

## 6.0 Inbound Shipping Documentation

### 6.1 General Bills of Lading Information

- BOLs must be scanned and e-mailed to [traffic@dswinc.com](mailto:traffic@dswinc.com) or faxed to (614) 872-1559, no later than 24 hours after pick up,.
- **BOL's must have the driver's signature, PRO number, TMS SID, seal number, and the trailer number visible.**
- Any changes and or additions due to overflow or creating the BOL before loading must be clearly marked.
- Packing lists **ARE NOT** to be faxed to this number (see Section 6.2 for packing list submission instructions).
- Any costs associated with the merchandise or transport must not be shown on the BOL.
- Different Business Units, (BU), must have separate BOL's, (e.g. DSW - BU 29, Stein Mart Footwear - BU 41, Gordmans Department Store Footwear - BU 65, and DSW E-Tail - BU 58), and must be consolidated on a master BOL. EXCEPTIONS – Consolidator pick-ups in CA may have BU 29 and 41 footwear on the same BOL, and BU 58 and 65 combined as well.
- If the vendor is shipping footwear and accessories from the same shipping point on the same day, a separate BOL should be used as the Company may direct the entire shipment to its consolidation point in CA, NJ, MA, MI and MO.
- All master BOL's will list all individual BOL numbers, quantities and have copies attached to the master BOL.
- Shipment cube must appear clearly on Bill of Lading, failure to do so may result in chargeback for any excessive costs.
- Pallet weight must not be shown on the BOL, master BOL or other documentation, inclusion may result in a chargeback and for the cost difference due to extra weight.
- Vendors can use any existing pre-formatted BOL as long as the following information is provided:
  - Name and address of shipper, including phone number (*shipping facility preferred*)
  - Name and address of ship to location
  - Unique BOL number
  - Date of shipment (date of carrier pick-up, not date BOL was written)
  - PO number
  - Freight terms (all terms are "FOB Origin – Collect" unless written exception has been authorized by Transportation)
  - Total carton and pair quantities shipped
  - Total weight of shipment

## 6.1 General Bills of Lading Information (cont'd)

- National Motor Freight Classification (“NMFC”) commodity description of freight (i.e. NMFC 28160 Shoes, Class 100)
  - Driver or carrier’s agent signature
- Any questions pertaining to BOL requirements will need to be forwarded, via e-mail or phone, to the Company’s Domestic Transportation department (see Section 10).

## 6.2 General Packing List Information

- The Company no longer requires the use of packing lists to accompany the shipment to delivery. Packing lists should be included as part of the trailer BOL documentation packet. DO NOT FAX or send in an e-mail to Transportation.
- The packing list (or shipment manifest) provides detail information concerning the shipment at the item level. Each packing list should needs to list the shipment by PO, style, color, size, and total quantities per item. Without this detail, receipt of your merchandise could be delayed and chargebacks may be assessed.
- Vendors can use any existing pre-formatted packing list as long as it provides the following detail:
  - Ship from (vendor) name, address, and phone number (shipping facility preferred)
  - Ship to name, address, and phone number (Transportation’s physical address)
  - BOL number(s) (if available at time of merchandise pick-up)
  - Ship date (date of carrier pick-up, not BOL date)
  - PO number
  - Vendor item style, color and size
  - Individual carton quantity (i.e. casepack = 12 pr)
  - Total cartons per item (listed by style and color)
  - Total cartons
  - Total weight
  - Delivery date (per PO)
- If the vendor’s system automatically generates a packing list or shipment manifest, the vendor may attach it to the last carton loaded.

## 6.2 General Packing List Information (cont'd)

- Each PO number should be listed on a separate packing list to ensure accuracy when confirming packing list information at the Company's DC.
- Any questions pertaining to the packing list requirements should be forwarded, via e-mail or phone, to the Company's Domestic Transportation department (see Section 10).

## 6.3 Third Party Terms Information

- The Company does not use the term "**third party prepaid**" on inbound shipment documentation. Any and all vendor documents and systems using this term will need to replace "third party prepaid" with "collect". Any shipment sent noted as "third party prepaid" may result in a chargeback.
- Transportation must approve exceptions to the above requirement in writing.

## 6.4 Proof of Delivery, (POD)

- If the Company utilizes a third party consolidator for pick-up in CA or NJ/NY commercial, the vendors POD will be the signed Bill of Lading from the driver, unless the shipment is Shippers Load and Shippers Count, (SLC).
- Vendors shipping directly into the Company's consolidator, (CA or NJ), must submit their request for POD or verification of the unload count must do so within 72 hours of the container empty notification, (or within 5 business days after the container is dropped).
- Other POD requests may be sent to the Transportation Manager via e-mail only (see Section 10).