



# 2.0 Purchase Order (PO) Requirements

## 2.1 General Instructions

- Company buyers will provide vendors with an initial hard-copy PO specifying the following information:
  - Business unit name (DSW, DSW Leased, & eTail)
  - Vendor name
  - Company buyer's name
  - Season of item purchased (i.e. "FA07" = Fall 2007)
  - Item order, delivery, start-ship, and cancellation dates
  - PO number
  - PO commercial and freight terms (terms used to specify invoice and freight payment methods)
  - Vendor item style number and color description
  - Unit cost (Company cost for the item), added to PO at point of sale.
  - Size run and packing instructions
  - Prepack code
- Sample PO form:

<b>PO # 38786</b>		<b>APPROVED</b>		<b>DSW Inc.</b>		<b>Vendor Copy</b>		Page 1 of 3				
DSW Inc. 4150 E. Fifth Avenue Columbus, Ohio 43219 Phone (614) 237-7100		<b>Business Unit:</b> DSW <b>Department:</b> 1020 Mens Boots <b>Vendor:</b> <b>Purchase Agreement Per:</b>		<b>Order Date:</b> 26-JUL-2007 <b>Ex Factory / Start Ship:</b> 16-AUG-2007 <b>Delivery Date:</b> 27-AUG-2007 <b>Cancel If not Shipped Before:</b> 24-AUG-2007		<b>FOB:</b> WAMN <b>Terms:</b> Net 30 days <b>Ship Complete Or Cancel:</b> YES <b>Buying Agency Agreement:</b> NO		<b>Pre Ticket:</b> NO <b>EDI:</b> NO <b>Buyer:</b> Order based on approval of confirmation samples of each shoe color: NO in size. Ticket and tag at NO CHARGE: Note 7 digit SKU# must be marked on the product inside the right shoe. NO				
<b>Bill To:</b> DSW-Attn: Accounts Payable Department 3241 Westerville Rd Columbus, OH 43224		<b>Ship To:</b> DSW DC 4150 East Fifth Avenue Columbus, OH 43219		<b>Vendor Instructions:</b>								
<b>PO Totals</b>		<b>Unit Cost</b>	<b>\$80,518.68</b>	<b>Cases</b>	<b>206</b>	<b>Pairs</b>	<b>1236</b>					
<b>Item Information</b>												
ESN	7 Digit SKU	Item Description	Vendor Style	Vendor Color	Unit Cost	Class	Sub Class	Color Code	Vndr Pack	DSW Pack Code	Cases	Pairs
00000000166275	4832176	4308 INSPIRED MOC TOE BT	4308	ABSEIL	\$68.88	0020	0070	230	9606-1	9606-1	25	150
00000000166275	4832176	4308 INSPIRED MOC TOE BT	4308	ABSEIL	\$68.88	0020	0070	230	9606-1	9606-1	25	150
00000000166276	4832184	4310 INSPIRED MOC TOE BT	4310	NEW TAN	\$68.88	0020	0070	210	9606-1	9606-1	25	150
00000000166276	4832184	4310 INSPIRED MOC TOE BT	4310	NEW TAN	\$68.88	0020	0070	210	9606-1	9606-1	25	150
00000000166273	4832044	4307 ORIGINAL MOC BT MESH	4307	WALNUT	\$59.38	0020	0070	210	9606-1	9606-1	25	150
00000000166273	4832044	4307 ORIGINAL MOC BT MESH	4307	WALNUT	\$59.38	0020	0070	210	9606-1	9606-1	25	150
00000000166272	4832036	4305 ORIGINAL MOC BT MESH	4305	CREAM	\$59.38	0020	0070	250	9606-1	9606-1	3	18
00000000166272	4832036	4305 ORIGINAL MOC BT MESH	4305	CREAM	\$59.38	0020	0070	250	9606-1	9606-1	3	18
00000000166270	4831889	4300 EVOLVED PLN TOE BT	4300	BLACK	\$64.13	0020	0070	001	9606-1	9606-1	25	150
00000000166270	4831889	4300 EVOLVED PLN TOE BT	4300	BLACK	\$64.13	0020	0070	001	9606-1	9606-1	25	150
<b>Pack Information</b>												
DSW Prepack Code	Size/Dim	08.0	08.5	09.0	09.5	10.0	10.5	11.0	11.5	12.0	13.0	Total
9606-1	M	1	1	1	1	2						6
9606-1	M						2	1	1	1	1	6

**IMPORTANT NOTICE TO ALL VENDORS:** This Purchase Order ("PO") is subject to Buyer's General Terms and Conditions of Purchase, the vendor requirements and Guidelines, and the RV Domestic Footwear & Accessories Logistics Guide (collectively, "Terms"). By acceptance this PO, the vendor acknowledges receipt and agrees to be bound by the terms and conditions of this PO and Terms. If you do not agree with the terms of the PO or the terms, do not accept or fulfill this PO. If this PO is a written confirmation of a verbal order, Vendor agrees that these Terms control. Different or additional terms proposed by the Vendor are expressly rejected and shall not be part of the transaction.

For additional information concerning this PO or logistics compliances, please visit the DSW Vendor website at: <http://www.dswshoes.com/Vendor.do>. POs can be validated 5 days prior to "Start Ship" date. For validation, please e-mail DSW's Domestic Transportation department at: [traff@dswn.com](mailto:traff@dswn.com) or call (614) 238-4069. PO routing requests can be obtained via the Vendor website, e-mail, or faxed request. Requests via fax can be sent to (614) 238-4212, Attn: DSW Domestic Transportation.

## 2.1 General Instructions (cont'd)

- Vendors must provide the Company buyer with the correct vendor style and color number/description of the merchandise for entry into the Company PO system within **20 business days** following receipt of PO by the vendor. This information can be forwarded to the Company via e-mail or fax.
- Additionally, the Company will request that all UPC enabled vendors establish a data trading agreement that allows the use of the vendor's UPC codes for PO merchandise. Associates from the Company's MIS department will contact the vendor's IT/MIS department to request permission from the vendor to access their UCP catalog (GXS, QRS, etc) data. For details on how to set up these relationships, please see the MIS contacts found in Section 10.
- POs sourced to a vendor with an established UPC trading relationship with the Company will not be marked by the buyer as a "Preticket" order. All merchandise will need to be labeled with the vendor's UPC tag. Exceptions to the UPC tag requirement need to be approved, in writing, by the appropriate Company buyer prior to merchandise shipment.
- UPC enabled vendors must ensure the transmission of corresponding UPC codes for PO items within the same time period (see Section 7, Para 7.2 for details).
- Following receipt of vendor style and color number/description of merchandise, the Company will forward to the vendor one of the following as an approved PO: 1- hard copy via fax/mail or 2 – EDI PO via EDI system (for EDI enabled vendors only). These are the only documents to be used for the fulfillment of a Company's order. The approved PO will contain the following information (not inclusive):
  - Company style number (added to PO after receipt of vendor item description, color description, style, and color number)
  - Company SKU (POS/Barcode) number (added to PO after receipt of vendor item description, color description, style, and color number)Hard copy POs will include all appropriate signatures (i.e. Company) indicating the order has been entered into the Company PO system.
- Company may request that merchandise be shipped pre-ticketed by the vendor using Company retail price tickets (typically non-EDI vendors). Preticketing instructions are found on the PO and in the PO Comments section. Any questions concerning preticketing requests should be directed to the Company buyer.
- EDI enabled vendors need to ensure all shoe boxes are labeled with a valid UPC bar-coded tag. Non-EDI vendor need to ensure all merchandise is either labeled or ticketed with a Company provided retail price ticket when applicable.

## 2.1 General Instructions (cont'd)

- When preticketing merchandise, the Company will supply all retail price tickets prior to merchandise shipment. Questions concerning price tickets and/or placement instructions need to be addressed to the appropriate Company buyer.
- Any exceptions to PO preparation or packing instructions/specifications need to be approved, in writing, by the appropriate Company buyer prior to merchandise shipment.
- Vendor style and/or color substitutions are not permitted without the prior approval of the Company.
- Terms and Conditions of Purchase are outlined on the reverse side of the PO. Additional copies of the PO terms and conditions can be obtained by visiting the Company's vendor website at:  
<http://dswshoes.com/Vendor-Compliance.do>.
- The Company uses three buying unit designators to identify the responsible entity for PO sourcing:
  1. **29** – indicates DSW stores
  2. **41** – indicates DSW leased stores
  3. **58** – indicates eTail Direct
  4. **65** – indicates DSW leased stores

**The Company buyer is responsible for indicating the correct buying unit on the PO.**
- Vendors may request additional copies of orders (hard copy or EDI) from the appropriate Company buyer.

## 2.2 Merchandise Configuration Types (Packing & Ticketing Methods)

- The Company specifies two types of merchandise configuration methods: 1 – *prepacked/musical* (solid style & color, assorted sizes) or *solid size/solids* (single style, color, & size). The Company PO will indicate merchandise configuration method on the PO in the Pack Code and Size Run sections. Questions concerning specific merchandise configuration will need to be forwarded to the Company buyer prior to merchandise shipment.
- Merchandise from different orders, styles, or colors cannot be configured in the same shipping carton and may be subject to chargeback.
- Vendors receiving orders without any merchandise configuration instructions need to notify the appropriate Company buyer immediately.