

Highlights of new updates

This page will summarize new changes to Release 0208

New DC Facility Page 8

- Notice for vendor community of planned 3rd DC facility opening

Purchase Order Requirements Page 11

- All Purchase orders must be shipped to warehouse designated in the N1ST segment of the EDI purchase order. Failure to ship purchase order to the correct warehouse will be subject to non-compliance charges in addition to associated freight cost of forwarding merchandise to correct DC.

Merchandise Subject to Return Page 11

- Merchandise subject to return could result in and full freight charge back plus handling fee of 10% of the cost of the merchandise.

New Store Discount and Payment Terms Page 12

- New Store orders are paid 90 days after point of receipt and are assessed a 10% standard discount.

Ticketing Page 13

- Vendors who utilize MSRP format tickets, requirements include: Vendor style (VPN), Color, Size, UPC (with human readable data) and MSRP retail (must match PO)

Packing Instructions Page 18

- Pre-Packs must be packaged in poly-bag and bundled as one unit, bundle hangers with string, twine, or rubber bands. Merchandise must be on hangers. Do not seed hangers in carton.

Labeling Page 20

- Ship To address on UCC-128 label must be addressed listing appropriate company, i.e. #00601 Stage Stores Warehouse or #05099 Peebles Warehouse, then correct warehouse address listed.
- Carton content label (if utilized) must be placed adjacent to the UCC-128 label.

Transportation page 23

- TMS will assign carrier and routing instructions via email notification. Failure to follow specific instructions outlined in email notification will result in non-compliance charges being assessed up to full cost of freight plus handling.
- Vendors shipping on pallets must utilize pallet cube chart provided on page 23 for routing request or non-compliance charges will be assessed for incorrect information.

BOL Page 26

- Each purchase order, corresponding department number, carton count and weight must be listed/itemized on the BOL.
- Vendor must include the TMS assigned BOL number provided in email routing notification, labeled in the special instructions section of the BOL.
- Vendors should **not** include “Released Value” wording in any amount less than the full cost of the purchase order(s) being shipped without prior written approval from SSI.

Non-Compliance charge changes Page 30

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|-------|---|---------------------|
| • 4I | Failure to list SRR # in special instructions of BOL | \$300 min/\$300 Max |
| • 4M | Failure to list TMS assigned BOL # in special instructions section of BOL | \$300 min/\$300 Max |
| • 6A | Fragile merchandise not packed with corrugated packing material | \$450 Min/\$450 Max |
| • 7B | 810 Invoice is not sent electronically within 24 hrs of mdse pickup | \$750 Min/\$750 Max |
| • 12R | PO shipped to wrong DC as indicated on PO or carton | \$250 Min/3% Max |
| • 12S | Freight cost to forward to correct DC | \$100 Min/Full Frgt |
| • 12T | Failure to follow instructions outlined in routing email notification | \$100 Min/Full Frgt |
| • 17E | Failure to apply seal and/or properly document on BOL | \$450 Max |
| • 39 | Incorrect shipper number used for small parcel shipment | \$50 Min/Full Frgt |

Import Order Instructions Page 42

- For your reference we have added instructions and requirements for Import Orders. Violations **40A-40E** have been added for non-compliance in Import Order Instructions. Please reference violation table for violation amount specifics (Min \$300 up to Maximum amount-Cost of excess freight plus handling)