



STAGE STORES INC.

BEALLS • GOODY'S • PALAIS ROYAL • PEEBLES • STAGE



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Message to Our Trading Partners:

Enclosed is our updated Vendor Compliance Manual release number 1111. You will notice that it has been redesigned to provide you with an accurate, one-stop reference to Stage Stores Inc's (SSI) logistical strategy.

We encourage you to read the entire document since it has been redesigned. However, for your convenience we have included a reference page that highlights the major changes from our previous release edition number 0511.

As you know, supply-chain efficiencies are more critical than ever in satisfying customer needs and remaining competitive. Smooth operations between the Vendor community and SSI are absolutely critical for our mutual success. **To this end, buyers do not have the authority to approve exceptions to any of the policies established in this compliance manual. Any exceptions to policies contained in this compliance manual must be approved by the Logistics Department in writing prior to shipping.**

We ask that you distribute copies of this document to all departments that are impacted by these specific requirements. The Vendor Compliance manual is also available to view or download online at <http://www.stagestoresinc.com/message-to-partners>.

These revised instructions are effective November 14, 2011 and supersede all previously issued instructions.

We continue to review our supply chain in order to identify areas of opportunity for improvement of our day-to-day operations and planning.

We sincerely appreciate your ongoing efforts to satisfy our compliance requirements.

Highlights of new updates

This page will summarize new changes to Release 1111

New Store Realignment

Effective *January 1, 2012*, there will be a10 store DC realignment. The following stores will be realigned as follows:

| Store # | Store Name | State | Current DC | New DC |
|---------|----------------|-------|------------|--------|
| 5201 | Coal Township | PA | Jef | SH |
| 5240 | Mansfield | PA | Jef | SH |
| 5152 | Parkesburg | PA | Jef | SH |
| 5059 | Kennett Square | PA | Jef | SH |
| 5222 | Kutztown | PA | Jef | SH |

| Store # | Store Name | State | Current DC | New DC |
|---------|------------|-------|------------|--------|
| 5197 | Hamburg | PA | Jef | SH |
| 5175 | Carbondale | PA | Jef | SH |
| 5249 | Moscow | PA | Jef | SH |
| 5058 | Gettysburg | PA | Jef | SH |
| 5186 | Waynesboro | PA | Jef | SH |

EDI

Page 6 – Removed Inovis

UPC Catalog

Page 9 – Removed Inovis

Ticketing

Page 14 – removed wording: *please note, that shoe vendors.....*

Page 14 – added wording: Shoe are excluded from this requirement for Dept number, Class number and Retail amount

Page 14 – added Sourcing solutions (732) 299-6606 www.intl.com

Ticket Examples

Page 15 – removed Shoe Box Retail Ticket example

Page 15 - Added wording: A SSI Specific shoe box ticket is not required. All Shoe Boxes **must** include the following: Scannable UPC, Vendor Product/Style Number (VPN), Style Name, Color and Size

Page 16 – removed Shoes from Boxed Products Category

VICS Hanger Standards and Hanging Guidelines

Page 18 – added wording: In our continuing effort to make environmental friendly decisions, Stage Stores has adopted the new VICS black hanger guidelines for all merchandise arriving in the stores in the Spring 2012.

Page 18 – all hangers must be black with matt finish

Page 18 – changed: Color: black with matte finish

Page 19 - changed phone # for Sourcing Solutions

Page 19 – Added Alliance Hangers (917) 593-2210

Packing Instructions

Page 21 – change wording: A carton/**poly bag** can container more then one UPC

Page 21 – added picture of poly bag

Page 21 – change wording: You can pack multiple UPC's in one carton or poly bag going to the same store

Highlights of new updates (Cont)

Master Packs

Page 22 – changed wording: Poly bag must be separate for each style, color, and size or for a specific store for Pack by Store.

Page 22 – added wording: The total number of handling units (cartons/pallets) must be listed on the BOL. The supplement to the bill of lading form (on page 44) can be utilized to list additional detail on the master packs.

Labeling

Page 24 – changed wording: Stage Stores **Distribution Center**

Page 25 - changed wording: Stage Stores **Distribution Center**

Bill of Lading

Page 31 - changed wording: Stage Stores **Distribution Center**

Page 31 - changed wording: The total number of handling units (cartons/pallets) must be listed on the BOL. The supplement to the bill of lading form (on page 44) can be utilized to list additional detail on the master packs.

Shipping and Freight Violation Policy

Page 37 - Removed Inovis

EDI

Our Technology Strategy is committed to supporting the Universal Product Code (UPC), Electronic Data Interchange (EDI), Voluntary Interindustry Commerce Standards (VICS), and the Uniform Code Council (UCC) standards. By implementing these standards and technologies, SSI can expedite the movement of merchandise through the Supply Chain insuring a smooth flow from trading partners to the selling floor, better management of inventories, increased sales and enhanced customer service. **SSI requires full EDI participation on all required* VICS documents for all vendors.** The amount of business that our companies transact may be affected by your ability, or inability, to partner with SSI on EDI.

SSI requires* these EDI documents:

1. **810** Invoice
2. **856** ASN Advanced Shipping Notification (ASN must be accurate and linked to **UCC-128** Shipping Container labels attached to every carton)
3. **997** Functional Acknowledgement

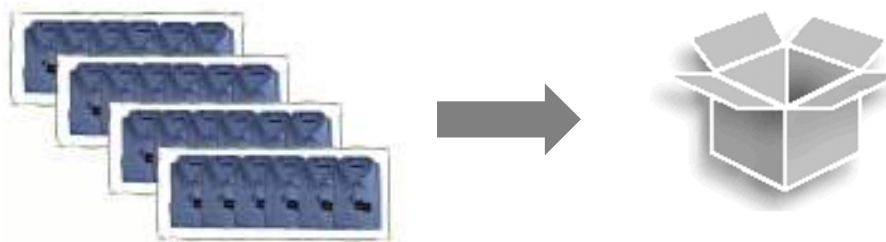
SSI supports these EDI documents:

1. **850** Purchase Order (including both bulk and spreadsheet formats).
2. **855** Purchase Order Acknowledgement – Only for Vendors participating in a VMI program.
3. **852** Sales/Activity Report

Summary of Standards

1. GXS is SSI's only Value Added Network (VAN) for all inbound and outbound files.
2. SSI does **not** pay interconnect fees for users.
3. SSI must be able to access your UPC's via the GXS catalog.
4. All new Vendors will be added using the **4010** VICS version of the EDI standard.
5. The following information is required on the **810** Invoice:
 - Your name and address
 - Your invoice number
 - Our Purchase Order Number
 - Total weight of the shipment
 - The freight Carrier
 - The exact quantity in units by style, color and size
 - The unit cost must match the unit cost on our purchase order
 - The line item total must equal the invoice total
6. The following information is required on the **856** ASN:
 - Your name and address
 - Our Purchase Order Number
 - The number of cartons in your shipment by Purchase Order and shipment total
 - Total weight of the shipment
 - The freight Carrier
 - The exact quantity in units by style, color and size
 - Bill of lading number (this number must be assigned at shipment level). If the shipment is so large that it will not fit on one truck, then you must create a unique BOL and ASN for each truck.
 - Carton detail information-The UPC cannot be listed multiple times within the same carton detail.
 - Carton numbers must be unique across all DC ship to locations. A carton number can only be sent via EDI one time regardless of the ship to location.

- If shipping a pre-pack and a Pack UPC is included in the ASN and Invoice file, the quantity in the carton is the number of packs in the carton, not the total number of sellable pieces in the carton. For example, if there are 6 pieces in your pack, and there are 4 packs in a carton, then the quantity is 4, not 24.



- If shipping via LTL (less than truckload carrier, i.e. ABF) or Parcel Carrier (i.e. UPS) then the entire pickup at your shipping location is considered one shipment. All ASN's transmitted against this shipment must display the same BOL number.
 - When shipping via small parcel, vendors must enter the 1st tracking number of the shipment in the REF and BM segment as the BOL number.
7. The **856** ASN must match the shipment and purchase order.
 8. The requirements for **856** ASN timing have been revised to ensure we receive the ASN in a timelier manner.
 - Usable EDI ASN must be sent immediately on or before the release of the shipment to the carrier.
 - ASN(s) must be received in our VAN by 6:00am CST on the day after the shipment is release to the carrier.
 - If the ASN is received in our VAN after 6:00am CST next day, the vendor will be issued a **LEVEL 1 Late ASN violation** for "ASN not received prior to 6:00am CST the day after the shipment release".
 - The Chargeback amount is \$250 per PO/shipment. This is a new non-compliance charge (16A-1).
 - The effective date for this chargeback is January 1, 2011.
 9. The 856 ASN must be transmitted and received **prior** to the arrival of the shipment. If the ASN is **so late** that the product arrives at our DC prior to the ASN the vendor will receive an additional non-compliance charge.
 - This requirement has not changed. The associated chargeback remains at \$750 per PO/shipment.
 - This is considered a **Level 2 Late ASN violation** "for "No ASN received at time of receipt at Distribution Center" (16A)
 10. Below are some scenarios that you should consider when determining the appropriate time to transmit the **856** ASN.
 - Vendors within 4-hrs travel zone of our distribution center in Jacksonville, TX, South Hill, VA or Jeffersonville, OH must send an ASN transmission immediately **on or before** the release of the shipment to the carrier. If the shipment is picked up in the morning and will arrive at any of our DCs within 1-4 hours, there is a chance that the trailer may be unloaded at our facility that same day. Every attempt should be made by our close proximity vendors to transmit the ASN prior to or as the shipment is leaving your dock.
 - Most shipments that leave your facility on Friday arrive at our facility over the weekend. In this scenario please make sure the **856** ASN is sent on Friday; do not wait until the following Monday to transmit.

11. Vendors must provide an accurate ship date within the DTM-11 segment of their ASN.
 - Vendors currently provide this information in the ASN, so the only change going forward will be that **we require the ship date to be accurate and match the "Shippers" signed date on the BOL.**
 - The chargeback amount is \$1000.00 per PO/shipment for "inaccurate vendor ship date within Vendor's ASN data"/. This is a new compliance charge (16L)
 - The effective date for this chargeback is January 1, 2011
12. The shipping information must be consolidated into one ASN. One BOL number on the Advance Ship Notice transmission per PO/shipment is required.
13. All jewelry (costume & fine) and watch vendors: The ASN replaces the packing slip; packing slips are no longer required. Orders received with packing slips will be considered non compliant and will be subject to a non compliance charge.
14. The **810** Invoice must be sent within 24 hours of shipment pickup from vendor's warehouse.
15. The **810** Invoice should only include **merchandise line items** transmitted at their actual costs. The merchandise line items should not be reduced to compensate for new store discounts, damage or distribution charges. No charges or allowances should be included in the 810 invoice either against line items or the invoice total. Invoices transmitted with these additional charges and allowances will be rejected, and subject to a non-compliance charge. Whenever possible the **810** Invoice should be consolidated to facilitate processing and research.
16. All vendors must respond to the **850** Purchase Order with an accurate **997** Functional Acknowledgement within 72 hours of receipt of the **850** Purchase Order.
17. You must be capable of retransmitting all EDI documents within 24 hours of request.
18. SSI supports the use of pre-packs to streamline the flow of distribution. There are two EDI PO formats to transmit purchase orders written with packs electronically:
 1. Transmit the order in the same format as a bulk order, the basic 850 format.
 - Note: The SSI buying office will forward the pack breakdown to the appropriate party within the vendor's company.
 - The order is to be shipped based on the pack breakdown from the buying office. Failure to do so will be considered non-compliant, and subject to non-compliance charges.
 2. Transmit the number of packs, the pack UPC, and include the pack breakdown in the EDI PO.
 - The vendor is required to provide the pack UPC in the ASN and EDI invoice. This requires the use of the 850 PO format using SLN segment.

Vendors who are not able to comply with SSI's EDI requirements should consider outsourcing an EDI program.

Shipments received without the associated EDI transaction sets for Advance Shipment Notifications (856 ASN) and Electronic Invoices (810 Invoice) will be considered non-compliant and will be subject to non-compliance charges.

UPC Catalog

- SSI currently supports the GXS catalog.
- SSI **requires** our trading partners to provide accurate, updated UPC data via the GXS Catalog.
- Updated information should be sent electronically (**832**) to GXS a minimum of 10 days before market.
- Once you have assigned size ranges and communicated your UPC's to GXS then size ranges cannot be altered (S-M-L cannot be changed to 5-7-9 etc).

UPC Catalog Data Requirements

Vendor level:

Vendor Name
Vendor Account Number
Currency Indicator

Product Level:

Selection Code
Selection Code Description
Product ID (PID)
Product Desc. (Short & Long)
Image (Future)
Image Des. (Future)
Trade Name (label/brand)

Warranty
Hazardous Material Class
Point of Origin (Shipping)

UPC/EAN Level:

Size Code/ Desc. (Short & Long)
Color Code/Desc. (Short & Long)
Fabric Description
Country of Origin (Manufacturing)
Published Cost
Manufacturers Suggested Retail
UPC/EAN Type (pre-pack, set pack, GWP, PWP, collateral)
Record Change/Alter Date
Discontinued Date
Cancel Date
Booking Date
Availability Date
Seasonal Availability Flag
Minimum/Maximum Order Quantity
Re-order Flag
Lead Time
Manufacturers Pack Size
Weight/Cube/Dimensions

| <u>Outside Resources</u> | <u>Phone #</u> | <u>Fax #</u> | <u>Website address</u> |
|--------------------------|----------------|--------------|--|
| Uniform Code Council | 800-543-8137 | 937-435-7317 | www.uc-council.org |
| VICS | 609-620-4590 | 609-620-1201 | www.vics.org |
| GXS | 800-294-2257 | | |

Terms and Conditions of Purchase

Ensure you have a valid purchase order prior to shipping merchandise to Specialty Retailers, Inc. ("SRI"). Valid purchase orders are received via EDI transmission or system generated hard copy purchase orders only. This order is subject to the terms and conditions herein stated and appearing on the original front side of the purchase order. By accepting this order or by delivery of merchandise pursuant thereto, seller agrees to be bound thereby. No modifications or addition shall be binding on buyer unless agreed to in writing.

1. Timing is of the essence in this contract. All goods ordered will be shipped complete NO LATER than the "DO NOT SHIP AFTER" DATE on the front of the order. The goods should NOT BE SHIPPED before the "DO NOT SHIP BEFORE" DATE on the front of this order. The "DO NOT SHIP BEFORE" DATE on the front of this order is defined as the date that you, the Vendor will tender the shipment to the designated carrier.
2. The seller guarantees that the goods shall be delivered in a single lot, said lot being made up of all of the goods ordered herein.
3. The seller warrants and guarantees that all goods delivered pursuant to this order will comply with the descriptions, colors, fabrics, sizes and quantities specified herein, and that all goods delivered will conform to the sample of goods, if any, displayed by seller.
4. Buyer expressly reserves the right to cancel all or any part of this order if all of the terms and conditions hereof are not fully complied with, including, but not limited to, the terms specifying the date of delivery, shipment by a single lot, and quality of goods. Buyer has the right to return, at seller's expense, all merchandise sent which fails to comply with any of the terms and conditions specified herein. Acceptance of all or any part of the goods or payment of all or any part of the purchase price shall in no way bind buyer to accept future deliveries on any order or constitute a waiver of any right buyer might have with respect to seller's failure to deliver goods on a specified date or otherwise fail to comply with the terms and conditions of this order. The remedies provided for buyer in this paragraph, shall be in addition to and cumulative of the remedies buyer may be afforded either by law or equity.
5. Notwithstanding any agreement to pay freight, express, or other transportation charge, the risk of loss or damage to goods in transit shall be borne by the seller until the goods have been actually received by and accepted by buyer.
6. By signing a copy of this order or making any deliveries of the merchandise specified herein, vendor warrants and represents that it has the right to sell the merchandise purchased hereunder and agrees to indemnify, defend, and save the purchaser harmless from and against any and all suits, actions, claims or demands that may be brought against purchaser, and from and against all liability, loss, damages, costs and expenses, including attorney's fees, incurred by purchaser by reason thereof, on the ground that the purchase or sale of any of the merchandise covered by this order constitutes unfair competition or infringement of patent, copyright or trade mark or an invasion of the rights of any person or corporation, and vendor further agrees at its own cost and expense to defend, upon the request of purchaser, any such suits, actions, claims and demands.
7. Vendor warrants that the merchandise covered by this order is fit and safe for consumer use, and acceptance of the order shall constitute agreement upon vendor's part to indemnify, defend, and hold the purchaser harmless from all claims, suits, actions, liability, loss, damage and expenses (including attorney's fees) incurred or sustained by or bought against purchaser by reason of any breach of such warranty including, but not limited to, any of the foregoing based upon or alleging any design defect, manufacturing defect, marketing defect, strict liability in tort and/or failure to provide an adequate warning. Vendor agrees that if any of the merchandise covered by this order when examined or tested by purchaser after delivery shall be found defective, at purchaser's request, vendor will accept return thereof for full credit to purchaser and make full refund thereof to purchaser, including payment of all transportation charges. Vendor agrees that any merchandise returned to Vendor by the purchaser as a result of having been found to be defective for any reason is not to be repaired and returned to purchaser unless specifically requested to be repaired and

returned by the purchaser on the Return to Vendor document accompanying the merchandise. Acceptance of all or any part of the merchandise shall not be deemed to be a waiver of purchaser's right to cancel or return all or any part thereof because of failure to conform to order or by reason of defects, latent or patent or for breach of warranty or to make any claim for damages, including manufacturing cost and loss of profits or for special damages occasioned the purchaser. Such rights shall be in addition to any other remedies provided by law. All obligations of the vendor under this agreement shall survive acceptance of the merchandise and payment therefore by purchaser.

8. Vendor represents and warrants that the merchandise covered by the order has been manufactured and labeled in accordance with the requirements of all applicable Federal, State and Municipal laws, rules and regulations, including but not limited to the Fair Labor Standards Act, the Wool Products Labeling Act, the Fur Products Labeling Act, the Textile Fiber Products Identification Act, the Flammable Fabrics Act and the Federal Hazardous Substance Labeling Act as any of the foregoing may be amended, modified, supplemented and/or recodified. Vendor's invoice shall bear the separate guarantees provided for under any of such acts or shall contain the appropriate statement that a continuing guarantee has been filed in accordance with such acts and applicable rules and regulations of the Federal Trade Commission and other Government agencies with jurisdiction in the premises. Further, vendor represents and warrants that the merchandise covered by the order has been manufactured in compliance with all applicable foreign laws, rules and regulations relating to child labor practices. Vendor further certifies that the merchandise covered by this order has been produced in compliance with all the applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act of 1938, as amended, and of regulations and orders of the Administrator of the Wage and Hour Division issued under Section 14 thereof. Vendor shall ensure that all of its factories, contractors and subcontractors are in compliance with all such U.S. and foreign laws. Vendor agrees to indemnify and hold purchaser harmless from and against any and all suits, actions, claims, demands, penalties, fines, charges, expenses, fees (including reasonable attorney's fees) arising out of Vendor's violation of such U.S. and foreign laws.
9. Vendor represents and warrants that the merchandise covered herein conforms to all applicable federal and state product safety laws, requirements, rules and standards and agrees at the time of delivery to deliver an electronic certification to such effect in the terms specified by law or by the Buyer/SRI. Vendor agrees to indemnify and hold Buyer/SRI harmless from and against any and all costs, losses, damages, suits, claims, demands, penalties, fines, and charges, including attorneys' fees, arising out of Vendor's violations of such laws. SRI/Buyer reserves the right to refuse goods or require Vendor to take goods back which fail to meet any of the aforementioned requirements.
10. Vendor will provide Specialty Retailers, Inc. ("SRI") with a Certificate of Insurance evidencing Commercial General Liability coverage, specifically including Product Liability coverage, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and naming Specialty Retailers, Inc. ("SRI") and its subsidiaries and affiliated companies as additional named insured, with thirty days written notice to SRI of any material modifications or cancellation.
11. Specialty Retailers, Inc. ("SRI") reserves the right to assess Vendor an appropriate NON-COMPLIANCE charge for any violation of packing, shipping and routing instructions which are continued in the Compliance Manual. Obtain a copy of the Specialty Retailers, Inc. ("SRI") Vendor Compliance Manual by visiting us at www.stagestores.com. The compliance manual is available for view or download. To request a mailed hard copy of the Vendor Compliance manual, fax your request with your mailing address to 713-838-4494.
12. In the event that more than one division of SRI orders goods from seller during any twelve-month period, seller shall charge each division the lowest price and provide the most favorable terms negotiated by a division of SRI during such twelve-month period. This provision shall apply retroactively and shall supersede any purchase order price or terms agreed to between the parties. In the event that SRI has already paid any amounts to seller, seller shall refund SRI any overpayment amount that accrues pursuant to this provision by check or wire transfer within ten days of written notice by SRI.

Purchase Order Requirements

Make sure your Purchase Order is valid:

It is important to ensure that the purchase order is valid prior to shipping merchandise to SSI. An EDI document (#850 Buyer/System generated or #855 Vendor generated) or a computer/system-generated hard copy qualifies as a valid Order. Email, telephone orders, verbal commitments, handwritten orders, or worksheets are not valid purchase orders and will **not** be honored.

If unable to fulfill purchase orders as intended, substitutions, quantity changes, and ship date changes must be approved by the buyer. You must request a system generated P.O. electronically transmitted or a dated system screen print reflecting the date change and/or changes. A verbal approval is not acceptable. Written dated approval must be obtained and in your possession prior to shipping or the P.O. will be subject to shipping violations.

If you sell to both the Houston and South Hill divisions, it may be necessary for your business to be able to identify which division generated the order. How do you do this?

- The best way to identify the chain is to look at the department numbers on the purchase order. The department number is sent on all EDI PO files, in the REF*DP segment of EDI. It is also printed on all hard copy purchase orders.
- South Hill buying office orders will have departments in the range of 5000-5999
- Houston buying office orders will have departments in the range of 1-1999.

All Purchase Orders must be shipped complete:

Ship all purchase orders complete. If that cannot be accomplished, you must contact the buying office for approval to short ship. Subsequent shipments against the same purchase order will be considered split shipments and should be shipped pre-paid at the vendors' expense. A non-compliance charge will be assessed for the full cost of freight plus handling on the second or subsequent shipment against the same purchase order from the same shipping location that is shipped freight collect.

All Purchase Orders must be shipped within the order windows:

All goods ordered will be shipped complete in accordance with the dates on the purchase order. The "do not ship before date" on the purchase order is the first day that you are authorized to tender the goods to the designated carrier. The "do not ship after" date is the last date that that you are authorized to tender the goods to the designated carrier. Shipping prior to the "do not ship before date" or shipping after the "do not ship after date" will result in a non-compliance charge, and possible return of goods at the vendor's expense.

All Purchase Orders must be shipped as written:

Substitutions, quantity changes, or ship date changes must be obtained from the buyer in writing in the form of an updated **valid** purchase order. A verbal approval or confirmation is not sufficient. Please see the section above titled "Make sure your Purchase Order is valid" for further information.

All Purchase Orders must be shipped to the distribution center designated on Purchase Order Detail:

Please reference ship to field located in the N1 ST segment of EDI purchase order. Purchase orders shipped to wrong DC will be subject to non-compliance charges that could include up to the full cost of freight plus handling and any transportation cost associated with forwarding the shipment to the correct DC.

Merchandise subject to return:

Failure to comply with any of the policies could result in non-compliance charges of full freight cost plus a handling fee of 15% of the cost of the merchandise:

- SSI will inform the Vendor of the Purchase Order number and request a return authorization.
- The Vendor has 10 days to provide the RA, after that a storage fee of \$50 per day will be charged to the vendor.
- Shipments weighing 200 pounds or less will be returned to the vendor via small parcel carrier prepaid (at the vendor's expense).
- Shipments weighing over 200 pounds will be returned to the vendor via the designated inbound carrier prepaid.
- Any return shipment refused by vendor will be abandoned to carrier for salvage. We will not be responsible for payment on these goods.
- Vendors are responsible for filing claims with the carrier when a return shipment is delivered with carrier shortages or damages.
- All return inquiries or disputes must include a copy of the remittance advice report.
- Stage Stores will not review any return claim inquiries or disputes over 1 year old.

New Store discount and payment terms:

All orders for merchandise shipments to new stores, prior to their opening date and up to 30 days thereafter, are considered New Store orders and are held to New Store standard terms and discounts. New Store discounts mitigate advertising and operational expenses in the new store markets. New Store orders are paid 90 days after receipt of goods and are assessed a 10% standard discount in addition to all other applicable terms, discounts and allowances offered by vendor. These terms are noted in the SSI new vendor setup form and deductions are assessed and reflected on the vendor's remittance advice report. Any deviations from these standard terms require SSI GMM approval.

Ticketing

SSI requires all merchandise to be "Pre-Ticketed" upon receipt.

The following accurate information is required on tickets:

1. Department number (as shown on our purchase order). Shoes are excluded from this requirement
2. Class number (as shown on our purchase order). Shoes are excluded from this requirement
3. Vendor Product/Style Number (VPN) (as shown on our purchase order)
4. Retail amount (as shown on our purchase order). Shoes are excluded from this requirement
5. Size (as shown on our purchase order) if applicable
6. Color Name (as shown on our purchase order) if applicable
7. UPC printed on ticket must be **scannable** with human readable data that complies with the industry standard (must match catalog)
8. SSI retail must appear in Zone 6 (VICS standards) bottom of the standard UPC ticket.

Vendors who utilize MSRP format tickets, requirements are as follows:

1. Vendor Product/Style Number (VPN) (as shown on our purchase order)
2. Color (as shown on our purchase order) if applicable
3. Size (as shown on our purchase order) if applicable
4. UPC printed on the ticket must be **scannable** with human readable data that complies with the industry standard (must match catalog)
5. MSRP retail (Purchase Order retail must match) and must appear in Zone 7 leaving a blank Zone 6.
6. MSRP wording must be present on ticket to qualify as MSRP format ticket. Other variations such as Suggested Manufacturer Retail are allowable

If you are unable to comply with the above requirements you can use any outside resource to print the tickets for you. For your convenience, below we have listed some contacts for outside ticketing companies:

- Barcodes West (800) 688-2633 or
CSApparel@barcodeswest.com
- FineLine (800) 500-8687
- Rapid Tag & Label (877) Get-Tags
- H&B Tag & Labels Inc. 281-304-9130
Hitchcockp@aol.com
- AccuGraphix (714) 632-9000
- Data2 (Jewelry tickets) (800) 227-2121 ext
421
- Sourcing Solutions (732) 299-6606
www.intl.com
- PAX Tag & Label, Inc. (800) 729-8247
www.paxtag.com

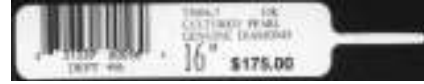
When ordering tickets from any of the above sources you must specify that they are for SSI, to ensure they print the ticket in the proper format, and avoid non-compliance charges.

Ticket Examples

This is an example of a ticket format that meets all of our requirements; this format can be used as a hangtag or a gum label, excluding shoes.

This is an example of a ticket format that you can use in conjunction with an existing vendor hangtag that does not include our retail pricing.

Jewelry Barbell tag



DPT 0722 CL 0844

VPN 2135

7 79088 11111 5

Color: White
Size: M

\$25.00

DPT 489 CL 0844

\$10.00

* A SSI Specific shoe box ticket is not required. All Shoe Boxes **must** include the following:

1. Scannable UPC
2. Vendor Product/Style Number (VPN)
3. Style Name
4. Color
5. Size

Ticket placement guidelines:

SSI appreciates your effort to provide Floor Ready Merchandise for distribution to our stores, merchandise must be **shipped on hanger or flat packed merchandise must have a size strip**. As you apply tickets to merchandise destined for SSI, please follow the following placement guidelines:

| Group | Category | Ticket Location |
|-----------------------------------|---|--|
| Women's and Girls Apparel | Dresses, Coats/ Outerwear/ Sets, Jacket/Bolero | Bottom of left sleeve at the seam |
| | Hanging Tops/Shirts/Vests | Bottom of left sleeve at the seam |
| | Packaged/Folded Tops ** | Through manufacture's label at neck |
| | Loungewear/Sleepwear ** | Through manufacture's label at neck |
| | Sweaters/Shrug (Hanging & Folded) | Through manufacture's label at neck |
| | Knit Turtle Necks | Through manufacture's label at neck |
| | Bottoms/Pants (Hanging) | On the waistband at the side seam |
| | Swimwear | Through underarm seam at the left side |
| | Denim Jeans (Folded) | On the back side of the waistband |
| | | ** Heat Seal Labels – Wearer's left at neck seam – Fold or packed tops ONLY |
| Men's and Boys Apparel | Coats/Outerwear/Suit/Jacket | Bottom of left sleeve at the seam |
| | Hanging Tops/Shirts & Robes/Pajama Set | Bottom of left sleeve at the seam |
| | Packaged Dress Shirts | Inside the placket at the 5 th placket button |
| | Folded Tops, No placket ** | Through care label in the neckline |
| | Folded Tops, with placket ** | Inside placket near 2 nd button |
| | Sweaters (Hanging & Folded) | Through manufacture's label at neck |
| | Pants/Bottoms (Hanging) | On the waistband at the side seam |
| | Ties | Through manufacture's label on back of tie |
| | Hats/Headwear | At the back of the head |
| | Denim Jeans (Folded) | On the back side of the waistband |
| | ** Heat Seal Labels – Wearer's left at neck seam – Fold or packed Tops ONLY | |
| Infants / Toddlers | Hanging Tops | Bottom of left sleeve at the seam |
| | Hanging Bottoms | On the waistband at the side seam |
| Boxed Products | Gifts | Bottom of individual display box or bottom of merchandise if not Packaged in individual display box. |
| Accessories | Wallets | Must be sewn in or loop attached |
| | Gloves | Inside cuff, in seam |
| | Scarves | Through manufacture's label |
| | Ties | Through manufacture's label on backside of tie |
| | Belts | Inside belt under belt buckle |
| | Handbags | Attach ticket securely to handbag handle or shoulder strap w/ plastic secural-loop |
| Vendor Joker Tag Placement | Suits/Jackets | At the bottom of left sleeve |
| | Pants/Slacks | On the waistband at the left seam or the left rear pocket |

*Please note we are not able to outline every merchandise type ordered by SSI. These groupings are defined by Stage Stores buying group.

Gum retail price ticket should not be placed directly on merchandise. They can be affixed to product packaging or hangtags.

Additional tickets should not cover the UPC barcode or any other required information

Group

Category

Ticket Location

Clear Size Strips

Packaged/Folded Tops

Must be long enough to wrap around center fold of merchandise

Pants/Bottoms

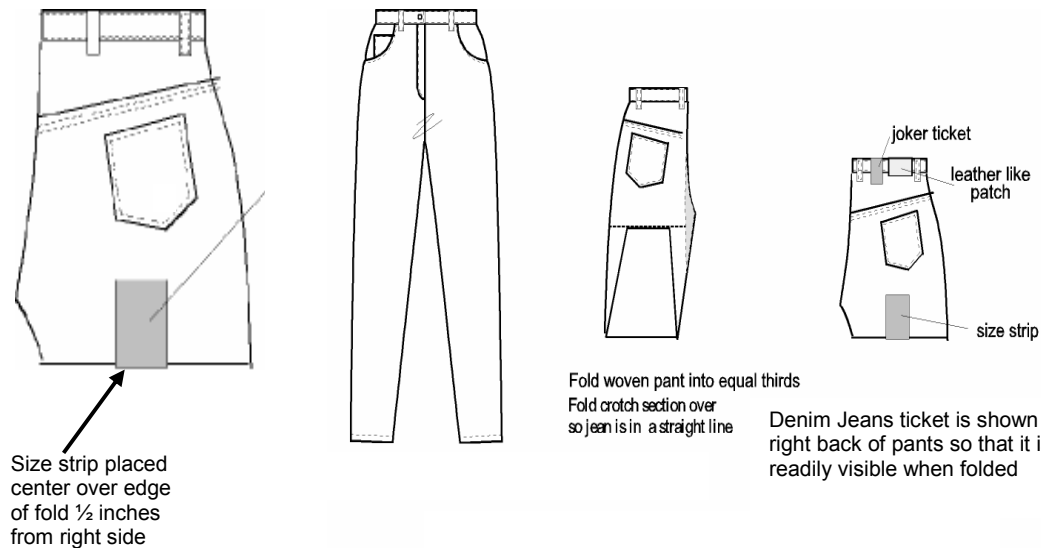
Upper section of the leg facing out

****Clear Size Strips are required on all flat packed apparel see pictures below. Size Dots are not acceptable****
 Exception to size strip "Weighted Sweaters"



Front view

Back view



Fold woven pant into equal thirds
 Fold crotch section over so jeans is in a straight line

Denim Jeans ticket is shown on the right back of pants so that it is readily visible when folded

- Gum retail price ticket should not be placed directly on merchandise. They can be affixed to product packaging or hangtag.
- Additional tickets should not cover the UPC barcode, or any other required information.
- Random ticket errors found within a style on a shipment will result in a vendor compliance charge of \$.50 cents for **every** piece within that problem style. This charge covers the expense to audit **every unit** within that style and fix the tickets that contain errors.

VICS Hanger Standards and Hanging Guidelines

In our continuing effort to make environmental friendly decisions, Stage Stores has adopted the new VICS black hanger guidelines for all merchandise arriving in the stores in the Spring 2012.

The following merchandise must be shipped on hangers:

- Any product that the vendor would normally place on hangers.
- Any product that the Buyer requests to be put on hangers.
- Hangers must be on merchandise not loose and seeded in cartons.

All Hangers must meet the following specifications:

- VICS approved
- Black with matte finish
- Swivel metal hook
- The size of the hanger should be appropriate for the garment, below are our suggested hanger sizes outlined by department:

Department

| | |
|-------------------------|---|
| Infants/ Toddlers | 10" or 12 " Top Hanger 8" or 10" Bottom Hanger |
| Children's/ Junior's | 15", 17", or 19" Top Hanger 12" or 14" Bottom Hanger |
| Women's | 15", 17", or 19" Top Hanger 12" or 14" Bottom Hanger |
| Men's | 15", 17", or 19" Top Hanger 12" or 14" Bottom Hanger |



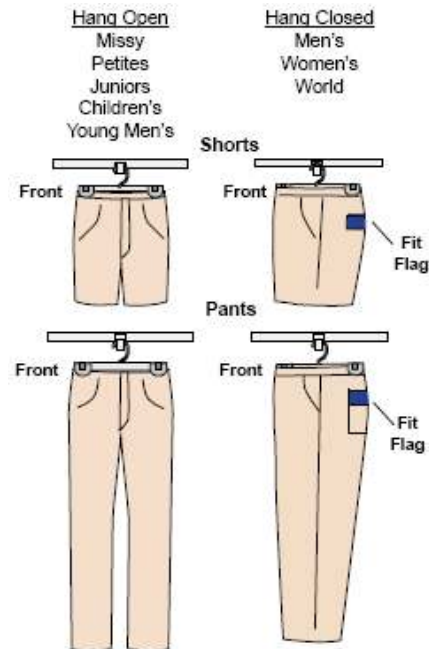
TOP HANGER
K resin
Color: black with matte finish
Wire hook
10, 12, 15, 17 and 19 inch



BOTTOM HANGER
K resin
Color: black with matte finish
Wire hook
8, 10, 12 and 14 inch

Hanging Guidelines:

- Hangers should always be positioned with open end to the left.
- Do not loop “hanger strings” over the hangers. Use non-slip foam cover on hanger to prevent slipping if needed.
- All items should be buttoned, buckled, zipped, or snapped.
- Product should be steamed and wrinkle free.



Exceptions to the hanger policy:

The following categories can ship using white Vendor hangers without being assessed non-compliance charges:

- Men's & Women's Suits
- Coats
- Infants
- Toddlers/Girls-Boys (2T-7)
- Intimate Apparel
- Weighted Sweaters

Approved Hanger Vendors: A&E (609) 806-2500, Randy Hangers (201) 842-6235, Mainetti Group (800) 462-3843, Accessory Corp (888) 800-0170, CWS (877) 777-7173, AAA Hangers (626) 350-3828, Sourcing Solutions (732) 299-6606, Visconti Garment Hangers, Inc. (866) 484-6012, Alliance Hangers (917) 593-2210 and Uniplast Industries (800) 225-0058. Recycled hangers are acceptable. If interested, call 903-589-5658

Packing Instructions

The goal in our Distribution Center is to take advantage of all available technology to enhance our efficiencies and improve upon our management of the supply chain. Our current methodology handles both cross-dock and bulk orders. At SSI, cross-dock means your shipment is packed by store, 100% accurate, received 100% Floor Ready, is accompanied by a carton level ASN, and moves quickly through our Distribution Center without any merchandise handling.

All merchandise requiring redistribution handling (Bulk Orders) will be subject to a 2% Distribution Allowance. The Distribution Allowance will be automatically deducted from every invoice.

SSI supports three types of Purchase orders:

- Bulk no pre-packs
- Bulk with pre-packs
- Pack by store

Note- if unsure of order type, please contact the appropriate buying office

All shipping cartons must be in accordance with the following carton size and weight requirements:

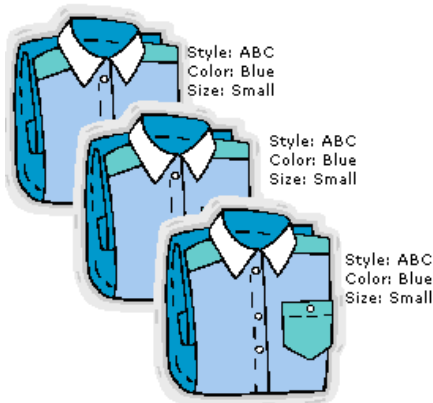
Minimum: Weight 5 pounds, Length: 9" - Width 6" - Height: 4"

Maximum: Weight 50 pounds, Length: 36" -Width: 22" - Height: 24" - carton must not be more than 130" in length and girth

Packing instructions for Bulk Pack Orders (no prepack):

- A carton can only contain one UPC. A UPC is defined as one style, one color, and one size. Do not bundle content of carton.
- Fragile shipments must contain "Re-shippable Inner-packs". These re-shippable inner-packs must use corrugated packing materials of at least 225# and a container that will prevent product movement and breakage once it is removed from the Master Carton. This is necessary in order to reship independently to a specific store without incurring any damage. There will be a charge to the vendor for the full product amount for any damages that occur to the inner pieces.
- Do not combine or mix Purchase Orders or Department Numbers in the same carton (authorized vendors excluded).
- All sets and coordinates with two items hung on interlaced hangers with one UPC must be packaged together, top/bottom on same hanger or bundled in a clear poly bag.
- All related separates ordered as a set, must be sent in the same shipment with the same Bill of Lading and arrive on the same trailer/container.

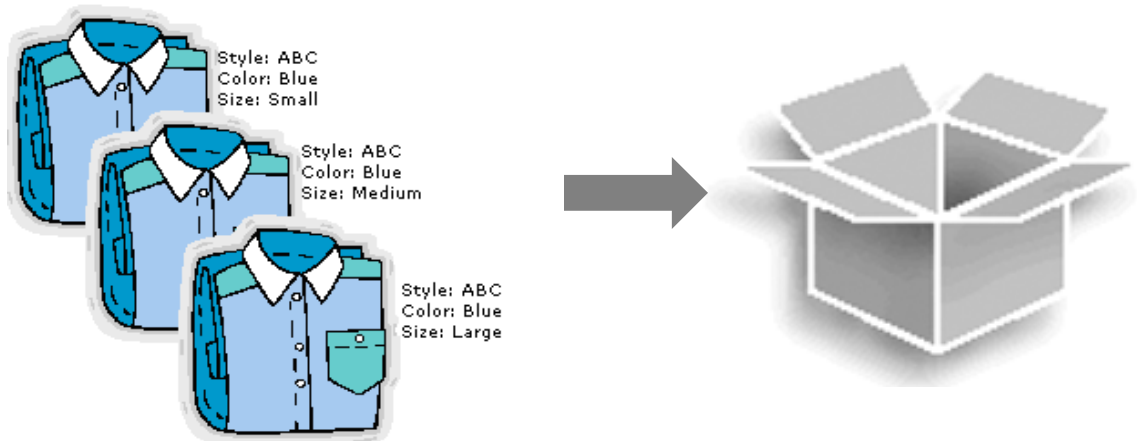
Example of
One color,
One Style,
One Size in
a carton



Packing instructions for Bulk Pack Orders (with prepack):

- A carton can only contain a unique pre-pack size run. Cartons can contain as many of the unique style/color pre-pack size run that will fit into a carton without exceeding carton dimensions.
- Cartons shipped must be marked with the pre-pack detail/breakout printed on the shipping labels.
- All "Pre-Pack" orders must be packed as ordered. ***Broken packs are not acceptable.***
- Do not combine multiple Purchase Orders in the same carton.
- All sets and coordinates with two items hung on interlaced hangers with one UPC must be packaged together, top/bottom on same hanger or bundled in a clear poly bag.
- Bags must be sealed at bottom.
- All related separates ordered as a set, must be sent in the same shipment with the same Bill of Lading and arrive on the same trailer/container.
- Pre-packs must be packaged in poly-bag and bundled as one unit (bundle hangers with string, twine, or rubber bands).
- Alternate top and bottom carton placement approximately every 6 hangers to eliminate excess bulk, maximize cube, and prevent shifting.

Example of One color, One Style, Multiple Sizes in a pack

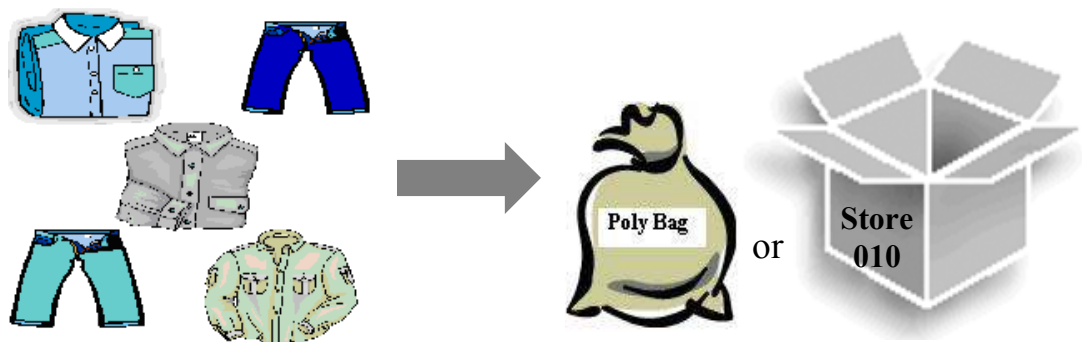


Packing instructions for Pack by Store Orders:

- A carton/poly bag can contain more than one UPC
- Do not combine or mix multiple Purchase Orders in the same carton.
- All sets, including related separates ordered as a set, must be packaged together with top/bottom on same hanger or bundled in a clear poly bag.

Example of Pack by Store:

You can pack multiple UPC's in one carton or poly bag going to the same store



Master Packs:

In the event that your cartons **do not meet our minimum size dimensions and/or weight requirements**, you should package multiple styles for one purchase order in one carton. To master pack follow the steps below (This applies to all orders shipped in masterpacks regardless of size):

- Master packing must be done with poly bags.
- Poly bag must be separate for each style, color, and size or for a specific store for Pack by Store.
- Each poly bag must include an UCC-128 shipping container label. Do NOT place an UCC-128 on the outside of the master-pack. Create a carton label with the required information (ship to, ship from, carrier info, PO#, and dept #) exclude the UCC-128 barcode and place on the outside of the master-pack.
- Write or attach a label that states, "Master pack" on the outside of the master carton on or adjacent to the ship to and from label.
- Cartons received outside of minimum size requirements and not master packed will be subject to non-compliance charges.
- The total number of master pack cartons must be entered in TMS
- The total number of handling units (cartons/pallets) must be listed on the BOL. The supplement to the bill of lading form (on page 44) can be utilized to list additional detail on the master packs.

Example:

**Additional Packing instructions:**

- Product to be sold in a box must be placed and shipped in that box.
- ASN Vendors: The ASN replaces the packing slips. Packing slips are no longer required.
- Cover each garment with a clear, dry cleaning style plastic (1 mil) bag, to prevent wrinkling or soiling. Bag must be sealed at bottom.
- Merchandise should be packed 'flat', lengthwise in cartons. If the merchandise must be folded, use no more than one fold, at the bottom of the garment.
- Merchandise designated to be hung must be shipped on hangers. Do not send hangers in cartons.

- Delicate items should be placed on top to prevent crushing.
- If improper carton handling during transportation could cause wrinkling, use "THIS END UP" labeling.
- A vendor compliance charge of \$1 per garment will be assessed if your merchandise requires pressing, poor quality or variance in length and size.
- Mark all fragile cartons with a fragile label. Use corrugated packing materials of at least 225# and a container that will prevent product movement and breakage. Individual shipping unit must be suitable to be shipped separately.
- Do not use any of the following materials when packing:
 - Pins
 - Tape
 - Clips
 - Tie Backs
 - Excessive tissue paper
 - Removable Foam Inserts on bottom hangers
 - Excessive paper
 - Excessive cardboard or any other material that will require removal
- **SAFETY NOTE:** Do not use safety pins, straight pins, or pins of any type on any merchandise in any category for any reason (except men's packaged dress shirts).
- Seal cartons securely with tape. Do not place bands, straps, or string on cartons as they may damage our sortation equipment.
- All cartons should be sealed with tamper proof, reinforced tape. All openings on all sides of the carton, including edges must be sealed.
- Use a shipping carton that fits the garment. Ideally merchandise should be packed ¼" below the top of the carton, and 1/8" from the sides of the carton. Do not over-pack cartons.
- Carton strength should be a minimum of 32 ETC (edge test crush) to prevent crushing during transit. Large or heavy cartons may require a higher ETC.

Labeling

SSI requires vendors to use the UCC-128 barcode on every carton:

- SSI requests that you follow the Uniform Code Council (UCC) specifications when producing the UCC-128 Label. You can contact them at 800-543-8137 or visit their website at www.uc-council.org.
- Create a UCC-128 Carton Label with the following accurate information:
 - Ship To and From Address (Ship To must include: Stage Stores Distribution Center)
 - Bar-coded and Human Readable Zip
 - Carrier Information (if available)
 - PO #, Dept #, Style, Color Name (must be full name), Size, Qty, and Pre-pack qty and size run
 - Store Number-print font must be bolded and in large print(must pad store number with 0 to make 5 digits)
 - Unit UPC Bar Code if Packed one UPC per box or Store # Bar Code (requested but not required)
 - Sequential carton count
 - UCC-128 Bar-code and Human Readable Carton Number

Examples of the three label types are as follows- Please select the label that reflects how the merchandise is packed. Failure to provide the required information will be considered non-compliant and will be subject to non-compliance charges:

| | | | |
|--|---|---|--|
| Zone A Ship From | From: H. PACIFICA, INC 1505 S. CENTRAL AVE LOS ANGELES, CA 90021 | To: STAGE STORES INC 506 Bealls Blvd Jacksonville TX 75766 | Zone B Ship To |
| Zone C Carrier Routing Information | SHIP TO POST: (420) 75766 | CARRIER: Roadway B/L# 09154905 | Zone D Carrier information This field is requested but not required |
| Zone G Unit (if one UPC in a box) or Store # (if applicable) this field is requested but not required | PO: 8109486 DEPT: 355 QTY: 60 | SIZE: L STYLE: 32204SB COLOR: Apple Red | Zone E PO #, Dept, Size, Color, Style, Qty, Pre-pack size run if applicable |
| Sequential carton count | PDF (91) 00 | FOR: STAGE STORES INC. 00601 JACKSONVILLE TX 75766 | Zone H Mark for Store # or DC # Required |
| | CARTON: 37 of 60 | | |
| | (00) 0 06397C9 000000019 8 | | Zone I UCCEAN-128 Barcode Data on label must match 856 Advance ship notification/manifest |

Bulk by size UCC 128 label

| | | | |
|---|----|--|----|
| FROM: CANDLESTICKS, INC. Rt 722 West Mount Joy, PA 17652 | | TO: SPECIAL RETAILERS, INC. Jacksonville DC 506 Beall Blvd Jacksonville, TX 75766 | |
| SHIP TO POST (420) 75766 | | CARRIER Roadway B/L#: 3246 | |
| PO #: 10007389 | | STYLE: 9857 | |
| DEPT: 223 | | QTY: 12 | |
| COLOR: Apple Red | | | |
| SIZE | 4 | 6 | 8 |
| | 10 | 12 | 14 |
| QTY | 2 | 3 | 3 |
| | 2 | 1 | 1 |
| FOR UNIT (91) 801 | | FOR Special Retailers, Inc 00601 Jacksonville, TX 75766 | |
| CARTON 1 of 300 | | QTY: 300 | |
| (00) 0 0639709 000000019 8 | | | |

Pre-Pack Bulk UCC-128 Label

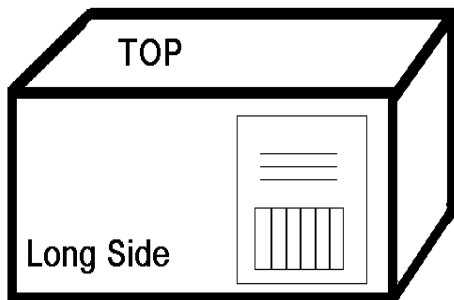
All requirements are the same except the Pre-pack Bulk label must include the Pre-Pack breakout detail

| | | | |
|---|--|--|--|
| FROM: BALI DAYWEAR Division of Lee Corp 238 Commerce Dr Kings Mtn, NC 24446 | | TO: STAGE STORES INC c/o Roadway Express 506 Beall Blvd Jacksonville, TX 75766 | |
| SHIP TO POST (420) 75766 | | CARRIER Roadway | |
| PO #: 00047885 | | CARTON: 1 of 1 | |
| DEPT: 402 | | PIECES: 12 | |
| FOR (91) 00233 | | 00233 | |
| (00) 0 0639709 000000019 8 | | | |

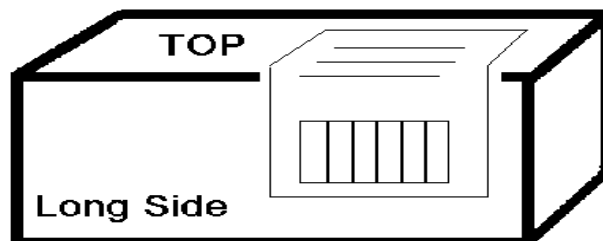
Pack-by-Store UCC-128 Label

All requirements are the same, except content detail is not required

- Shipping address for DC #00601 must be addressed as: Stage Stores Distribution Center 506 Bealls Blvd Jacksonville, TX 75766
- Shipping address for DC #05099 must be addressed as: Stage Stores Distribution Center Three Peebles St. South Hill, VA 23970
- Shipping address for DC #05899 must be addressed as: Stage Stores Distribution Center 150 State Street Jeffersonville, Ohio 43128
- The label must be correct and scannable
- The UCC-128 barcode and human readable carton number must match the ASN and be unique to each carton
- The UCC-128 carton number on the carton label must be included in the ASN, both pointing to the same store and shipment
- Carton content label (if applicable) must be adjacent to the UCC-128 label
- Place UCC-128 shipping label on lower right corner of the long side of the carton as shown below:



Example of correct UCC-128 label position



If the label doesn't fit please wrap it over the top leaving the barcode on the side

Transportation

Transportation Management System

SSI utilizes a "Transportation Management System" (TMS). The SSI system is a web-based system used for routing all in-bound freight to SSI. This system benefits both the Vendor and SSI by the use of an "optimization routing" tool to save time and expense in the Supply Chain.

To utilize the system, please complete the TMS Vendor Setup/Change form on page 41 and fax to SSI Transportation Dept. at 713-838-4494 or email to traffic@stagestores.com. Once TMS setup is complete an email will be sent to the key contact person noted on the setup form with all necessary information and instructions. Please note setup process can take up to 7 business days. Form should be submitted to allow adequate time for setup process.

All revisions/updates (i.e. address changes, holiday hours or closures, contact information, etc) must be communicated on the TMS Vendor Setup/Change form **prior** to requesting routing. Please fax the completed TMS Vendor Setup/Change form to SSI Transportation Dept. at 713-838-4494 or email to traffic@stagestores.com. Once you have received confirmation that the change has been made, you may resume the use of TMS. If information such as holiday closures is not communicated prior to requesting routing, non-compliance charges will be assessed in addition to request being canceled.

1. All shipments for which SSI is responsible for paying the freight must go through the TMS system. Shipments sent at the vendor's expense do not need to go through the TMS system, but if shipment is over 100 cartons, vendor/carrier must obtain a delivery appointment prior to shipping orders. Reference item #21 for additional information on pre-paid appointment request.
2. Vendors must have Internet access and an email address at each shipping location to utilize TMS.
3. Vendors who ship from multiple locations must fill out a separate TMS Vendor Setup/Change form for each location. The vendor will receive a location ID for each shipping location.
4. Vendors should request routing as early as possible.
5. Vendors must request routing at least 48 hours (2 full business days) prior to the cancel date (the cancel date is included in the 48 hrs) on the Purchase Order. If cancel date is on weekend or holiday, first previous business day must be used as cancel date. The following matrix can be used as a guide in entering purchase orders for routing:

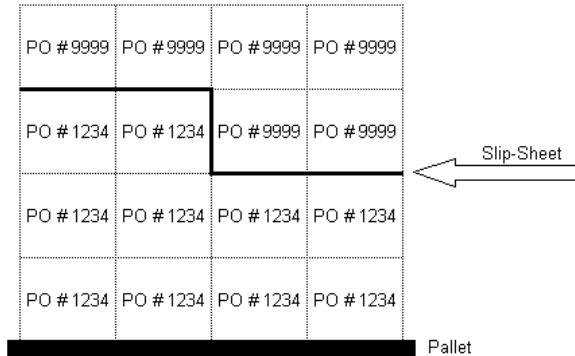
| PO cancels on | Routing must be requested by | "Ready date" no later than |
|---------------|------------------------------|----------------------------|
| Monday | Thursday | Friday |
| Tuesday | Friday | Monday |
| Wednesday | Monday | Tuesday |
| Thursday | Tuesday | Wednesday |
| Friday | Wednesday | Thursday |
| Saturday | Wednesday | Thursday |
| Sunday | Wednesday | Thursday |

6. Routing requests not received prior to 4:00 pm Central time will be considered as received the following business day.

7. If the vendor does not request routing in time, then the vendor will need to contact the buying department to request an extension. When requesting the extension, please keep in mind that TMS will not reflect the extension until the next business day so a 3-business day extension is necessary.
Example: It's Monday, and your Purchase Order cancels tomorrow and TMS won't let you request routing because of the 48 hour rule. The vendor should contact the buying team to request an extension for Thursday. This will allow TMS to update overnight, and allow the vendor to enter the request on Tuesday, which is 2 business days before Thursday.
8. SSI requires the vendor to have the "date shipment available" (ready date) one full business day **prior** to the PO cancel date. Failure to follow this guideline will result in a non-compliance charge.
Example: If the purchase order cancels on Friday, then the vendor is required to be ready for pickup on Thursday during their normal business hours.
If the vendor requests routing and submits the ready for pickup on the same date as the cancel date the request for routing will not be granted and the vendor will be subject to a **non-compliance charge**.
9. TMS will assign your carrier and/or routing instructions. A system-generated email will be sent to contact email address notifying of assigned routing instructions. Please note the routing notification can contain specific instructions that must be followed for designated carriers. Failure to comply with specific instructions outlined in each routing notification will result in non-compliance charges being assessed up to full cost of freight plus handling.
10. Each shipping location is allowed routing/shipping up to twice in one week per DC with the exception of vendors setup with special "once a week shipping" instructions. Vendors' setup with "once a week shipping" will be charged back if there are more than one shipment per week unless specific authorization from the Traffic Dept is received prior to shipping. Please consolidate purchase orders on routing requests to meet this requirement.
11. SSI will only pay freight against a purchase order one time from the same shipping location. A charge back will be assessed on the second or subsequent shipment against the same purchase order that is shipped freight collect. Any duplicate request(s) will be considered a "shipment" and a non-compliance charge will be assessed. If a carrier has not been assigned, duplicate request(s) must be cancelled.
12. When scheduling a pickup using TMS, accuracy of shipment information (carton quantity, cubic feet, pallet count, amount palletized, ready date and/or pick up time, etc) is critical. TMS builds truckloads with multiple shipments from multiple vendors. Failure to provide accurate information and/or failure to complete pickup in a timely manner could cause disruption to the shipping process. For this reason, the vendor will be subject to a charge for the **full cost of freight** of all shipments associated with the error. Examples of inaccurate information (include but not limited to): listing palletized freight as loose freight, late readiness, over-shipping, poor loading, etc.
13. If the TMS assigned carrier does not show up as scheduled or if product does not fit, please send email to traffic@stagestores.com a minimum of an hour prior to the facility closing.
14. Vendors who ship on pallets must adhere to the following guidelines.
 - Pallet dimensions must be 40" x 48"
 - Merchandise stacked on pallets must be no taller than 48 inches to allow for double stacking.
 - Vendor must reference pallet chart on following page for correct cube for stackable and non-stackable pallet shipments. Cube must be entered accurately in TMS system.
 - When shrink wrapping pallets, please follow National Motor Freight Requirements, 4 wraps around the bottom and 3 wraps around the top.
 - Every reasonable effort should be made to load pallets with labels facing out.

BEALLS • GOODY'S • PALAIS ROYAL • PEBBLES • STAGE

- Pallets should be loaded by purchase order, then by style. A reasonable effort should be made to insure that only one purchase order is on a pallet. If this is not possible, please layer the pallet and use slip-sheets to separate purchase orders. Failure to do so may result in a non-compliance violation.
- Routing will not be granted for non-stackable pallets unless authorization is obtained from the transportation department. Authorization will only be granted on fragile (breakable) product(s) and pallet(s) must be built to 92" high.



15. Vendors who ship on pallets need to use the chart below to enter cube in TMS:

Stackable Pallets

(Pallets must be stacked, if product is fragile see below)

| # of pallets | Cube | # of pallets | Cube | # of pallets | Cube | # of pallets | Cube |
|--------------|------|--------------|-------|--------------|-------|--------------|-------|
| 1 | 150 | 13 | 975 | 25 | 1,875 | 37 | 2,775 |
| 2 | 150 | 14 | 1,050 | 26 | 1,950 | 38 | 2,850 |
| 3 | 225 | 15 | 1,125 | 27 | 2,025 | 39 | 2,925 |
| 4 | 300 | 16 | 1,200 | 28 | 2,100 | 40 | 3,000 |
| 5 | 375 | 17 | 1,275 | 29 | 2,175 | 41 | 3,075 |
| 6 | 450 | 18 | 1,350 | 30 | 2,250 | 42 | 3,150 |
| 7 | 525 | 19 | 1,425 | 31 | 2,325 | 43 | 3,225 |
| 8 | 600 | 20 | 1,500 | 32 | 2,400 | 44 | 3,300 |
| 9 | 675 | 21 | 1,575 | 33 | 2,475 | 45 | 3,375 |
| 10 | 750 | 22 | 1,650 | 34 | 2,550 | 46 | 3,450 |
| 11 | 825 | 23 | 1,725 | 35 | 2,625 | 47 | 3,500 |
| 12 | 900 | 24 | 1,800 | 36 | 2,700 | 48 | 3,500 |

Non-Stackable Pallets

(if authorization has been obtained)

| # of pallets | Cube | # of pallets | Cube | # of pallets | Cube | # of pallets | Cube |
|--------------|------|--------------|-------|--------------|-------|--------------|-------|
| 1 | 150 | 7 | 1,050 | 13 | 1,950 | 19 | 2,850 |
| 2 | 300 | 8 | 1,200 | 14 | 2,100 | 20 | 3,000 |
| 3 | 450 | 9 | 1,350 | 15 | 2,250 | 21 | 3,150 |
| 4 | 600 | 10 | 1,500 | 16 | 2,400 | 22 | 3,300 |
| 5 | 750 | 11 | 1,650 | 17 | 2,550 | 23 | 3,450 |
| 6 | 900 | 12 | 1,800 | 18 | 2,700 | 24 | 3,500 |

16. For all multi-stop and volume shipments, vendors are required to sign the Bill of Lading **Shipper Load and Count**. Failure to comply with this policy will result in a non-compliance charge. Any vendor warehouse that requires Driver Load and/or Count must note such on request entered into TMS. Please note vendor will still be subject to driver assistance accessorial charges. Failure to note driver assist in TMS could result in non-compliance charges.
17. You are required to seal any truckload trailer SSI schedules to pick up your freight. This seal # must be written on all Bill of Lading copies. Any trailer that is not properly sealed and documented could result in a claim against your company.
18. SSI will not pay any accessorial charges for any shipment. Any accessorial charge received will result in a non-compliance charge. Accessorial charges include but are not limited to detention, wait time, truck ordered not used, sort and seg fees (LTL carriers), etc.
19. If shipping loose cartons, product must be loaded on the trailer by purchase order, then by item. Failure to do so may result in a non-compliance charge.
20. Any shipment that is being shipped pre-paid (at the vendor's expense) is exempt from using TMS. Freight cost associated with pre-paid shipments will not be reimbursed in any manner.
21. All vendor prepaid inbound shipments/deliveries over 100 cartons require an appointment. Delivering carrier must send appointment request to appointment@stagestores.com. If a pre-paid trailer/shipment arrives at the Distribution Center without advance notice and a scheduled time, or after the scheduled window, the vendor will be subject to a non-compliance charge. SSI will not pay for any DRAE/storage charges for prepaid freight. All appointment requests must include the following information:
 - Delivering carrier name and SCAC code
 - Stage DC location shipment delivering to
 - Live unload or Drop trailer appointment
 - Trailer #/Container #/Pro #
 - PO (s)
 - Carton count (listed by PO)
 - Weight (listed by PO)
 - Palletized or loose freight

Please note all appointments are assigned based on delivering DC availability.

Fine Jewelry Vendors:

1. All Fine Jewelry Vendors shipping to SSI for the first time should contact the transportation department for guidelines on how to ship. Watches are **not** considered Fine Jewelry.
2. Any insurance fees added to shipments destined for SSI, will be assessed back to the vendor through a remittance deduction.
3. The ASN replaces the packing slip; packing slips are no longer required. Pack-by-Store Orders that consists of fine jewelry, costume jewelry, and/or watches received with packing slips will be considered non compliant and will be subject to a non compliance charge.
4. Fine jewelry, costume jewelry and watch, vendors must ship in poly bags and master pack their merchandise.
5. If shipping via small parcel carrier, small parcel shipping requirements on page 30 must be followed.
6. Failure to comply with any of the policies and procedures outlined in the transportation section could result in a chargeback.

If TMS directs you to ship via a consolidator please follow the directions below:

1. Please call consolidator (**consolidator and contact number will be given with routing instructions**) 24 hours prior to shipping to schedule a pick up. If the carrier does not make the pick up as promised, or any other problems arise, contact the transportation department (traffic@stagestores.com) immediately.
2. Non-stackable pallet(s) must be built to 84"
3. Present all documentation to the pick up carrier.

4. Pick up and handling costs will be charged back to the vendor through a remittance deduction.
5. **Under no circumstance should a vendor allow a consolidator to pick up any purchase order outside of the shipping window.**

If TMS directs you to ship via Small Parcel Carrier you are required to do the following:

1. Package level detail will be required for UPS shipping. UPS Standard Recording Method Books as well as Air or Ground Shipping Documents are not allowed.
2. Vendors are required to enter SSI's purchase order number in the "Reference 1" field in a UPS Package Level Detail (PLD) compatible shipping system.
3. Vendors are required to enter in the SRR (Shipment Routing Request) # in the "Reference 2" field in a UPS Package Level Detail (PLD) compatible shipping system.
4. If you do not have a UPS PLD (Package Level Detail) compatible shipping method available, then you can go to <http://www.ups.com> and register for Internet Shipping under the shipping page to produce PLD compatible shipping labels, or, go to the Business Solutions page to look at the Automated Shipping Options available from UPS or UPS approved vendors.
5. **Under no circumstance should a vendor allow a Small Parcel carrier to pick up any purchase order outside of the shipping window.**
6. Any insurance fees added to shipments destined for Houston/South Hill divisions, will be assessed back to the vendor through a remittance deduction.
7. When shipping UPS collect, you must enter the appropriate shipper number into the UPS system.
8. Each DC has a separate account number. Use the UPS Account number assigned to the specific ship to DC which is found in the email notification from TMS. When shipping, ensure that the correct account number is utilized.

*Failure to ship to the correct DC or failure to utilize the correct DC account number will result in non-compliance charges.

Vendors who have been approved to ship collateral directly to the designated store location must use the following guidelines:

- Shipping from 1 to 10 cartons with a total weight of up to 200 pounds to one location you must ship by UPS Ground Third Party Billing to a special account provided by the traffic department.
- Shipping over 10 cartons or over 200 lbs to one location you should ship Estes Express Lines Third Party Billing to Account 5065005.
- If expedited shipments are required or if you are not an approved vendor, please contact the Traffic Dept at Traffic@Stagestores.com for shipping instructions.

Failure to comply with any of the policies and procedures outlined in the transportation section could result in a chargeback based on our violation table (page 35-38) in addition to an administration fee not to exceed \$250.

Bill of Lading

SSI requires an accurate VICS Standard (long form) BOL. The BOL and Supplement to the BOL may be copied from page 43-44 or downloaded from the VICS Standards web site at www.vics.org. A pre-filled sample BOL is provided for your convenience (page 42).

1. A shipping manifest is not considered part of the Bill of Lading contract. The required information outlined must be detailed on the actual VICS BOL.
2. All freight routed through TMS must be marked "COLLECT" on the BOL when using a common carrier.
3. Cartons must be addressed correctly. Only the Ship To and Ship From sections should be filled out on the BOL for collect shipments. Do not fill in "Bill to"," Send Freight Bill to" or "Third Party Bill Freight To".
4. Stage Stores Distribution Center addresses are as follows:
#00601: Stage Stores Distribution Center 506 Bealls Blvd Jacksonville, TX 75766
#05099: Stage Stores Distribution Center Three Peebles St. South Hill, VA 23970
#05899: Stage Stores Distribution Center 150 State Street Jeffersonville, Ohio 43128
5. All shipments must be consolidated and detailed on one BOL using the carrier specified by TMS.
6. Each Purchase Order, corresponding department number, carton count and weight must be listed/itemized on the BOL. The vendor assumes liability for shortages where this information is not itemized on the BOL. If the BOL does not allow enough space to list each purchase order, vendor must utilize the VICS approved Supplement to the BOL. Vendors must list pos on initial page of BOL before utilizing the supplemental page for additional room. Information on BOL must match information entered into TMS.
7. The total number of handling units (cartons/pallets) must be listed on the BOL. The supplement to the bill of lading form (on page 44) can be utilized to list additional detail on the master packs.
8. Each trailer/container must have a unique consolidated BOL representing the entire content of the trailer/container and the corresponding unique ASN.
9. When shipping on pallets, follow the VICS Standard BOL by circling Pallets and Y for Yes in the pallet section, then placing quantity of pallets and type in the handling units section.
10. Vendor must include the department number in the additional shipper information section.
11. Vendor must include the SRR (Shipment Routing Request) number assigned by TMS on the BOL in the special instructions section. SRR number must be labeled as SRR #.
12. Vendor must include the TMS assigned BOL number in the special instructions section. The TMS BOL number is provided in the freight routing notification email, and is different than the vendor generated BOL number. BOL number must be labeled as BOL #.
13. The vendor generated BOL number must match the ASN.
14. The BOL document must also contain contact name, telephone, and fax number in case of a refusal. Please add the contact information to the Ship From section on the Bill of Lading.
15. Small Parcel Carrier and authorized air shipments must NOT be insured. All insurance amounts will be assessed back to the vendor through a remittance deduction.
16. Upon request, vendors are required to fax BOL document for specified carriers to SSI. Request may be communicated via routing notification or email directly from SSI Transportation Dept. Once requested, BOL must be faxed within 48 hours of request.
17. Vendors must ensure all pages of the signed BOL (i.e. supplemental pages) are tendered to the driver.
18. SSI prefers that the "released value" is not included on any collect shipment. If the "release value" is included, the amount must be for the full cost of the purchase order(s) that is being shipped. Any amount less than the full cost of the purchase order(s) will result in a non-compliance charge being assessed and the vendor being fully liable for any loss incurred.

Failure to comply with any of the above outlined requirements will result in non-compliance charges to be assessed up to the full cost of freight plus handling charges. Any information outlined above that is not filled out completely and accurately according to the shipment released to the carrier, will be subject to non-compliance charges.

Accounts Payable

Purchase Order Verification:

1. SSI pays invoices when the Purchase Order is complete, based on standard terms. Terms are based upon receipt of goods date not invoice date. SSI does not pay partial Purchase Orders upon receipt.
2. Telephone orders, verbal commitments, handwritten orders or worksheets are not acceptable and will not be honored.

810 Invoice Requirements:

1. The following information is required on the **810** Invoice:
 - Your name and address
 - Your invoice number
 - Our Purchase Order Number
 - Total weight of the shipment
 - The freight carrier
 - The exact quantity in units by style, color and size
 - The unit cost must match the unit cost on our purchase order
 - Total cost and units per vendor style, which must match the PO#. All information must match the **856** ASN transmissions.
 - If the purchase order is written in "eaches" then the invoice should be in "eaches". If the purchase order is written in "packs", then the invoice should be in "packs" as well.
 - Total merchandise cost of invoice in U.S. Dollars.
 - The line item total must equal the invoice total
2. The **810** Invoice should only include merchandise line items transmitted at their actual costs. The merchandise line items should not be reduced to compensate for new store discounts, damage or distribution charges.
3. The **810** Invoice must be sent within 24 hours of shipment pickup from vendor's warehouse.
4. No charges or allowances should be included in the **810** Invoice either against line items or the invoice totals. Invoices transmitted with these additional charges and allowances will be rejected, and subject to non-compliance charges.
5. Unless specified in our instructions, we do not pay for insurance.

Manual invoicing procedure:

SSI requires all vendors to transmit the **810** Invoice. However, in the event of an approved exemption, vendors must follow the manual process as listed below and mail invoice to the SSI Accounts Payable Department. Do not send a manual invoice if electronic invoice is to be sent. *Note: failure to provide 810 invoices as required without an approved exemption will result in a vendor compliance charge.*

1. Only one invoice per BOL per valid purchase order is permitted.
2. Each invoice must contain the following:
 - Vendor name and remit to address
 - Invoice date, which must reflect your shipment date.
 - A numeric invoice number
 - Purchase order number (only one PO# per invoice)
 - Department number
 - Ship To Address. If packed by store order, include the store name and number.
 - Carton count

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- Total cost and units per vendor style, which must match the PO#. All information must match the 856 ASN transmission. If the purchase order is written in "eaches" then the invoice should be in "eaches". If the purchase order is written in "packs", then the invoice should be in "packs" as well.
 - SSI will not accept hanger or ticketing fees on separate or original invoices.
3. Freight charges added to merchandise invoices will not be accepted.
 4. Unless specified in our instructions, we do not pay for insurance.
 5. Do not send or include your invoices with merchandise shipments. Invoices sent with shipments will be disregarded.

Unpaid Invoice Inquiries

To request payment on an unpaid invoice, the vendor must mail the following information to the SSI Accounts Payable Department:

- Copies of Invoices in question
- Printed ASN detail for the BOL that contains the PO and shipment in question
- Proof of delivery (POD). A POD is defined as a Bill of Lading stamped and signed by an authorized representative of SSI Distribution Center attached to the freight bill.
- To ensure timely resolution, the POD must be received within 90 days of the original invoice due date. SSI will not investigate open invoices older than six months.

SSI will provide check numbers for payments that are more than two weeks past due. *If you require a copy of a cancelled check, there will be a charge of \$25 per check.

Accounts Payable Vendor Correspondence

To expedite your Accounts Payable remittance advice, shortages, or markdown allowances inquiries; you must mail the following information to the SSI Accounts Payable Department:

- Detailed explanation of your issue
- Check number
- Remittance Advice report
- Supporting documentation to support your position (signed Bill of Lading & freight bills)
- Complete name and address where a reply can be sent
- System generated copy of unapplied credits on Houston/South Hill divisions account

SSI will not research issues older than 6 months (from date of remittance advice report). As a vendor, you have the right to submit a claim for any non-compliance charges deemed unwarranted within the 6 month window. * However, due to the cost involved to research inconsequential claims, any claim submitted for less than \$100 that is researched and found to be a valid deduction will be assessed a \$100 handling fee.

Please note that the Remittance Advice Report is included with your check. This document details the invoices being paid as well as any associated deductions, claims and/or non-compliance charges. Please notify your factors, lock boxes, check processing departments, banks, etc. not to discard this very important document. *SSI will charge a \$100 fee per report to provide copies.

Please be sure that any required authorizations are communicated at the time allowances are agreed upon. SSI's position is that responsibility for communication of authorized claims is an internal responsibility of the vendor. *Any valid claims that require SSI to provide vendor documentation will be charged a \$100 fee per document.

*The aforementioned fees are meant to compensate for costs associated with labor, time, resources and other expenses necessary to fulfill vendor requests. These are not intended as a form of punishment.

Vendor Information Updates

To prevent any delays in the payment process, please assist us by keeping your file up to date. Notify us of an address change or any company status changes by mailing the change to the SSI Accounts Payable Department.

SSI Accounts Payable Department Mailing Address

SSI Accounts Payable Department

Attention: Vendor Relations, Accounts Payable

P.O. Box 20768

Houston, TX 77225-0768

Shipping and Freight Violation Policy

By following the detailed requirements outlined in this guideline, your merchandise should flow through our Distribution Center and on to the selling floor in an efficient manner. We have established non-compliance charges in an effort to recover costs incurred due to non-compliance.

Non-compliance Violation Table

The table below is a complete listing of the charges a vendor could be subject to for non-compliance. This table should be used in conjunction with the remittance advice report.

| Violation Code # | Description | Min Charge | Max Charge | Violation type | Ref Page # |
|---|--|------------|---|----------------|------------|
| PO Information and Date issues | | | | | |
| 1A | Shipped prior to "Do not ship before" date | \$300 | 5% of invoice plus freight in and out | Shipping | 12 |
| 1B | Shipped after "Do not ship after" date | \$300 | 15% of invoice plus freight in and out | Shipping | 12 |
| 2 | Multiple PO's in one carton | \$150 | \$150 per carton | Shipping | 20 |
| Carton information incorrect or incomplete | | | | | |
| 3A | PO number incorrect or not listed | \$250 | \$250 | Shipping | 24 |
| 3B | Department # incorrect or not listed | \$150 | \$150 | Shipping | 24 |
| 3C | Style # incorrect or not listed | \$150 | \$150 | Shipping | 24 |
| 3D | Color name incorrect or not listed | \$150 | \$150 | Shipping | 24 |
| 3E | Size incorrect or not listed | \$150 | \$150 | Shipping | 24 |
| 3F | Pre-pack detail not provided or inaccurate on outside of carton | \$250 | \$250 | Shipping | 24 |
| 3G | Store number for Pack-by-Store incorrect or not listed on carton label | \$250 | 3% | Shipping | 24 |
| 3H | Carton not addressed correctly | \$250 | 3% | Shipping | 24 |
| 3I | "Master Pack" not on outside of carton | \$250 | \$250 | Shipping | 22 |
| BOL errors | | | | | |
| 4D | Failure to consolidate purchase orders into one BOL | \$300 | 3% | Freight | 31 |
| 4E | PO #, carton qty, and/or department number not listed individually or accurately on BOL/TMS system | \$300 | 3% | Freight | 31 |
| 4F | Multiple trailers / containers per BOL | \$450 | 3% | Shipping | 31 |
| 4I | Failure to list SRR # in "Special Instructions" section on BOL | \$300 | \$300 | Freight | 31 |
| 4J | BOL does not contain contact information | \$50 | \$50 | Freight | 31 |
| 4K | Failure to provide SSI w/ BOL upon request | \$50 | Full cost of freight | Freight | 31 |
| 4L | Failure to properly address BOL as instructed | \$100 | Full cost of freight | Freight | 31 |
| 4M | Failure to list TMS BOL # in special instructions | \$300 | \$300 | Freight | 31 |
| 4N | Released Value wording added/noted on BOL | \$300 | Full cost of freight pls handling | Freight | 31 |
| Improper carton packing | | | | | |
| 06 | Style, Colors and or Sizes mixed in a carton-i.e. multiple sku containers (excludes cross dock shipments) i.e. multiple skus in a container. | \$450 | 3% | Shipping | 20 |
| 6A | Fragile merchandise not packed with corrugated packing materials to prevent breakage/not reshippable | \$450 | \$450 | Shipping | 23 |
| 6B | Product sold in boxes not received in boxes | \$450 | 3% | Shipping | 22 |
| Invoice/ASN accuracy | | | | | |
| 7A | 810 invoice is technically wrong requiring retransmission or modification | \$200 | \$200 | Shipping | 8 |
| 7B | 810 Invoice is not sent electronically within 24 hrs of mdse pickup and must be requested by SSI | \$750 | \$750 | Shipping | 8 |
| 7C | 856 ASN is technically wrong requiring retransmission or modification | \$450 | \$450 pls freight if goods are returned | Shipping | 7 |
| 7D | Removed from cross dock to manual processing | \$250 | \$250 | Shipping | 7 |
| 7E | Removed from receiving to audit | \$250 | 3% | Shipping | 7 |

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| Merchandise substitutions | | | | | |
|-------------------------------------|---|-------|-----------------------------------|----------|----|
| 8A | Style (if not accepted the charge will be 10% cost value of return plus full freight charge in and out) | 50% | 50% | Shipping | 12 |
| 8B | Size (if not accepted the charge will be 10% cost value of return plus full freight charge in and out) | 50% | 50% | Shipping | 12 |
| 8C | Color (if not accepted the charge will be 10% cost value of return plus full freight charge in and out) | 50% | 50% | Shipping | 12 |
| PO Discrepancies | | | | | |
| 10 | Style over ship (if not accepted the charge will be 10% cost value of return plus full freight charge in and out) | 50% | 50% | Shipping | 12 |
| Freight / Carrier Violations | | | | | |
| 12A | Incorrect Carrier used | \$150 | Full cost of freight | Freight | 27 |
| 12C | Cartons exceed 50lbs | \$200 | \$200 | Shipping | 20 |
| 12D | More than two requests for routing in one week | \$450 | Full cost of freight | Freight | 27 |
| 12E | Multiple shipments against the same purchase order | \$450 | Full cost of freight | Freight | 27 |
| 12H | Live unloads not scheduled or not on time | \$500 | \$500 | Freight | 29 |
| 12I | Incorrect information entered into TMS | \$300 | Full cost of freight | Freight | 27 |
| 12J | Driver Load/ Count / Assist / Accessorial charges | \$100 | \$1000 | Freight | 29 |
| 12K | Failure to request routing via TMS | \$100 | Full cost of freight | Freight | 26 |
| 12L | Cartons exceed specified dimensions | \$200 | \$200 | Shipping | 20 |
| 12M | Incorrect weight entered into TMS | \$100 | Full cost of freight | Freight | 27 |
| 12N | Incorrect cube entered into TMS | \$100 | Full cost of freight | Freight | 27 |
| 12O | Incorrect carton count entered into TMS | \$100 | Full cost of freight | Freight | 27 |
| 12P | Incorrect pallet count entered into TMS | \$100 | Full cost of freight | Freight | 27 |
| 12Q | Truck ordered not used | \$100 | Full cost of freight | Freight | 29 |
| 12R | PO shipped to wrong DC as indicated on PO or carton | \$100 | 3% pls full freight | Freight | 12 |
| 12S | Freight cost to forward to correct DC | \$100 | Full cost of freight | Freight | 12 |
| 12T | Failure to follow instructions outlined in routing email notification | \$100 | Full cost of freight | Freight | 27 |
| 12U | Ready date is same as the cancel date | \$100 | Full cost of freight | Freight | 27 |
| 12V | Failure to follow any of the guidelines as described in the routing guide | \$100 | Full cost of freight | Freight | |
| 12W | Administration fee | \$25 | \$250 | Freight | 30 |
| Ticketing errors | | | | | |
| 13A | UPC Active in system does not match vendor UPC on merchandise | \$25 | \$0.50 Per unit for problem style | Shipping | 14 |
| 13B | Vendor pre-ticketed price does not match purchase order | \$25 | \$0.50 Per unit for problem style | Shipping | 14 |
| 13C | Vendor ticket has UPC but does not scan | \$25 | \$0.50 Per unit for problem style | Shipping | 14 |
| 13D | Vendor ticket includes retail but no UPC | \$25 | \$0.50 Per unit for problem style | Shipping | 14 |
| 13E | Vendor ticket includes UPC but no retail | \$25 | \$0.50 Per unit for problem style | Shipping | 14 |
| 13F | SSI furnished tickets not on merchandise | \$25 | \$0.50 Per unit for problem style | Shipping | 14 |
| 13G | Random ticket errors found in pre-ticketing | \$25 | \$0.50 Per unit for problem style | Shipping | 14 |
| 13H | Style number incorrect or not listed on retail ticket | \$25 | \$0.50 Per unit for problem style | Shipping | 14 |
| 13I | UPC ticket missing human readable data or information incorrect | \$25 | \$0.50 Per unit for problem style | Shipping | 14 |
| 14B | Merchandise is not pre-ticketed | \$25 | \$0.50 Per unit for problem style | Shipping | 14 |
| 14E | Tickets on merchandise are for a different retailer | \$25 | \$0.50 Per unit for problem style | Shipping | 14 |

| UPC – GXS catalog | | | | | |
|---|--|--------|-----------------------------|----------|-----------------|
| 15A | UPC not in Catalog at time of order entry / receipt | \$250 | \$250 | Shipping | 9 |
| 15B | Keying charge for Advanced UPC Catalog data entry | \$5 | Per UPC key entered | Shipping | 9 |
| 15C | UPC Catalog requires corrections | \$250 | \$250 | Shipping | 9 |
| 15D | UPC Catalog changes after order entry | \$250 | \$250 | Shipping | 9 |
| Advanced Shipping Notification | | | | | |
| 16A | No ASN received at time of receipt at Distribution Center | \$750 | \$750 | Shipping | 8 |
| 16A-1 | ASN not received same day merchandise is shipped or before 6AM next day | \$250 | \$250 | Shipping | 8 |
| 16B | Inaccurate ASN/Carton contents do not match ASN | \$750 | \$750 | Shipping | 8 |
| 16B-1 | ASN Discrepancy | \$100 | \$750 | Shipping | 8 |
| 16C | BOL does not match ASN | \$300 | \$300 | Shipping | 31 |
| 16D | Carton Label not scannable or poor print quality | \$250 | \$500 | Shipping | 25 |
| 16E | No UCC 128 label on carton or label covered | \$300 | \$300 | Shipping | 24 |
| 16F | Carton Label does not match ASN | \$300 | 3% | Shipping | 25 |
| 16G | ASN does not include Carton Detail | \$450 | \$450 | Shipping | 7 |
| 16H | ASN transmission contains multiple BOL's for shipment | \$300 | \$500 | Shipping | 8 |
| 16I | Failure to respond to 850 with accurate 997 acknowledgement | \$100 | \$100 per P.O. | Shipping | 8 |
| 16J | UCC 128 label placement error | \$300 | \$300 per P.O. per shipment | Shipping | 25 |
| 16K | ASN does not match PO | \$750 | \$750 | Shipping | 8 |
| 16L | Inaccurate vendor ship date within Vendor's ASN data | \$1000 | \$1000 | Shipping | 8 |
| Merchandise not shipped as ordered | | | | | |
| 17A | Sent as a set and ordered as a separate; sent as a separate and ordered as a set | \$450 | 3% | Shipping | 12 |
| 17B | Coordinates shipped separately | \$450 | 3% | Shipping | 12 |
| 17C | Sent as assorted and ordered by color or sent by color and ordered as assorted | \$450 | 3% | Shipping | 12 |
| 17D | Sent in bulk and ordered as a pre-pack | \$450 | \$450 | Shipping | 12 |
| 17E | Sent as a pre-pack and ordered in bulk | \$450 | 3% | Shipping | 12 |
| 17F | Pre-pack quantities not packed as ordered | \$450 | 3% | Shipping | 12 |
| 17G | Pre-pack top/bottom sizes do not match or missing | \$450 | 3% | Shipping | 12 |
| 17H | Set top/bottom or pre-packs not bundled or packaged | \$450 | 3% | Shipping | 12 |
| Hangers | | | | | |
| 18 | Hang merchandise not on VICS Hangers/or hangers seeded in carton | \$0.50 | Per unit | Shipping | 18 |
| Ticket Placement errors | | | | | |
| 19 | Ticket placement errors | \$0.50 | Per unit | Shipping | 16 |
| Consolidation Area | | | | | |
| 20 | Consolidation Area Pickup/handling charges | \$25 | As charged by consolidator | Freight | 29 |
| Floor Ready Errors | | | | | |
| 21A | Unnecessary packing materials and/or packing slips | \$100 | \$500 | Shipping | 8; 23; 29 |
| 21B | Merchandise received in poor condition/wrinkled | \$1 | Per unit | Shipping | 22 |
| 21C | Size strip tape missing from folded garments | \$0.50 | Per unit | Shipping | 17 |

| Miscellaneous charges | | | | | |
|---------------------------------------|---|-------|---|------------|----|
| 22 | Multiple requests for same violation dispute | \$50 | Per request | Shpng/Frgt | 40 |
| 23 | Storage fee after 10 th day awaiting RA# | \$50 | Per day | Shipping | 13 |
| 24 | DRAE/Storage Charge | \$100 | As incurred by carrier | Freight | 29 |
| 25 | Refused freight charge | | Full cost of freight plus handling | Freight | 13 |
| 26 | Detention charges | \$100 | As incurred by carrier | Freight | 29 |
| Loading Charges | | | | | |
| 27 | Pallet Loading-Failure to load by PO then Style | \$150 | \$150 | Shipping | 28 |
| 28 | Trailer Loading-Failure to load trailer by PO then Style | \$150 | \$150 | Shipping | 29 |
| Small Parcel Charges | | | | | |
| 29 | Failure to enter SSI purchase order and/or SRR # number in UPS system | \$300 | Full cost of freight plus handling | Freight | 30 |
| 30 | Failure to use UPS PLD compatible shipping method or UPS approved vendors. | \$300 | Full cost of freight plus handling | Freight | 30 |
| Additional Charges | | | | | |
| 31 | SSI provides copy of canceled check | \$25 | Per check request | Shpng/Frgt | 33 |
| 32 | Claim submitted less than \$100 found to be valid deduction | \$100 | Per claim request | Shpng/Frgt | 33 |
| 33 | SSI provides copies of remittance advice report | \$100 | Per report request | Shpng/Frgt | 33 |
| 34 | Claim deduction inquiries that require SSI to provide vendor documentation support copies | \$100 | Per document | Shpng/Frgt | 34 |
| 35 | Insurance Fees added to small parcel shipments | | As invoiced | Freight | 30 |
| 36 | Failure to apply seal and/or properly document on BOL | \$100 | \$100 | Freight | 29 |
| 37 | Cartons less than minimum requirements not masterpacked | \$100 | Full cost of freight | Freight | 22 |
| 38 | Failure to comply w/ EDI testing | \$500 | \$500 | Shipping | 8 |
| 39 | Incorrect Shipper number used for small parcel shipments | \$50 | Full cost of Freight | Freight | 30 |
| International Shipping Charges | | | | | |
| 40A | Forms required by Customs not provided | \$300 | Cost of excess freight charges pls handling | Freight | 46 |
| 40B | Incorrect/Invalid information provided on customs forms | \$300 | Cost of excess freight charges pls handling | Freight | 46 |
| 40C | Failure to list required information on invoice | \$300 | Cost of excess freight charges pls handling | Freight | 47 |
| 40D | Failure to utilize correct Port of Entry | \$300 | Cost to forward to correct DC pls handling | Freight | 47 |
| 40E | Container delivered without/outside scheduled delivery date/time | \$300 | \$300 | Freight | 47 |

Remittance Advice Report

When SSI issues a check to the vendor a Remittance Advice Report is included with the check. The Remittance Advice Report summarizes the invoices being paid minus any deductions. These deductions can include but are not limited to shipping/freight violations, carton pickup charges, shortages, advertising/ markdown allowances and damage/ distribution allowances. The Remittance Advice Report is considered the vendors claim copy. Please notify your factors, lock boxes, check processing departments, banks, etc. not to discard this very important document. SSI will assess a \$100 fee per requested report to provide copies.

Below is an example of a Remittance Advice report:

STAGE STORES INC Remittance Advise Report 08/14/2009:11:37:59 PAGE 1

Check Run Name 17-AUG-09 Check# 11401024 Check Date 08/17/2009
 Vendor Name FRIENDLY FASHIONS
 Vendor# 1234
 1234 MAIN STREET
 HOUSTON, TX 77057

Merchandise invoices:

| Invoice No | Dept | Order No | Amount | Discount | Net Amount | Discount % | Invoice Date |
|-----------------|------|----------|------------|----------|------------|------------|--------------|
| 0000000011 | 0123 | 12345678 | 76,365.00 | 0 | 76,365.00 | 0.00 | 07/07/09 |
| 0000000012 | 0123 | 12345679 | 6,936.00 | 0 | 6,936.00 | 0.00 | 07/07/09 |
| 0000000013 | 0123 | 12345680 | 22,320.00 | 0 | 22,320.00 | 0.00 | 07/01/09 |
| 0000000014 | 0123 | 12345681 | 2,784.00 | 0 | 2,784.00 | 0.00 | 07/01/09 |
| 0000000015 | 0123 | 12345682 | 6,363.00 | 0 | 6,363.00 | 0.00 | 07/07/09 |
| Invoice Totals: | | | 114,768.00 | 0 | 114,768.00 | | |

Charge backs:

| VCB Description | Report Comment | Invoice Amount | Discount | Net Amount | VCB Comments |
|-----------------------|---|----------------|----------|------------|--------------------------|
| VCB - CARTON PICK UP | REF#0010685476FRT PO# 10685476 | -67.32 | 0.00 | -67.32 | NDL P/U Charges |
| VCB - CARTON PICK UP | REF#0010661811FRT PO# 10661811 | -69.34 | 0.00 | -69.34 | NDL P/U Charges |
| | CARTON PICKUP CHARGES are charged to vendors shipping from the consolidation zone | | | | |
| VCB - FRTRECOVERY R | REF#0010677014 -FGT PO# 10677014 | -450.00 | 0.00 | -450.00 | 12E Mlt Ship on same PO# |
| VCB - FRTRECOVERY R | REF#0010677014 -FGT PO# 10677014 | -450.00 | 0.00 | -450.00 | 12D 2req for rout in lwk |
| | FRT RECOVERY stands for Freight Violation | | | | |
| VCB - SHIP VIOL (SHP) | REF# 0000181998SP21C62120 PO# 10662120 | -100.00 | 0.00 | -100.00 | 21C-See Routing Guide |
| | SHIP VIOL stands for Shipping Violations | | | | |

The three digit code before "SEE ROUTING GUIDE" tells you what Violation number from the Vendor Compliance table that the charge references. In this case the charge is for violation 12C "size strip tape missing from folded garments". Please use this code in conjunction with the Vendor Compliance table located in the Vendor Compliance /Routing Guide to determine why you were charged.

Shipping Violation Inquires

1. Inquires and disputes must be submitted in writing by mail, we will also accept an email with all required documentation scanned and attached, faxes will not be accepted. Please mail **shipping violations inquiries** to:
SSI Distribution Center
Attn: Vendor Compliance Manager
506 Bealls Blvd.
Jacksonville, TX 75766
Email: vendorcompliance@stagestores.com
 - *If unsure of violation type, please see Non-compliance table and example of the Remittance Advice Report above.*
 - *Mailing inquiries and disputes to the wrong department will cause a delay.*
 - *SSI will not research claims older than 6 months old (from date of remittance advice report).*
2. The following must be included in order for your disputed charge to be researched:
 - Remittance Advice Report
 - Detail of request
 - Vendor contact information
3. Due to the time to research and process inquiries or disputes, SSI will not accept any re-submissions once a response has been given. If multiple requests are received for the same inquiry or dispute, a non-compliance charge will be assessed.

Freight Violation Inquires

1. Inquires and disputes must be in writing by mail, we will also accept an email with the required documentation scanned and attached, faxes will not be accepted. Please mail required information for **Freight Violations/ Carton Charges** to:
Attn: SSI Transportation Department
10201 Main Street Email: logistics@stagestores.com
Houston, TX 77025
 - *If unsure of violation type, please see Non-compliance table and the example of the Remittance Advice Report above.*
 - *Mailing inquiries and disputes to the wrong department will cause a delay.*
2. The following must be included in order for your dispute to be researched:
 - A letter of request
 - BOL
 - Remittance Advice Report
3. Due to the numerous trading partners, SSI is unable to provide copies of freight bills. The transportation department can provide detailed information needed to validate reasons for deductions.
4. SSI will not research claims older than 6 months old (from date of remittance advice report).
5. Due to the time to research and process inquiries or disputes, SSI will not accept any re-submissions once a response has been given. If multiple requests are received for the same inquiry or dispute, a non-compliance charge will be assessed.

SSI Shipping and Freight violation flow

1. Once your dispute has been received, SSI will conduct research and respond in writing in 4-6 weeks. Responses to inquiries or disputes received in November and December could take as long as 10 weeks.
2. If the charge is valid, SSI will provide the vendor with a detailed explanation for the charge.
3. If the charge was in error, SSI will notify the vendor of the error. The Accounts Payable Department will issue the payback. All further correspondence should be sent to the Accounts payable department.

Transportation Management System (TMS)

Vendor Setup/Change form

- Only one access ID is set up per operating location
- Vendor must have Internet access and email address for each shipping location
- The Vendor's Key Transportation Contact is responsible for distributing the Access ID and password to all vendor ship points.
- Please ensure that information filled out is complete and legible to ensure timely and accurate location setup
- Access ID's will take 7 business day to process and will be sent to Key Contact via e-mail
- All questions should be directed to traffic@stagestores.com
- Please print multiple copies of this form if more than one location is to be set up
- Please complete and fax this form to: 713-838-4494

Is this a new setup request or a change request? (Vendor must choose one option-if change must provide Location ID of requested change. Failure to fill out completely will cause delay in location setup)

Circle one: **New** **Change**

If you circled change, what is your location id:

| | |
|--|--|
| Vendor Name: | |
| Pickup Address: | |
| Pickup City: | |
| Pickup State: | |
| Pickup Zip code: | |
| Key Transportation Contact Name: | |
| Email address: (the routing directions will be sent to this address) | |
| Phone number: | |
| Fax Number: | |
| Shipping hours on Monday: | |
| Shipping hours on Tuesday: | |
| Shipping hours on Wednesday: | |
| Shipping hours on Thursday: | |
| Shipping hours on Friday: | |
| Shipping hours on Saturday: | |
| Shipping hours on Sunday: | |
| Do you require shipping appointments: | |
| Please list a valid Purchase Order number that will be shipped from this location (PO number is required to complete setup. Failure to provide will delay setup process): | |

SSI Internal use:

Received date _____ Completed date _____

Faxed back to vendor and completed by _____

SUPPLEMENT TO THE BILL OF LADING

Page _____

Date:

Bill of Lading Number:

CUSTOMER ORDER INFORMATION

| CUSTOMER ORDER NUMBER | # PKGS | WEIGHT | PALLET/SLIP (CIRCLE ONE) | | ADDITIONAL SHIPPER INFO |
|-----------------------|--------|--------|-----------------------------|---|----------------------------|
| | | | Y | N | |
| | | | Y | N | |
| | | | Y | N | |
| | | | Y | N | |
| | | | Y | N | |
| | | | Y | N | |
| | | | Y | N | |
| | | | Y | N | |
| | | | Y | N | |
| | | | Y | N | |
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| | | | Y | N | |
| PAGE SUBTOTAL | | | | | |

CARRIER INFORMATION

| HANDLING UNIT | | PACKAGE | | WEIGHT | H.M. (X) | COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360</small> | LTL ONLY | |
|---------------|------|---------|------|--------|-------------|--|----------|-------|
| QTY | TYPE | QTY | TYPE | | | | NMFC # | CLASS |
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Correspondence Addresses and Phone Numbers

It is the intent of SSI to investigate and resolve all issues, questions, problems or concerns in a reasonable time frame. To process your correspondence efficiently please communicate your concerns in writing as quickly as possible. **SSI will not research issues older than 6 months.**

Any questions or issues regarding **EDI**, excluding non-compliance charge inquiries, should be directed to:

Stage Stores, Inc.
Attn: EDI Administrator Phone: 713-663-9756
10201 Main Street email: EDI@stagestores.com
Houston, TX 77025 Fax: (713) 660-3350

Any questions or issues regarding **packaging, Floor Ready Merchandise, Ticketing, UCC labeling, or general Vendor Requirements not including non-compliance violations**, should be directed to:

Stage Stores, Inc.
Attn: Logistics Dept Phone: (713) 295-5461
10201 Main Street email: Logistics@stagestores.com
Houston, TX 77025 Fax: (713) 838-4494

Any questions or issues regarding **routing or transportation**, excluding non-compliance charge inquiries, should be directed to:

Stage Stores, Inc.
Attn: Transportation Phone: (713) 838-4474
10201 Main Street email: Traffic@stagestores.com
Houston, TX 77025 Fax: (713) 838-4494

Any questions or issues regarding **freight violations and distribution allowance deductions** should be directed to:

Stage Stores, Inc.
Attn: Transportation Phone: (713) 838-4474
10201 Main Street email: Logistics@stagestores.com
Houston, TX 77025

Any questions or issues regarding **shipping violations** should be directed to:

Stage Stores, Inc.
Attn: Vendor Compliance Manager
506 Bealls Blvd. email: vendorcompliance@stagestores.com
Jacksonville, TX 75766

Any questions or issues regarding Return to Vendor RTV should be directed to:

Stage Stores, Inc. RTV Fax: (903) 586-2903
123 7 E. Rusk
Jacksonville, TX 75766

Any questions or issues concerning **invoice payments, remittance advice, shortages, or markdown allowances** should be directed to:

Attn: Vendor Relations Phone: (713) 838-4429
Accounts Payable Fax: (713) 663-9565
P.O. Box 20768
Houston, TX 77225-0768

Any questions or issues concerning **Damage Allowance** percent or deduction disputes should be directed to the appropriate buying office. These terms are negotiated between Sales Representative and Buyers.

All manual invoices should be directed to Stage Stores

Attn: Accounts Payable
PO Box 20768
Houston, TX 77225

International Shipping

Letter of Credit

For Purchase Orders placed via Letter of Credit, Specialty Retailers, Inc. will supply all shipping and paperwork requirements in the Letter of Credit. You must follow the Purchase Order, Invoice, Ticketing, Packaging, Labeling, and Packing Slip instructions provided in this Logistics Guide. Failure to provide all required documents to the Freight Forwarder listed may result in delay in receiving your Forwarders Cargo Receipt required for payment.

Direct Buy / Open Terms / FOB Shipping Port

Specialty Retailers, Inc utilizes Expeditors Intl as our Freight Forwarder and U S Customs Broker. Shippers may go the Expeditors Website at www.Expeditors.com. Follow the link for Office Locator to find contact names and phone number to each Expeditors office/port. Expeditor's offices at each port are supplied with a PO listing for that port and will perform PO verification when the shipment is booked. Shipments **MUST** be booked in advance to allow shipping within the Ship/Cancel date provided on the Purchase Order.

All Shippers **MUST** provide Expeditors International with the Original Commercial Invoice, Packing List, Bill of Lading, Certificate of Origin and/or any other documents and forms required by U S Customs. In order to begin the payment process one set of all Original documents including Invoice, Packing List, BOL, Forwarders Cargo, Certificate of Origin, and/or any other documents and forms required by U S Customs **MUST** be mailed to:

Specialty Retailers, Inc.
10201 S Main St
Houston, TX 77025
ATTN: Michelle Barrett / Finance Dept.

Examples of Forms Required

- Shoes – IFI Form – detailed description of shoes used to determine the correct Harmonized Tariff code
- Items containing Wood Products or Vines – Fumigation Certificate
- Items containing Feathers – Veterinarian Certificate declaring no Blood, skin etc. and proof feathers were cleaned
- Items containing shells – Requires Scientific name as well as common name. If endangered species there must be a Cities/Fisheries Certificate
- Candles – Must Provide Certificate verifying candles do NOT contain Petroleum Products and provide a percentage breakdown of products used. NOTE: Customs may request that a U S Lab test the candles for constituent breakdown to determine if petroleum is in the candle. (Invalid information provided by the shipper causing higher duty charges will be charged back to the shipper via a chargeback deduction.)
- Ceramic ware: Vendor must state Ceramic or Porcelain and note if items are glazed. If the items are glazed then a Chinese Ceramic Factory Code is required if they are a member. If glazed, you must provide the percentages of glazing components by a Lab Analysis.

***Failure to provide required forms causing delay in customs release or extra freight cost will be charged back to the vendor.

Invoices

All invoices must include the following information:

1. Consignee Name – Consigned to Specialty Retailers, Inc.
2. Terms of Sale
3. Currency
4. Cost of packing
5. Ship to Location – Ship to distribution center listed on the purchase order
6. Ship to Port
7. Purchase Order number - Each Purchase order must be listed separately on the invoice noting the carton count per PO.
8. Item # - Each item must be listed separately on the invoice providing the cost per item and a very detailed description in order for customs to determine the Tariff is correct. Example: You cannot state Wooden decorative items – you must give a detail description of the item. For certain items such as clocks you must provide the individual cost of the case and the movements including the size of movements. A detailed description of the case and the movements must be provided.
9. Harmonized Tariff code – HTS code must be listed on the invoice for each item shipped. Certain items like clocks must list the HTS code for the case and for the movements.
10. Country of Origin
11. Actual Manufacturer name and address

***Failure to provide required information on the invoice causing a delay in customs release or extra freight charges will be charged back to the vendor.

Container Shipments Purchased FOB Port of entry USA.

Follow all Purchase Order, Invoicing, Bill of Lading, Packaging, Labeling, and Packing List instructions listed in this Logistics Guide

All containers MUST deliver to the port closest to the ship to Distribution Center. Once the container arrives at port, you must notify the Traffic Dept. at appointment@stagestores.com and provide the container number, purchase order number(s) and carton count for each PO in the container. The Traffic Dept. will then give you the name and phone number of the delivering carrier in order to release the container.

Container Shipments Purchased FOB Destination Warehouse

Follow all Purchase Order, Invoicing, Bill of Lading, Packaging, Labeling, and Packing List instructions listed in this Logistics Guide.

Once the container is ready to deliver you must send an email to appointment@stagestores.com providing the Container #, delivering carrier name, Purchase Order (s) and carton count for each purchase order in the container. You will then be given a delivery date and time.

*** Failure to provide accurate information or delivery of a container without prior notice will result in a non-compliance charge to your company.

*** Failure to follow these instructions may result in a non-compliance charge to your company.

Compliance Assurance Regarding Consumer Product Safety Regulations:

As a vendor partner, you undoubtedly are aware that the United States Congress recently enacted the Consumer Product Safety Improvement Act of 2008 (“CPSIA”) which affects all consumer products and includes many new obligations. To sell to Stage Stores, we require that you comply with all legal requirements, including compliance with this new law, and existing product safety laws and regulations. Failure to do so will result in the rejection of your shipments. In particular, the CPSIA requires certifications and limits the use of lead and phthalates in a variety of consumer products and children’s products. There are important preexisting requirements on garment flammability and small parts, for example.

The General Certification of Conformity (“GCC”)

For all products manufactured on or after November 12, 2008, Section 14(a)(1) of the Consumer Product Safety Act, as amended by the CPSIA, essentially requires a GCC to be issued with respect to every product that is subject to any consumer product safety rule, ban, standard or regulation enforced by the CPSC. This includes all children’s products but is not limited to those products. The GCC is required for all products subject to applicable rules, bans, standards and regulations. Products without the required certificate, which must accompany the product and be furnished to the retailer, cannot be imported or distributed in the United States. For Stage Stores, these requirements must be satisfied through the submission of a GCC form.

Stage Stores requires imported vendors to meet the GCC requirement. Certifications must include mandatory information required by law. Stage requires you to prepare and furnish these certifications to the Freight Forwarder with each shipment. Freight will not be shipped or accepted without the GCC form. On page 50 is a sample of the GCC certificate that must be used.

US Customs Data Elements Form

Required by Specialty Retailers, Inc. for all Shipments/Purchase Orders prior to booking with the Freight Forwarder or Ocean Carrier

Specialty Retailers, Inc. requires all shippers to complete the information below and provide this form to the Freight Forwarder or Ocean Carrier when the shipment/ Purchase Order is booked prior to shipping. Failure to provide all the information required in the form will cause your booking to be rejected until the fully completed Form is provided. Incorrect information provided in this form which causing delay in clearance with U S Customs or charges assessed will be paid by the shipper.

Lacey Act

Specialty Retailers, Inc. requires all shippers to complete the Plant and Plant Product Declaration Form if shipment contains the following: any wild member of the plant kingdom, including roots, seeds, parts, or products thereof, and including trees from either natural or planted forest stands. Any product that is classified in the following HTS chapters, must submit the form:

Ch. 44 *Heading* (wood & articles of wood)

4421- (articles of wood, nesoi)

Ch. 48 *Heading* (paper & articles of)

4801-(Newsprint)

4802-(Uncoated writing paper)

4803-(Toilet or facial tissue stock)

4804-(Uncoated kraft paper)

4805-(Other uncoated paper and board)

4806-(Vegetable parchment, etc.)

4807-(Composite paper and board)

4808-((Corrugated paper and board)

4809-(Carbon paper)

4810-(Coated paper and board)

4811-(Paper coated, etc. other than 4803, 4809, or 4810)

Ch. 94 *Heading* (furniture, etc).

940169 (seats with wooden frames)

940330 (wooden office furniture)

940340(wooden kitchen furniture)

940350 (wooden bedroom furniture)

940360 (other wooden furniture)

94039070 (wooden furniture parts)

**Specialty Retailers, Inc.
General Conformity Certificate (GCC)**

This General Conformity Certificate (GCC) must be presented to Specialty Retailers, Inc. prior to shipping. Specialty Retailers, Inc. requires an electronic copy to be sent via email to _____

Identification of Product Covered by this Certificate:

| | | | | |
|------|-------------|---------------------|-------------|---------------------|
| PO # | Style/SKU # | Product Description | Vendor Name | Product Label/Brand |
| | | | | |

The entity identified below as the importer certify that: (check one box only)

- The product describe above is not subject to any applicable rules, bans, regulations or standards under the Consumer Product Safety Act or any other act enforced by CPSC.
- The product describe above is in compliance with 16 CFR 1610 and is exempted from testing under CPSC regulation section 1610.37(d) as it is comprised of one or more of the following CLASS 1 textiles
 - (1) Plain surface fabric, regardless of fiber content, weighing 2.6 oz/sq. yd. or more, and
 - (2) All fabrics, both plain and raised-fiber surface, regardless of weight, made entirely from any of the following fibers or entirely from combination of acrylic, modacrylic, nylon, olefin, polyester, v
- The Product described above complies with the specified rules, bans, standards and regulation applicable to the product and enforced by CPSC. (Note: If checked, complete entire GCC)

Importer

| | |
|----------------------|--|
| Entity Name | |
| Full mailing address | |
| Phone# | |
| Contact Person | |
| Email | |

Third-party testing lab

| | |
|----------------------|--|
| Entity Name | |
| Full mailing address | |
| Phone# | |
| Contact Person | |
| Email | |

Date of Manufacture: Month: _____ Year: _____ **Date of Testing:** Day: _____ Month: _____ Year: _____ **Lab Report #:** _____

Factory Name & Place of Manufacturing:

_____ **Place of Testing:** _____
(If different from testing lab address above)

Individual responsible for maintaining records of test supporting certification:

| | | | | |
|------|---------|---------|---------------|---------|
| Name | Company | Address | Email Address | Phone # |
| | | | | |

Product safety standards to which the Product is being certified (mark all that apply), and add any additional applicable standard by deleting any of the non-applicable one(s):

| | | | | | |
|---|--|--|--|---|---|
| <input type="checkbox"/> CPSIA 101 - Lead in children's substrate in children's products | <input type="checkbox"/> 16 CFR 1500.10 - CPSIA Art Materials | <input type="checkbox"/> 16 CFR 1500.18(a)(17) - Balls | <input type="checkbox"/> 16 CFR Part 1501 - Small Parts | <input type="checkbox"/> 16 CFR Part 1511 - Tricycles | <input type="checkbox"/> 16 CFR Part 1615 & 1616 - Flammability of children's Sleepwear |
| <input type="checkbox"/> CPSIA 101, 16 CFR Part 1303 - Lead in Paint and Surface Coatings | <input type="checkbox"/> 16 CFR 1500.14(b)(3) - Toy Sticks | <input type="checkbox"/> 16 CFR 1500.18(a)(19) - Toy Sticks | <input type="checkbox"/> 16 CFR Part 1505 - Electrically Operated Toys and Children's Articles | <input type="checkbox"/> 16 CFR Part 1512 - Bicycles | <input type="checkbox"/> 16 CFR Part 1630 & 1631 - Flammability of carpet and Rugs |
| <input type="checkbox"/> CPSIA 106 - ASTM F963 - Toy Safety Specification | <input type="checkbox"/> 16 CFR 1500.18(a)(25) - Caps for Toy Guns | <input type="checkbox"/> 16 CFR 1500.10 - CPSIA Labeling (art materials, etc.) | <input type="checkbox"/> 16 CFR Part 1508 - Full Size Cris | <input type="checkbox"/> 16 CFR Part 1513 - Book Bag | <input type="checkbox"/> 16 CFR Part 1632 & 1633 - Flammability of Mattress, Pads, & Bedding Sets |
| <input type="checkbox"/> CPSIA 109 - Regulations in Children's Products | <input type="checkbox"/> 16 CFR 1500.18(a)(30) - Body ornaments, rollers and jumpers | <input type="checkbox"/> 16 CFR 1500.44 - Flammability | <input type="checkbox"/> 16 CFR Part 1509 - Non Full Size Cris | <input type="checkbox"/> 16 CFR 1610 - Flammability of Clothing, Textiles | <input type="checkbox"/> 16 CFR 1700.14 - Child Resistance Packaging |
| <input type="checkbox"/> 16 CFR Part 1150 - Toy Gun Marking | <input type="checkbox"/> 16 CFR 1500.18(a)(36) - Infant carseat or pillow. | <input type="checkbox"/> 16 CFR 1500.46 & 49 - Sharp pointed edges | <input type="checkbox"/> 16 CFR Part 1510 - Footballs | <input type="checkbox"/> 16 CFR 1611 - Flammability of Vinyl Plank | <input type="checkbox"/> CPSC's guidance on drawings |

Document completed:

BY: _____ (printed name) **Phone #:** _____

Date: _____ **Email address:** _____

US CUSTOMS DATA ELEMENTS FORM

(10 Data Elements Required for Importer Security Filing)

Required by Specialty Retailers, Inc. for all Shipments/Purchase Orders prior to booking with the Freight Forwarder or Ocean Carrier

** Specialty Retailers, Inc. requires all shippers to complete the information below and provide this form to the Freight Forwarder or Ocean Carrier when the shipment/ Purchase Order is booked prior to shipping. Failure to provide all the information required in the form will cause your booking to be rejected until the fully completed Form is provided. Incorrect information provided in this form causing delay in clearance with U S Customs or charges assessed will be paid by the shipper.

1. Manufacturer Name & Address: _____

2. Container Stuffing location: _____

3. Seller Name & Address: _____

4. Consolidator Name & Address: _____
(For LCL shipments only)

5. Buyer Name & Address: **Specialty Retailers, Inc. 10201 Main Street Houston TX 77025**

6. Ship to Name & Address _____

7. Importer of Record: **Specialty Retailers, Inc.** _____

8. Consignee Number: **74-0821900** _____

9. Country of Origin : _____

10. Commodity Harmonized Tariff Schedule Number (6 or 10 digit):

| Item | HTS | P.O. Number |
|------|-----|-------------|
| | | |
| | | |
| | | |
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Shipper _____ Date _____

Signed By: _____ Title _____

Plant and Plant Product Declaration Form

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0349. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

FORM APPROVED
OMB No. 0579-0349

Plant and Plant Product Declaration Form



U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE

Section 3: Lacey Act Amendments of 2008 (16 U.S.C. 3372)

Applicability of Declaration:

You are required to complete this form if you are importing any of the following:
Any wild member of the plant kingdom, including roots, seeds, parts, or products thereof, and including trees from either natural or planted forest stands, except:

1. Common cultivars, except trees, and common food crops (including roots, seeds, parts, or products thereof);
2. * Scientific specimens of plant genetic material (including roots, seeds, germplasm, parts, or products thereof) that are to be used only for laboratory or field research;
3. * Plants that are to remain planted or to be planted or replanted; or
4. Plants used exclusively as packaging material to support, protect, or carry another item, unless the packaging material itself is the item being imported.

* You must still complete this form if you are importing plants described under 3. and 4. that are listed:

- In an appendix to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (27 UST 1087; TIAS 8249);
- As an endangered or threatened species under the Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.); or
- Pursuant to any State law that provides for the conservation of species that are indigenous to the State and are threatened with extinction.

SECTION 1 - Shipment Information

| | |
|--|-----------------------|
| 1. ESTIMATED DATE OF ARRIVAL: (MM/DD/YYYY) | |
| 2. ENTRY NUMBER: | 3. CONTAINER NUMBER: |
| 4. BILL OF LADING: | 5. MID: |
| 6. IMPORTER NAME: | 8. CONSIGNEE NAME: |
| 7. IMPORTER ADDRESS: | 9. CONSIGNEE ADDRESS: |

| | | |
|--|--------------------|------|
| I certify under penalty of perjury that the information furnished is true and correct: | | |
| Signature | Type or Print Name | Date |

Knowingly making a false statement in this Declaration for Importation may subject the declarant to criminal penalties in accordance with 16 U.S.C. 3373(d).

