# 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 <a href="https://www.designerbrands.com/vendors/inbound-transportation/">https://www.designerbrands.com/vendors/inbound-transportation/</a>
- 2) Completed Routing Requests should be sent via email attachment to 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
  - d) Incorrect destination/consignee on BOL

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

https://www.designerbrands.com/media/1970/vendor-chargeback-policy.pdf

#### Sample PO -



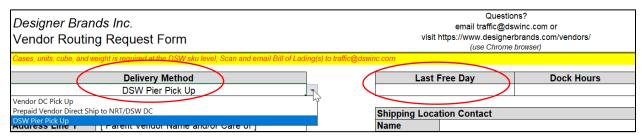
### Routing Requirements continued following pages



# **Sample Routing Request Form**

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

## Pier Pick-Up Requirements



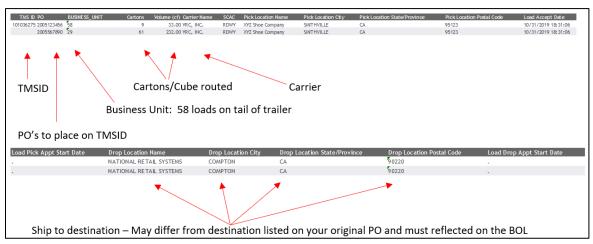
## **6.2 Routing Request Confirmation**

- 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

### Routing Requirements continued following pages

## 6.3 Load Details & Shipper Load Report

- Following Carrier acceptance, all pertinent information will be sent to Vendor via email The Shipper Load Report
  - a) Shipper Load Reports are auto generated 3x per day (morning, noon, evening) from <a href="mailto:reports.natms@leanlogistics.com">reports.natms@leanlogistics.com</a> or <a href="mailto:norm.noreply@tms.blujaysolutions.net">noreply@tms.blujaysolutions.net</a>
  - b) If you need to add recipients to the Shipper Load distro or are not receiving Shipper Load Reports, please email contact information to <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a>; 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 <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a>
- 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 <u>traffic@dswinc.com</u> ASAP, as a carrier is assigned at that point.
- 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) The Shipper Load report will have a destination city and state noted. This is the destination to which we have told our carrier to deliver. The Ship To/Destination on the BOL created by the Vendor must match this. Due to system restraints, the Shipper Load report is unable at this time to include the street address. Addresses of our current receiving facilities is listed in the Appendix, in addition to the body of the email for the Shipper Load Report. Please reach out to <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a> with any questions.



### Routing Requirements continued following pages

## 6.4 Scheduling Pick-Up Appointments

- 13) It is the Vendor's responsibility to coordinate the pick-up appointment with the Carrier.
  - a) Pick-up appointment must occur within 3 business days of receiving the load details via Shipper Load Report. (DBI tells carriers to be prepared to pick-up within 48 hours of tender)
  - b) DBI expects the tendered Carrier to reach out to the Vendor within 1 business day of tender, which is when this would begin to appear on the Shipper Load Report. Please reach out to <u>traffic@dswinc.com</u> if you have not heard from the assigned Carrier after 24 hours.
  - c) Delays in pick-up appointments, at fault of the Vendor, may result in PO cancellations
  - d) Live loads: Carriers must be loaded within their 2-hour window. The vendor is subject to a chargeback for any detention charges billed to DSW by the carrier for failure to load within the designated timeframe. DBI is open to supporting a drop trailer program if this is something of interest and beneficial to your operation. Please reach out to traffic@dswinc.com if interested or this is a need.
- 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. Please submit palletized request with the Routing Form. Include quantity of pallets, height and weight. <a href="mailto:Traffic@dswinc.com">Traffic@dswinc.com</a> will respond if pallet request is or is not approved. Pallet shipments without 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. Please refer to the Appendix for Ship To addresses or reach out to <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a> with questions.
- 17) BOL must include 3<sup>rd</sup> party billing information in the Bill To section. Please include:

Bill to:

Data2Logistics, LLC

C/O DSW

PO Box 61050

Fort Myers, FL 33913

- 18) Vendor is required to clearly identify the TMS ID number on the BOL prior to Carrier departure.
- 19) Business Unit 58 (.com) POs should be loaded on the tail of the trailer if they are combined with any other business unit.

Routing Requirements continued following pages

- 20) The Vendor/Shipper is responsible for the piece count that is loaded onto the trailer and the BOL should be marked accordingly.
- 21) The Vendor/Shipper is responsible for loading the freight.
- 22) The Vendor/Shipper is responsible to seal the loaded the freight. In the event the Vendor/Shipper is the first stop on a multi-stop pickup, a seal is still required.
- 23) Signed copy of the BOL must be submitted to <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a> within 24 hours following pickup.

## 6.6 Vendor Prepaid Freight (Direct Ship)

- 24) 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
- 25) 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
- 26) All prepaid freight must be routed. Routing Requests must be submitted in the Excel template provided; template can be found at <a href="https://www.designerbrands.com/vendors/inbound-transportation/">https://www.designerbrands.com/vendors/inbound-transportation/</a>
- 27) Completed Routing Requests should be sent via email to traffic@dswinc.com
- 28) 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)
- 29) 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)
- 30) Select "Prepaid Vendor Direct Ship to NRT/DSW DC" on the Routing Request Form

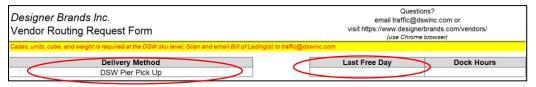


- 31) DSW Traffic will provide allowed drop dates via email; dates will typically range between the PO Start Ship and PO Cancel date
- 32) The "Carrier Name" will be identified as "Will Call" on the Shipper Load Report
- 33) Vendor must email BOL and Carrier details to traffic@dswinc.com
- 34) If applicable, Carrier should contact <u>traffic@dswinc.com</u> to schedule live unload. This must be done at least 48 hours in advance of when the Carrier is requesting appointment.
- 35) 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

#### Routing Requirements continued following pages

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

- 36) 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
- 37) 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
- 38) Vendor must inform DSW of container contents prior to shipping
- 39) 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
- 40) 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
- 41) Routing Requests must be submitted in the Excel template provided; template can be found at <a href="https://www.designerbrands.com/vendors/inbound-transportation/">https://www.designerbrands.com/vendors/inbound-transportation/</a>
  - a) Please use separate Routing Request Form for each container
- 42) Completed Routing Requests should be sent via email to <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a>
- 43) 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)
- 44) Routing Requests must be submitted prior to midnight EST on the "Cancel if not Shipped Before" date as shown on the PO (see below)
- 45) Select "DSW Pier Pick Up" and provide last free day on the Routing Request Form



- 46) Provide Delivery Order and release documents as part of Routing Request Form email
- 47) 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

## Routing Requirements continued following pages



## 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) Please refer to the Shipper Load Report for Ship To destinations
- 28) Please ship through FedEx (1-800-463-3339) as Ground "Third Party Prepaid" shipment on DSW's account
  - 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 <a href="http://www.fedex.com/us/">http://www.fedex.com/us/</a>
- 29) Provide FedEx tracking numbers via email to <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a>
- 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

#### **6.9 Carrier Contacts**

DBI is constantly updating the carrier network. If a carrier list is needed, please reach out to <a href="mailto:traffic@dswinc.com">traffic@dswinc.com</a> at any point for an updated list of carrier options.

Routing Requirements continued following pages



# **APPENDIX**

Shipper Load Report Ship To Drop Locations

### **DSW**

4150 E Fifth Ave Columbus, OH 43219

#### Saddle Creek

7421 N Reems Rd Litchfield Park, AZ 85340

### **WC Transload Facility**

2849 Ficus Street Pomona, CA 91766

## **Camuto Group**

32 Springside Rd Westampton, NJ 08060