

Effective January 1, 2019

DRY GOODS

Compliance Guide

Dry Goods, a mall-based boutique, is a wholly owned subsidiary of Von Maur specializing in women's clothing, accessories and shoes. Vendors that are shipping to Dry Goods must follow this guide. If you are shipping to Dry Goods, please reference the Dry Goods Compliance Guide, available [here](#).

Changes to the Compliance Guide will be in *BLUE ITALICS*. Significant changes are listed below. It is the responsibility of the Vendor to understand and comply with all sections of the Compliance Guide.

JANUARY UPDATES

Page 16 – Carrier Closing Dates for 2019 updated

Page 18 – In-Store Damages/Customer Returns – Guidelines for Jewelry vendors added

Page 34 – Store list updated

OCTOBER UPDATES

Page 12 – CA Zip Codes 900-930 - If there are 10 or more cartons in your shipment, the shipment must be palletized.

*THE UPS GROUND ACCOUNT NUMBER IS AVAILABLE AT WWW.DRYGOODSUSA.COM/VENDORPORTAL.ASPX
PLEASE LOGIN USING YOUR VENDOR NUMBER AND A VALID PO#*

These instructions, changes, and updates supersede any previously issued Dry Goods Compliance Guides, Routing Guides and Purchase Orders. Any exemptions issued by any person or organization other than the Logistics Manager, Buyer, or Distribution Manager WILL NOT be honored.

Dry Goods Inc. has discontinued “hard copy” vendor mailings, faxes or notifications on any revision to the Compliance Guide. Changes to the Compliance Guide are made quarterly, and will be available 15 days before the beginning of each calendar quarter at www.drygoodsusa.com under the “Vendor Policy” section. It is imperative that all instructions and changes are understood. **It is the Vendor’s responsibility to print the new changes each quarter to avoid chargeback’s and offset fees.**

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I. GENERAL INSTRUCTIONS

Adherence with the Compliance Guide is necessary to efficiently expedite the flow of merchandise from your location to our stores, maximizing selling time. Review appendix B, Terms and Conditions of Purchase Order, before preparing any Dry Goods shipments to ensure understanding of Dry Goods' expectations.

- Any deviation from the Compliance Guide requires a signature from the Buyer or Logistics Manager on the Buyer/Vendor Freight Negotiation form (appendix A.) If any person or organization other than the Logistics Manager or Buyer issues this form, terms are invalid and will not be honored.
- Dry Goods buyers are not authorized to select the carrier for a purchase order.

Dry Goods' receiving hours are Monday through Friday 7:30am to 2:30pm CST. Office hours for traffic are Monday through Friday 8:30am to 5:00pm CST.

These instructions cancel and supersede all previously issued transportation instructions. Ensure complete comprehension of the Compliance Guide as it provides full, detailed instructions and requirements, which are too lengthy to list on the Purchase Order.

Any violations of the Compliance Guide will lead to offset expenses being assessed. If a Vendor disputes an offset expense, they must notify Dry Goods within 6 months of the charge date. The Vendor will be responsible for any offset expense that is over 6 months old.

Only valid Purchase Orders will be accepted. Do not ship using phone orders, worksheets, or verbal commitments.

All merchandise must be distributed, marked, and shipped as indicated on the Purchase Orders. Shipping any substitutions, overages or shortages on a Purchase Order are not acceptable.

All shipments, regardless of size, are subject to the provisions of the Compliance Guide.

It is the Vendor's responsibility to ensure that the LTL Carrier, Consolidator or Small Package Carrier picks up within the designated shipping window as specified on the Purchase Order. Orders picked up early or late are subject to shipping penalties and may be refused. If the cancel date falls on a weekend or a holiday, the purchase order must be shipped the last working day before the cancel date to avoid refusal and chargeback's resulting from late shipping.

START SHIP DATES: All listed start ship dates are the earliest the Purchase Order can ship from a U.S. point. If a Vendor requests to ship before this date, the Consolidator will not authorize pick up. The LTL/Small Package Carrier will pick up the shipment, but it will be refused at Dry Goods' door.

CANCEL DATES: All listed cancellation dates are the latest that the shipment may leave the Vendor's domestic site.

- The Consolidator/Carriers must be called at least 24 working hours before the cancel date.
- Purchase Orders shipped past the cancel date will be refused at Dry Goods' Distribution Center.
 - a. If the Buyer chooses to have a refused order redelivered, all redelivery and storage fees are the responsibility of the Vendor.
- Past cancel shipments may be accepted with a 25% discount if the Vendor obtains Buyer approval.

II. TICKETS

Vendors are responsible for ticketing. The Dry Goods DC does not generate or supply tickets to Vendors.

- Contact the Distribution Center Manager if the product is not on the below list.
- Ticket through the vendor label if ticketing on the garment will damage the item.
 - Ticket non-apparel items as listed below, taking care *to not damage the product*.
- Do not ticket around the buttons of the garment
- Do not use safety pins to attach tags.
- Multi-piece sets should have the primary ticket on the top item. Sets should be clearly labeled as “multi-piece”.

Please contact the below ticket suppliers if you are unable to produce tickets:

FineLine Bar Code Technologies support@finelinetech.com US Phone (800) 500-8687 Canada Phone (800)465-1890	R.E.R. International LLC sales@rerinternational.com US Phone (888) 737-4685 US Fax (718) 793-3919	SATO Labeling Solutions US email dave.reba@satolabeling.com US Phone (800) 645-3290 x4409 US Fax (630) 937-5074 Asia email vonmaurorders@satolabeling.com	eZCom Software Inc. US email sales@ezcomsoftware.com US Phone (877) 765-3564 option 1 US Fax (201) 883-1909
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Tickets for merchandise going to DRY GOODS should not have Dry Goods anywhere on the ticket.

Vendors with EDI capability need to contact Dry Goods’s EDI Coordinator to begin the set up process. All ticket approval will be conducted by the EDI Coordinator (edicoord@vonmaur.com).

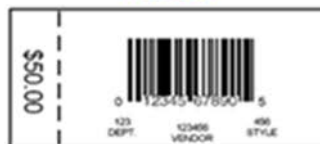
EDI Orders – require a UPC ticket and must include UPC barcode, style, department, size and retail price. Price should be provided on the perforated area at the bottom of the UPC ticket. Color-to-size reference bar is preferred, but not required. Boxed merchandise that can be sold in or out of the package must be ticketed with UPC and price both on the item and on the box (if unable to ticket box and item, please provide “piggy back” or “double stick” tickets on boxes.)

Non EDI Orders – UPC/barcode tickets are not required. Items must have style, size, and color (if applicable.) This information must be provided on the item, on a hang tag, on a polybag (if you choose to use a polybag; only one style per bag) or on the box if the item is individually boxed. Failure to do so will result in an offset expense. Please refer to the below examples:

Color Sync Hangtag DG1
1.5 x 3



Small Hangtag DG2
1.25 x 2.5



Sticker DG3
1.25 x .75



Butterfly/Rattail DG5



Rattail DG4



String Ticket DG6



Size Sticker DG7



Department	Type of Product	Ticket Placement	Type of Ticket	Ticket #
Women's Outer Apparel	Bottoms - all shorts, pants, jeans, skirts	On waistband, left side	Swift attached	1
	Dresses	Left cuff of sleeve	Swift attached	1
	Ladies suits	Left cuff of sleeve	Swift attached	1
	Outerwear & coats	Left cuff of sleeve	Swift attached	1
	Swimwear	Left side of label	Swift attached	1
	Sleeveless tops, dresses, vests	Left arm hole	Swift attached	1
	Overalls	Left hip	Swift attached	1
Accessories	Tops	Left cuff of sleeve	Swift attached	1
	Belts	Through the buckle or on the belt	Lock loop or sewn in belt	1
	Gloves	Through vendor label	Swift attached	1
	Hair accessories on cards	Level on back, bottom center of card	Sticker	3
	Handbags/Bookbags	Around the handle, right side	Lock loop or sewn in label	2
	Handbags - clutch style	Through inner label or zipper tag	Lock loop or sewn in label	2
	Hats	Through sweatband or label	Swift attached	1
	Scarves	Through vendor label	Swift attached	2
	Shoes	Front of box, lower right corner	Sticker or on box	7
	Socks	On band or label	Sticker or on package	3
	Sunglasses	On arm of glasses	String, rattail or butterfly sticker	4, 5, 6
Jewelry	Wallets	Credit card or ID slot	Hangtag	1
	Jewelry on cards (color selected by buyer), cards must have "lip" to hang on fixture	Level on back, bottom center of card	Sticker	3
	Jewelry not on cards (necklaces, bracelets, pins, rings)	Around the item, near clasp	String, rattail or butterfly sticker	4, 5, 6
	Jewelry boxes	Inside box, set on cushion	String ticket (NO STICKER)	6
Watches (watches are not displayed in box)	Around the watch, near clasp	String ticket	6	

III. HANGER REQUIREMENTS

Shipments to Dry Goods should not be on a hanger. Ship all items flat packed unless keeping together a set.

IV. SHIPPING INSTRUCTIONS

ALL SHIPMENTS MUST BE ADDRESSED TO*:

DRY GOODS - DISTRIBUTION CENTER
6565 BRADY STREET
DAVENPORT, IOWA 52806

***Do not ship directly to the stores**

RECORD THE FOLLOWING ON YOUR SMALL PACKAGE LABEL**: **** MUST BE CREATED ELECTRONICALLY**

- Complete Vendor name and shipping address
- All Purchase Order (PO) numbers
 - a. PO number(s) must be listed in a reference field. The PO number should be entered as a six-digit numeric field only. Do not input 'PO' before the six-digit number.
 - b. No special characters such as quotation marks should be entered in any reference field
- Weight of each carton

****Do not declare a value**

OBTAINING THE DRY GOODS UPS GROUND ACCOUNT NUMBER

- Please visit www.drygoodsusa.com/vendorportal.aspx
- Sign in using your vendor number and a valid purchase order number
- Click on the link 'Dry Goods Vendor Shipper ID'
- Remember to ship collect or 'Bill Receiver' not 3rd Party

RECORD THE FOLLOWING ON YOUR BILL OF LADING**:

(Required for LTL and consolidator pickups)

- Complete Vendor name and shipping address
- All Purchase Order (PO) and Department Numbers
- Total number of cartons and total weight for **each** PO (must appear on the front page or Master BOL)
- Accurate merchandise description and freight class.
- National Motor Freight Classification item number (NMFC #) for all non-consolidator LTL shipments.
- Total number of pallets (if applicable)

****Do not declare a value, do not request a delivery appointment**

****If shipping multiple PO's on the same day from one location, they must all appear on one BOL and ship under one PRO# regardless if they are for different departments or from different brands**

Purchase Order information

- Valid POs are 6 digits, and are sent via EDI or scanned and emailed to the Vendor contact provided.
- Upon receipt of the Purchase Order, verify all the information on the document. If the details are not accurate, contact the appropriate Dry Goods Buyer and resolve the issue(s) before shipping.
- If PO changes are required, request the Buyer retransmit the EDI order, email an updated vendor copy, or provide a screen print of the order showing changes to guarantee the corrections have been made. Handwritten notes, verbal or phone agreements will not be honored.
 - POs must be verified as valid before a consolidator will approve them for shipping. New and updated POs are transmitted to the consolidators nightly. The Logistics Manager must confirm any changes to the start ship or cancel date if an appointment needs to be made the same day the date is revised.
 - There is not a verification process for Purchase Orders that do not go to a Consolidator.

Shipping information

- All merchandise must arrive pre-distributed and packed by store unless authorized by the Buyer.
 - Mark all cartons with the store labeling information found in appendix C.
- Vendors, and the companies that ship on their behalf, are legally and solely responsible for identifying, packaging, marking, labeling and documenting each hazardous materials shipment as such.
- A Purchase Order may never be shipped against more than three times.
- Only one shipment should be made per day from the same address. It is the Vendor's responsibility to combine shipments and use the appropriate carrier based on their shipping zip code.
- If there are more than two shipments via any Carrier (unless it is prepaid) from the same Vendor in a week without a signed Buyer/Vendor Freight Negotiation form, the Vendor will be charged all freight charges plus an offset expense.
- Ship orders complete as routed. All styles must be shipped complete. In the case of Buyer authorized back orders, the goods must be shipped pre-paid and the freight bill marked accordingly. Any back order may be subject to cancellation without notice.
- Do not split ship any style. Upon completion of the second shipment of the Purchase Order, we must receive no less than 95% fill rate on all styles shipped.
- Ship orders in cartons only. Envelopes or polybags are not acceptable.
- **Vendors who prepay freight and use carriers not approved by Dry Goods are responsible for adherence with all other requirements in the Compliance Guide that are not related to routing. Vendors that prepay freight are responsible for loss and/or damages that occur during shipping.**

Shipment Weight Limits

The method of shipping may be assessed on the higher of two values:

- The actual weight of the shipment = OR =
- The dimensional weight of all cartons/pallets within a shipment.

The dimensional weight can be calculated using the following formula;

$$H \times W \times L = \text{Cubic Inches}$$

$$\text{Cubic Inches}/166 = \text{Dimensional Weight (Always round up, e.g. 20.1 = 21lbs)}$$

Sample Calculation

Height (Inches)	Width (Inches)	Length (Inches)	Cubic Inches	Dimensional Factor	Dimensional Weight (lbs)
24	20	30	14,400	166	87

The actual weight will still be entered when creating the shipment.

BOL information

- The Vendor is required to follow the Bill of Lading standard and format published by VICS, available at <http://www.vics.org/> or the Vendor may use the UPS Freight BOL available at www.ups.com
- A shipping manifest is not considered part of the Bill of Lading contract. The information above must be shown on the actual BOL. This omission can cause the shipment to be refused.
- For all temperature sensitive shipments, indicate "PROTECT FROM FREEZING" or "PROTECT FROM HEAT" on the Bill of Lading. Losses due to absence of proper notations are the Vendor's responsibility.
- For all edible shipments, indicate "FOODSTUFFS" on the Bill of Lading. Initials and acronyms are not acceptable.

- If the merchandise is not properly described or weighed and the carrier, due to discrepancies, overcharges Dry Goods, the amount of the carrier's assessorial fee plus an offset expense will be assessed. This includes the carrier changing the class number of the shipment.

Carrier expectations

- If a driver is required to load a shipment, the Vendor will be charged the carrier-loading fee, and/or inside pick fee. If a driver is required to count a shipment while loading, the Vendor will be charged the carrier (driver assist) loading charge. If a lift gate truck is needed, the Vendor will be charged the carrier fee.
- Carriers allow 2 hours of free time to load. Charges begin 2 hours after the scheduled appointment. Additional charges incurred because of the inability of the shipper to load within the 2 hours will result in a chargeback for the additional cost.

Miscellaneous

- Inbound and outbound shipping costs for samples are the responsibility of the Vendor. When shipping samples or no retail items to the buyers the cartons must have the buyer's full name and NO RETAIL on the carton labels.
- DO NOT include the Original Invoice with the packing list or shipment. This document must be sent separately to the A/P Department or payment will be delayed. Please refer to the [Accounts Payable Policy](#) at www.drygoodsusa.com in the Vendor Policies section (bottom of the home page.)
- **Dry Goods does not pay customs fees, service fees, value added taxes, or ancillary service fees. Fees and/or taxes charged by the carrier on the freight invoice will be charged back to the Vendor.**

International Shipments

- **Dry Goods will not be accountable for international shipping charges and will not act as the importer of record for Customs and Border Protection clearance or Importer Security Filing.**
- **All international shipments must be sent 'Delivered Duty Paid' (DDP)**

Ecommerce Sample Requirements

- Vendors must supply advertising samples for all styles that will be sold on our website so photographs can be taken.
- A sample will be required for each individual color and style ordered for Store 1034.
- The buyer will inform you if a sample is not required.
- Samples must be sent prepaid and can be shipped by the carrier of your choice.
- Samples must be received 45 days prior to the first ship date of the product.
- The samples will not be returned.
- The Ecommerce Set Up Sheet that will be provided at the time of placing the order must be completed and returned to the Dry Goods Buyer Assistant prior to, or at the same time as the sample is received.
- All samples need to be sent to the following address:

Dry Goods

**Attn: Dry Goods Buyer Assistant – Ecommerce Samples
727 Veterans Memorial Parkway
Davenport, IA 52806**

V. ROUTING INSTRUCTIONS

Routing Methods

- See page 1 to obtain the page number for routing instructions by state. If your state is *not* listed, contact the Logistics Manager for further information.
- There are multiple routing options, which are state-specific. Please carefully review the routing instructions by state to verify the correct method before shipping.
- For orders that need to be **expedited**, see page 17.
- **Volume shipments** (more than 5,000 lbs. or 750 ft³ or 9 standard pallets), see page 17.

Routing Directives

- Mark all cartons with the store labeling information found in appendix C.
- DO NOT PREPAY FREIGHT AND ADD FREIGHT CHARGES TO THE MERCHANDISE INVOICE(S), or send separate invoices with freight charges. Merchandise invoices that contain freight charges will be paid net of freight.
- Do not ship any shipment to the Dry Goods Distribution Center using '3rd Party' billing. All shipments must be sent collect to this location if Dry Goods is paying for freight.
- Dry Goods does not reimburse Vendors for any prepaid shipments. If you mistakenly ship "prepaid" when the correct routing method was "collect" contact the Logistics Manager for assistance. The PO number(s), carrier, PRO or tracking numbers and a description of the error should be included in your email.
 - There is a \$50 carrier invoice correction fee charged by Dry Goods for each PRO or tracking number that is corrected. Requests for invoice corrections must be made within 60 days of the original ship date.
- Dry Goods does not pay for importing internationally (including Canada); Vendors must ship from a domestic address if Dry Goods is responsible for any portion of the freight charges. **All shipments may be routed from a U.S. warehouse once clearing customs into the United States.**
 - Shipments originating in Canada and being shipped to Dry Goods from a U.S. warehouse via UPS Ground must be shipped from a U.S. based shipper UPS account number. A U.S. based account number may be created by calling 1-800-742-5877.

Start ships/Cancel dates

START SHIP DATES: All listed start ship dates are the earliest the Purchase Order can ship from a U.S. point. If a Vendor requests to ship before this date, the Consolidator will not authorize pick up. The LTL/Small Package Carrier will pick up the shipment, but it will be refused at Dry Goods' door.

The Vendor must contact the appropriate carrier to arrange for shipment pick up, providing at least 24 business hour notice.

CANCEL DATES: DO NOT ship after the "Cancel Date" or the merchandise will not be picked up by the Consolidator, and SMALL PACKAGE/LTL deliveries will be refused at the Dry Goods Distribution Center.

- ❖ If the Vendor chooses to ship on the cancel date, the consolidator/carrier must be called at least 24 business hours before the cancel date to make an appointment.
- ❖ *If, due to carrier error, the pickup is not made before the cancel date, it is the **Vendor's** responsibility to notify the appropriate Buyer, Logistics Manager, or DC Manager that the goods were picked up past cancel.*

State Routing Pages – FOB Vendor Warehouse

Alabama, Arizona, Colorado, Delaware, Idaho, Louisiana, Maine, Maryland, Mississippi,
Montana, Nevada, New Hampshire, New Mexico, Oregon, Pennsylvania, Rhode Island, Utah,
Vermont, Virginia, Washington, Washington D.C., Wyoming
California – zips 955 & 961
New York – zips 120-149

LTL – 120lbs (Actual weight)/200lbs (Dimensional weight) or greater and/or 25 cartons or more

(This does not apply for shipments that meet volume load criteria)

Dry Goods will pay freight from the Vendor Warehouse using **UPS Freight “Collect.”**

UPS Freight “Collect”:

<http://www.ups.com>

1-800-742-5877

Bill of Lading:

DRY GOODS

6565 N. Brady St

Davenport, IA 52806

- Dry Goods requires all LTL shipments are on pallets. Pallets must be standard 48”x40”.
 - a. If multiple PO’s are on one pallet, label pallet “mixed PO’s.” It is imperative that PO’s are sorted and loaded by PO # to aid in the unloading and carton count verification at the Dry Goods DC.
 - b. Do not double stack or turn pallets sideways.
 - c. Pallet weight must be included on the BOL, either as part of the product weight, or as a separate line.
 - d. Stack the heaviest cartons on the bottom. Pallets should not be stacked higher than 85” tall.
- The Vendor must contact UPS Freight to arrange for shipment pick up, providing at least 24 hours’ notice. The shipment will be refused at the Dry Goods DC and **sent back to the Vendor** if UPS picks up the freight earlier than the ship date, or later than the cancel date on the PO.
- There should be one BOL per pickup, per day, regardless of the number of POs or pallets/cartons being consigned.

Small Package Carrier – Less than 120lbs (Actual weight)/200lbs (Dimensional weight) and less than 25 cartons

Dry Goods will pay freight from the Vendor Warehouse to the Dry Goods DC using **UPS Ground “Collect.”**

UPS Ground “Collect”:

<http://www.ups.com>

1-800-742-5877

Small Carrier Label:

DRY GOODS

6565 N. Brady St

Davenport, IA 52806

- PO number(s) must be listed in the First reference field of the shipping label.
- When shipping, select “UPS Ground” as service type, and then select “Bill Receiver” and type in the Dry Goods UPS account number.
- The Vendor must contact UPS Ground to arrange for shipment pick up, providing at least 24 hour notice. The shipment will be refused at the Dry Goods DC and **sent back to the Vendor** if UPS picks up the freight earlier than the ship date, or later than the cancel date on the PO.
- DO NOT add insurance charges or declare a value.
- All labels must be placed on the side of the cartons. Do not cover any other information on cartons, such as barcodes or carton identification labels.
- Cartons must not have a single dimension that exceeds 48 inches.

State Routing Pages – FOB Vendor Warehouse

Florida, Georgia, North Carolina, South Carolina, Texas

LTL – 120lbs (Actual weight)/200lbs (Dimensional weight) or greater and/or 25 cartons or more

(This does not apply for shipments that meet volume load criteria)

Dry Goods will pay freight from the Vendor Warehouse using **UPS Freight “Collect.”**

UPS Freight “Collect”:

<http://www.ups.com>

1-800-742-5877

Bill of Lading:

DRY GOODS

6565 N. Brady St

Davenport, IA 52806

- Dry Goods requires all LTL shipments are on pallets. Pallets must be standard 48”x40”.
 - a. If multiple PO’s are on one pallet, label pallet “mixed PO’s.” It is imperative that PO’s are sorted and loaded by PO # to aid in the unloading and carton count verification at the Dry Goods DC.
 - b. Do not double stack or turn pallets sideways.
 - c. Pallet weight must be included on the BOL, either as part of the product weight, or as a separate line.
 - d. Stack the heaviest cartons on the bottom. Pallets should not be stacked higher than 85” tall.
- The Vendor must contact UPS Freight to arrange for shipment pick up, providing at least 24 hours’ notice. The shipment will be refused at the Dry Goods DC and **sent back to the Vendor** if UPS picks up the freight earlier than the ship date, or later than the cancel date on the PO.
- There should be one BOL per pickup, per day, regardless of the number of POs or pallets/cartons being consigned.

Small Package Carrier – Less than 120lbs (Actual weight)/200lbs (Dimensional weight) and less than 25 cartons

Dry Goods will pay freight from the Vendor Warehouse to the Dry Goods DC using **UPS Ground “Collect.”**

UPS Ground “Collect”:

<http://www.ups.com>

1-800-742-5877

Small Carrier Label:

DRY GOODS

6565 N. Brady St

Davenport, IA 52806

- PO number(s) must be listed in the first reference field of the shipping label.
- When shipping, select “UPS Ground” as service type, and then select “Bill Receiver” and type in the Dry Goods UPS account number.
- The Vendor must contact UPS Ground to arrange for shipment pick up, providing at least 24 hours’ notice. The shipment will be refused at the Dry Goods DC and **sent back to the Vendor** if UPS picks up the freight earlier than the ship date, or later than the cancel date on the PO.
- DO NOT add insurance charges or declare a value.
- All labels must be placed on the side of the cartons. Do not cover any other information on cartons, such as barcodes or carton identification labels.
- Cartons must not have a single dimension that exceeds 48 inches.

State Routing Pages – FOB Vendor Warehouse

Arkansas, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, West Virginia, Wisconsin

LTL – 375lbs (Actual weight)/620lbs (Dimensional weight) or greater and/or 25 cartons or more *(This does not apply for shipments that meet volume load criteria)*

Dry Goods will pay freight from the Vendor warehouse using **UPS Freight “Collect.”**

UPS Freight “Collect”:

<http://www.ups.com>

1-800-742-5877

Bill of Lading:

DRY GOODS

6565 N. Brady St

Davenport, IA 52806

- Dry Goods requires all LTL shipments are on pallets. Pallets must be standard 48”x40”.
 - a. If multiple PO’s are on one pallet, label pallet “mixed PO’s.” It is imperative that PO’s are sorted and loaded by PO # to aid in the unloading and carton count verification at the Dry Goods DC.
 - b. Do not double stack or turn pallets sideways.
 - c. Pallet weight must be included on the BOL, either as part of the product weight, or as a separate line.
 - d. Stack the heaviest cartons on the bottom. Pallets should not be stacked higher than 85” tall.
- The Vendor must contact UPS Freight to arrange for shipment pick up, providing at least 24 hours’ notice. The shipment will be refused at the Dry Goods DC and **sent back to the Vendor** if UPS picks up the freight earlier than the ship date, or later than the cancel date on the PO.
- There should be one BOL per pickup, per day, regardless of the number of POs or pallets/cartons being consigned.

Small Package Carrier – Less than 375lbs(Actual Weight)/620lbs(Dimensional weight) and less than 25 cartons

Dry Goods will pay freight from the Vendor Warehouse to the Dry Goods DC using **UPS Ground “Collect.”**

UPS Ground “Collect”:

<http://www.ups.com>

1-800-742-5877

Small Carrier Label:

DRY GOODS

6565 N. Brady St

Davenport, IA 52806

- PO number(s) must be listed in the first reference field of the shipping label.
- When shipping, select “UPS Ground” as service type, and then select “Bill Receiver” and type in the Dry Goods UPS account number.
- The Vendor must contact UPS Ground to arrange for shipment pick up, providing at least 24 hours’ notice. The shipment will be refused at the Dry Goods DC and **sent back to the Vendor** if UPS picks up the freight earlier than the ship date, or later than the cancel date on the PO.
- DO NOT add insurance charges or declare a value.
- All labels must be placed on the side of the cartons. Do not cover any other information on cartons, such as barcodes or carton identification labels.
- *Cartons must not have a single dimension that exceeds 48 inches.*

State Routing Pages – FOB Consolidator

California - zip codes 900-930

All shipments regardless of size *(This does not apply for shipments that meet volume load criteria, unless directed to use the consolidator by the Logistics Manager)*

West Coast Consolidator (FOB Consolidator): The Vendor is responsible for freight to **City Fashion Express**; Dry Goods will pay freight from City Fashion to the Dry Goods DC.

Consolidation point:

CITY FASHION EXPRESS

2888 East El Presidio Street

Carson, CA 90810

(310) 223-1010 (Customer Service)

Customer service hours 6:30am-5:30pm PT M-F

Yadi x210 (6:30 am to 3:00 pm) Cammie x222 (8:00 am to 5:00 pm) Marsha x223 (9:30 am to 5:30 pm)

Receiving hours 8:00am-3:00pm PT M-F

Bill of Lading:

VON MAUR

6565 N. Brady St

Davenport, IA 52806

- The Vendor must call the Consolidator for PO verification and pickup or delivery appointment at least 24 business hours before requested ship date. The Vendor will be charged the Consolidator's established pick up rate.
 - a. The Vendor must call the Consolidator for P.O verification and delivery appointment 24 hours in advance of delivery even when opting not to use the Consolidator's carrier.
 - i. If the Vendor uses their own carrier, City Fashion will charge the Vendor \$2.50 per hundredweight handling fee with a \$15 minimum charge.
 - b. The BOL must be marked "pre-paid to the Consolidator, collect beyond."
- The Consolidator has the right to refuse pick up of the shipment if the Vendor has not given sufficient notification for pick up. If the Vendor chooses to ship on the cancel date, the consolidator/carrier must be called at least 24 business hours before the cancel date to make an appointment. **Same day pickups are not available.**
 - a. If using another carrier to deliver to the Consolidator, the freight **MUST** leave the Vendor's dock by the cancel date, and the Vendor is responsible for all handling charges.
- There should be one BOL per pickup, per day, regardless of the number of POs or pallets/cartons being consigned.
- LTL and Small Package shipments will go via the Consolidator, **no matter the size**, unless the vendor pays the freight charges.
- If there are 10 or more cartons in your shipment, the shipment must be palletized.
- **Vendors may bypass the Consolidator and prepay freight charges directly to the Dry Goods DC using their carrier of choice.**
 - a. **Vendors that prepay freight are responsible for loss and/or damages that occur during shipping.**

State Routing Pages – FOB Vendor Warehouse

California zip codes 931-960 (except 955) – provided the shipping location resides in the orange area

LTL – 120lbs (Actual weight)/200lbs (Dimensional weight) or greater and/or 25 cartons or more (This does not apply for shipments that meet volume load criteria, unless directed to use the consolidator by the Logistics Manager)

West Coast Consolidator (FOB Vendor Warehouse): Dry Goods will pay freight from the Vendor Warehouse to **City Fashion Express** and from City to the Dry Goods DC.

Consolidation point:

CITY FASHION EXPRESS

2888 East El Presidio Street

Carson, CA 90810

(310) 223-1010 (Customer Service)

Yadi x210 (6:30 am to 3:00 pm) Cammie x222 (8:00 am to 5:00 pm) Marsha x223 (9:30 am to 5:30 pm)

Receiving hours 8:00am-3:00pm PT M-F

Bill of Lading:

VON MAUR

6565 N. Brady St

Davenport, IA 52806

- The Vendor must call the Consolidator for PO verification, pickup and delivery appointment at least 24 business hours before requested ship date.
 - a. The BOL should be marked “collect.”
- The Consolidator has the right to refuse pick up of the shipment if the Vendor has not given sufficient notification for pick up. If the Vendor chooses to ship on the cancel date, the consolidator/carrier must be called at least 24 business hours before the cancel date to make an appointment. **Same day pickups are not available.**
- There should be one BOL per pickup, per day, regardless of the number of POs or pallets/cartons being consigned.

Small Package Carrier – Less than 120lbs (Actual weight)/200lbs (Dimensional weight) and less than 25 cartons

Dry Goods will pay freight from the Vendor Warehouse to the Dry Goods DC using **UPS Ground “Collect.”**

UPS Ground “Collect”:

<http://www.ups.com>

1-800-742-5877

Small Carrier Label:

DRY GOODS

6565 N. Brady St

Davenport, IA 52806

- PO number(s) must be listed in the first reference field of the shipping label.
- When shipping, select “UPS Ground” as service type, and then select “Bill Receiver” and type in the Dry Goods UPS account number.
- The Vendor must contact UPS Ground to arrange for shipment pick up, providing at least 24 hours’ notice. The shipment will be refused at the Dry Goods DC and **sent back to the Vendor** if UPS picks up the freight earlier than the ship date, or later than the cancel date on the PO.
- **DO NOT add insurance charges or declare a value.**
- All labels must be placed on the side of the cartons. Do not cover any other information on cartons, such as barcodes or carton identification labels.
- Cartons must not have a single dimension that exceeds 48 inches.



State Routing Pages

New Jersey – zip codes 070-079 & 085-089

New York – zip codes 100-119

LTL – 120lbs (Actual weight)/200lbs (Dimensional weight) or greater and/or 25 cartons or more – FOB

Consolidator (This does not apply for shipments that meet volume load criteria, unless directed to use the consolidator by the Logistics Manager)

East Coast Consolidator (FOB Consolidator): The Vendor is responsible for freight to **The Triangle Group**; Dry Goods will pay freight from **The Triangle Group** to the Dry Goods DC.

Consolidation point:

THE TRIANGLE GROUP

9 Hackensack Bldg 43

Kearny, NJ 07032

(201) 299-3910 x6 (8:30 am – 6:00 pm ET M-F)

customer_service@thetrianglegroup.com

Receiving hours 8:00am-2:30pm ET M-F

Bill of Lading:

VON MAUR

6565 N. Brady St

Davenport, IA 52806

- The Vendor must call the Consolidator for PO verification and pickup or delivery appointment at least 24 business hours before requested ship date. The Vendor will be charged the Consolidator's established pick up rate.
 - a. The Vendor must call the Consolidator for P.O verification and delivery appointment 24 hours in advance of delivery even when opting not to use the Consolidator's carrier.
 - b. The BOL must be marked "pre-paid to the Consolidator, collect beyond."
- The Consolidator has the right to refuse pick up of the shipment if the Vendor has not given sufficient notification for pick up. If the Vendor chooses to ship on the cancel date, the consolidator/carrier must be called at least 24 business hours before the cancel date to make an appointment. **Same day pickups are not available.**
 - a. If using another carrier to deliver to the Consolidator, the freight MUST leave the Vendor's dock by the cancel date, and the Vendor is responsible for all handling charges.
- There should be one BOL per pickup, per day, regardless of the number of POs or pallets/cartons being consigned.
- Vendors may bypass the Consolidator and **prepay freight charges** directly to the Dry Goods DC using their carrier of choice.
 - a. Vendors that prepay freight are responsible for loss and/or damages that occur during shipping.

Small Package Carrier – Less than 120lbs (Actual weight)/200lbs (Dimensional weight) and less than 25 cartons

Dry Goods will pay freight from the Vendor Warehouse to the Dry Goods DC using **UPS Ground "Collect."**

UPS Ground "Collect":

<http://www.ups.com>

1-800-742-5877

Small Carrier Label:

DRY GOODS

6565 N. Brady St

Davenport, IA 52806

- PO number(s) must be listed in the first reference field of the shipping label.
- When shipping, select "UPS Ground" as service type, and then select "Bill Receiver" and type in the Dry Goods UPS account number.
- The Vendor must contact UPS Ground to arrange for shipment pick up, providing at least 24 hours' notice. The shipment will be refused at the Dry Goods DC and **sent back to the Vendor** if UPS picks up the freight earlier than the ship date, or later than the cancel date on the PO.
- DO NOT add insurance charges or declare a value.
- All labels must be placed on the side of the cartons. Do not cover any other information on cartons, such as barcodes or carton identification labels.
- Cartons must not have a single dimension that exceeds 48 inches.

State Routing Pages – FOB Vendor Warehouse

Connecticut, Massachusetts

New Jersey – zip codes 080-084

LTL – 120lbs (Actual weight)/200lbs (Dimensional weight) or greater and/or 25 cartons or more *(This does not apply for shipments that meet volume load criteria, unless directed to use the consolidator by the Logistics Manager)*

East Coast Consolidator (FOB Vendor Warehouse): Dry Goods will pay freight from the Vendor Warehouse to **The Triangle Group** and from **The Triangle Group** to the Dry Goods DC.

Consolidation point:

THE TRIANGLE GROUP

9 Hackensack Bldg 43

Kearny, NJ 07032

(201) 299-3910 x6 (8:30 am – 6:00 pm ET M-F)

customer_service@thetrianglegroup.com

Receiving hours 8:00am-2:30pm ET M-F

Bill of Lading:

VON MAUR

6565 N. Brady St

Davenport, IA 52806

- The Vendor must call the Consolidator for PO verification, pickup and delivery appointment at least 24 business hours before requested ship date.
 - a. The BOL should be marked “collect.”
- The Consolidator has the right to refuse pick up of the shipment if the Vendor has not given sufficient notification for pick up. If the Vendor chooses to ship on the cancel date, the consolidator/carrier must be called at least 24 business hours before the cancel date to make an appointment. **Same day pickups are not available.**
- There should be one BOL per pickup, per day, regardless of the number of POs or pallets/cartons being consigned.

Small Package Carrier – Less than 120lbs (Actual weight)/200lbs (Dimensional weight) and less than 25 cartons
Dry Goods will pay freight from the Vendor Warehouse to the Dry Goods DC using **UPS Ground “Collect.”**

UPS Ground “Collect”:

<http://www.ups.com>

1-800-742-5877

Small Carrier Label:

DRY GOODS

6565 N. Brady St

Davenport, IA 52806

- PO number(s) must be listed in the first reference field of the shipping label.
- When shipping, select “UPS Ground” as service type, and then select “Bill Receiver” and type in the Dry Goods UPS account number.
- The Vendor must contact UPS Ground to arrange for shipment pick up, providing at least 24 hours’ notice. The shipment will be refused at the Dry Goods DC and **sent back to the Vendor** if UPS picks up the freight earlier than the ship date, or later than the cancel date on the PO.
- **DO NOT add insurance charges or declare a value.**
- All labels must be placed on the side of the cartons. Do not cover any other information on cartons, such as barcodes or carton identification labels.
- Cartons must not have a single dimension that exceeds 48 inches.

2019 Carrier Closing Dates

No pickups or appointments will be scheduled on the below dates. Please plan accordingly when calling in for PO verification and a pick up or delivery appointment. Extensions needed due to a carrier closing will be approved by the appropriate buyer on a case-by-case basis.

The Triangle Group (East Coast Consolidator)

TUESDAY	1-1-2019	NEW YEAR'S DAY
MONDAY	1-21-2019	MARTIN LUTHER KING JR. DAY
MONDAY	2-18-2019	PRESIDENT'S DAY
MONDAY	5-27-2019	MEMORIAL DAY
THURSDAY	7-4-2019	FOURTH OF JULY
MONDAY	9-2-2019	LABOR DAY
THURSDAY	11-28-2019	THANKSGIVING DAY
FRIDAY	11-29-2019	THANKSGIVING
TUESDAY	12-24-2019	CHRISTMAS EVE
WEDNESDAY	12-25-2019	CHRISTMAS DAY
TUESDAY	12-31-2019	NEW YEAR'S EVE

City Fashion Express (West Coast Consolidator)

TUESDAY	1-1-2019	NEW YEAR'S DAY
MONDAY	5-27-2019	MEMORIAL DAY
THURSDAY	7-4-2019	FOURTH OF JULY
MONDAY	9-2-2019	LABOR DAY
THURSDAY	11-28-2019	THANKSGIVING DAY
FRIDAY	11-29-2019	THANKSGIVING
TUESDAY	12-24-2019	CHRISTMAS EVE
WEDNESDAY	12-25-2019	CHRISTMAS DAY
TUESDAY	12-31-2019	NEW YEAR'S EVE

UPS Ground

TUESDAY	1-1-2019	NEW YEAR'S DAY
MONDAY	5-27-2019	MEMORIAL DAY
THURSDAY	7-4-2019	FOURTH OF JULY
MONDAY	9-2-2019	LABOR DAY
THURSDAY	11-28-2019	THANKSGIVING DAY
TUESDAY	12-24-2019	CHRISTMAS EVE
WEDNESDAY	12-25-2019	CHRISTMAS DAY
TUESDAY	12-31-2019	NEW YEAR'S EVE

UPS Freight

TUESDAY	1-1-2019	NEW YEAR'S DAY
MONDAY	5-27-2019	MEMORIAL DAY
THURSDAY	7-4-2019	FOURTH OF JULY
MONDAY	9-2-2019	LABOR DAY
THURSDAY	11-28-2019	THANKSGIVING DAY
TUESDAY	12-24-2019	CHRISTMAS EVE
WEDNESDAY	12-25-2019	CHRISTMAS DAY
TUESDAY	12-31-2019	NEW YEAR'S EVE

Expedited Freight

A Buyer/Vendor Freight Negotiation form (FNF/appendix A) **must** be filled out for all expedited shipments. A copy of the form signed by the Buyer and Logistics Manager will be sent to the Vendor by request only.

- If the Vendor is paying 100% of the freight charges, and an FNF has been signed, the Vendor may proceed with shipping using their own carrier. The Vendor is responsible for tracking the shipment, as well as all charges, losses, damages, etc. for the shipment.
- If Dry Goods is paying any portion of the freight, the Logistics Manager, **before shipping**, must be provided the carton count, weight, shipper zip code and dimension of cartons. The carrier will be provided once the FNF and aforementioned information is received.

Volume Shipments – FOB Vendor Warehouse - more than 5,000 lbs, more than 750 ft³, or more than 9 standard pallets

A Volume Load Request form (VLF/appendix D) must be filled out for all volume shipments, and emailed or faxed to the Logistics Manager.

- Routing instructions will be provided once the VLF has been received.
- Volume shipments require at least three (3) business days before the planned ship date, and at least three (3) business days before the cancel date.
 - a. Volume shipments will not be picked up the same day they are requested.
- The Vendor must contact the Logistics Manager for re-approval if a carrier has been assigned to pick up the volume shipment and any part of the shipment information has changed.
- Orders must be palletized.
- Pallets must be standard 48"x40".
- DO NOT DOUBLE STACK PALLETS OR TURN SKIDS IN TRAILER.
- Maximum pallet height is 85 inches.

VI. RETURN TO VENDOR POLICY

Determine the proper procedure by reviewing the steps under each type of RTV: Buyer Requested, In-Store Damages/Customer Returns, and Hold Trouble.

Buyer Requested RTV's

The Return Authorization (RA) number will be obtained by the buyer prior to goods being shipped back to the Vendor. This includes seasonal stock adjustments and merchandise accommodations. The Vendor is responsible for all freight charges. Freight charges will be prepaid, and a chargeback will be issued to the Vendor for the return freight amount. The carrier will be determined by the size of the shipment and the return address.

The Vendor must provide the following information for all Return Authorizations (RAs):

- Vendor/Company Name
- Return to Address
- Return Authorization Number
- Dry Goods Department Number

In-Store Damages/Customer Returns

A damage allowance is the preferred method for handling in-store damages/customer returns. Contact the appropriate buyer to discuss this option.

If there is no damage allowance, damages will be returned on a monthly basis following these guidelines:

- 1) If the total cost of the merchandise shipment to be returned is less than \$100, Dry Goods will destroy the product. A claim for the cost amount of the goods will be issued to the Vendor.
- 2) If the total cost of the merchandise shipment to be returned is greater than \$100, Dry Goods will request an RA # from the Vendor; the Vendor has 60 days from the 1st request to issue an RA# or the goods will be destroyed. Freight charges will be prepaid, and a chargeback will be issued to the Vendor for the return freight amount. The carrier will be determined by the size of the shipment and the return address.
- 3) *All jewelry vendors will have an automatic damage allowance based on 2% of cost receipts. The allowance will be taken twice a year in the months of January and July.*

The Vendor must provide the following information for all Return Authorizations (RAs):

- Vendor/Company Name
- Return to Address
- Return Authorization Number
- Dry Goods Department Number
- Dry Goods Claim Number

Hold Trouble RTV's

Merchandise will be returned to Vendor for the following reasons:

- Merchandise not ordered
- Merchandise found to be substandard, defective or not in sellable condition
- Substitutions for color, style, or size
- Mismatched sizes

Dry Goods will issue an RA claim for goods being returned to a Vendor for the reasons above at the cost value of the merchandise. This is to notify the vendor Dry Goods will not pay for these goods **if** invoiced for them. An offset expense plus all inbound freight charges will also be assessed. In regards to returning Hold Trouble goods to the Vendor, Dry Goods will follow the below procedures:

- 1) If the total cost of the merchandise shipment to be returned is less than \$100, Dry Goods will destroy the product. An RA claim for the cost amount of the goods will be issued to the Vendor.
- 2) If the total cost of the merchandise shipment to be returned is greater than \$100, Dry Goods will request an RA number from the Vendor; the Vendor has 60 days from the 1st request to issue an RA# or the goods will be destroyed. Dry Goods will not be responsible for payment of goods. Freight charges will be prepaid, and a chargeback will be issued to the Vendor for the return freight amount. The carrier will be determined by the size of the shipment and the return address.

Refused Shipments

Merchandise will be refused in the Receiving Department and returned to Vendor for the following reasons:

- Merchandise picked up before the start ship date
- Merchandise picked up after the cancel date
- Vendor shipped a buyer cancelled order
- Vendor over-shipped units on a PO (no open units)

All refused goods received will be returned to the Vendor at the Vendor's expense using the inbound carrier. Shipments arriving to Dry Goods via the consolidator will be returned prepaid, and a chargeback will be issued to the Vendor for the return freight amount. The carrier will be determined by the size of the shipment and the return address.

Return Authorization will not be requested for refused merchandise. If the Vendor chooses not to receive this returned refused merchandise, the merchandise will be destroyed or liquidated. The Vendor assumes full liability for loss/damage on refused shipments resulting from non-compliant Purchase Orders, or improper packaging, labeling or shipping.

Samples

Samples sent to Dry Goods will be returned once a label is provided by the Vendor to Dry Goods or when the Vendor provides their UPS or FedEx account number, accompanied by the return address.

Proof of Delivery/Claim Inquiries

Requests for Proof of Delivery (POD) for returned merchandise will only be granted if the deduction has occurred within the past 6 months. All requests must be presented in writing and include a detailed explanation of the issue, Dry Goods claim number, and the name and address where a reply can be sent. After 6 months, Dry Goods will not be liable for shortages or damages.

If you have questions regarding specific claim issues, requests for POD, damaged merchandise or a change in address for returned merchandise contact the Vendor Return Department at (563) 445-7008 or rtv@vonmaur.com.

VII. EXPENSE OFFSET CHARGES

Violations of the Dry Goods Compliance Guide will result in offset expense charges to the Vendor. The purpose of offset charges is not to profit, but to achieve compliance so merchandise can be moved quickly and cost effectively to the selling floor. The Vendor is responsible for inbound and outbound freight charges when applicable. See complete listing of Distribution Center, Shipping, and EDI chargeback's below. All offset expense disputes or inquiries must be addressed no later than **6 MONTHS** from the date the charge was written.

GENERAL/TERMS AND CONDITIONS		pgs 2, 32
Color and/or size not on order		\$100 per incident
Defective goods		\$100 per incident
Poor quality of goods		\$100 per incident
Mismatched sizes		\$100 per incident
Unauthorized substitutions		\$100 per incident
Merchandise not ordered		\$100 per incident
Shortage/overage shipment		\$100 per incident
TICKETS		pgs 3-4
Incorrect placement of tickets		\$25 per incident + .50 cents per unit
Tickets on merchandise for another Retailer		\$25 per incident + .50 cents per unit
Failure to supply a style number on the garment/each poly bag		\$100 per incident
Failure to supply a size or color on items		\$100 per incident
Failure to ship with correct ticket		\$25 per incident + .50 cents per unit
HANGERS		pg 5
Vendor supplied hangers		\$0.25 per hanger
SHIPPING		pgs 5-6
Shipping merchandise directly to the stores		\$100 per incident + all freight charges
Multiple POs with no detail on Bill of Lading		\$100 per incident
Failure to put PO #s on Master Bill of Lading or front page of BOL for LTL shipments		\$100 per incident
BOL containing incorrect or not all of the required information		\$100 per incident
Tendering more than one BOL per pickup, per day		\$100 per incident
Failure to properly place PO's on shipping label and/or BOL		\$100 per incident
Not specifying "Protect from Freezing" or "Protect from Heat" on BOL		\$100 per incident
Not specifying "FOODSTUFFS" on BOL		\$100 per incident
Not specifying "HAZMAT" at time of shipment		\$100 per incident
Driver must load and/or count		Carrier driver assist fees
Special truck needed (i.e. lift gate truck)		Carrier Charges
Driver detention charge		Carrier Charges
Carrier added customs fees, service fees, ancillary fees, and/or value added taxes to the freight invoice		\$100 per incident plus fees and/or taxes
Carrier added assessorial fees, including declared value fees		\$100 per incident plus fees
Carrier changes description, weight or class number on Bill of Lading/Ground invoice		\$100 per incident + freight charges and/or carrier fees
Shipped more than 2 shipments in 1 week (7 consecutive days)		\$100 per incident + all freight charges
Shipped more than 3 times against 1 PO		\$100 per incident
Did not meet fill rate requirements/split shipped style(s)		\$100 per incident
Failure to pay for all freight charges on samples sent		Inbound & outbound freight charges
Failure to ship according to the Compliance Guide		\$100 plus all freight charges
Failure to prepay shipping on back orders		\$100 plus all freight charges
ROUTING		pgs 7-16
Purchase Orders not sorted/palletized and loaded by PO #		\$100 per incident
Shipped using non-standard size pallets		\$100 per incident
Vendor double stacked pallets		\$100 per incident
Orders picked up before the first ship date		\$100 per incident
Orders picked up after the cancel date		\$100 per incident + all freight charges
Shipped PO without Consolidator verifying PO or providing approval		\$100 per incident
Failure to schedule pickup at least 24 hours before cancel date		\$100 per incident

Bill correction request for freight charges	\$50 per incident
Failure to ship correct FOB (i.e. FOB consolidator)	\$100 plus all freight charges
Failure to ship with the correct carrier	\$100 plus all freight charges
Failure to get prior approval for an expedited shipment	\$100 plus all freight charges
Failure to receive approval for volume shipment	\$100 plus all freight charges
Failure to receive re-approval on a volume shipment after a carrier has been assigned	\$100 per incident + the difference in freight charges
Failure to palletize and/or properly label Volume Load pallets	\$100 per incident
Failure to include PO in shipment that was listed in the volume request	\$100 per PO
Volume Load Request does not match what was shipped	\$100 plus all freight charges
RTV/REPAIRS	
pgs 17-18	
Merchandise Returned to Vendors – Hold Trouble	\$100 per incident + all freight charges
Dry Goods charged for outbound Collect freight	All freight charges
Dry Goods invoiced for freight when using the Vendor’s UPS/FedEx account number	\$100 per incident + all freight charges
EDI	
pgs 21-25	
UPC Ticket not on the merchandise	\$25 per incident and .50 cents per unit
Incorrect UPC ticket on merchandise/ Dry Goods logo on ticket	\$25 per incident and .50 cents per unit
UPC not available in OPEN TEXT/GXS	\$100 per incident
UPC altered after being assigned and put into OPEN TEXT/GXS	\$100 per incident
UPC ticket not scannable / readable	\$25 per incident and .50 cents per unit
No retail on UPC Tickets	\$25 per incident and .50 cents per unit
UPC tickets affixed improperly	\$25 per incident and .50 cents per unit
Ticket format not industry standard	\$25 per incident and .50 cents per unit
Missing or incorrect GS1-128 label	\$25 per incident + \$5 per carton
Contents do not match GS1-128 label	\$25 per incident + \$5 per carton
Duplicate GS1-128 number assigned	\$25 per incident + \$5 per carton
Failure to provide GS1-128 labels for each carton in a master pack, if applicable	\$25 per incident + \$5 per carton
Not using a 17 digit VICS Bill of Lading number	\$100 per incident
No ASN received for shipment	\$100 per incident
ASN not received 48 hours prior to merchandise receipt	\$100 per incident
Unusable ASN/incorrect ASN	\$100 per incident
Functional Acknowledgement not received within 2 days of PO transmission	\$100 per incident
Selling information provided when set up for 852 transactions	\$25 per incident
PACKAGING/PACKING SLIPS/MASTER PACKS/LABELING	
EDI pgs 22-24, non-EDI pg 26-28	
Cartons packed with more than 1 PO enclosed	\$100 per incident
Cartons not packed per floor ready standards	\$100 per incident
Cartons not packed per PO specifications	\$100 per incident
Damage and/or loss of merchandise due to inappropriate packaging of cartons	\$100 per incident + all freight charges
Minimum carton size not met	\$100 per incident + all freight charges
Maximum carton size and/or weight exceeded	\$100 per incident + all freight charges
Cartons not labeled as “Special Order” or “BULK” where applicable	\$100 per incident
Failure to master pack if PO has 2+ cartons but weighs the minimum	\$100 per incident + all freight charges
Carton identification information incorrect/missing from the outside of the carton	\$100 per incident
Cartons not labeled as “Master Pack” where applicable	\$100 per incident
Packing slips do not contain all the required information	\$100 per incident
Failure to put all packing slips in a removable pouch on the outside of the lead/one carton	\$100 per incident
Incorrect or missing packing slips	\$100 per incident
Carton labels not on correct side of cartons	\$100 per incident
Labels not legible, scannable or easy to read	\$100 per incident
Shipment received in polybags/envelopes	\$100 per incident

VIII. EDI VENDORS/SET UP

EDI is a paperless electronic transmission of data that expedites communication between the Retailer and Vendor, improves accuracy, and lowers costs by reducing redundant data entry. Vendors are expected to be EDI if the Vendor has EDI capability. Please contact the EDI Coordinator (edicoord@vonmaur.com) to begin the set up and testing process. At that time, mapping information will be provided and a testing and implementation schedule will be established. The EDI Coordinator may contact a Vendor to see if EDI is a possibility based upon the unit volume done with that Vendor. Vendors that are unable to comply with the requested EDI partnership with Dry Goods will be given a reasonable amount of time to comply before offset expenses are assessed.

Dry Goods supports the current industry standards and expects all EDI trading partners to comply with the current Voluntary Interindustry Commerce Standard (VICS), Uniform Code Council (UCC), Electronic Data Interchange (EDI), and Universal Product Code (UPC) standards.

Transmission costs are shared between Dry Goods and our trading partners on a 50/50 split. Dry Goods pays the cost of receiving your documents from the OPEN TEXT/GXS network and sending our documents to the network. Trading partners pay the cost of sending their documents to their third party network and receiving Dry Goods documents from the OPEN TEXT/GXS network.

Trading partners should use OPEN TEXT/GXS as the VAN for transmission of documents. If the trading partner is not capable of using OPEN TEXT/GXS, contact our EDI Coordinator for inter-connect options.

Dry Goods can receive the following documents:

214	Trailer Manifest	810	Invoice
832	UPC catalog data from vendor or OPEN TEXT/GXS	855	Inbound purchase order
856	Advance ship notice (ASN)	997	Functional Acknowledgment

Dry Goods can send the following EDI documents:

850	Outbound purchase order	997	Functional acknowledgment
852	Product Activity Data (weekly sales and semiannual on hand information)		

Mapping information is available by clicking on this [link](#) to our website. Dry Goods will only process documents that meet the mapping specifications.

EDI Testing/General Information

Access to your UPC catalog is a prerequisite to testing any EDI transaction.

All trading partners must be capable of receiving an 850 Purchase Order or sending an 855 (Vendor generated) Purchase Order. Trading partners must be capable of sending accurate carton level advanced ship notice (ASN)/manifest. Our policy is to test the 850 and 856 transactions simultaneously. We will not allow the transmission of any Purchase Orders via EDI until the 856 transaction is in production. Use the “scan and pack” method to create your ASN.

Functional acknowledgments (997) must be provided within two business days from receipt of each 850 PO transmission received from Dry Goods. We will provide a functional acknowledgment (997) within two business days from receipt of each 856 ASN transmission from our trading partners. Dry Goods must receive your ASN at least 48 hours before the merchandise arrives at our DC.

If you request to receive selling information via the 852 Product Activity Data transaction, we will no longer provide manual selling information such as printed reports, faxed/emailed information, or phoned in sales. A \$25 offset expense will be assessed for each request for manual selling information.

The Bill of Lading must conform to the VICS standard of a 17-digit number.

UPC Requirements

The UPC is the essential component of EDI and is utilized in the transmission of all EDI documents. Following these steps will ensure that your company is positioned for a successful partnership at Dry Goods. Once an EDI partnership is established and EDI Documents are traded, the following steps will be mandated and offset expenses may be assessed for noncompliance:

- Provide accurate UPC data via Quick Response Services Catalog (OPEN TEXT/GXS). The UPC catalog must include a minimum of UPC, product ID, unique product description, NRF color and size codes, color and size description, and selection code. If your merchandise is sized, please include this on the UPC ticket. The color-to-size bar code is optional.
- Assign a unique UPC number at the product ID/color (if product has a color)/size (if the product is sized) level to all merchandise. This includes all special cuttings, membership pieces, fabrics, and accessory items that are sold by the Vendor.
 - If you are EDI compliant, and do business with Dry Goods, you will need to offer a different UPC code for Dry Goods merchandise.
- UPCs must be located on every item, regardless of how it is packaged. Our systems are not equipped to utilize pre-pack UPCs. EACH = UPC = CONSUMER SELLING UNIT.
- Ensure that the product ID/color/size on the OPEN TEXT/GXS catalog matches the information issued on all other materials including buyer catalogs, shipping information and merchandise tickets.
- Access to your UPCs must be available in OPEN TEXT/GXS before product offering. UPCs must be available in the OPEN TEXT/GXS catalog for the Buyer to generate an EDI Purchase Order.
- Once UPCs have been assigned and made available to us via OPEN TEXT/GXS, **UPC related information must not be altered.**
- The industry standard requires a waiting period of 30 months for fashion merchandise and 48 months for non-fashion merchandise; we recommended that UPCs or Product IDs not be re-used.
- Gift with Purchase (GWP) and Purchase with Purchase (PWP) must be assigned and ticketed with UPC codes. These UPCs must be included in the UPC catalog, as well as in all EDI documents.

Packaging Instructions

To expedite merchandise through the Distribution Center, please follow these listed guidelines. Merchandise not shipped to these specifications can experience delays in processing and loss of time on the selling floor, along with incurring offset expenses.

- Vendors must pack merchandise in shippable cartons (minimum 200lbs burst/32 ECT)
- Ship orders in cartons only. Envelopes or polybags are not acceptable.
- Maximum carton size = 22" wide x 30" long x 21.5" high. Maximum weight not to exceed 50 pounds. Offset expenses will be applied for violation of carton size or weight, as cartons are unable to move on the conveyor system.
- Minimum carton size = 9" wide x 12" long x 3" high. **Cartons smaller than the minimum allowed size must be Master Packed (see below instructions.)**
- Do not place metal/plastic bands or straps on the cartons or wrap cartons in burlap or plastic.
- Cartons must contain merchandise for only one Purchase Order (and one store, if pre-distributed.) They must be packed in compliance with the floor ready standards and according to the Purchase Order specifications (see appendix B.) Multiple styles and sizes can be shipped in the same carton if the order specifies it be packed by store.

- Bulk orders are rare, and must be approved by the Buyer. If it is unclear whether an order is bulk, contact Dry Goods DC Management. Bulk orders must be packed one style and color (if applicable) per box. The style, color and size must be on the outside of the carton, and on the item or poly bag (if used.) Indicate “BULK” on each carton.
- Cartons that are “no retail” or **GWP** should be clearly labeled NO RETAIL. If the item is for a buyer, the buyer’s full name should also appear. For cartons that are going to the stores, the store # or initials should appear on each carton, along with NO RETAIL.
- All shipments must arrive **in cartons** by store, unless authorization by the Distribution Center Manager has been obtained.
- Pack merchandise in such a manner as to prevent concealed loss or damage in transit.
- Concealed damages or shortages, where there is no visible damage or tampering with the package, will be charged back to the Vendor.
- Custom/special orders should be labeled “SPECIAL ORDER” on the outside of the carton.
- Do not use hangers.
- All carton information needs to be on the side of the cartons, not the top or bottom, with the exception of Master Packs.
- If individual cartons (0-10 lbs) are small enough to consolidate into a Master Pack and there is more than one carton per PO, please follow the below instructions regarding Master Packs.

Master Packs

- a. One Purchase Order per Master Pack (MP). There is no limit to the number of inner cartons per MP, as long as the MP carton weighs less than 50 lbs, and measures less than 130” in length and girth. The number of cartons labeled MP should not exceed 20.
 1. Master Pack exterior labeling requirements
 - **On shipping label**
 From: Vendor Name and Address
 Ship to: Dry Goods
 6565 Brady St
 Davenport, IA 52806
 Carrier information
 - **On carton (permanently affixed or legibly written)**
 6 digit Purchase Order number
 3 digit Department number
Mark the outside of each master carton “Master Pack”
 Label cartons 1 of 3, 2 of 3 etc.
- b. Pack the inner contents in a carton, by store.
 1. Master Pack GS1-128 inner carton labeling requirements*
 - 6 digit Purchase Order number, 3 digit Department number
 - Store number
 - Serial shipping container code (Barcode & human readable)

**Information may be on the side of the cartons or the top or bottom due to the small inner-carton size*

GS1 Carton Label/Information Placement Requirements for EDI Purchase Orders

- GS1-128 labels must be scannable.
- The GS1-128 label must be located in the lower right-hand corner of the longest side of the carton.
- The bottom edge of the barcode should be no closer than ½ inch and no greater than 1 inch from the bottom of the carton.
- The outer edge should be no closer than ½ inch and no greater than 1.25 inches to the edge of the vertical face.
- There should not be any additional labels or markings covering the GS1-128 label.
- Any additional barcoded labels must be placed on the opposite side of the carton or the barcode must be blacked out.

If the carton is 6 inches or more in height, the GS1-128 label should be placed as shown below.





If the carton is less than 6 inches in height, the label may be overlapped from the top to the side (as shown below) as long as the barcode is not folded.



EDI GS1-128 Required Label Information

All information/labels must be on the **side** of the carton. The PO #, Dept # and Store # must be permanently affixed or written on EACH carton. Each GS1-128 Shipping Label must have:

UCC 128 Shipping Label
4x6

1. From Vendor name and address	FROM: FINELINE TECHNOLOGIES 157 TECHNOLOGY PKWY STE. 700 NORCROSS, GA 30092	TO: DRY GOODS DIST CENTER 6565 BRADY ST DAVENPORT, IA 52806
2. Ship to: Dry Goods 6565 Brady St Davenport, IA 52806	SHIP TO POSTAL CODE: (420) 52806 	CARRIER: UPS FREIGHT
3. Ship to Postal Code	PO#: 596101	CASE QTY: 3
4. Carrier information (Bill of Lading & PRO # if available)	DEPT # 456	STORE #: 0014
5. 6-digit Purchase Order number, Case Quantity (# of units), 3-digit Department #	SSCC-48	
6. Mark for store #		
7. Serial shipping container code (Barcode & human readable)	(00) 0 0686763 200005081 6 	

To initiate an EDI trading partnership, complete this form and return by fax to the Dry Goods EDI Coordinator at (563) 468-4111. The EDI Coordinator may also be reached at (563) 388-2284 or edicoord@vonmaur.com.

To initiate an EDI trading partnership, complete this form and return by fax to the Dry Goods EDI Coordinator at (563) 468-4111. The EDI Coordinator may also be reached at (563) 388-2284 or edicoord@vonmaur.com.

Mapping information will be provided upon approval of the Trading Partner Information Sheet.

EDI Trading Partner Information Sheet

Trading Partner Name: _____

Vendor Number: _____

EDI Contacts

Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Network

EDI Provider

Name _____

Qualifier/ID _____

GXS Active Catalogue

Name _____

Account # _____

Versions supported _____

Transaction Sets Supported (please circle)

810*	Invoice	857	Shipment Billing Notice
820	Payment Order	860*	P.O. Change Request
830	Planning Schedule	867	Product Transfer and Resale
832*	Price Sales Catalog	869	Order Status Inquiry
846	Inventory Advice	870	Order Status Report
850*	Purchase Order	997*	Functional Acknowledgment
852*	Product Activity Data	Other	
855*	P.O. Acknowledgment	_____	_____
856*	Ship Notice/Manifest	_____	_____

*Currently supported transaction sets by Dry Goods

Date to begin testing: _____ Approximate testing period: _____

Are you able to ticket with MSRP? _____

Are you able to ticket with our retail price, if it is included in the 850? _____

Is there an additional charge for either of the above? _____

Are you able to pack your product by store? _____

Would you like to see the style # on the EDI transmission? _____

IX. NON-EDI VENDORS

Because Dry Goods carries a variety of specialty merchandise, all Vendors are not required to be EDI compliant. If your company is able to become an EDI Partner, contact the EDI Coordinator at 563-388-2284 or edicoord@vonmaur.com. An example of a Dry Goods faxed PO is available in the [Vendor Policies](#) section of www.drygoodsusa.com. If you have further questions regarding the information on the Purchase Order, please contact the appropriate buyer or buyer assistant.

Packaging Instructions

To expedite merchandise through the Distribution Center, please follow these listed guidelines. Merchandise not shipped to these specifications can experience delays in processing and loss of time on the selling floor, along with incurring offset expenses.

- Vendors must pack merchandise in shippable cartons (minimum 200lbs burst/32 ECT)
- Ship orders in cartons only. Envelopes or polybags are not acceptable.
- Maximum carton size = 22" wide x 30" long x 21.5" high. Maximum weight not to exceed 50 pounds. Offset expenses will be applied for violation of carton size or weight, as cartons are unable to move on the conveyor system.
- Minimum carton size = 9" wide x 12" long x 3" high. **Cartons smaller than the minimum allowed size must be Master Packed (see below instructions.)**
- Do not place metal/plastic bands or straps on the cartons or wrap cartons in burlap or plastic.
- Cartons must contain merchandise for only one Purchase Order (and one store, if pre-distributed.) They must be packed in compliance with the floor ready standards and according to the Purchase Order specifications (see appendix B.) Multiple styles and sizes can be shipped in the same carton if the order specifies it be packed by store.
- Bulk orders are rare, and must be approved by the Buyer. If it is unclear whether an order is bulk, contact Dry Goods DC Management. Bulk orders must be packed one style and color (if applicable) per box. The style, color and size must be on the outside of the carton, and on the item or poly bag (if used.) Indicate "BULK" on each carton.
- Cartons that are "**no retail**" or **GWP** should be clearly labeled NO RETAIL. If the item is for a buyer, the buyer's full name should also appear. For cartons that are going to the stores, the store # should appear on each carton, along with NO RETAIL.
- All shipments must arrive **in cartons** by store, unless authorization by the Buyer has been obtained.
- Pack merchandise in such a manner as to prevent concealed loss or damage in transit.
- Concealed damages or shortages, where there is no visible damage or tampering with the package, will be charged back to the Vendor.
- Custom or special orders should be labeled on the outside of the carton with the words "SPECIAL ORDER."
- Do not use hangers.
- All carton information needs to be on the side of the cartons, not the top or bottom, with the exception of Master Packs. **Do not put ANY labels on the top of the cartons.**
- If individual cartons (0 to 10 lbs) are small enough to consolidate into a Master Pack and there is more than one carton per Purchase Order, please follow the instructions regarding Master Packs.

Master Packs

- a. One Purchase Order per Master Pack (MP.) There is no limit to the number of cartons per MP, as long as the MP carton weighs less than 50 lbs, and measures less than 130" in length and girth. The number of cartons labeled MP should not exceed 20.
 1. Master Pack exterior labeling requirements
 - **On shipping label**
 - From: Vendor Name and Address
 - Ship to: Dry Goods
6565 Brady St
Davenport, IA 52806
 - Carrier information
 - **On carton (permanently affixed or legibly written)**
 - 6 digit Purchase Order number
 - 3 digit Department number
 - Mark the outside of each master carton "Master Pack"
 - Label cartons 1 of 3, 2 of 3 etc.
- b. Pack the inner contents in a carton, by store.
 1. Master Pack inner carton labeling requirements*
 - 6 digit Purchase Order number, 3 digit Department number
 - Store number
 - Carton quantity
 - The packing slip should be in a removable pouch on the outside of one inner carton

**Information may be on the side of the cartons or the top or bottom due to the small inner-carton size*

Packing Slips

Packing slips (PS) must be provided for each Non-EDI Purchase Order. Create one PS containing information for each store or create a separate PS for each store. If one PS is generated, it must include a detailed by-store breakdown. All PS, whether there is just one or there are multiple, need to be placed in a removable pouch on the outside of ONE carton for each Purchase Order. PS should not be affixed to the shrink wrap. Do not put a PS on individual cartons. PS placed on individual cartons take longer to process, as the Receiving Department must take the slips off each box.

- All packing slips must be in a removable pouch on the OUTSIDE of the one carton.
- DO NOT place packing slips inside the carton.
- Include this information:
 1. Vendor Name and Address
 2. Dry Goods
6565 Brady Street,
Davenport, IA 52806
 3. Purchase Order number
 4. Store number
 5. Style, color, size by store
 6. Total units by store
 7. Merchandise description on packing slip

Carton Identification/Label Requirements for Non-EDI Vendors

Each carton must have a legible, easy to read label on the side of the carton. NO BARCODES OR LABELS ON THE TOP OF CARTONS.

All information / labels must be on the side of the carton.

The PO #, Dept # and Store # must be **permanently affixed or legibly written** on EACH carton.

The Shipping Label/BOL must have:

1. From: Vendor name and address
2. Ship to: Dry Goods
6565 Brady St
Davenport, IA 52806
3. Carrier information (Bill of Lading & PRO # if available)
4. 6-digit Purchase Order number
5. 3-digit Department number

X. DRY GOODS CONTACT LIST

DISTRIBUTION CENTER	PHONE NUMBERS AND E-MAIL ADDRESSES	FAX NUMBERS
Dry Goods Center	Main Switchboard (563) 388-2200 generaloffices@vonmaur.com	(563) 388-2242
Logistics Manager <i>Contact with questions regarding general instructions, shipping, routing, carriers, freight negotiation form, store list or volume loads</i>	Chris Drew (563) 388-2260 logismgr@drygoodsusa.com	(563) 388-2242
Distribution Center Manager <i>Contact with questions regarding tickets, hangers, packaging, or bulk orders</i>	Kayla Seitz (563) 388-2224 DCExecManagement@vonmaur.com	(563) 468-4111
Assistant Distribution Center Manager <i>Contact with questions regarding tickets, hangers, packaging, or bulk orders</i>	Holly Sutton (563) 445-7004 DCExecManagement@vonmaur.com Ryan Funke (563) 336-7354 DCExecManagement@vonmaur.com	(563) 468-4111
Receiving Clerk	Dee Denney (563) 388-2200 ext 3368 DCreceiving@vonmaur.com Lisa Vaughn (563) 388-2200 ext 3368 DCreceiving@vonmaur.com	(563) 468-4111
Accounts Payable	Jan Black (563) 388-2276 AccountsPayable@vonmaur.com Kelli Herald (563) 388-2227 AccountsPayable@vonmaur.com Mel Davis (563) 468-4816 AccountsPayable@vonmaur.com	(563) 388-2242
EDI Coordinator	Jonathan Neavor (563) 388-2284 edicoord@vonmaur.com	(563) 468-4111
Vendor Return <i>Contact with questions regarding RTVs or merchandise repairs</i>	Vendor Return Department (563) 445-7008 rtv@vonmaur.com	(563) 388-2242

To update shipping and return addresses, email Vendor Return at rtv@vonmaur.com. To update the Accounts Payable address, email AccountsPayable@vonmaur.com

In order to minimize freight charges and maximize merchandise receiving and processing efficiency, Dry Goods requires that you honor the Compliance Guide, which may be viewed or printed in the [Vendor Policies](#) section of www.drygoodsusa.com. These requirements apply to all shipments regardless of whether they are prepaid or collect. Failure to follow these instructions will cause additional freight expense and unacceptable delays in transit time, resulting in your company being charged the total freight charge plus an offset expense. Multiple issues on a shipment will result in multiple offset charges.

The Logistics Manager, Distribution Center Manager and Dry Goods Buyer are the only sources authorized to grant exceptions or clarify instructions to these Compliance requirements. Instructions received from any source other than the above, which differ from the Compliance Guide, are not valid, and will not be honored. A Buyer/Vendor Freight Negotiation form must be completed when deviation from the Compliance Guide is approved. Chargeback's will be issued to the Vendor if there is deviation from these instructions without proper authorization.

Buyer/Vendor Freight Negotiation Form - INBOUND

Date:

Vendor Name:

Vendor Number:

Department Number & Buyer Name:

Purchase Order #:

Type of Freight (i.e.: Handbags):

Vendor Freight Amount or %:

Dry Goods Freight Amount or %:

Vendor Contact:

TO BE COMPLETED BY THE VENDOR:	
Carrier Chosen:	
Carton Count:	Total Weight (lbs):
Shipping From Zip Code:	
VENDOR SIGNATURE*: _____	

DRY GOODS BUYER SIGNATURE*: _____

DRY GOODS LOGISTICS MANAGER*: _____

COMMENTS:

Please sign and fax back the information requested on this form to the attention of the appropriate Buyer at 563-388-2242.

The signing of this form using an electronic method voids the agreement. *This form should only be used when deviating from the Compliance Guide.*

TERMS AND CONDITIONS OF PURCHASE ORDER

The general terms and conditions of purchase orders can be found at;
www.drygoodsusa.com/vendorpolicies.aspx

STORE LISTING

All shipments must be shipped to the Dry Goods Distribution Center at with the specific store number indicated on the Shipping Label, Carton, and Packing Slip.

Do not ship directly to the store.

DRY GOODS - Distribution Center

6565 Brady Street

Davenport, IA 52806

Store #	Initials	Store Name/Location	Store #	Initials	Store Name/Location
1001	FXVY	Fox Valley/Aurora, IL	1040*	SLIN	Southlake Mall/Merrillville, IN
1002	WFLD	Woodfield Mall/Schaumburg, IL	1041*	PCMI	Partridge Creek/Clinton Township, MI
1003	WSTN	West Towne/Madison, WI	1042*	DPIL	Deer Park Town Center/Deer Park, IL
1004	MYFR	Mayfair Mall/Milwaukee, WI	1043*	OPKS	Oak Park Mall/Overland Park, KS
1005	TWOK	Twelve Oaks Mall/Detroit, MI	1044*	EWMI	Eastwood Towne Center/Lansing, MI
1006	RSDL	Rosedale Mall/Roseville, MN	1045*	NLNC	Northlake Mall/Charlotte, NC
1007	ORSQ	Orland Square/Orland Park, IL	1046*	LJIL	Louis Joliet Mall/Joliet, IL
1008	JDCR	Jordan Creek Mall/West Des Moines, IA	1047**	SPOH	SouthPark Mall/Strongsville, OH
1009	STDL	Southdale Center/Edina, MN	1048**	BPOH	Beachwood Place/Beachwood, OH
1010	CRIA	Coralridge Mall/Coralville, IA	1049**	CVNC	Crabtree Valley Mall/Raleigh, NC
1011	HWIL	Westfield Hawthorn/Vernon Hills, IL	1050**	CSTN	CoolSprings Galleria/Franklin, TN
1012	APMN	Apache Mall/Rochester, MN	1051**	GHTN	Mall at Green Hills/Nashville, TN
1013	FMIN	Fashion Mall/Indianapolis, IN	1052**	FPOH	Franklin Park Mall/Toledo, OH
1014	CRMN	Crossroads Center/St. Cloud, MN	1053**	GWNE	Gateway Mall/Lincoln, NE
1015	RDMN	Ridgedale Center/Minnetonka, MN	1054***	HWSC	Haywood Mall/Greenville, SC
1016	BRMI	Briarwood Mall/Ann Arbor, MI	1055***	WHOK	Woodland Hills Mall/Tulsa, OK
1017	UPIN	University Park Mall/Mishawaka, IN	1056***	SHPA	South Hills Village/Bethel Park, PA
1018	GRIN	Greenwood Park/Greenwood, IN	1057***	EPSD	Empire Mall/Sioux Falls, SD
1019	WDMI	Woodland Mall/Grand Rapids, MI	1058***	PSOK	Penn Square Mall/Oklahoma City, OK
1020	FRWI	Fox River/Appleton, WI			
1021	GSIN	Glenbrook Square Mall, Fort Wayne, IN			
1022	MPIL	Market Place, Champaign, IL			
1023	OBIL	OakBrook Center, Oak Brook, IL			
1024	OOIL	Old Orchard Mall, Skokie, IL			
1025	KWOH	Kenwood Towne Center, Cincinnati, OH			
1026	FYKY	Fayette Mall, Lexington, KY			
1027	SMKY	Mall St. Matthews, Louisville, KY			
1028	GPIL	The Shoppes at Grand Prairie, Peoria, IL			
1029	PFOH	Polaris Fashion Place, Columbus, OH			
1030	TCOH	Tuttle Crossing, Columbus, OH			
1031	WAND	West Acres, Fargo, ND			
1032	WRNE	Westroads Mall, Omaha, NE			
1033	CRMI	Crossroads Mall, Kalamazoo, MI			
1034	NPIA	Northpark Mall, Davenport, IA			
1035	TGOH	The Greene, Dayton, OH			
1036	GLMO	St. Louis Galleria, St. Louis, MO			
1037	WCMO	West County Center, St. Louis, MO			
1038	COMO	Columbia Mall, Columbia, MO			
1039	SMOH	Summit Mall, Akron, OH	1999	DGWH	Dry Goods Warehouse/Davenport, IA

* Opening Spring 2019

** Opening Summer 2019

***Opening Fall 2019

Volume Load Request Form

Only for use if shipment qualifies as a Volume Load in Section V

- Upon completion, preferably email (logismgr@vonmaur.com) or fax form attention *Logistics Manager (563) 388-2242*.
- This form **MUST** be completed before routing will be issued.
- Pallets must be standard 48"x40". DO NOT DOUBLE STACK PALLETES.
- Allow 3 business days for routing to be determined. Volume shipments will not be picked up the same day they are requested.
- Volume shipments must be requested at least **three** business days before the cancel date.
- Dry Goods does not pay any custom fees, service fees, value added taxes, or ancillary service fees.
- Shipper must apply a numbered seal to all truckloads and the number must be notated on the BOL.

VENDOR INFORMATION

Vendor Name: Pick-up Address: Today's Date: Date PO Ready for Pick-up: Vendor Shipping Hours: Appointment Required? Yes No Vendor Contact Name: Contact Phone: Contact Email:	Dry Goods Use Only: Date of Notification: Via: email phone fax Carrier: Rate: LH\$ FSC\$ Total\$ Pick-up Date: Drop-off Date: Drop/Live Unload
--	--

SHIPMENT DETAILS:

Total Shipment

Cartons: **Weight (lbs):** **Special Instructions (note if temperature sensitive):**
Cubic Feet: **Pallets*:**
Freight Class: **Loaded pallet height (Max 85"):**

*Pallets must have the ability to be unloaded with a pallet jack. **Pallets are assumed to be standard size unless otherwise noted.**

List Purchase Order Details:

PO #	Start Ship	Cancel Date	Pallets	Cartons	Weight

Buyer/Vendor Freight Negotiation Form - OUTBOUND

Date:

Vendor Name:

Vendor Number:

Department Number & Buyer Name:

Return Authorization #:

Type of Freight (i.e.: Handbags):

Vendor Freight Amount or %:

Dry Goods Freight Amount or %:

Vendor Contact:

<p>TO BE COMPLETED BY THE VENDOR:</p> <p>Return Address:</p> <p>Attention:</p> <p>VENDOR SIGNATURE*: _____</p>

DRY GOODS BUYER SIGNATURE*: _____

DRY GOODS LOGISTICS MANAGER*: _____

COMMENTS:

Please sign and fax back the information requested on this form to the attention of the appropriate Buyer at 563-388-2242.

The signing of this form using an electronic method voids the agreement. *This form should only be used when deviating from the Compliance Guide.*