DSW®

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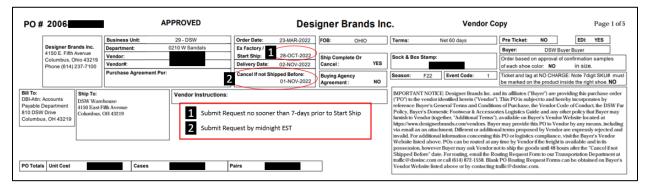# 6.0 Transportation Routing Requirements

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

DSW's full Vendor Chargeback Policy can be found at:

https://www.designerbrands.com/media/1497/vendor-chargeback-policy.pdf

Sample PO

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Sample 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

Delivery Method		**Ready Date & Time**	**Dock Hours**

Vendor Address (required for Vendor DC Pick Up)		**Shipping Location Contact**	
Address Line 1	[Parent Vendor Name and/or Care of]	Name	
Address Line 2		Phone	
City		Website	
State		Email(s)	
Zip			

Customer PO #	DSW SKU # *(as it appears on the PO)*	Cases	Units *(Footwear Pairs)*	Cube *(include skids if DBI approved)*	Weight *(include skids if DBI approved)*	# of Skids *(if DBI aapproved)*	Container Number *(only required for full ocean containers)*

Pier Pick-Up Requirements

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

Delivery Method		**Last Free Day**	**Dock Hours**
DSW Pier Pick Up			

Vendor DC Pick Up
Prepaid Vendor Direct Ship to NRT/DSW DC
DSW Pier Pick Up

Shipping Location Contact	
Address Line 1 [Parent Vendor Name and/or Care of]	Name

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

6.3 Load Details & Shipper Load Report (cont'd on page 3)

9)   Following Carrier acceptance, all pertinent information will be sent to Vendor via email containing Shipper Load Report

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Load Details & Shipper Load Report Cont'd

a) Shipper Load Reports are auto generated 3x per day (morning, noon, evening) from reports.natms@leanlogistics.com or noreply@tms.blujaysolutions.net

b) If you are 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

c) 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

11) The Shipper Load Report will exclude:

a) TMS IDs / POs that have been checked in at a DSW facility

b) TMS IDs / POs that have a Cancel date before the 1st of the previous month

12) Actual arrival time at the pickup location has been entered by the carrier into TMS

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
1010036275 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   Cartons/Cube routed   Carrier

Business Unit: 58 loads on tail of trailer

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 reflected on the BOL

6.4 Scheduling Pick-Up Appointments

13) It is the Vendor's responsibility to schedule the pick-up appointment with the Carrier; Vendor must contact Carrier within 1 business day of receiving the load details via Shipper Load Report

a) Pick-up appointment must occur within 3 business days of receiving the load details via Shipper Load Report

b) Carrier contact information can be found on final page of this document

c) After 2 failed attempts to contact the Carrier, please email traffic@dswinc.com for support

d) Delays in pick-up appointments may result in PO cancellations

    e)   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.

6.5 Load Requirements

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.

17) BOL must include 3rd party billing information. Please include:

> Bill to:
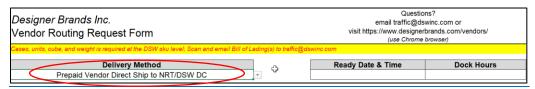> Data2Logistics, LLC
> C/O DSW
> PO Box 61050
> Fort Myers, FL 33913

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.

20) 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)

21) 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

22) 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

23) 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/

24) Completed Routing Requests should be sent via email to traffic@dswinc.com

25) 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)

26) 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)

27) Select "Prepaid Vendor Direct Ship to NRT/DSW DC" 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			
Delivery Method		**Ready Date & Time**	**Dock Hours**
Prepaid Vendor Direct Ship to NRT/DSW DC			

28) DSW Traffic will provide allowed drop dates via email; dates will typically range between the PO Start Ship and PO Cancel date

29) The "Carrier Name" will be identified as "Will Call" on the Shipper Load Report

30) Vendor must email BOL and Carrier details to traffic@dswinc.com

31) If applicable, Carrier should contact traffic@dswinc.com to schedule live unload

32) 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

6.7 Port of Entry Pick-Up (Pier Pick Up / POE)

33) 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

34) 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

35) Vendor must inform DSW of container contents prior to shipping

36) 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

37) 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

38) 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

39) Completed Routing Requests should be sent via email to traffic@dswinc.com

40) 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)

41) Routing Requests must be submitted prior to midnight EST on the "Cancel if not Shipped Before" date as shown on the PO (see below)

42) Select "DSW Pier Pick Up" and provide last free day on the Routing Request Form

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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	

Delivery Method		Last Free Day	Dock Hours
DSW Pier Pick Up			

43) Provide Delivery Order and release documents as part of Routing Request Form email

44) 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

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) All Small Parcel Shipments should be shipped to:

   DSW Inc.

   4150 East Fifth Ave

   Columbus, OH 43219

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.