

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 you sell to both the Stage and Peebles 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 N9 segment of EDI. It is also printed on all hard copy purchase orders.
- Peebles' buying office orders will be in the range of 5000-5999
- Stage buying office orders will be 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 should be shipped pre-paid at the vendors' expense. A charge back will be assessed for the full cost of freight on the third or subsequent shipment against the same purchase order 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 warehouse 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 above guidelines could result in and full freight charge back plus a handling fee of 10% 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 vendors 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.

New Store discount and payment terms:

New Store orders are written and maintained separately from Comp Store orders. They are flagged as such upon initial PO setup and are held to New Store standard terms and discounts. New Store orders are paid 90 days after point of receipt and are assessed a 10% standard discount, which helps the cost of advertising in the new store markets. These terms are noted on SSI new vendor setup form and deductions are assessed and reflected on vendor's remittance advice report. Any deviations from these standard terms require SSI GMM approval.