

# Simply Fashion Stores, Ltd.

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## *Routing Guide/Logistics Manual*

Update: November 03, 2008 Original Effective Date: October 08, 2004

*The following instructions, changes and updates supersede any previously issued routing guides or instructions. If the information contained in these instructions conflict with previous instruction, these instructions take precedence.*

### *Introduction*

In order to expedite the receipt of merchandise, improve product flow to the selling floor, reduce cost for both the vendor and Simply Fashions and to ensure prompt payment of invoices, all vendors are required to adhere to the following instructions. Vendor compliance with these instructions is requested. Any deviation could result in automatic charge backs and /or deductions to the invoice.

Please review this guide carefully and make sure to forward a copy to all personnel with shipping responsibilities on behalf of your company. It is imperative that you understand and follow all of our instructions and that you implement all changes as of Dec 31, 2008.

As of January 2009, Simply Fashions will discontinue sending paper "hard copy" vendor mailings or notifications on any revisions to vendor standards or requirements. ***All standards updates and revisions will be communicated via our website at <http://www.simplyfashions.com> under the "Vendor Relations" section. It is the vendor's responsibility to monitor our website regularly and keep all their internal departments and shipping locations updated on Simply Fashions policies and/or procedural changes.*** We suggest you visit our website quarterly to check for updates.

Your continued compliance with the following instructions is necessary to efficiently expedite the flow of merchandise from your location to our stores, maximizing selling time. If you have questions or concerns please email [distributionreceiving@simplyfashions.com](mailto:distributionreceiving@simplyfashions.com) or call 205-951-1514.

### **ALL SHIPMENTS MUST RECEIVE P.O. APPROVAL PRIOR TO SHIPPING.**

Before shipping, it is the vendor's responsibility to obtain purchase order shipping approval by emailing a completed ASN form detailing the style, color, number of cartons, carton pack, weight and ticket information (see attached).

## **CARTON SIZE- \*\*\*NEW SIZE\*\*\***

**Simply Fashions requires a carton size of 21" in length by 15" wide by 16" in height with a minimum edge crush test (ECT) of 44 lbs. Vendors are required to fill the carton but do NOT break any of the pre-packs.**

### **Routing Instructions based on weight**

- **Less than 200 lbs- ship UPS**
- **200 to 5,999 lbs**

**FROM New York City/New Jersey Commercial Zone:** FOB Consolidator/origin. Email your completed ASN form to [poapprove@simplyfashions.com](mailto:poapprove@simplyfashions.com). After PO approval is received, deliver to New Deal Logistics, 84 Harbor Drive, Jersey City, New Jersey, 07305, (201) 985-0400.

**FROM Los Angeles, Ca. Commercial Zone:** FOB origin. Contact City Garment Carriers, Inc. Email your completed ASN form to [gmichel@cityx.com](mailto:gmichel@cityx.com).

**For all other shipments over 200 lbs.** Email your completed ASN form to [poapprove@simplyfashions.com](mailto:poapprove@simplyfashions.com). After PO approval is received you will be contacted with routing instructions.

A completed ASN form is required detailing the style, color, number of cartons, carton pack, weight and ticket information for each shipment. A copy of the completed ASN form must also be included with each shipment, attached to the lead carton and marked "packing list enclosed". Only merchandise shipped on valid and approved purchase orders will be accepted.

- **6,000 lbs or more/1000 cubic feet (1/2 trailer load)**

**Simply Fashion Stores Distribution Center Management must authorize and schedule all truckload / volume shipments.** To request a truckload or volume pick up email your completed ASN form to [poapprove@simplyfashions.com](mailto:poapprove@simplyfashions.com) or call (205) 951-1514 for routing. After PO approval is received you will be contacted with additional routing instructions.

All truckload and/or volume shipments must be reported to Simply Fashions Transportation Department at least three (3) working days prior to the planned ship date, and at least three (3) days prior to the purchase order cancel date since there is no guarantee that they can be picked up the same day we are notified.

No volume shipments will be routed unless all purchase orders are valid, completed ASN Form received and approved, and within the proper ship window. If you report a shipment with invalid, unapproved, early, or late purchase orders, you will be given the reason the shipment will not be routed. **IT IS THE VENDOR'S RESPONSIBILITY TO CONTACT THE BUYER FOR CLARIFICATION OR CORRECTION.**

If more than one (1) trailer is required for a single shipment, you must prepare a separate Bill of Lading for each trailer.

## **General Shipping Instructions**

Our company name, ship to address, purchase order number, carton pack and style number must appear on all cartons, ASN forms, invoices and Bills of Ladings. You are required to follow the Bill of Lading standards and format published by VICS, which can be viewed **[www.vics.org/BOL.htm](http://www.vics.org/BOL.htm)**

Record the following information on your Bill of Lading:

- All purchase order and department numbers
- Total number of cartons for each purchase order
- Total number of cartons, total weight, and total cubic feet for each shipment
- Correct merchandise description
- Complete vendor name and shipping address
- Total number of pallets (if applicable)
- Authorization number for volume loads and exceptions to this guide, if applicable

Vendors who prepay freight and / or use carriers not approved by Simply Fashions are responsible for the carrier's compliance with our requirements.

Vendors who ship multiple Bills of Lading on the same day from the same origin, destined for the same location will receive a chargeback for the full freight plus a handling fee of not less than \$75 per Bill of Lading.

Additional charges (also known as Accessorial Charges), which Simply Fashions incurs due to shipper errors or delays, will result in a chargeback for the additional cost plus a handling fee of no less than \$75.

Loading is the responsibility of the vendor. Shipments are "Shipper Load and Count" unless agreed upon in writing by Simply Fashions Transportation Department prior to shipment. If a driver is required to load a shipment, you will be charged the carrier's loading fee plus a handling fee of not less than \$75. If a driver is required to count a shipment while loading, you will be charged the carrier's "Driver Assist" loading charge plus a handling fee of no less than \$75.

Simply Fashions truck load carriers allow 2 hours of free time to load/unload if the driver is required to wait with the trailer; Equipment detention with power charges begin 2 hours after the scheduled appointment time. Additional charges, incurred by Simply Fashions as a

result of the shipper's inability to load/unload within 2 hours, will result in a chargeback for the additional cost plus a handling fee of no less than \$75.

The following information/items must appear on the exterior of each shipping carton: our company name and complete ship to address, purchase order number, style/color, carton pack and (if pre-ticketed) one bar-coded UPCA price ticket. All labels, packing information and bar-coded tickets must be placed on the end of the shipping carton.

**The completed ASN form and Bill of Lading must reflect style number, purchase order number, exact number of cartons, carton pack, weight and ticket information. Style and purchase order numbers must be shown as: Style Number, Purchase Order Number. The carrier must count and sign for a specific number of cartons. If the Bill of Lading is "said to contain" a certain number of cartons, all shortages will be the responsibility of the vendor.**

All cartons shipped to Simply Fashions Stores Distribution Center **must** contain only one style or color unless it is specified on the purchase order that multiple items are to be packed in the same carton.

**A copy of the completed and approved ASN form MUST be attached to the Bill of Lading/Freight Bill at the time the driver arrives to pick up the freight. Any shipment that does not have an attached ASN form will be refused.**

**Simply Fashion Stores, Ltd. has the right to refuse and/or return any shipments without prior authorization or notice that:**

- Is shipped prior to the ship date or past the cancellation date without authorization.
- Does not have our style and/or purchase order number on the cartons and/or Bill of Lading.
- Does not have our bar-coded UPCA ticket on the exterior of the shipping cartons when the merchandise is ordered and shipped pre-ticketed.
- Does not have a valid purchase order on file **AND** a completed and approved ASN form on file in our Transportation Department.
- Had multiple colors / sku's packed in the same carton without prior approval.

**ALL SUCH SHIPMENTS THAT MUST BE RETURNED WILL BE RETURNED FREIGHT COLLECT VIA COMMON CARRIER. WE WILL NOT BE RESPONSIBLE FOR THE SECURITY OF NOR FREIGHT CHARGES INCURRED ON SUCH SHIPMENTS. FREIGHT, STORAGE, REDELIVERY, ETC. WILL BE VENDOR'S RESPONSIBILITY.**