

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
- 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 –

PO # 2006		APPROVED		Designer Brands Inc.		Vendor Copy		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 Vendor: XXXXXXXXXX Purchase Agreement Per:		Order Date: 23-MAR-2022 Ex Factory/Start Ship: 1 28-OCT-2022 Delivery Date: 02-NOV-2022 Cancel if not Shipped Before: 2 01-NOV-2022		FOB: OHIO Terms: Net 60 days Pre Ticket: NO EDI: YES		Buyer: DSW Buyer Buyer Order based on approval of confirmation samples of each shoe color: NO in size. Ticket and tag at NO CHARGE: Note 7digit SKU# must be marked on the product inside the right shoe. NO
		Ship Complete Or Cancel: YES Buying Agency Agreement: NO		Season: F22 Event Code: 1				
Bill To: DBI-Attn: Accounts Payable Department 810 DSW Drive Columbus, OH 43219		Ship To: DSW Warehouse 4150 East Fifth Avenue Columbus, OH 43219		Vendor Instructions: <div style="border: 1px solid red; padding: 5px; margin-top: 5px;"> 1 Submit Request no sooner than 7-days prior to Start Ship 2 Submit Request by midnight EST </div>		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 Fair 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 https://www.designerbrands.com/vendors . 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 traffic@dswinc.com or call (614) 872-1558. Blank PO Routing Request Forms can be obtained on Buyer's Vendor Website listed above or by contacting traffic@dswinc.com .		
PO Totals Unit Cost XXXXXX Cases XXXXXX Pairs XXXXXX								

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/ <i>(use Chrome browser)</i>	
<i>Cases, units, cube, and weight is required at the DSW sku level. Scan and email Bill of Lading(s) to traffic@dswinc.com</i>							
Delivery Method <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				Ready Date & Time <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Dock Hours <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Vendor Address (required for Vendor DC Pick Up) Address Line 1 [Parent Vendor Name and/or Care of] Address Line 2 City State Zip 				Shipping Location Contact Name Phone Website Email(s) 			
Customer PO #	DSW SKU # <small>(as it appears on the PO)</small>	Cases	Units <small>(Footwear Pairs)</small>	Cube <small>(include skids if DBI approved)</small>	Weight <small>(include skids if DBI approved)</small>	# of Skids <small>(if DBI approved)</small>	Container Number <small>(only required for full ocean containers)</small>

Pier Pick-Up Requirements

Designer Brands Inc. Vendor Routing Request Form						Questions? email traffic@dswinc.com or visit https://www.designerbrands.com/vendors/ <i>(use Chrome browser)</i>	
<i>Cases, units, cube, and weight is required at the DSW sku level. Scan and email Bill of Lading(s) to traffic@dswinc.com</i>							
Delivery Method DSW Pier Pick Up				Last Free Day <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Dock Hours <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Vendor DC Pick Up Prepaid Vendor Direct Ship to NRT/DSW DC DSW Pier Pick Up				Shipping Location Contact Name 			
Address Line 1 [Parent Vendor Name and/or Care of]							

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



DSW

DSW.com

6.3 Load Details & Shipper Load Report

- 9) Following Carrier acceptance, all pertinent information will be sent to Vendor via email - The Shipper Load Report
- Shipper Load Reports are auto generated 3x per day (morning, noon, evening) from reports.natms@leanlogistics.com or noreply@tms.blujaysolutions.net
 - If you need to add recipients to the Shipper Load distro or are not receiving Shipper Load Reports, please email contact information to traffic@dswinc.com; if you are not receiving Reports please check your email spam folder
 - If load detail cannot be found on the Shipper Load Report 48 hours after the Cancel, please reach out to 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 ASAP, as a carrier is assigned at that point.
- 11) The Shipper Load Report will exclude:
- TMS IDs / POs that have been checked in at a DSW facility
 - 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 traffic@dswinc.com with any questions.

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	29		61	232.00	YRC, INC.	RDWY	XYZ Shoe Company	SMITHVILLE	CA	95123	10/31/2019 18:31:06

↑

TMSID

↑

Business Unit: 58 loads on tail of trailer

↑

Cartons/Cube routed

↑

Carrier

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	-

Ship to destination – May differ from destination listed on your original PO and must be reflected on the BOL

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 traffic@dswinc.com 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. Traffic@dswinc.com 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 traffic@dswinc.com with questions.
- 17) BOL must include 3rd 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 traffic@dswinc.com within 24 hours following pick-up.

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 <https://www.designerbrands.com/vendors/inbound-transportation/>
- 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

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

- 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 traffic@dswinc.com 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 <https://www.designerbrands.com/vendors/inbound-transportation/>
 - a) Please use separate Routing Request Form for each container
- 42) Completed Routing Requests should be sent via email to traffic@dswinc.com
- 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

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							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #cccccc;">Delivery Method</th> </tr> <tr> <td>DSW Pier Pick Up</td> </tr> </table>	Delivery Method	DSW Pier Pick Up	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #cccccc;">Last Free Day</th> <th style="background-color: #cccccc;">Dock Hours</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	Last Free Day	Dock Hours		
Delivery Method							
DSW Pier Pick Up							
Last Free Day	Dock Hours						

- 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 <http://www.fedex.com/us/>
- 29) Provide FedEx tracking numbers via email to 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

6.9 Carrier Contacts

DBI is constantly updating the carrier network. If a carrier list is needed, please reach out to traffic@dswinc.com at any point for an updated list of carrier options.

Routing Requirements continued following pages



DSW

DSW.com

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