

8.0 Payment Process

8.1 General Information

- The Company processes all vendor invoices from one central location. Payment remittance is within the established payment terms as stated on the PO.
- Vendors must verify the accuracy of all PO details including size run(s), unit cost(s), quantity(s), payment terms, and the like. Do not ship an order until any and all discrepancies on the PO have been resolved. PO corrections need to be submitted to the vendor in writing as proof of the correction by the Company buyer (cost and payment terms are not reimbursable).
- Any proof of deliveries (“POD”) requests need to be directed to the Company Accounts Payable via e-mail, fax transmission, or mail.

8.2 Vendor Invoice Instructions

- Listed below is DSW, Inc. billing requirements. Please review the instructions with all personnel involved with invoicing, and update your billing system accordingly. Your compliance with these requirements will assist our company in expediting payments for your company's invoices.

A. The **ORIGINAL** invoice must be:

1. Mailed to: **DSW, INC**
ATTN: A. P. MERCHANDISE
810 DSW Drive
COLUMBUS, OHIO 43219

NOTE: DO NOT place any info under the address as the Post Office scans by the last line and it will nullify their scanning system.

DO NOT include the original invoice with the merchandise shipment.

2. Mail the invoice on the date of shipment.

IMPORTANT: Duplicate, faxed, or photocopy invoices are unacceptable.

B. Prepare only **ONE** original, legible invoice per Purchase Order, per shipment. Shipments made directly to store locations should be billed by store.

C. Each invoice must identify the following information:

1. Our **Five/Six-digit purchase order number**, (buyers name if for sample)
2. **Invoice Number** (please use non-repetitive, unique numbers).
3. **Date of invoice** (shipment date).
4. **Payment terms**, as per purchase order agreement.
5. Your **A.P. Vendor #: 9464** must be included in the vendor address section of the invoice.
6. **Store Number**, if merchandise is shipped direct to store locations.
7. Item detail as per purchase order, including style, description, size, color, **quantity, unit cost, total units, and total cost. Only one P.O.# to an invoice**
8. Number of cartons shipped, and case pack quantity, if available.
9. **If you are shipping to stores rather than Warehouse, please provide your shipment tracking # on each invoice as this will avoid any debit memos due to non-receipt**

8.2 Vendor Invoice Instructions (cont'd)

- Under EOM terms, invoices dated on or after the 20th of the month will be paid as though received the first day of the following month. Vendor compliance in adhering to these invoicing procedures is appreciated. Listed below is the Accounts Payable contact, should you require additional information:

Accounts Payable Hotline

PH 614-872-1339

Fax 614-872-1620

e-mail accountspayable@dswinc.com

- Invoice must be for a valid PO received via mail or hand-delivery. The transmission of sales orders via EDI, fax, phone, or verbally are not considered as valid POs. All POs must be signed by an authorized representative of the Company, per the Terms and Conditions of Purchase located on the reverse side of the order.
- Do not send invoices to any other department or individual.
- Send only one original invoice per PO, per shipment. Duplicate, faxed, or photocopies of the original invoice are not acceptable.
- Any handwritten invoice changes, carbon copies/duplicate PO shipment BOLs, or packing lists are not acceptable as the original invoice.
- All paper invoices must be sent in a single envelope, having form feed perforations removed and grouped by PO.
- Do not include the original invoice with merchandise shipment.
- Invoices are paid based on the PO cost, or the invoice item cost, whichever is lower. Cost differences are not refundable

8.3 Vendor Invoice Format Requirements

- The below information is required to be included on each invoice. Any missing information may be returned for correction and the vendor may be charged back.
 1. Non-repetitive, unique invoice number (Note: The invoice number must appear on each page of a multi-page invoice and the invoice number must not recycle within a minimum of 18 months.)
 2. The Company name (i.e. DSW leased, or Value City)
 3. Company Buyer
 4. The Company PO number
 5. Invoice date (Note: The date must be the same as your date of shipment)

8.3 Vendor Invoice Format Requirements (cont'd)

6. Vendor payment terms
 7. Store Number (only applicable if merchandise is shipped direct to Company's store location)
 8. Vendor name
 9. "Remit To" address which includes **A.P. assigned Vendor number**
 10. Item cost detail, per PO, listing unit cost and total cost in U.S. dollars
 11. Item detail, per PO, listing vendor style name/number, description, size, color, and quantities
- Total merchandise cost in U.S. dollars, and if a multi-page invoice, indicate total merchandise cost on the last page.
 - Subtotal all non-merchandise charges with a description of each charge.
 - Page number for each page of a multi-page invoice.
 - BOL numbers, carton count, and pair count by PO number for each shipment.
 - Chargebacks, allowances and concealed unit shortages will be deducted from invoices.