEx tracking numbers via email to [traffic@dswinc.com](mailto:traffic@dswinc.com)
- 30) Shipments must include DSW PO number in the "PO Reference" field of the FedEx online form
- 31) Shipments must include TMS ID in the "Your Reference" field of the FedEx online form
- 32) Please write or label the DSW PO # and FedEx tracking # on all cartons



DSW

DSW.com

Affiliated Business Group

### Carrier Contact Information

Carrier Name	SCAC	Contact Name	Communication Method 1 Detail	Communication Method 2 Detail	Communication Method 3 Detail
A. N. WEBBER	WANQ	Matt Magiera	MMagiera@anwebber.com	(800) 510-7291	.
ABF	ABFS	Cole Smith	colesmith@arcb.com	479-401-4007	.
ADAMS THIRD WAVE	AHWE	Luka Mirkovic	luka@adamsthirdwave.com	312-448-8088	.
ARCTIC EXPRESS INC	ARIE	Richard Durst	rdurst@arcticexpress.com	614-527-3101	.
ARRIVE LOGISTICS	ARVY	JAMES GRIFFITHS	dsw@arrivelogistics.com	737-209-4541	406-493-4695
		STEPHEN WENTWORTH	dsw@arrivelogistics.com	737-209-4547	713-705-9753
BEITLER LOGISTICS SERVICES, INC.	BLQS	Benjamin Paustenbaugh	BPaustenbaugh@wjbeitler.com	412-771-4204	.
BUILDING SYSTEMS TRANSPORATION	BSYS	BRIAN BRADY	bbrady@bsttrucking.com	800-786-4534	.
CFI CONTRACT FREIGHTERS INC	CTRQ	Jennifer Swift	Jennifer.Swift@cfidrive.com	888-270-5498	.
CRANE FREIGHT	CNRV	Greg Devibiss	Greg.Devibiss@cranefreight.com	380-867-2640	.
CRETE CARRIER CORPORATION	CRCR	Laura Klopp	800-998-8000	wc@cretecarrier.com	.
		LINDSEY ROBERTS	800-998-8000 x 107	ov@cretecarrier.com	.
		TIM BURKE	614-940-4528	614-539-4436	tburke@cretecarrier.com
CRST	CRPS	Tamara Wittmer	twittmer@crst.com	800-767-4511	.
DANNY HERMAN TRUCKING	HDTI	Nick Flannery	nick.flannery@dannyherman.com	423-727-9061	.
DART TRANSPORTATION	DART	Bill Andrews	bandrews@dart.net	423-667-9556	.
DSW CONTRACTED	DSWN	Doug Jenkins	dougjenkins@dswinc.com	.	.
ECHO GLOBAL LOGISTICS	ECHS	Liz Fisher	elizabeth.fisher@echo.com	480-949-4432	.
FORWARD AIR INC	FWDN	Kristen Bradford	kbradford@forwardair.com	800-631-2721	.
GENERAL TRANSPORT	GNLT	Nancy Volkmer	nancy.volkmer@generaltrans.com	330-786-3400	.
GLOBAL TRUCKING	GLLO	Sal Messina	sal@globalltinc.com	352-666-4933	.
INTERSTATE DISTRIBUTOR CO	INTD	Allan Testa	atesta@intd.com	856-701-1671	.
J.B. HUNT TRANSPORT	HJBT	Erin Saner	erin.saner@jbhunt.com	614-756-8226	.
J.B. HUNT TRANSPORT (INTERMODAL/VAN)	HJBI	Colton Corter	colton.corter@jbhunt.com	800-942-1671	.
KEYSTONE FREIGHT CORP	KYSO	PATTY PUENTES	310-605-3777	patty.puentes@nrsonline.com	323-974-5152
			NRT_CServ@nrsonline.com	.	.
KKW TRUCKING INC	KKWQ	Megan Dayley	mdayley@kkwtrucks.com	909-869-1225	.
KNIGHT TRANSPORTATION	KNIG	Noah Ritchie	noah.ritchie@knighttrans.com	317-390-1303	.
L V TRUCKING INC	LVTK	Lorri Baker	lbaker@lvtrucking.com	614-275-4994	.
LANDSTAR RANGER	LRGR	Tina Foulkes	tina@landstarcanton.com	330-497-7043	.
LIPSEY LOGISTICS WORLDWIDE LLC	LLWL	David Virgen	dvirgen@lipseyllogistics.com	423-708-7127	.
MATSON INTEGRATED LOGISTICS	MIOS	Lisa Alcantar	lalcantar@matson.com	9258876221	.
MEADOW LARK AGENCY	MWLK	Zach Thurman	zthurman@meadowlarkco.com	406-281-8950	.
NAVAJO EXPRESS	NAVE	Kayla Hofmann	k.hofmann@navajo.com	303-287-3800	.
PAM TRANSPORT	PAMT	Austin Price	prica@pamt.com	479-361-5298	.
RYAN LOGISTICS	RYNH	Amy Monk	amonk@ryanlogistics.com	937-553-5000	.
SAIA MOTOR FREIGHT	SAIA	Cust Service	customerservice@saia.com	800-765-7242	.
SCHNEIDER - OPTIMODAL	SCDS	Jennifer May	imcsmidwest2@schneider.com	800-558-6767	.
SCHNEIDER CARRIER - VAN	SCNN	JANELLE SOCHA	920-412-4134	920-592-7869	sochaja@schneider.com
SMITH TRANSPORT	SMTA	Kristin Thompson	kthompson@smithtransport.com	888-345-6892	.
SWIFT TRANSPORTATION	SWFT	Cust Service	GreerTeam2@swifttrans.com	864-968-7635	.
TOTAL QUALITY LOGISTICS	TQYL	Ryan Mahoney	rmahoney@tql.com	800-580-3101	.
UNIVERSITY CORP	UNEC	Patti Cotner	pcotner@unitransinc.com	800-443-6981	.
VEECO SERVICES	VHLC	Miguel Maravillas	miguel@veeco1.com	201-865-6200	.
XPO LOGISTICS FREIGHT, INC	CNWX	Cust Service	tlccg@xpo.com	800-755-2728	.
YRC, INC.	RDWY	Cust Service	FreightPickup@yrcfreight.com	800-610-6500	.

