

Greetings!

This page will help guide you through the DSW Routing Request Form and hopefully answer some of the most frequently asked questions. This form must be used with all manual requests for DSW merchandise and footwear shipments for Value City Department Stores, Stein Mart and Gordman's Department Stores. Manual requests are those **not** submitted through our Sterling TMS, (once you are enrolled into the Sterling process, you can check PO dates, availability and request routing online). The DSW TMS is scheduled to be operational in January, 2008.

Routing Request Form Use and Instructions:

The Routing Request Form must be used for all pick up requests, no matter how large or small.

- 1 Simply fill it out with all of your information, (company name, shipping address, phone and fax numbers and dock hours).
- 2 Save it to your hard drive with your company name as the saved file name. (e.g. "Your Company Name" + "DSW Routing Form")

Any time you need to request routing, open the saved file and fill in the blanks on the PO#(s), all quantities and ready date. Submit it through an e-mail as an attachment with the PO as the subject heading to "**traffic@dswinc.com**".

*****MAKE SURE TO SEND THE FILE AS AN ATTACHMENT*****

If your request arrives before 2 PM, EST, Monday through Friday, you should have a response with in an hour or two. Any time after 2 PM, it will be handled the following day, (under normal circumstances). If you have not received any response, please call or write us at 614-872-1558/traffic@dswinc.com.

If you are a 3PL Shipper, please list your customer with a "c/o", (care of), after the vendor/customer name. This will allow us to communicate more effectively to our buyers if there is an issue with any PO.

Please include any e-mail addresses in your message that you want copied on this request. Make sure that they are entered in the "Cc:" line of your e-mail.

****FAX or e-mail the signed copy of the BOL to DSW, Inc. at (614) 872 – 1559/traffic@dswinc.com within 24 hours.**

****All Shipments are "Collect" and must be authorized by DSW before shipping.**

****Palletized Freight will not be accepted and subject to a charge-back unless waived in writing by DSW Traffic. The only exception would be if one of our consolidators are making the pick-up.**

Please enter the NMFC Item and Class for ALL Shipments if the commodity differs from any of the following:
Footwear = NMFC 28160, Class 100

Combine ALL DSW PO's on ONE form, and use space at the bottom of the form if you need more room.

Combine all NON DSW PO's on a separate form, and use space at the bottom of the form if you need more room.

The "container" field is only to be used if you are routing merchandise on a FULL Ocean Containers and either delivering it to our consolidator, (CA or NJ), or to a Columbus, Ohio CY, (Container Yard). For more details please contact the Inbound Transportation Manager at 614-872-1551.

If you are shipping to a Columbus, Ohio CY, please call 614-872-1558 for Delivery Order instructions, or FAX D.O. to: 614-872-1559, Attention: CY Coordination

Foot Notes:

1) If the Purchase Order directs you to ship your product to a specific DSW store(s), you must comply with the instructions on the PO. If the buyer did not indicate the shipping method, please contact the specific buyer for further instructions.

Frequently Asked Questions:

WHAT IS THE “SHIP TO” ADDRESS FOR DSW OR FOOTWEAR FOR VCDS, STEINMART OR GORDMANS?

DSW , Inc.
Columbus International Air Center
4150 East Fifth Avenue
Columbus, OH 43219

Footwear sent to any other address may result in a chargeback, unless specifically directed to do so in writing from a Buyer or the transportation department.

WHAT IF MY PURCHASE ORDER HAD VALUE CITY DEPARTMENT STORES WRITTEN WITH THE WESTERVILLE ROAD ADDRESS ON IT?

The same rule applies, if the merchandise is footwear for Value City Department Stores, or footwear for Stein Mart, or footwear for Gordman’s Department Stores, this shipping address is to DSW, Inc. 4150 East Fifth Avenue.

WHAT ARE THE DSW HOURS OF OPERATION?

8 AM to 4 PM EST Monday through Friday.

Due to time zones and staffing, it is not practical to staff for the entire United State time zones, so if you need routing, please make sure that you get your request in before 2 PM EST for a possible next day pick up.

WHAT EFFECT WITH THE NEW TRANSPORTATION MANAGEMENT SYSTEM HAVE ON MY REQUESTS?

DSW is currently testing a Transportation Management System powered by Sterling Commerce. We anticipate rolling this out to the largest vendors by the end of 2007. DSW’s transportation department will be contacting each vendor partner to provide enrollment and training when nearing the testing phase.

The TMS will allow most vendor partners to log in to a secured website to view and request routing for all purchase orders. It will also allow vendor partners to request routing at the SKU level for all divisions, (DSW, VCDS, SteinMart or Gordman’s).

DSW can now validate at the SKU level, (Style/Color), so it will allow for acceptance of partial shipments depending upon the Business Unit, (DSW, VCDS, Stein Mart Gordman’s).

A complete posting of the TMS timeline and instructions will be posted on the DSW and Value City Vendor Portals soon.

WHAT IF I HAVE QUESTIONS NOT COVERED HERE??

Please call 614-872-1558 or e-mail to traffic@dswinc.com for help between 8 AM and 3 PM Eastern Time.

Geoffrey A. Preston
DSW Transportation Manager
geoffpreston@dswinc.com
(614) 872-1551