

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) 295-5465
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
10201 Main Street
Houston, TX 77025

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

Stage Stores, Inc.
Attn: Vendor Compliance Manager
506 Bealls Blvd.
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) 838-4242 or (713) 838-4259
Accounts Payable email: Vendorrelations@stagestores.com
P.O. Box 20768
Houston, TX 77225-0768

Any questions or issues concerning **New Store Allowance or Damage Allowance** percent or deduction disputes should be directed to the appropriate buying office.

All manual invoices should be directed to Stage Stores

Attn: Accounts Payable
PO Box 20768
Houston, TX 77225