

STEIN MART INC.

Supply Chain

New Vendor Packet



A comprehensive overview of Stein Mart's requirements for new vendors.

NEW VENDOR CHECKLIST

The following is a list of Stein Mart's minimum standards; they are referred to in greater detail throughout this packet and on our vendor services website located at <http://vendors.steinmart.com>.

- ☐ Implement an electronic data interchange (EDI) with Stein Mart. **ALL** Stein Mart vendors must be able to transmit/receive the following EDI documents: 850 (PO), 860 (PO change), **ACCURATE** 856 (ASN), and 810 (Invoice). The ASN and invoice must accurately reflect each carton's contents. Vendors may use any EDI provider of their choice. For assistance on choosing an EDI provider, vendors can email vendorcompliance@steinmart.com.
- ☐ Vendors must complete testing with DiCentral in order to become EDI compliant with Stein Mart. ***Please note that vendors using eZcom do not have to complete testing through DiCentral.*** Please visit the vendor services website at <http://vendors.steinmart.com> or email Vendor Compliance at vendorcompliance@steinmart.com for more information.
- ☐ **ALL** cartons being shipped through our supply chain network are **REQUIRED** to have UCC128 labels. Label samples must be sent to Bar Code Graphics for testing. The link to the Bar Code Graphics website can be found at <http://vendors.steinmart.com>.
- ☐ **ALL** merchandise must be ticketed and hung as specified in the PO. Merchandise should be "floor ready" when it arrives at the stores.
- ☐ Vendors are required to fill out the Avery form on page 11 and fax it to Avery to setup an account to order tickets. Further information can be found at <http://vendors.steinmart.com>. Additional questions should be sent to vendorcompliance@steinmart.com.
 - Avery US Fax: (508) 383 5024
 - Avery HK Fax: (852) 2995-0554
- ☐ Vendors must ensure that, if not using Mainetti (Stein Mart's preferred hanger supplier), the hangers must have the same VICS hanger number stamped on the hanger. Vendors must use **ONLY** the hanger type specified in the purchase order.
- ☐ **ALL** merchandise should be packed by store.
- ☐ Freight should be shipped according to the routing instructions found on our vendor services website: <http://vendors.steinmart.com>. These instructions will vary depending on the state from which each vendor ships. Please note that the instructions are based on the vendor's actual shipping from location, **NOT** the vendor's home office.

VENDOR SERVICES WEBSITE

Stein Mart's vendor services website – found at <http://vendors.steinmart.com> – is the primary source of vendor-related information. Any pertinent information can be found on this website. Any further inquiries should be sent to Vendor Compliance at vendorcompliance@steinmart.com. Stein Mart believes the effective use of this site will significantly benefit our customers, our vendors, and Stein Mart by insuring our vendors have the most up to date information available.

Vendors should create a username and password when logging on to the vendor services website. Doing so allows vendors to opt for email alerts to notify them anytime Stein Mart posts a new announcement on the website. One vendor can have multiple login IDs and passwords.

NEW VENDOR SETUP

We currently have two documents that need to be completed by the vendor to initiate the setup process. Stein Mart is currently in the process of reevaluating these requirements, and will publish the new consolidated form when available. In the meantime, continue to use the following two forms.

1. Complete the EDI Trading Partner Worksheet (page 5) and email it to edi@steinmart.com.
2. Complete the Vendor Number Request Form (page 4) and email/fax it to your Buyer.

OR

3. Vendors may fill out Vendor Change Form.

STEIN MART

VENDOR NUMBER REQUEST FORM

The source of this information should be Buyer or Sales Representative

TODAY'S DATE: _____

BUYER NAME: _____
 BUYER PHONE EXT: _____
 DEPARTMENT #: _____

VENDOR NAME: _____
 MERCHANDISE DESCRIP: _____
INVOICE Attach Copy of an Invoice.....

EDI CONTACT PERSON: _____
 EDI CONTACT E-MAIL ADDRESS: _____

DUNS #: _____
 PAY TO TELEPHONE #: _____
 PAY TO (CORP.) NAME: _____

ORDER FROM

Address: _____

 Telephone #: _____
 Fax #: _____
 Contact Person's Title: _____
 Email Address: _____

RETURN TO VENDOR (RTV) AUTHORIZATION

Address: _____

 Telephone #: _____
 Fax #: _____
 Contact Person's Title: _____
 Email Address: _____

RTV RETURN TO

Address: _____

 Telephone #: _____
 Fax #: _____
 Contact Person's Title: _____
 Email Address: _____

Plant Closing Dates: _____

Floor Ready Capabilities? _____ Hanging items on approved VICS hangers
 Y = YES N = NO _____ Y Pre-ticketed with Steinmart Retail price

SHIP FROM

Address: _____

 Telephone #: _____
 Fax #: _____
 Contact Person's Title: _____
 Email Address: _____

INITIAL ORDER TERMS: 60 DAYS NET
STANDARD TERMS: 30 DAYS NET
 ***ADVERTISING LOAD PERCENT _____

FOB POINT ☒ Destination (Stein Mart)
 _____ Shipping Point (Factory)

ORDER MINIMUMS: _____ DOLLARS _____ UNITS

PARENT COMPANY NAME:

Is RTV Label Required for... _____ Marking Room Return
 Y=YES** N=NO *** _____ Salesfloor Return
 _____ Customer Defective

Do you offer an allowance in lieu of damaged mdse returns? __ Yes __ No
 ***If vendor does not offer allowance, damages will be returned to RTV address listed.
 ***If yes, vendor damage allowance agreement form must be filled out.

QRS Catalog name: _____

Submit Completed Form to Acctg Merchandise AP, Sandi Harris, Clerk or Pat Hickson, Manager

ACCOUNTING USE ONLY:

Vendor # Assigned: _____
 Assigned By: _____ Date: _____
 Approved By: _____ Date: _____

DMM&GMM APPROVALS(REQUIRED)

DMM NAME _____
 SIGNATURE _____
 GMM NAME _____
 GMM SIGNATURE _____



1200 RIVERPLACE BLVD * JACKSONVILLE, FL 32207 * 904-346-1535

EDI TRADING PARTNER WORKSHEET

Complete and email to **EDI@steinmart.com**

COMPANY INFORMATION:

is it update?

☐ YES ☐ NO

COMPANY _____
ADDRESS _____
WEBSITE _____
CITY/STATE/ZIP _____
Last PO # _____
Vendor # _____
Other divisions: _____

CONTACT INFORMATION:

	PRIMARY EDI CONTACT	SECONDARY EDI CONTACT	THIRD PARTY EDI CONTACT	ACCOUNTS RECEIVABLE
NAME				
TITLE				
PHONE NUMBER				
FAX				
EMAIL				

REMIT TO/ PAYMENT INFORMATION:

COMPANY/FACTOR _____
ADDRESS /PO BOX _____
CITY / STATE/ ZIP _____

COMMUNICATION INFORMATION:

QUALIFIER: _____ INTERCHANGE CONTROL ID# _____
NETWORK/VAN: _____

REQUIRED DOCUMENTS:

Inovis Catalogue Number

Selection Numbers

810	_____	_____	_____	_____
850		_____	_____	_____
856		_____	_____	_____
860		_____	_____	_____
997		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
BUYER#	_____	_____	_____	_____
DPTM#	_____	_____	_____	_____

STEIN MART'S ELECTRONIC DATA INTERCHANGE (EDI) REQUIREMENTS

Stein Mart currently trades with vendors using EDI, Electronic Data Interchange. Stein Mart vendors must be able to transmit/receive the following EDI documents: 850 (PO), 860 (PO change), **ACCURATE** 856 (ASN), and 810 (Invoice). The ASN and invoice must accurately reflect each carton's contents. More detailed information on EDI mapping can be found on our vendor services website at <http://vendors.steinmart.com>.

EDI COMPLIANCE

In order to become EDI compliant with Stein Mart, we require that our vendors complete testing through DiCentral. DiCentral will help vendors setup mapping correctly. Any questions regarding mapping should be directed to DiCentral.

In our continual effort to explore opportunities for process improvements and cost reductions, Stein Mart has negotiated with several EDI providers to offer a low-cost, web-based EDI solution. Regardless of your size or frequency of orders, these providers have affordable solutions to fit your business needs. Click on the EDI section of our site to go to our vendors' "landing sites" to receive more information. Each company offers its own value proposition, so we will leave it to you to determine which solution will best serve your needs.

Contacts and Set up:

To discuss EDI implementation, contact our EDI Services Department at: 904-346-1535 ext. 1417 or edi@steinmart.com.

To register for EDI certification, contact our certification partner, DiCentral by clicking the link on our vendor services website <http://vendors.steinmart.com>.

Complete the EDI Trading Partner Worksheet (page 5) and email it to edi@steinmart.com.

STEIN MART GS1-128 CARTON LABELING

All cartons being shipped to Stein Mart stores and distribution facilities must have compliant Stein Mart GS1-128 carton labels. These logistical labels play a critical component in efficiently moving merchandise through Stein Mart's supply chain.

GS1-128 LABEL CERTIFICATION

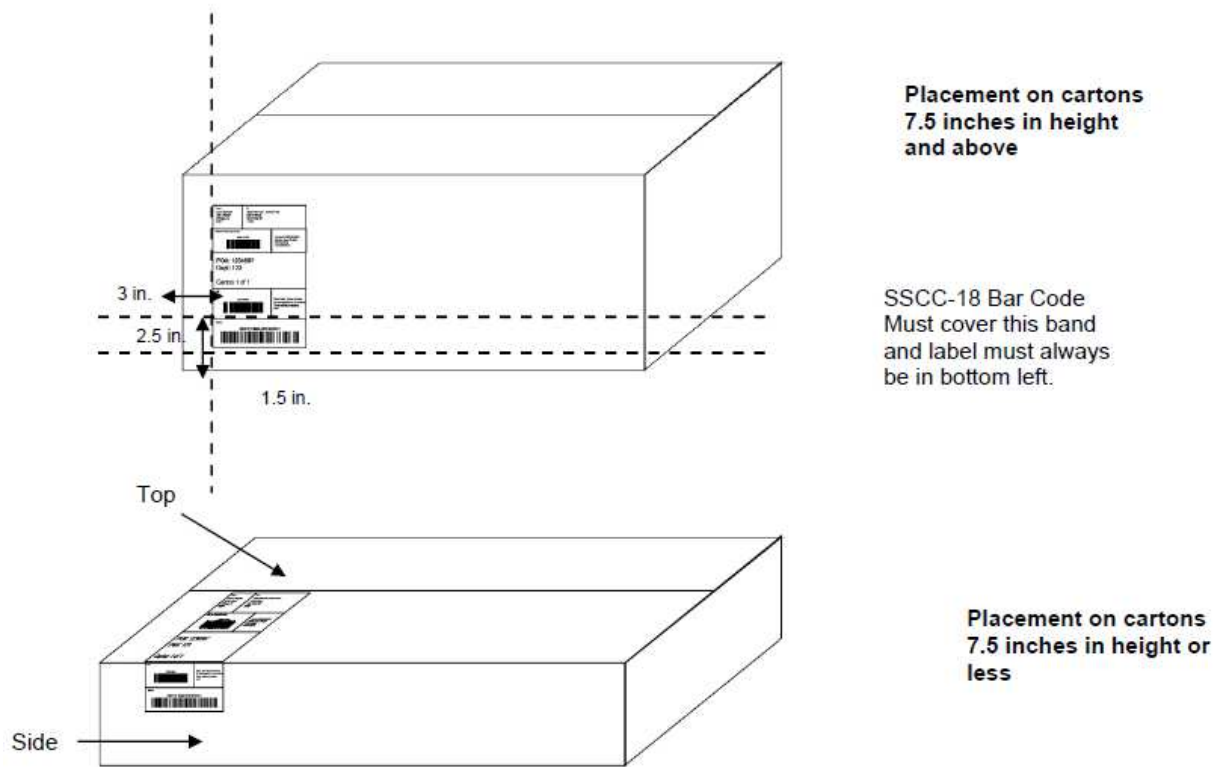
Stein Mart has selected Bar Code Graphics, Inc. as the third party testing agency to certify GS1-128 for compliance. Vendors must submit label samples for **each** shipping location. Ship point certification of label compliance is crucial towards achieving an efficient supply chain. Label certification forms and testing information can be obtained at <http://steinmart.symboltest.com> or by calling (800)662-0701 x310. **Zone Information for GS1-128 Labels can be found on our vendor services website at <http://vendors.steinmart.com/>.**

Stein Mart GS1-128 Label Format : Segment Breakdown

From: Vendor's shipping address	To: Stein Mart # Street Address City, State Zip
Ship to Postal Zip Code: Ship to Postal Zip Code (GS1-128 barcode)	Vendor Number (mandatory)
Stein Mart Purchase Order # Stein Mart Department Number Carton Number (i.e Carton _ of _)	
For: Stein Mart Store Number as transmitted on Purchase Order plus leading zero	Stein Mart Store Number as transmitted on Purchase Order without leading zero
SSCC: SSCC 18 (GS1-128) Bar Code	

GS1-128 LABEL PLACEMENT: GENERAL GUIDELINES

1. Each carton is required to have one GS1-128 label.
2. Labels must be placed on the longest side of the carton (not the front or back). For cartons with equal width and length dimensions, the longest side of the carton is considered to be the panel which runs parallel to the top flap seam of the carton.
3. Place in an upright position. Barcode must be read vertically. Do not place sideways or diagonally.
4. The SSCC-18 bar code on the carton label must be 3 inches from vertical edge of the carton and no less than 2.5 inches up from the bottom horizontal edge.
5. Do not place SSCC-18 bar code over a flap seam or around the corners of a carton.
6. Do not place tape over any bar code.
7. Do not place labels over product ID Numbers, UPC Bar Codes, retail price or other consumer information on merchandise shipped and presented for selling in the same carton.
8. If there is stenciling on the cartons, leave the lower left hand quadrant of the longest side of the carton vacant for the GS1-128 label.



PRESENTATION STANDARDS

All merchandise must be received in “floor ready” condition, ready for immediate placement on selling floor.

WRINKLE PREVENTION

1. Garments should be poly bagged. The determination of how many items can go in one poly bag is dependent on the fabrication of the item and is left to the vendor’s judgment. If merchandise is covered in plastic, hanger hook must be exposed.
2. Pack merchandise “flat” (lengthwise in cartons). If merchandise must be folded, use only one fold on the bottom of the garment.
3. Lay garments front side facing up.
4. Close all buttons/zippers/hooks to prevent wrinkling or damage.
5. Bundle hangers with string, twine or rubber bands to prevent shifting **ONLY** if needed to prevent wrinkling. Do not use metal or tape. Alternate top and bottom carton placements approximately every 6 hangers to eliminate excess bulk, maximize capacity of cube, and prevent shifting. Place cardboard or tissue between alternating bundles **ONLY** if necessary to prevent crushing and reduce shifting of contents.
6. Delicate items should be placed on top to prevent crushing.
7. Do not overpack or underpack cartons.
8. Do not attach tops and bottoms of 2-piece garments using 2 hangers bound with rubber bands or otherwise. Attach hangers only by locking the coordinating loop of bottom hanger through the loop of the top hanger.

TICKETS AND HANGERS

ALL vendors are required to hang and ticket their merchandise according to the purchase order, unless otherwise instructed.

TICKETING AND LABEL REQUIREMENTS

ALL MERCHANDISE DISPLAYED HANGING IN OUR STORES MUST BE SHIPPED ON A FLOOR-READY HANGER WITH STEIN MART'S PRICE TICKETS AFFIXED IN THE APPROPRIATE LOCATION. PLEASE REFER TO THE VENDOR SERVICES WEBSITE – <http://vendors.steinmart.com/> – FOR OUR TICKETING GUIDELINES.

Vendors are responsible for purchasing Stein Mart price tickets. Vendors can order tickets from Avery or utilize the Avery data feed and print tickets in-house. Further information regarding these options is posted on our vendor services website at <http://vendors.steinmart.com/>. **Vendors are required to fill out the Avery Web Services Authorization Form (page 11) and return it to Avery (contact information found on form).**

1. No piggyback tickets or ticket seeding.
2. The entire order must be ticketed.
3. Double check to ensure correct tickets are attached to the correct merchandise.
4. Ensure tickets are correctly placed per diagrams.
5. Do not attach a vendor ticket that hides the Stein Mart ticket.
6. Do not use safety pins, straight pins, or other pins of any kind. Stein Mart prohibits pins for all FOBs except folded dress shirts and folded woven sport shirts.
7. Do not attach Stein Mart price tickets with loop strings around buttons or attach with pins or strings looped through buttonhole. Strings are acceptable for vendor hang tags.
8. All labels that are applied directly to products (such as metal, paper, china, glass, silver, plastic, or wood items) must use a removable adhesive.
9. Ticket both the item and the package for boxed/packaged merchandise that can be displayed/sold in/out of packaging. No piggybacks are permitted.
10. For multi-piece garments (e.g., 2-piece, 3-piece or 4-piece, etc.), top garment must be marked with (1) full detail ticket that included the U.P.C. or EAN and all other required data. Every other piece must have a ticket that includes the PID (style #), color and size. Every ticket must clearly state total number of pieces in the set (e.g., 2-piece, 3-piece or 4-piece garment, as applicable). This specification applies only to garments and does not apply to accessories attached to a garment, such as a hat attached to a toddler set.



Web Services Customer Authorization Form – v 8a

Section A

Retailer Name:	Stein Mart		
Vendor / Supplier Code(s):			
Company Name:			
Address:			
Country:		Zip/Postal Code:	
Phone:		Fax:	
Contact Name:		E-mail:	

Bill-to Co. Name:			
Billing Address:			
Contact Person:	(<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.)		
Contact Tel No.:		Contact Fax No.:	
Email address:			

Section B

Additional Bill to Account (s):

Complete Section B if an additional Bill to Account is required for the Parent Vendor/Supplier code(s) listed in Section A

Company Name:			
Address:			
Country:		Zip/Postal Code:	
Phone:		Fax:	
Contact Name:		E-mail:	

Section C

In signing this form, the customer agrees to be fully bound by Avery Dennison Retail Information Services Terms and Conditions of Sales, a copy of which is attached as Exhibit B. Customer assumes full responsibility for the accuracy and content of the information entered. The sole and exclusive remedy of customer for any reason shall be replacement of material. In no event shall Avery Dennison be liable for indirect, incidental, special, or consequential damages of any kind. The customer is responsible for remitting payment to Avery Dennison 30 days from invoice date/advance payment for ticketing material and other items/services ordered by the customer or all buyers on behalf of the customer.

Authorized Signature	:	
Printed Name	:	
Position	:	
Date	:	

** Avery Dennison Internal Use Only:

Bill To ID Number :

Please return this completed form to:

US Mailing Address:

Avery Dennison

Attn: Web Services Web Registration

7 Bishop Street - Building 6

Framingham, MA 01702

Direct Tel: (508) 383-5028

Fax : (508) 383 5024

Email: WSHelpdesk@averydennison.com

HK Mailing Address:

Avery Dennison Hong Kong

Information and Brand Management Division

8/F, Paxar Building, 210 Choi Hung Road,

San Po Kong, Kowloon, Hong Kong

Direct Tel : (852) 3146-8725

Fax : (852) 2995-0554

Email: sylvia.lin@ap.averydennison.com













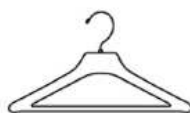

STEIN MART'S HANGER REQUIREMENTS

VICS FLOOR-READY HANGER

Stein Mart allows our vendors to choose a hanger vendor based upon meeting the VICS standards. Vendors should use the hanger supplier that offers the VICS standards at the best price. Please visit our vendor services website at <http://vendors.steinmart.com/> for our approved hanger program.

Vendors must ensure that, if not using Mainetti (Stein Mart's preferred hanger supplier, the hangers must have the same VICS hanger number stamped on the hanger. Vendors must use **ONLY** the hanger type specified in the purchase order.

HANGERS ARE ALWAYS **CLEAR** AND MADE OF **K-RESIN**. IF **FOAM GRIPPERS** ARE USED, THEY **MUST BE WHITE**.

Mainetti Vendor Program [3/5/2009]				
Color: Clear		Material: K-Resin (KR)		
http://www.steinmart.com/				
TOPS				
 498 12" Toddlers	 485 15" Childrens	 484 17" Adults	 479 19" Big and Tall	 584 17" KR for Knitwear and Delicates
BOTTOMS				
 6008 8" Infants and Toddlers	 6010 10" Childrens	 6012 12" Adults	 6014 14" Big and Tall	
INFANTS		COATS/JACKETS		
 951 10" X 8-1/2" White PP	 959 12" X 10" White PP	 3328 17" Outerwear	 172 17.5" Black Men's Suit Hanger	
INTIMATES				
 GS19 10" Polystyrene				

STEIN MART SHIPMENT ROUTING GUIDE

Shipments will **no longer be sent directly to the store**, but to regional consolidation facilities or stores distribution centers.

Vendors are expected to comply with this routing guide. **Failure to comply with this routing guide may result in business recovery charges that will be deducted from vendor invoice payments.**

Carriers have been selected to service specific geographical areas. **Stein Mart's website, <http://vendors.steinmart.com> will direct you to the carrier that will provide transportation services for you.**

If you have ANY questions or are unsure of how to schedule your shipment, please contact transportation@steinmart.com **PRIOR** to scheduling your shipment.

TRANSPORTATION DEPARTMENT HOURS OF OPERATION

1. The Stein Mart transportation department is open M-F from 8:00am-6:00pm Eastern Standard Time (EST).
2. Contact Stein Mart transportation at transportation@steinmart.com.
3. Please reference <http://vendors.steinmart.com>. Here you will find the latest updates to the Stein Mart Routing and Vendor Standards Manual as well as contact information for transportation related questions or issues

BILLS OF LADING (BOL)

1. With all shipments, the vendor must provide a copy of the BOL to the driver/carrier. The BOL number needs to be a unique, non-repeating (for at least 1 year), vendor generated number. The vendor should retain a copy of the BOL for their records.
2. Stein Mart requires the BOL to be in standard VICS format.
3. Specific BOL instructions can be found at <http://vendors.steinmart.com> under "Routing Instructions." There should be one master PO which includes a carton count broken out per SDC.
4. All Less than Truckload (LTL) shipments to the same facility on the same day must be tendered on a single BOL.
5. For Truckload (TL) shipments, the trailer must be sealed, validated by both the driver and the vendor, and the seal number written on the BOL.
6. All shipments should be tendered floor loaded or loose , not palletized.
7. The BOL information will be required even if the vendor is providing EDI information to the carrier/Stein Mart.

LESS-THAN-TRUCKLOAD (LTL) PICKUPS

1. **If a shipment is less than 10,000 lbs and/or less than 750 cubic feet including the packing material, Stein Mart considers it an LTL shipment.**
2. Merchandise must be shipped between the “Start Ship and End Ship” dates for each PO. Vendors must pre-schedule pickups with their assigned carrier **at least 48 hours** in advance of the pickup date. A list of Stein Mart approved carriers and the zip codes they service can be found at <http://vendors.steinmart.com/>.

TRUCKLOAD (TL) PICKUPS

1. **If a shipment is greater than 10,000 lbs and/or greater than 750 cubic feet including the packing material, Stein Mart may consider this a TL shipment.** As with LTL shipments, all TL shipments must be floor loaded. Any exceptions to this must be pre-approved by the Stein Mart Transportation department. Please fill out the below TL form and contact them at transportation@steinmart.com.
2. Merchandise must be shipped between the “Start Ship and End Ship” dates for each PO. Vendors must pre-schedule pickups with their assigned carrier **at least 72 hours** in advance of the pickup date. If you think your shipment falls within the truckload parameters, please contact transportation@steinmart.com for routing instructions.

COMMERCIAL ZONE SHIPMENTS TO THE CONSOLIDATION CENTERS

1. Effective June 1st, 2009 all vendors located in selected zip code areas will be responsible for inbound to consolidation center transportation charges.
2. Below are the 3 digit zip codes within each consolidation region:

Commercial Zone	Zip Codes:
North Bergen, NJ	068-079, 088-089, 100-118
Lithia Springs, GA	296, 300-312, 318-319, 359, 362
Compton, CA	900-908, 910-918, 926-928

CONDITIONS AND CLAIMS

1. Unless arranged otherwise, all shipments are tendered to carriers as “Shipper Load and Count.” Vendors should supervise the loading process to ensure that the carton counts are accurate.
2. Receipts will be reconciled at Stein Mart consolidation centers or store distribution centers. If a carton is over, short, or damaged, Stein Mart will reserve the right to deduct the cost value of the carton(s) if short or damaged, or refuse the carton if shipped over the specified quantity on the BOL.