



# Domestic Logistics Guide

To be used by all  
SYMS, Filene's Basement, FBSY  
Vendor Partners

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## 1. 0 Statement of Purpose

SYMS, Filene's Basement, FBSY, ("Company") recognizes the need to maintain a strong vendor partnership. The SYMS, Filene's Basement, FBSY Logistics Guide, ("Guide") has been designed to support that goal by providing a comprehensive source of information that provides the vendor with the basic policies and procedures for conducting business with the Company. By stating Company requirements clearly, we hope to help our vendors successfully meet the established standards.

The Guide outlines the following policies and procedures; purchase order ("PO") information, merchandise preparation, packaging, carton labeling, shipping, electronic data interchange ("EDI") and invoicing requirements. Each vendor is expected to satisfy all of the requirements outlined in the Guide when shipping merchandise to the SYMS, Filene's Basement, FBSY stores or distribution centers. Deliveries will be audited to ensure the requirements listed in this Guide are being met. Any non-compliance may result in vendor deduction(s) to recover additional cost(s) associated with excessive handling and/or processing of merchandise.

This Guide contains new material and replaces all previously issued instructions including any SYMS, Filene's Basement, FBSY authorized exceptions. The Logistics Guide and other important instructions and contact information is available for viewing and downloading on our internet home page. Visit us at <http://syms.com> or [www.filenesbasement.com](http://www.filenesbasement.com) and follow the vendor information link. Amendments made to the Guide will be posted on the internet. The Company will make every effort to notify vendors in advance of the new expectations and compliance deadline. However, it is the vendor's responsibility to check this website periodically to ensure continued compliance with the Guide.

The success of these policies and procedures is dependent on mutual and regular communications between the Company and the vendor. We encourage our vendor partners to work closely with SYMS, Filene's Basement, FBSY to develop a thorough and expeditious plan to comply with these policies and procedures. If after consulting the Guide you have questions regarding the requirements, please contact the Vendor Partnership Department (see Section 11).

Note: In an effort to simplify instructions, any reference to "FBSY" alone in this document should be read as "SYMS, Filene's Basement, FBSY".

## 1.1 Code of Conduct Requirements for Vendors

The SYMS, Filene's Basement, FBSY Code of Conduct requires all of its associates to refrain from:

- Accepting money, inappropriate or excessive gifts, loans, excessive hospitality, gratuities, or other special treatment from any supplier, customer or competitor of SYMS, Filene's Basement, FBSY. A gift or hospitality is inappropriate or excessive if, under the circumstances of the position and responsibilities, it has a value or is of such a personal nature that it is out of proportion to the Company business needs.
- Offering or making payments of any kind, whether of money, services or property, either directly or indirectly, to any domestic or foreign public official or any employee, agent or representative of any organization seeking to or doing business with SYMS, Filene's Basement, FBSY including making or offering bribes or kickbacks or the giving of inappropriate gifts or excessive hospitality to obtain business concessions. Vendors are expected to comply with these Code of Conduct provisions by avoiding excessive gifts or hospitality and by reporting any inappropriate conduct of our coworkers to the Chief Financial Officer, who will put you in direct contact with the appropriate people at SYMS headquarters using the following toll-free number: 1-800-322-7967

## 2. 0 Purchase Order (PO) Information

### 2.1 General Instructions

A SYMS, Filene's Basement, FBSY PO is a contract outlining the terms and conditions of the Company's intent to purchase product from the vendor. The Company buyers will provide vendors with an initial hard-copy, paper PO specifying the following information:

- Vendor name
- Vendor #
- Vendor Address
- Brand
- Company buyer's name
- Department
- Season Code
- Item order, start ship, and in-house dates
- **Ship To** - address of facility or store where goods will be delivered.
- **Freight Terms**– freight terms used to specify freight payment methods and payment responsibility.
- **Payment Terms** – terms used to specify invoice payment methods
- **Additional Instructions** – instructions on how to prepare and pack merchandise for shipment to the Company.
- **PO Number** – Dept / Assignment # authorizing a purchase
- **Manufacturer Style Number** – Style number assigned to each line item. This number will appear on the vendor's carton label and will be used for quick identification and check in purposes at SYMS Distribution Center.
- **TT** – Ticket Type. Ticket Type may not appear on the hard-copy PO, but will be on PO Confirmation. (This field is not for vendor use).
- **Quantity** – Number of pieces that make up the **selling unit**.  
Example: A two-piece suit (slacks and jacket) is considered a two-piece outfit. The two-piece outfit will be keyed into the PO system as one selling unit.
- **Case Pack** – The total number of units packed inside of a carton
- **Inner Pack** – A grouping of individual merchandise units that are placed inside a carton. The inner pack can be removed from the vendor carton and combined with other merchandise for shipment to SYMS stores. (Always check PO Comments)
- **Cost** – Vendor's cost to the Company (Landed Cost)
- **Size Grid / UPC Grid / PO Notes** - Used to indicate the breakdown of units by size that should be placed inside each carton.
- **Total Units** – Number of units the buyer is ordering for that SKU.

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## 2.1 General Instructions (continued)

Once the PO has been keyed into the company system, a final PO Confirmation may be sent to the vendor via fax, email or U.S. Mail. The PO Confirmation will contain SYMS, Filene's Basement, FBSY SKU number. The vendor will use this SKU number to complete the vendor's advanced ship notice (ASN), the vendor's packing list and the vendor's carton labels.

- A Company buyer may request to have merchandise shipped pre-ticketed with SYMS, Filene's Basement, FBSY price tickets. Instructions will be set forth in the "Additional Instructions" area on the PO.
- A Company buyer may request to have merchandise shipped on SYMS, Filene's Basement, FBSY approved hangers. Instructions will be provided in the "PO Comments" area on the PO.
- A Company buyer must approve vendor requests for changes or exceptions (Note to Buyers: Exceptions must be approved by the GMM) to the PO instructions **in writing. All requests must be submitted no later than three (3) business days prior to the "Ship" date.**
- Manufacturer style and/or color substitutions are not permitted without prior approval from a company buyer. **Unauthorized substitutions may be returned to the vendor at the vendor's expense.**
- Cartons containing assorted POs are not acceptable and may be subject to penalty as listed in Section 10.
- **SYMS, Filene's Basement, FBSY does not accept any merchandise manufactured in Burma (Myanmar) or other restricted countries.**
- Terms and Conditions of Purchase are printed on the PO and are available online at <http://www.syms.com/vendor/>
- Vendors may request additional copies of orders (hard copy or EDI) from the appropriate Company buyer.

## 2.2 Merchandise Packing Methods

The "PO Comments" section of the PO specifies how to pack the merchandise for shipment. The Company uses five PO packing methods that are agreed upon by the appropriate Company buyer and the vendor at the time of purchase. The five PO packing methods are:

1. Single SKU per carton
2. Mixed SKU's in a carton
3. GOH / GOH in Cartons / Flat
4. Merchandise Lot
5. Non-standard Packing

Following the packing method specified in "PO Comments" section of the PO will minimize vendor's exposure to chargeback's. See Section 4 of this guide for specific information regarding the five packing methods. The "PO Comments" section of the PO also tells the vendor how to prepare the merchandise for shipment.

- Pant Clipped
- Store Labeled
- Pre-ticketed

**Pant Clipped** – A plastic clip that is used to hold pants onto a hanger. The clip prevents the pants from sliding off the hanger while the goods are in transit.

**Store Labeled** – If cartons are to be labeled with a store-specific shipping label, this box will be checked. Procedures for store labeling will be issued separately by the Company Vendor Ticketing department or by a Company Buyer.

**Pre-ticketed** – Merchandise must be received with the correct price ticket attached to the merchandise. See Section 3 of this Guide for further price ticketing instructions.

Vendors receiving orders without "PO Comments" listed on the PO must notify the appropriate Company buyer immediately for further instructions.

## 2.3 PO Price Ticket Instructions

### **All Merchandise shipped to SYMS, Filene's Basement, FBSY is pre-ticketed, unless authorized by a Company Buyer**

The "Pre-Ticketed" section of the PO may request merchandise to be shipped "pre-ticketed" using SYMS, Filene's Basement, FBSY approved price tickets. See Section 3 for price ticket instructions.

## 2.4 Purchase Order (PO) Change Instructions

The appropriate buyer must approve any requests for changes to the PO terms. All requests must be submitted in writing no later than three (3) business days prior to the PO "Ship date".

Once the appropriate Company buyer has approved a vendor request for a PO change, **the vendor will receive an updated PO Confirmation** via hard copy or EDI reflecting the requested PO change(s).

## 2.5 Purchase Order (PO) Drop Shipment Instructions

- A Company buyer can ask for merchandise to be shipped directly to a SYMS, Filene's Basement, FBSY store or to a group of stores (i.e. Drop Shipment). This merchandise does NOT pass through SYMS, Filene's Basement, FBSY distribution centers.
- Under the "Must Ship To" section of PO, a Company buyer may specify that the PO is a "Drop Shipment" order. This means that the vendor will send the merchandise listed on that PO to one or to several SYMS, Filene's Basement, FBSY stores.
- Vendor will receive a list of store numbers and store addresses on the PO Confirmation Report. The vendor will use this listing of stores to send the merchandise directly to SYMS, Filene's Basement, FBSY store(s)

The following sections of the Guide contain information on how to prepare, package and ship Drop Shipment orders properly.

**Section 3.4 for Drop Shipment Price Ticket and Hanger Requirements.**

**Section 4.0 for Drop Ship Carton Packing Instructions Section 5.2 for Drop Shipment Carton Labeling Requirements. Section 6.4 for Drop Shipment Packing List Requirements. Section 8.5 for Drop Shipment Routing Requirements**

## 3.0 Merchandise Preparation

### 3.1 Price Ticket Production Instructions

The "Pre-Ticketed" section of the PO (may) indicate that merchandise is to be shipped "pre-ticketed" using Company approved price tickets. The Company buyer will provide the price ticket type (TT) on the PO. If the PO does not specify the price ticket type (TT), the vendor will need to contact the appropriate Company buyer.

TT	Ticket Type	Size of Tickets	Definition	Print Garment Size on Ticket
G	Rat Tail	1"x1.5"	Ticket attached by affixing the tail portion to product	Y
H	Men's Rat Tail	1"x1.5"	Ticket attached by affixing the tail portion to product	Y
Y	Hangtag	3"x1.5"	Ticket attached to product with swiftach attachment	Y

All Hangtags have the ability to print 2 lines of descriptive information. These are used for brand name, group name, and class/ subclass ticket description.

#### STICKER Tickets

TT	Ticket Type	Size of Tickets	Definition	Print Garment Size on Ticket
Z	Sticker	3" x 1.5"	A sticky ticket attached to merchandise by applying pressure to ticket and product	Y

#### Jewelry Tickets

TT	Ticket Type	Size of Tickets	Definition	Print Garment Size on Ticket
J	Jewelry Sticker	.5" x 2"	A sticky ticket attached to merchandise by applying pressure to ticket and product	N
E	Jewelry Sticker	1" x1.25"	A sticky ticket attached to merchandise by applying pressure to ticket and product	N

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### 3.1 Price Ticket Production Instructions (continued)

Price tickets can be produced in two ways:

1. **"DC Produced"** – (SYMS, Filene's Basement, FBSY Produced). Price tickets can be printed by the Company and mailed to the vendor. Purchase orders marked as Pre-ticket "Yes" and showing supplier of tickets as "D" in the DC instructions, means the Company will print and send the price tickets to the vendor.
2. **"Vendor Produced"**. Pre-approved vendors can print price tickets. Purchase orders marked as Pre-ticket "Yes" and showing the "supplier of tickets as "V" in the (pre-ticket field) means the Vendor will produce the tickets. The vendor must follow SYMS, Filene's Basement, FBSY price ticket format, specifications and approval procedures outlined below. The vendor will send a sample price ticket to SYMS, Filene's Basement, FBSY Vendor Ticketing department. Once approved, the vendor will apply price tickets to the merchandise prior to packaging and shipping the merchandise to the Company.

#### Vendor Produced Price Ticket Procedures

The following steps are required to enable the vendor to produce SYMS, Filene's Basement, FBSY price tickets. Vendors must complete the following process **for all SKU's (new or existing) on each purchase order received** using a vendor produced price ticket.

- The Company buyer is responsible for initiating a vendor produced price ticket program with all new and existing vendors.
- The Company buyer is responsible for sending the vendor a PO confirmation with the information to be printed on the tickets.
- Once the vendor is identified as a candidate for vendor produced price tickets and the purchase order has been entered and released in the system, the Company Ticketing department will provide the vendor with a price ticket specification sheet.
- Vendor produced price tickets must be identical in size, appearance, format and content to SYMS, Filene's Basement, FBSY price ticket specification sheet.
- Vendor produced price tickets format must accurately reflect the product information specified on Company PO.
- Vendor produced price tickets require IT approval and audit process (3 shipments)
- If the PO is marked "Pre-Ticketed" and "Vendor Produced" that vendor is responsible for the printing and application of price tickets to the merchandise.

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### 3.1 Price Ticket Production Instructions (continued)

#### Vendor Produced Price Ticket Approval Process

1. **Approval is required** before a vendor can produce price tickets at their location.
2. Approval is based on the format (appearance) of the price ticket, the ability of the barcode to scan and reflect the proper SKU and point of sale (POS) price, and SYMS, Filene's Basement, FBSY price, age code and SKU number (along with the SKU barcode) are properly recorded on the price ticket.
3. Using the information found on the ticket specification sheet (provided to vendor by the SYMS, Filene's Basement, FBSY Vendor Ticketing department) the vendor will produce a sample price ticket and forward it via e-mail, fax or U.S. Mail to the following:

SYMS

**Attn: Vendor Ticketing department**

1 SYMS Way  
Secaucus, New Jersey 07094  
Fax: 201-537-1016 or 201-902-0614 Email:  
shipreq@syms.com  
Phone: 800-322-7967

4. Upon receipt of the vendor's sample price ticket, the Company will evaluate the sample ticket on the basis of format (appearance), barcode validity (correct barcode format, SYMS, Filene's Basement, FBSY SKU, retail price and age code), and ensure Company price is properly printed on the sample price ticket.
5. Price tickets must be submitted for approval in sufficient time for the vendor to obtain approval and apply the tickets prior to shipment.
6. The approval process takes approximately 48 hours. Once the SYMS, Filene's Basement, FBSY Ticketing Department has completed the approval process, the vendor will be notified whether or not the sample price ticket has passed the certification process. Vendors will be notified of price ticket acceptance via fax or email depending on the method used to submit sample to SYMS, Filene's Basement, FBSY.  
**Vendor produced price ticket errors (failure to scan, incorrect ticket format, etc) are subject to the Vendor Partnership policies outlined in Section 10.**

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## 3.2 Price Ticket Placement Instructions

Regardless of the ticket type (TT), there are basic rules for ticket placement:

1. **SYMS price ticket must be "1<sup>st</sup>" visible when attached with vendor label tags**
2. Pertinent product information must not be covered by the price ticket, such as:
  - Fabric Content
  - Country of Origin
  - Vendor Name (unless it appears in another area)
  - Care Instructions
  - Size
  - Expiration Date
3. If the ticket will damage an item upon removal, contact the Vendor Partnership Dept to discuss an alternate ticket location.
4. If ticketing over an existing barcode, the new ticket must completely cover the existing barcode, otherwise place the ticket away from the barcode. Contact the appropriate the Company buyer to confirm ticket placement.
5. Sticker tickets cannot be larger than the product or the tag that it is being applied to. Sticker tickets cannot hang over the edge of the product or the tag that it is being applied to.
6. If placing a Sticker ticket on an existing manufacturer hangtag, the manufacturer's hangtag must be easily accessible and swift-attached to the garment.
7. If placing a Sticker ticket on an existing manufacturer hangtag, follow the same orientation as the manufacturer's hangtag. (For example, if the manufacturers tag hangs vertically, put the Sticker ticket so it reads up and down, not sideways).
8. A Swiftach cannot be fastened too tight so as to tear the price ticket.
9. Ticket placement must be neat and uniform
10. Ticket placement must be consistent by product type (see Ticket Placement section of this Guide).

### 3.2 Price Ticket Placement Instructions, (continued)

#### Vendor Produced Tickets:

SYMS, Filene's Basement, FBSY will send Ticket Specifications along with ticket placement information to the address listed in the PO "Ticket Ship to Address" along with the tickets.

#### DC Produced Ticket:

Along with your tickets the ticket placement instructions will be sent to the vendor by SYMS, Filene's Basement, FBSY. The tickets and ticket placement instructions will be sent to the address listed in the PO "Ticket Ship to Address" field.

The appropriate Company buyer should address questions concerning price ticket or placement instructions.

#### Women's Apparel

Merchandise Item	Attachment	Ticket Placement
Dresses, Coats, Outerwear Blazers, Jackets	3" plastic	Bottom of inside left sleeve at seam in edge of sleeve lining.
Ladies Bottoms	3" plastic	Left seam just below waistband
Womens Plus Size Slacks	3" plastic	Back seam just below waistband
Hanging Tops, Shirts, Vests	3" plastic	Bottom of inside left sleeve at seam in edge of sleeve lining
Sleeveless Tops, Tank Tops	3" plastic	Top of left side seam
Loungewear/Sleepwear Tops/Sets	3" plastic	Bottom of inside left sleeve at seam in edge of sleeve lining
Loungewear/Sleepwear Bottoms	1" plastic	Front left seam of waistband
Lingerie	3" plastic	Top left side at seam in edge of sleeve lining
Swimwear	3" plastic	Top left side at seam
Packaged/Folded Tops	Sticker	Bottom right hand corner of package
Turtlenecks	1" plastic	Through label in neck
Bras	1" plastic	Top left side seam
Hanging Panties	1" plastic	Left side seam just below waistband
Packaged Briefs	Sticker	Upper right hand corner of package
Handbags	3" plastic	Through ornamentation on handle
Belts	3" plastic	Through the buckle

**DO NOT** cover size, fabric content, color, vendor style number, suggested retail price, vendor's brand name, etc. If ticket placement will interfere with product information, contact the Company Buyer for new ticket placement instructions.

### 3.2 Price Ticket Placement Instructions (continued)

#### Men's Apparel and Accessories

Merchandise Item	Attachment	Ticket Placement
<i>Suits/Tuxedo Jacket, Sport coats, Coats</i>	<i>3" Black Plastic</i>	<i>On left sleeve at 3<sup>rd</sup> button</i>
Suit /Tuxedo Pants , Dress Slacks	1" plastic	Front left seam of waistband , under first belt loop
Outerwear	3" plastic	Bottom of inside left sleeve at seam in edge of sleeve lining
Warm up suits	3" plastic	Bottom of inside left sleeve at seam in edge of sleeve lining
Hanging Underwear	1" plastic	Front left seam of waistband
Lounge Pants/Active Bottoms	1" plastic	Front side seam of waistband
Packaged Underwear	Sticker	Upper right hand corner of package DO NOT COVER SIZE
Casual Slacks, Jeans, Shorts	1" plastic	Front left seam of waistband, under first left belt loop
Swimwear	1" plastic	Front left seam of waistband
Dress/Sport Shirts	White Sticker	Front right of shirt
Hanging Sport Shirt	3" plastic	Left sleeve
Sweaters/Knits	1" plastic	Bottom of inside left sleeve at seam in edge of sleeve lining
Turtleneck/Mock neck	1" plastic	Right hand neck seam of garment
Packaged PJ's	White Sticker	Upper right hand corner of package
Hanging Robes	3" plastic	Bottom of inside left sleeve at seam in garment
Packaged Robes	1" plastic	Through label in neck
Ties	1" plastic	Through brand label on back
Cummerbund/Formal Vest Sets	Sticker	Upper right hand corner of box
Cummerbund/Tie Sets	Sticker	Upper right hand corner of box
Tie/Hanky Sets	Sticker	Upper right hand corner of box
Handkerchiefs 6/13 pk	Sticker	Upper right hand corner of package
Belts	3"plastic	Through the buckle
Dress Shirt/Tie Sets	Sticker	Lower right hand corner of box

**DO NOT** cover size, fabric content, color, vendor style number, suggested retail price, vendor's brand name, etc. If ticket placement will interfere with product information, contact Company Buyer for new ticket placement instructions.

## 3.2 Price Ticket Placement Instructions, (continued)

### Men's and Ladies Accessories

Merchandise Item	Attachment	Ticket Placement
Scarves	1" plastic	Through brand label
Pocket Square	1" plastic	Through fabrication label
Hats	1" plastic	Inside through label
Gloves	1" plastic	Inside through fabrication label
Pantyhose/Tights	Sticker	Upper right hand corner of package
Socks	Sticker	Right hand front of label
Jewelry/Watches	Sticker	Right hand corner on bottom of box
Wallets	Sticker	Inside of credit card holder
Hosiery	Sticker	On right hand side of label in front
Sunglasses / Reading Glasses	1" plastic	Through hinge of glasses
Garment Bags	Sticker	Upper right ,below window

### Fragrances / Gift Items

Merchandise Item	Attachment	Ticket Placement
Fragrances	Sticker	Upper right hand corner back of box
Gift Sets	Sticker	Upper right hand corner back of box

### Domestics

Merchandise Item	Attachment	Ticket Placement
Pillows	1" plastic	Through upper right hand corner of package front
Sheet Sets	Sticker	Upper right hand corner of package front
Rugs	1" plastic	Through lower front right hand corner of rug
Washcloths	1" plastic	Through front lower right hand corner
Towels	1" plastic	Through brand label

### Luggage

Merchandise Item	Attachment	Ticket Placement
Duffle Bags, Suitcases	Swiftach or loop	Through handle hinge
Attaches, Portfolios	Swiftach or loop	Through handle hinge

**DO NOT** cover size, fabric content, color, vendor style number, suggested retail price, vendor's brand name, etc. If ticket placement will interfere with product information, contact the Company Buyer for new ticket placement instructions.

### 3.2 Price Ticket Placement Instructions, (continued)

#### Infants Apparel

Merchandise Item	Attachment	Ticket Placement
Layette/Boxed	Sticker	Upper right hand corner of box DO NOT COVER SIZE
Layette/Hanging	3" plastic	Bottom of inside left sleeve at seam
Layette/Bibs	1" plastic	Left side at neck
1 Piece/Hanging	3" plastic	Bottom of inside left sleeve at seam
2 Piece Sets	3" plastic	Bottom of inside left sleeve at seam
Bottoms	3" plastic	Left seam just below waistband
Dresses	3" plastic	Bottom of inside left sleeve at seam
Outerwear	3" plastic	Bottom of inside left sleeve at seam

#### Toddler Apparel

Merchandise Item	Attachment	Ticket Placement
Tops	3" plastic	Bottom of inside left sleeve at seam
Bottoms	3" plastic	Left seam just below waistband
2 Piece Sets	3" plastic	Bottom of inside left sleeve at seam
Dresses	3" plastic	Bottom of inside left sleeve at seam
Outerwear	3" plastic	Bottom of inside left sleeve at seam

**DO NOT cover size, fabric content, color, vendor style number, suggested retail price, vendor's brand name, etc. If ticket placement will interfere with product information, contact the Company Buyer for new ticket placement instructions.**

### 3.2 Price Ticket Placement Instructions, (continued)

#### Girls' Apparel

Merchandise Item	Attachment	Ticket Placement
Tops	3" plastic	Bottom of inside left sleeve at seam
Bottoms	3" plastic	Left seam just below waistband
2 Piece Sets	3" plastic	Bottom of inside left sleeve at seam
Dresses	3" plastic	Bottom of inside left sleeve at seam
Outerwear	3" plastic	Bottom of inside left sleeve at seam

#### Boys' Apparel

Merchandise Item	Attachment	Ticket Placement
Tops	3" plastic	Bottom of inside left sleeve at seam
Bottoms	3" plastic	Left seam just below waistband
Outerwear	3" plastic	Bottom of inside left sleeve at seam
Packaged Dress Shirts	Sticker	Lower right hand side of package above brand label
Belts	3" plastic	Through the buckle
Suit/Tuxedo Jacket, Sport Coat	3" plastic	Bottom of inside left sleeve through sleeve lining
Suit/Tuxedo Pants	3" plastic	Front left seam of waistband under first belt loop
Ties	3" plastic	Through Loop / label

**DO NOT** cover size, fabric content, color, vendor style number, suggested retail price, vendor's brand name, etc. If ticket placement will interfere with product information, contact the Company Buyer for new ticket placement instructions.

### 3.2 Price Ticket Placement Instructions, (continued)

#### Children's Accessories

Merchandise Item	Attachment	Ticket Placement
Socks	Sticker	Right hand front of label DO NOT COVER SIZE
Tights	Sticker	Upper right hand side of package DO NOT COVER SIZE
Gloves	1" plastic	Inside through fabrication label
Scarves	1" plastic	Through brand label
Hats	1" plastic	Inside through label
Umbrellas	3" Swiftach	Attach around base of handle
Easter Hats	1" plastic	Inside on band through label
Underwear	Sticker	Upper right corner DO NOT COVER SIZE
Toys	Sticker	Bottom right corner of package

#### Shoes\*

Merchandise Item	Attachment	Ticket Placement
Shoes – Hard Sole	Sticker	On sole of each shoe below heel
Shoes – Rubber Sole	3" Swiftach	Through ornamentation on both shoes
Shoes – No Ornamentation	Sticker	Inside both shoes on heel
Sneakers	3" Swiftach	Through first eyelet on both shoes or tab on back or tongue

\*A ticket must also be placed on the upper right hand corner of minor side of the shoe box.

**DO NOT** cover size, fabric content, color, vendor style number, suggested retail price, vendor's brand name, etc. If ticket placement will interfere with product information, contact the Company Buyer for new ticket placement instructions.

### 3.3 Hanger Instructions

**PO's marked as "GOH"** is an abbreviation for "**G**arments **O**n **H**angers".

- Each garment must be placed inside a poly bag and tied or heat sealed at the bottom and shipped GOH
- Make sure the poly bag used fits the type of product /hanger and does not touch the neck of the hanger. The poly bag must also extend 3-5" past the length of the garment from the shoulder.  
Poly bags used to protect tops, shirts, coats, suit coats, blouses and dresses are perforated at an angle along the top of the bag.  
Poly bags used for pants and skirts have a horizontal perforation along the top of the bag.
- Men's and Boy's suits should have pant clips and be individually placed inside a poly bag. Each individual poly bag must be tied, heat sealed or closed at the bottom.

NOTE: Poly bags **MUST** contain suffocation warning and recycling messages.

- GOH merchandise must be shipped on Company approved hangers. **PO's marked as "GOH In Cartons"** refers to **G**arments **o**n **H**angers inside Cartons. GOH in Cartons merchandise must be received by the Company inside of cartons placed inside carton lying flat or up-right inside a wardrobe carton. Each garment must be pre-hung on a SYMS, Filene's Basement, FBSY approved hanger. If lying flat in carton or upright in hanger pack carton, hanger must be secured to ensure product shifting does not occur while in transit.

#### General Hanger Requirements

- All hangers must be VICS standard. Black or Clear Hangers are used on all garments
- The correct hangers for the product as defined in the Logistics Guide must be used. This includes the type and size of hanger. Metal neck hangers are used for the products listed in the guide.
- **Wire or full metal hangers will NOT be accepted under any circumstances.**
- Plastic hangers must be sturdy. The hanger must not bend or crack.
- The vendor is required to use the correct hanger size (see "Approved Hangers for GOH and GOH in Cartons list).
- Merchandise should not fall off the hanger.
- Ladies pants and skirts all sizes must be hung on the hanger folded "inseam to inseam".
- Women's Dresses, Women's Suits, Missy Dresses, Petites, and Missy Suits will remain shipped, "inseam to inseam" for all sizes.

### 3.3 Hanger Instructions (continued)

#### Approved Hangers for GOH and GOH in Carton Merchandise

Type of Merchandise	Hanger Type(Size & Description)
Men's Suits	19" Suit Hanger w/ anti-slip bar
Men's Sport Sports Jackets/Blazers	19" Suit Hanger w/ anti-slip bar
Boy's Suits	15" Suit Hnager w/anti-slip bar
Men's & Ladies Coats	19" Suit Hanger w/ anti-slip bar
All ladies & men's tops and sweaters (except Big & Tall)	17" Top-Clear
*Ladies Blazers	
*Ladies Dresses	
*Girls 7-14 Dresses	
*Boys 8-18 Tops	
Women's Tops, sweaters and dresses	17" Top- Clear
*Size 16-28	
*Size 1x-3x	
Ladies 2 Piece swimwear	14" Clear Clip Bottom
Ladies 1 Piece swimwear	14" Clear Clip Bottom
Girls 7-14 1 Piece Swimwear	14" Clear Clip Bottom
Girls 4-6x 1 Piece Swimwear	14" Clear Clip Bottom
Girls 4-16 2Piece Swimwear	14" Clear Clip Bottom
Infant & Toddler Tops, Dresses, Sleepwear Size 3-6X	14" Clear Clip Bottom
Men's, Ladies, Boys Size 8-18	17" Top-Clear
Girls size 7-16 Coordinate/Sets	14" Clear Clip Bottom
Infant Toddler Coordinate/Sets	8"Clear Clip Bottom
Mens Pants 34 & up	14" Clear Clip Bottom

### 3.3 Hanger Instructions (continued)

#### Approved Hangers for GOH and GOH in Carton Merchandise

Ladies Pants, Shorts and Skirts sizes 11 & up	14" Clear Clip Bottom
Men's pants size 33 & down	14" Clear Clip Bottom
Ladies Pants, Shorts and Skirts sizes 10 & down	14" Clear Clip Bottom
Girls Pants, Shorts and Skirts size 4-6x & 7-16	14" Clear Clip Bottom
Infant & toddler	8" Clear Clip Bottom
Intimate Apparel	17" Top-Clear
Men's Big & Tall tops	17" Top-Clear
Girls size 7-14 tops, dresses, sleepwear	17" Top-Clear
Boys size 4-7 tops	17" Top-Clear
Girls size 4-6x sets	17" Top-Clear
Boys size 4-7 sets	17" Top-Clear

### 3.4 Drop Shipment Price Ticket and Hanger Requirements

If SYMS PO states "**Drop Ship**" in the "Ship To" section, the vendor must ensure **ALL MERCHANDISE IS TO BE PRE-TICKETED** before it is shipped to SYMS, Filene's Basement, FBSY store(s).

- Store Operations is the ONLY department that can authorize merchandise to be drop shipped to the store without price tickets. Contact [robertmacdougall@syms.com](mailto:robertmacdougall@syms.com) for approval.

## 4. 0 Carton Packing Instructions

### 4.1 Carton Packing Instructions

SYMS, Filene's Basement, FBSY uses five packing methods that are agreed upon by the appropriate Company buyer and the vendor at the time of purchase. The packing method will be listed in the "PO Comments/ DC Instructions" section of the PO and it tells the vendor how to pack the merchandise. The five packing methods are:

1. GOH
2. GOH in Cartons
3. Flat
4. Merchandise Lot (mixed styles in a carton)
5. *Hanger Pack-For GOH Shipments of less than 500 pieces use Hanger Packs.*

Description	Carton Packing or Shipping Configuration
<b>GOH</b>	<p><b>GOH-</b> An abbreviation for "<b>Garments On Hangers</b>" and refers to merchandise that will be <b>shipped on FBSY approved hangers and not in cardboard containers</b></p> <ul style="list-style-type: none"> <li>□ Each <b>GOH</b> item must be individually poly bagged. Each individual poly bag must be tied securely at the bottom to prevent merchandise from becoming dirty or damaged during shipment.</li> <li>□ <b>GOH</b> merchandise must be loaded on the trailer in the following way: the items must be separated by PO with a hanging card that identifies each lead garment on the PO. Then the items are to be separated by SKU and then by size.</li> </ul>
<b>GOH in Cartons</b>	Merchandise will be shipped on FBSY approved hangers and packed inside cartons
<b>Flat</b>	Merchandise will be packed lying flat inside of the carton
<b>Merchandise Lot</b>	Specific carton packing is unknown. Merchandise will be packed with mixed styles inside a carton.
<b>Hanger Pack</b>	<i>Merchandise will be shipped hanging in Hanger Pack Cartons.</i>

Vendors receiving orders without "PO Comments / DC Instructions" listed on the PO need to notify the appropriate Company buyer immediately.

**Case Pack** - Qty one (1) on SYMS, Filene's Basement, FBSY PO line item means the vendor will pack as much as they can of each individual line item (SKU) into each carton. The carton must meet SYMS, Filene's Basement, FBSY weight and size restrictions outlined in Section 5 of the Guide. Each line item must be packed separately. DO NOT mix SKU's inside a carton; otherwise a chargeback may be incurred by the vendor.

## 4.1 Carton Packing Instructions (continued)

**Inner Pack (prepack)** – A shrink-wrapped, poly-bagged or inner carton quantity of individual units contained in a case that are grouped together in a specified quantity. The Inner Pack is made up of one or more retail units. The Inner Pack can be removed from the vendor carton and combined with other merchandise for shipment to SYMS, Filene's Basement, FBSY stores.

The Company buyer will indicate the specific color and/or size run for the case or the inner pack in the "Size Grid" section of the PO.

**Example:**

*Product: Sweaters*

*Case pack: 12 sweaters are inside each case*

*Inner Pack(prepack): 6 sweaters are bundled together inside of a plastic bag (2 bundles)*

*Size Grid: S-M-L-XL*

*Quantity: 1-2-2-1*

In this example, the Company buyer wants 12 sweaters placed inside each case (or carton). Each case will have two inner packs of 6 sweaters each. To make each of the inner packs, the vendor will combine 1 size small sweater, 2 size medium sweaters, 2 size large sweaters and 1 size extra-large sweater and bundle those 6 different sizes together to make up the inner pack (prepack) bundle of 6 sweaters

**Note:** This is only one example of the many different ways that a product can be set up. A single product's shipping unit can be sent differently on different product details.

- Any exceptions to PO carton packing instructions must be pre-approved in writing by the Company buyer.
- Vendor style and/or color substitutions within cartons are not permitted without written authorization from the Company buyer.
- Cartons are to be packed using a single packing method as indicated by the PO.
- Substitutions: are returned at your expense plus handling charges and the full cost is deducted from your invoice.
- Cartons are to be packed using the total units specified on the PO.

---

Standard carton quantities must be established and maintained for the entire PO. No partial quantity cartons are allowed.

#### 4.1 Carton Packing Instructions (continued)

- The Company buyer must approve (on the PO, in writing) any remaining items that cannot be configured into a standard carton quantity that are requested to be packed into a non-standard quantity (ODD) carton.
- "Non-standard packing" cartons need to be labeled with a self-adhesive/applied label printed with the word "ODD" in bold font in the upper right-hand corner of carton end. This label should be 2 in. (5.1 cm) in width and 4 in. (10.2 cm) in length and formatted similar to the below example:

# ODD

- All orders are to be shipped complete as a single shipment to minimize risk of chargeback's to the vendor. Partial shipments are not permitted without prior written approval from the Company buyer or Vendor Partnership manager ( [robertmacdougall@syms.com](mailto:robertmacdougall@syms.com) )
- All products must be packed in a way that insures they will arrive free of any damage, leakage, or wear.
- Fragile or breakable items and their component parts must be individually wrapped and padded.
- Multiple fragile items packed in a carton must be separated with cardboard partition/dividers to prevent internal contact.
- Inner cartons must be packed tightly within the master carton to prevent movement in transit.
- Partially filled cartons containing fragile or breakable items must be filled with packing materials to prevent the items from crushing or shifting.
- Pre-ticketed merchandise cannot be shipped in the same carton as non-ticketed merchandise.

## 5. 0 Carton Specifications

### 5.1 Carton Construction and Design Requirements

**Corrugate** – Vendors should use a regular slotted container (RSC) with a minimum burst strength rating of 200 lbs (90.91 kg) and edge crush test (ECT) strength rating of 38 lbs (17.3 kg). Corrugate of higher standards are acceptable for use with Company merchandise.

- No single wall or rice paper cartons will be accepted.
- If re-using cartons, remove or black out all previous labeling and carton markings or writing.
- All merchandise must be received in cartons (no plastic bags, burlap bags, etc).
- All shipping cartons must protect inner packs and individual selling units.
- The carton must contain a seal of certification listing its bursting and weight constraints as set forth by the NMFC.

**Carton Size** - The cartons must be a conveyable size. No oversized cartons are allowed. Do not ship cartons that are overfilled or under filled. The following carton sizes are the minimum and maximum requirements used by SYMS, Filene's Basement, FBSY Distribution Centers or stores:

	Length (Largest Dimension)		Width		Height (Smallest Dimension)		Weight	
	INCHES	CM	INCHES	CM	INCHES	CM	LBS	KG
<b>Minimum</b>	<b>9</b>	<b>22.9</b>	<b>6</b>	<b>15.2</b>	<b>2</b>	<b>5.1</b>	<b>1</b>	<b>.5</b>
<b>Maximum</b>	<b>41</b>	<b>94</b>	<b>27</b>	<b>68.6</b>	<b>29</b>	<b>73.7</b>	<b>50</b>	<b>22.7</b>

## 5.1 Carton Construction and Design Requirements (continued)

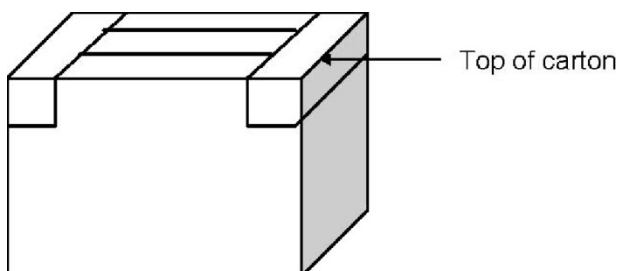
**Exceptions to carton size requirements:** There may be times when a product ordered does not meet SYMS, Filene's Basement, FBSY carton size requirements.

**Vendor Partnership must approve any exceptions to the above carton dimensions prior to shipment.** Based on the dimensions of your cartons, the Company may provide you with revised routing instructions. Cartons that do not meet size requirements are called "non-conveyable".

**Carton Openings** – All carton openings must be located on the top and bottom of the carton (the top and bottom of the carton must be the largest surface areas of the carton). Cartons not meeting this requirement may be subject to chargeback.

**Carton Closures** –All carton closures must be securely fastened. The Company recommends a "3-way" tape method, *as depicted below*.

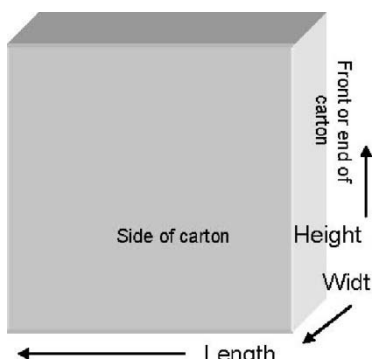
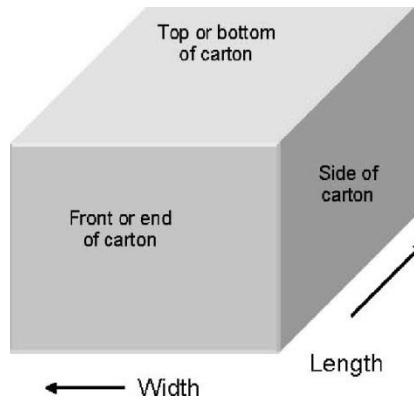
- Tape must be placed over the entire length of the seams and extend over the ends a minimum of 3 in. (7.62 cm).
- Carton sides must be secured using an adhesive type sealant (i.e. glue, tape, etc). Stapling or shrink-wrapping a boxed closed is not allowed.
- Tape used to close a carton must not cover any carton markings.
- Multiple cartons can NOT be strapped together with only one carton and/or UCC 128 label.



## 5.1 Carton Construction and Design Requirements (continued)

**Banding, Strapping, Staples, Individually Shrink Wrapped Cartons, Cryo-Vac, Burlap or String/Wire Tying** – No bands, straps, staples, shrink-wrap, cryo-vac, burlap, string or wire can be used as a means to close cartons or placed over taped cartons. Vendors are responsible for the removal of all such materials and re-taping the carton prior to shipment to SYMS.

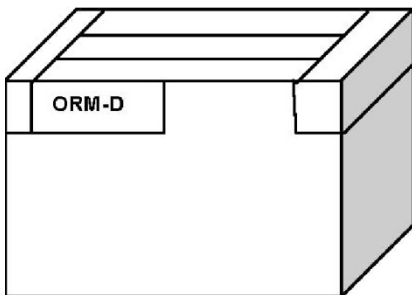
**Carton Design** – Carton design should use a rectangular construction, as these are standard RSC containers. A square-shaped carton can be used as well (see examples below):



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## 5.2 External Carton Labeling Requirements

- An external carton label must be provided on every carton shipped to SYMS, Filene's Basement, FBSY. An incomplete or incorrect carton label will result in a vendor deduction. Carton markings must be legible.
- All vendors are required to use external carton labels (self-adhesive or pre-printed), as outlined in this Section.
- The vendor is responsible for securing, identifying, marking, labeling and documenting each hazardous material shipment.
- Any carton containing personal care items (i.e. fragrances, nail polish, or other flammable material) must be labeled as "**ORM-D**" in bold print within a rectangle that is .25 in (.64 cm) larger on all sides than the print font. Cartons may have either a preprinted adhesive label or printed carton label formatted similar to the "ODD" carton label. These labels should be placed on the sides of the carton for easy identification (see example below). Gross weight of ORMD's can not exceed 66 lbs (D.O.T. requirement)



- Special handling requirements must be identified prominently (e.g. Fragile, Flammable, Hazardous, Perishable, Protect from Heat, This End Up, Protect from Freezing, Rush, etc).
- Vendor is responsible for notifying the Company of temperature sensitive products prior to shipping. Neither SYMS, Filene's Basement, FBSY nor our carriers will be responsible for temperature related damages if notification has not been received prior to pickup.

## 5.2 External Carton Labeling Requirements (continued)

- The list below provides external carton label information that must be applied or printed on the longest side of every carton. Carton label information may contain both optional and required fields.

Usage requirements are listed next to each field.

1. Vendor name and address (required)
2. COMPANY name and address (required)
3. PO Number (required)
4. Store Number (required on EDI PO, Drop Ship and C&E if appl.)
5. Sub-Department Number (required)
6. COMPANY SKU (optional on paper PO, required on EDI PO)

**NOTE:** if this information is not provided on the paper PO then it is not required on the NON-EDI carton label.

7. Manufacture Style Number (required - as it appears on the paper or EDI PO)
8. COMPANY color name or NRF color code
9. Size Run, i.e. number of units by size and total contained in each carton. (Required)
10. Case pack quantity - total carton quantity. (Required).
11. Inner pack quantity / Pack Size (i.e. 2 inner packs of 6 pieces each) (required).
12. Carton Series \_\_\_\_\_ of \_\_\_\_\_ (Required)

- **Jewelry:** Use COMPANY carton label example along with any parcel carrier label. The carton label should not identify the merchandise contained inside the carton. For example, do not mention jewelry, watches, gold, diamonds, etc on the carton label.

## 5.2 External Carton Labeling Requirements (continued)

**EDI trading partners:** Cartons must have a UCC-128 label applied to each carton. The following pages outline COMPANY UCC-128 carton labeling requirements.

- **UCC-128 labels are only required for vendors who voluntarily choose, or are selected to conduct business with the Company via electronic data interchange (EDI).**
- All vendor cartons require UCC-128 labels to be applied prior to shipment of merchandise regardless of PO terms, location, or status.
- All vendors must submit a sample UCC-128 label to Vendor Partnership Dept attn: Bob MacDougall 1 SYMS Way Secaucus, New Jersey 07094 or email to [robertmacdougall@syms.com](mailto:robertmacdougall@syms.com) for approval prior to attaching to any carton.
- A standard 4 inch by 6 inch (10.15 cm x 15.25 cm) label is recommended for use on all cartons. If the suggested label cannot be used due to carton size, contact The Vendor Partnership Dept for assistance prior to shipping product.
- A single, unique UCC-128 bar-coded carton label must be affixed to the longest side of each carton. The label format should follow the Company suggested sample format found on subsequent pages.
- The vendor can use an additional "content" label if it is more convenient for their process. Place the carton content label next to the UCC-128 label.
- On the next pages you will find first a description of each zone on the label followed by an actual UCC-128 carton label example (not exact size).

## 5.2 External Carton Labeling Requirements (continued)

### UCC-128 Label Zones

<b>ZONE 1</b>	<b>ZONE 2</b>
<b>ZONE 3</b>	<b>ZONE 4</b>
<b>ZONE 5</b>	<b>ZONE 6</b>
<b>ZONE 7</b>	
<b>ZONE 8</b>	

#### Zone 1

<b>Height</b>	1 in.
<b>Width</b>	1.625 in.
<b>Characteristic</b>	Mandatory
<b>Data Content</b>	Store number carton is packed for (5 digit number)
<b>Data Source</b>	PO
<b>Text Size</b>	35 to 40 point

#### Zone 2

<b>Height</b>	1 in.
<b>Width</b>	2.25 in.
<b>Characteristic</b>	Mandatory
<b>Data Content</b>	Store number carton is packed for (5 digit number)
<b>Data Source</b>	PO
<b>Height</b>	0.75 in.
<b>x-Dimension</b>	0.20 in min. code 128
<b>Quiet zone</b>	0.25 in

## 5.2 External Carton Labeling Requirements (continued)

### Zone 3

<b>Height</b>	1 in.
<b>Width</b>	1.625 in.
<b>Characteristic</b>	Mandatory
<b>Data Content</b>	Vendor name and address of actual ship point
<b>Data Source</b>	Vendor
<b>Text Size</b>	10 to 15 point

### Zone 4

<b>Height</b>	1 in.
<b>Width</b>	2.25 in.
<b>Characteristic</b>	Mandatory
<b>Data Content</b>	SYMS Corp. and the "must ship to" address from PO
<b>Data Source</b>	PO
<b>Text Size</b>	10 to 15 point

### Zone 5

<b>Height</b>	0.75 in.
<b>Width</b>	1.625 in.
<b>Characteristic</b>	Mandatory
<b>Data Content</b>	Sub-department number, total units in cartons ,inner pack size
<b>Data Source</b>	PO and Vendor
<b>Text Size</b>	25-30 points for Department,15-20 point for total units & inner pack

### Zone 6

<b>Height</b>	0.75 in.
<b>Width</b>	2.25 in.
<b>Characteristic</b>	Mandatory
<b>Data Content</b>	PO number, carton series number (n of N)
<b>Data Source</b>	PO and Vendor
<b>Text Size</b>	25-30 points for PO,15-20 point for carton series

### Zone 7

<b>Height</b>	1.5 in.
<b>Width</b>	4 in.
<b>Characteristic</b>	Mandatory
<b>Data Content</b>	Carton content inc. Manufacturer style#, VC SKU#, color, size, units
<b>Data Source</b>	PO and Vendor
<b>Text Size</b>	15-20 point for Header,6-10 point for carton content

## 5.2 External Carton Labeling Requirements (continued)

### Zone 8

<b>Height</b>	1.75 in.
<b>Width</b>	4 in.
<b>Characteristic</b>	Mandatory
<b>Data Content</b>	Serial shipping container code
<b>Data Source</b>	Generated by shipper per UCC-128
<b>Bar Code Spec</b>	
<b>Height</b>	1.375 in
<b>x-Dimension</b>	02.0 in. min. code UCC-128
<b>Quiet Zone</b>	0.25 in.

- The printed SSCC-18 bar code must be formatted using a standard UCC-128 format and it must consistently scan as either ANSI (American National Standards Institute) "A" or "B" quality.
- Detailed explanation of 20 digit SSCC-18 barcode/carton ID:  
**Sample Carton ID – (00) 0 0012345 123456789 0**

**First 2 digits** - (00): package type (UCC format)

**Third digit** - "0": container type (pallet or carton)



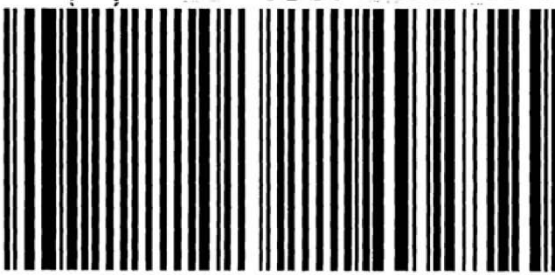
**Fourth thru tenth digits** - "0012345": vendor or UCC number

**Eleventh thru nineteenth digits** - "123456789": carton id

**Twentieth digit** - "0": check digit



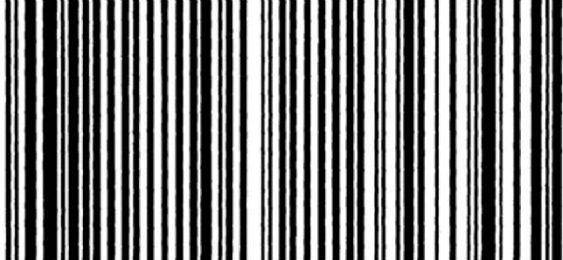
5.3 Examples of External Carton Labels

EDI UCC-128 External Carton Labels - SAMPLES

FROM		TO	
Vendor Name 100 Sample Street Sample City 07030		SYMS CORP # 000 Syms Store Address City, ST 12345	
SHIP TO POST <b>(123) 12345</b> 		CARRIER To Be Determine  B/L: 00000	
P.O.:		QTY: 12	
DEPT:		Weight: 28	
		Item: 2877	
<b>(00) 00000</b> 		SYMS CORP # 000 Syms Store Address City, ST 12345	
SSCC-18 <b>(00) 0 00 12345 000123456 0</b>			
			




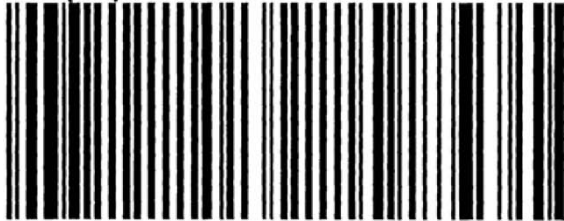
5.3 Examples of External Carton Labels (continued)

EDI UCC-128 External Carton Labels - SAMPLES

FROM Vendor Name 100 Sample Street Sample City, AA 12345	TO SYMS CORP # 000 Syms Store Address City, ST 12345
SHIP TO POSTAL (123) 12345 	CARRIER: PRO NUMBER: B/L NUMBER:
P.O.: 000'	
DEPT: _____ 6116	
STORE NUMBER (00) 000 	FOR STORE: SYMS CORP # 000 Syms Store Address City, ST 12345
SERIAL SHIPPING CONTAINER (00) 0 00 12345 000123456 0 	

### 5.3 Examples of External Carton Labels (continued)

#### EDI UCC-128 External Carton Labels - SAMPLES

FROM: Vendor Name 100 Sample Street Sample City, AA 12345		TO: <b>SYMS CORP # 000</b> Syms Store Address City, ST 12345	
CARRIER INFO: B/L: 00000: SCAC:		POSTAL ZIP: <b>(123) 12345</b> 	
PO Number: ! 		Vendor Number : 	
QTY: 4    Item: 6013 UPC: Description:		Store: <b>000</b>	
SSCC-18 (00) 0 00 12345 000123456 0 			



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### 5.3 Examples of External Carton Labels (continued)

#### EDI UCC-128 External Carton Labels - SAMPLES

FROM Vendor Name 100 Sample Street Sample City, AA 12345	TO SYMS CORP # 000 Syms Store Address City, ST 12345
---	--

SHIP TO POST



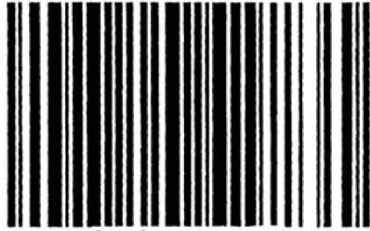
(123) 12345

---

**DEPT:**

**PO**

FOR



(00) 001234

**1234**

SSCC



(00) 0 00 12345 000123456 0

### 5.3 Examples of External Carton Labels (continued)

#### Non-EDI External Carton Labels

##### *Apparel Sample Carton Label*

<b>SHIP TO: FBSY Corp.</b> PO ship to" address City, State, Zip Code				PRE-TICKETED : YES	
<b>Purchase Order Number</b>				XXXXXXXX	
<b>Sub-Department Number</b>				XX	
<b>FBSY SKU</b>				Leave blank if not provided on SYMS PO	
<b>Manufacturer Style Number</b>				XXXXXXXX	
<b>Color and Pattern</b>				Red Solid and Blue Stripe	
<b>Case pack Quantity</b>				24	
<b>Inner Pack Quantity</b>				2 packs of 12	
<b>Size</b>	<b>SMALL</b>	<b>MEDIUM</b>	<b>LARGE</b>	<b>X-LARGE</b>	<b>TOTAL</b>
<b>Color</b>					
<b>RED</b>	1	3	5	3	12
<b>BLUE STRIPE</b>	2	4	4	2	12
				<b>Total CTN QTY</b>	<b>24</b>

**NOTE: A sample of the item price ticket must be placed on the outside of the carton nearest the label containing the purchase order number.**

##### *Jewelry Sample Carton Label*

<b>SHIP TO: SYMS Corp.</b> PO "ship to" address City, State, Zip Code				PRE-TICKETED : YES	
<b>Purchase Order Number</b>				XXXXXXXX	
<b>Sub-Department Number</b>				XX	
<b>FBSYSKU</b>				Leave blank if not provided on SYMS PO	
<b>Manufacturer Style Number</b>				XXXXXXXX	
<b>Case pack Quantity</b>				48	
<b>Inner Pack Quantity</b>				8 packs of 6	

### 5.4 External Carton Label Placement

- The following examples show the external label placement requirement. The size of the carton and label are not to scale.

#### Carton Label Placement –

**Note:** Information can be included on UCC label or on secondary Carton Content label

**Note:** Required if shipping flammable or hazardous materials (DOT Requirement CFR 49)

**ORM-D**

**ODD**

**Non-standard packing label:** See Section 4 for additional information

Vendor Name & Address  
 Company Name and Address  
 PO Number  
 Sub Dept #  
 Company SKU Number  
 Company Manufacturer Style #  
 Color Name or Number  
 Casepack Qty  
 Inner Pack Qty  
 Preticketed? \_\_\_Yes / \_\_\_No  
 Carton 1 of 10

Size	S	M	L	XL
Blue	1	3	5	3
Red	1	2	2	1

**Note:** UCC label required on longest side of carton, in lower, left-hand corner. (EDI-enabled vendors only)

**00123** [Barcode]

From: [Address] To: SYMSCORP PO "Must ship To" address

Dept: 092 PO#: 1234567  
 Total Qty: 012 CARTON 01 OF 01  
 Pack Size: 06

Style#	SKU#	Color	Size	Units
1	000000	000000	000000	000000
2	000000	000000	000000	000000
3	000000	000000	000000	000000
4	000000	000000	000000	000000
5	000000	000000	000000	000000
6	000000	000000	000000	000000
7	000000	000000	000000	000000

(00) 0 0028028 000000069 7 [Barcode]

## 5.4 External Carton Label Placement (continued)

Place the carton or UCC-128 label on the **length side** of the carton, approximately 4 inches from the bottom and 2-3 inches from the sides, in the lower left-hand corner of the carton.

**NOTE: A sample of the item price ticket must be placed on the outside of the carton nearest the label containing the purchase order number.**

**Never put the carton label on the top or bottom of the carton, otherwise a chargeback will be incurred.**

If the carton label does not fit on the longest side of the carton, contact Vendor Partnership to discuss an alternate label placement. For palletized shipments, when building a pallet of merchandise, place the cartons on the pallet with labels facing outward, toward you, so the labels are visible during loading or unloading.

All shipments (other than parcel shipments) should have the label on the side of the box

**Shelf ready cartons:** DO NOT place carton label on the front of the carton. Place the label on the back of the carton. Please ensure that no portion of the UPC barcode is covered.

## 6. 0 Shipment Documentation

### 6.1 Manual Shipping Notification (MSN) Requirements

The MSN provides detailed information concerning the shipment at the item level. Each MSN must contain the shipment information by PO, style, color, size, and total quantities per item. Without this detailed receipt, vendor merchandise could be delayed and chargeback's may be assessed.

**Manual Shipping Notifications (MSN) are mandatory. MSN (packing lists) must be faxed or emailed** to the SYMS, Filene's Basement, FBSY Distribution Center **as soon as the shipment is released** from the vendor's facility. (See table below)

An MSN (hard-copy packing list) is required for each shipment. If shipping multiple PO's or multiple trailers of product, one MSN is required for each PO/trailer/shipment.

**MSN EMAIL ADDRESS** - [shipreq@Syms.com](mailto:shipreq@Syms.com) **MSN**

**FAX Number** - FBSY 617-348-7416 Required MSN

and/or Packing List information:

- **Ship to Address** – the "Ship To" address listed on PO
- **PO #** - Purchase Order number. One ASN is required for each PO shipped.
- **Department #**
- **Description of Merchandise**
- **Vendor Name / Address**
- **Vendor Phone #**
- **Vendor Contact Name**
- **Pre-Ticket** – if the product has SYMS, Filene's Basement, FBSY price tickets attached, select YES. If the product does not have SYMS, Filene's Basement, FBSY price tickets attached, select NO.
- **(GOH) Hanger** – If the product is on hangers, select YES. If the product is not on a hanger, select NO.
- **Case pack** – If the product is packed as a case pack, select YES. If yes, provide the quantity per case. If the product is not packed as a case pack, select NO.
- **Inner Pack** – If the carton has product broken into inner packs, select YES. If yes, provide the number of units inside each inner pack. If the carton does not contain inner packs, select NO.



## 6.1 Manual Shipping Notification (MSN) (continued)

- **Multi-SKU Pack** – If the carton contains more than one SKU, select multi-SKU packs YES.
- **Total Cartons** – Total number of cartons for the shipment.
- **Total Pieces** – Total number of pieces shipped.
- **Ship Date** – The date the product was shipped out of the vendor's location. This information can be obtained from the service provider.
- **Ship Complete** – PO is to be shipped in its entirety
- **Carrier Name** - not required on shipments delivered to SYMS, Filene's Basement, FBSY consolidator.
- **Trailer #** - not required on shipments delivered to SYMS, Filene's Basement, FBSY consolidator.
- **Parcel Shipment** – If using Fed Ex, UPS or other parcel carrier, select appropriate box
- **Parcel Tracking #** (if applicable)
- **LTL Shipment PRO #** (if applicable)
- **BOL number** – bill of lading number.
- **Shipped to Consolidator** – If merchandise is sent from the NY, NJ or LA Commercial Zone to SYMS, Filene's Basement, FBSY Consolidator, select YES.
- **Consolidator Appt # or Consolidator Pickup #** - If shipping merchandise to the consolidator, list the consolidator's appointment number. If consolidator is picking up merchandise from the vendor's warehouse, list the consolidator's pickup #.
- **SYMS, Filene's Basement, FBSY Appointment #** (when supplied by COMPANY)
- **Transportation Confirmation # / Load #-** the confirmation number / Load number received when the vendor calls COMPANY or the designated Third Party for routing.

### Carton Series Summary Detail Section

#### Carton Numbers

**From #** - Beginning carton number in the series for the SKU. **To**

**#** - Ending carton number in the series for the SKU.

**Manufacturer Style #Or SYMS, Filene's Basement, FBSY SKU** – SYMS, Filene's Basement, FBSY SKU listed on the PO Confirmation, or the Manufacturer style number.

**Color / Size** –The color description (or pattern description) as show on the PO.

**Size Run and Quantity** (if applicable) horizontally list the sizes. Under the appropriate size indicate the total number of pieces in the shipment for the size.

**Total Inner Pack Qty** – Total number of pieces that make up the inner pack for the row and for the column.

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## 6.1 Manual Shipping Notification (MSN) (continued)

**Total Case Pack Qty** – Total number of pieces that make up the carton quantity for the row and for the column.

### SKU Level Detail Section

**Number of pallets** – Total number of pallets (LTL Loads)

**Number of cartons** – Total number of cartons per SKU.

**Manufacturer Style #Or SYMS, Filene's Basement, FBSY SKU** – SYMS, Filene's Basement, FBSY SKU listed on the PO Confirmation, or the Manufacturer style number.

**Color / Size** – The color description (or pattern description) as shown on the PO. **Size**

**Run and Quantity** (if applicable) – Horizontally list the sizes. Under the appropriate size indicate the total number of pieces in the shipment for the size.

**Total Pieces GOH Qty** – Total number of hanging pieces for the row and for the column.

**Total Pieces per SKU** – Total number of pieces of each SKU that are packed inside the carton for the row and for the column.

Vendors can use any existing pre-formatted MSN as long as it provides the same information listed above.

## 6.2 Packing List Requirements

- A packing list must accompany every shipment (trailer).
- The COMPANY must receive one (1) packing list per PO for each vendor shipment on the trailer.
- The packing list must contain the same information as described in prior pages for the Advanced Ship Notice (ASN).
- The packing list must be placed on the outside of the last carton loaded (**per PO**) onto the trailer so it will be the first carton unloaded from the trailer (Example carton # 50 of 50). A **copy** of the packing list must also be attached to the Bills of Lading.
- The carton (or the GOH item) containing the packing list must be clearly labeled "**PACKING LIST ENCLOSED**".
- **GOH (garments on hangers) shipments**, the packing list must be placed on the hangtag that is attached to the last garment loaded **per PO** onto the trailer.
- **Fine Jewelry Parcel Shipments** the packing list and a copy of the invoice must be placed inside the carton. Clearly label the outside of the parcel package "**PACKING LIST ENCLOSED**".
- In the event that a shipment must be split between multiple trailers, a copy of the packing list must accompany each trailer and the words "SPLIT SHIPMENT" must be written on each packing list.

### 6.3 Bills of Lading Information

- The vendor is responsible for providing all Bill of Lading (BOL) and all trailer seals.
- A Bill of Lading (BOL) must accompany all shipments.
- BOL must have the driver's signature and the trailer number visible. Any changes and or additions due to overflow or creating the BOL before loading must be clearly marked.
- Any costs associated with the merchandise or transport of the merchandise must not be shown on the BOL, unless the declared value is required.
- All shipments must have a copy of any and all packing lists attached to the original shipper's BOL. In addition, all packing lists must also be attached to the last carton loaded and visible when the trailer doors are opened.
  
- Vendors can use any existing pre-formatted BOL as long as the following information is provided:
  1. Name and address of shipper, including phone number and ship from location
  2. Name and address of ship to location
  3. Unique BOL number
  4. Date of shipment (date of carrier pick-up, not date BOL was written)
  5. PO number
  6. Department number
  7. Appointment number (when available)
  8. Freight terms (all terms are "FOB Consolidator" unless a written exception has been authorized by COMPANY buyer or Transportation)
  9. Total number of cartons by PO
  10. Total unit quantities by PO
  11. Total weight of shipment
  12. The most current updated version of the National Motor Freight Classification ("NMFC") item number description of freight and Class
  13. Driver or carrier's agent signature
  14. Seal number (if applicable)
  15. Total Cubic Feet of shipment
  16. Transportation Confirmation # / Load # received when the vendor calls SYMS Corp or the designated Third Party for routing.
  17. Number of pallets. (Example: shipping 150 cartons on 5 pallets).

### 6.3 Bills of Lading Information (continued)

- **Multiple PO's** that are shipped on the same trailer, all PO's coming from the same vendor must be combined onto one BOL and load sequence of each PO must be indicated nose to tail.
- **Split or Partial Shipments:** **Split or Partial shipments are not allowed.**

### 6.4 Drop Shipment Packing List Requirements

- A packing list must accompany every shipment being delivered directly to SYMS store(s).
- The packing list must contain the same information listed in section 6.1 for the Advanced Ship Notice (ASN).
- The packing list must be attached on the **outside** of one of the cartons being delivered to SYMS store(s).
- The carton containing the packing list must be labeled **"PACKING LIST ENCLOSED"**.

## 7. 0 Electronic Data Interchange (EDI) Requirements

### 7.1 General Information

- SYMS, Filene's Basement, FBSY will select vendors based on business need to participate in the use of EDI systems for business to business communications. Additionally, any vendor requesting the establishment of EDI communications with SYMS, Filene's Basement, FBSY will need to contact the SYMS EDI team for further details. Please use the following to contact SYMS EDI department, e-mail: [edi@Syms.com](mailto:edi@Syms.com) or phone: 800.322.7967

The Company will work with the vendor to ensure that these requirements are maintained while meeting the Company EDI objective.

- The Company will assist vendors in the development, testing, and transmission of EDI messages to and from the vendor and the Company. Vendors in an EDI test status will process and ship SYMS, Filene's Basement, FBSY merchandise using the hard copy PO. After successful EDI certification, vendors will process and/or ship merchandise using EDI generated documents only (i.e. 850, 856, 997, etc). The vendor **is not** to use e-mailed, faxed, or mailed copies of SYMS, Filene's Basement, FBSY PO, PO confirmation, or PO worksheet for processing, routing, and shipping, merchandise. Any questions concerning a vendor's EDI status or use of faxed orders should be directed to SYMS, Filene's Basement, FBSY EDI and Merchandising departments (see Section 11).

## 7.1 General Information (continued)

- SYMS, Filene's Basement, FBSY utilizes electronic data interchange ("EDI"), VICS X12 Format standard version 4010 for the transmission and receipt of data using the following messages:
  1. 832 (UPC Price/Sales Catalog)
  2. 850 (Purchase Order)
  3. 856 (Shipment Notice/Manifest)
  4. 860 (Purchase Order Change Request – Buyer Initiated)
  5. 997 (Functional Acknowledgement)
- SYMS, Filene's Basement, FBSY processes vendor transmissions once a day.

Vendor files are posted to SYMS, Filene's Basement, FBSY merchandise system upon successful receipt and processing.
- Vendors receiving a failed transaction notification pertaining to an **inbound** message (i.e. 850 or 860) will need to submit a request, via e-mail, to SYMS, Filene's Basement, FBSY EDI department for retransmission of the failed file within 24-business hours of the notification (see Section 11). If the failure concerns **outbound** messages (i.e. 856, 997,) to the Company, the vendor is responsible for resending all failed transmissions using a new Interchange Control Header ("ISA") number for the failed file.
- When a vendor decides to switch EDI VAN and / or service provider, SYMS, Filene's Basement, FBSY EDI department will need to be notified via e-mail within **24** business hours (see Section 11).
- Going forward, additional EDI transaction sets will be included in order to exchange information between the Company and its vendors. The following EDI transaction sets (not inclusive) are scheduled for development in the future:
  6. 204 (Load Tender)
  7. 210 (Freight Invoice)
  8. 211 (Bill of Lading)
  9. 212 (Trailer Manifest)
  10. 214 (Shipment Status)
  11. 215 (Motor Carrier Pick-Up Manifest)
  12. 810 (Invoice)
  13. 820 (Payment)
  14. 852 (Inventory Movement/Product Activity)
  15. 855 (Vendor PO)

## 7.2 Electronic UPC Price/Sales Catalog (832)

- The Company will establish a UPC data trading relationship with all UPC enabled vendors. Once this relationship is established, all orders sourced by COMPANY buyers are to be labeled with the vendor's UPC tag. Shipments delivered missing the UPC tags may be subject to charge backs specified in Section 10 of this guide.
- COMPANY uses the vendor's UPC catalog service provider (GXS or QRS) to retrieve UPC codes for the entry, receipt and processing of vendor merchandise.
- All UPC data accessed by SYMS, Filene's Basement, FBSY must match item style descriptions contained on corresponding POs (hard copy or electronic).
- UPC enabled vendors are required to update their online UPC catalogs with all UPC codes related to PO items within **5 business days** from receipt of COMPANY hard copy PO or PO worksheet. This information is used for entry of the vendor's item into the merchandise system and the transmission of the electronic PO and PO change messages (850/860). Items missing UPC codes may be subject to charge backs specified in Section 9. Vendors requesting exemption from this requirement will need to contact SYMS, Filene's Basement, FBSY Vendor Partnership department (see Section 11).
- When UPC codes are updated within the vendor's catalog, SYMS, Filene's Basement, FBSY EDI and Merchandise departments need be notified via e-mail within **24 business hours** after update (see Section 11).
- Although industry standards require a 30 month waiting period for fashion merchandise before reuse of UPC product codes, **SYMS, Filene's Basement, FBSY does not allow the reuse of any previously transmitted UPC product coded on SYMS, Filene's Basement, FBSY merchandise.** All questions regarding this requirement should be directed to SYMS / Filene's Basement, FBSY Vendor Partnership and Merchandising departments (see Section 11).

### 7.3 Electronic PO (850)

- The Company uses an 850-transaction set for the processing, routing, and shipping of merchandise. Vendor supplied UPC data will need to be transmitted to SYMS, Filene's Basement, FBSY prior to the generation of the 850. 850 messages will not be generated until after receipt of the vendor's UPC (832) codes for corresponding PO items and entry into the Company merchandise system.
- Vendors are required to acknowledge the receipt of all the SYMS, Filene's Basement, FBSY 850 transmissions, within **48 business hours**, through the use of the electronic Functional Acknowledgement message ("997").

Any 850 transmissions not acknowledged by the vendor within the time frame may be subject to chargeback's specified in Section 10.

- The exact SKU, manufacturer style number, NRF color code and description contained in the 850 item data must be used when sending a corresponding 856 message to SYMS, Filene's Basement, FBSY.
- If UPC data is used in the vendor's 850 item data, then the same information must be used when sending a corresponding 856 message to the Company. Any missing or incorrect data may be subject to chargeback per Section 10 of the Guide.
- Once a vendor has been placed in a "production" status for the 850, processing, routing, and shipping of SYMS, Filene's Basement, FBSY merchandise needs to be initiated using the 850. Vendors in a **production** status for the 850 message are not to use copies of orders submitted via e-mail, fax, or mailed unless approved by SYMS, Filene's Basement, FBSY EDI and Merchandising departments. Any orders approved and submitted using one of the previously mentioned methods will need to be validated upon receipt of corresponding 850 messages.

## 7.4 Electronic Shipment Notice/Manifest (856)

- The Company uses an 856 transaction set for the receipt and processing of vendor merchandise.  
EDI-enabled vendors must also produce a hard copy representation of this message as part of the Company packing list requirements (see Section 6).
- Vendor item style/color number and description contained in corresponding 850 transmissions **must** be used on the 856 message.
- Any 856 message transmitted to SYMS, Filene's Basement, FBSY which fails to validate on either the EDI Merchandising system will be subject to chargeback as specified in Section 9.
- 856 messages can be transmitted to SYMS, Filene's Basement, FBSY at any time during order fulfillment. SYMS, Filene's Basement, FBSY **preferred** transmission time is upon release of merchandise to the transportation provider. Any 856 message received **after delivery** of merchandise to the Company will be subject to the chargeback's specified in Section 10.
- The Company requires a single 856 carton level transmission per shipment/ship-to location.
- Upon successful translation of an 856 transmission, the vendor will receive SYMS, Filene's Basement, FBSY Functional Acknowledgement message ("997"). Vendors failing to receive a 997 message within 24 business hours of an 856 transmission should notify SYMS, Filene's Basement, FBSY EDI department (see Section 11).
- All shipments, regardless of system used (EDI or hard-copy) are required to have a packing list attached to the lead or last carton in the series. If the packing list is not attached, the vendor may be subject to the charges listed in Section 10.
- When sending corrected 856 data, retransmission can occur at any time prior to delivery of merchandise. The vendor will need to notify the EDI department of the intent to retransmit a corrected 856 prior to message generation. SYMS, Filene's Basement, FBSY EDI department will purge the previous 856 from SYMS, Filene's Basement, FBSY system. The vendor will need to ensure the new transmission is submitted using a new Interchange Control Header ("ISA") number. Any shipment that is processed using previously transmitted data or missing a corrected 856 will be subject to chargeback (see Section 10).

## 7.5 Electronic PO Change Request – Buyer Initiated (860)

- The Company uses an 860 transaction set for the transmission of changes made or cancellation of previously transmitted 850 messages. This message is generated upon modification and approval of the order in SYMS, Filene's Basement, FBSY merchandise system. Vendors in a **production** EDI status for 860 transaction sets are not to accept any order changes submitted via e-mail, fax, mail, or telephone unless approved by SYMS, Filene's Basement, FBSY EDI and Merchandising departments. Any PO change approved and submitted using e-mail, fax, mail, or telephone will need to be validated upon receipt of corresponding 860 messages.
- Vendors are required to acknowledge the receipt of all SYMS, Filene's Basement, FBSY 860 transmissions, within **48** business hours, through the use of the electronic functional acknowledgement message (997).  
Vendors receiving a failure notice on any part of an 860 transmission need to contact SYMS, Filene's Basement, FBSY EDI department immediately (see Section 11).
- An 860 message is the only approved method to change or cancel a valid production 850 message. Vendors in a **production** status for the 860 message are not to use copies of order changes submitted via e-mail, fax, or mailed unless approved by SYMS, Filene's Basement, FBSY EDI and Merchandising departments. Any order changes approved and submitted using one of the previously mentioned methods will need to be validated upon receipt of corresponding 860 messages.

## 7.6 Functional Acknowledgment Message (997)

- The Company uses a 997 transaction set for the acknowledgement of vendor and SYMS, Filene's Basement, FBSY EDI transmissions.
- Vendors will need to generate a 997 message for each company inbound file received within **48** business hours.
- The Company will generate a 997 message for each vendor inbound file upon successful receipt and translation of the EDI transmission.
- Missing vendor inbound 997 messages may be subject to chargeback as specified in Section 10.
- Vendors failing to receive a SYMS 997 message must contact SYMS, Filene's Basement, FBSY EDI department immediately (see Section 11).

## 7.7 EDI Message Formats

- Vendors can obtain copies of SYMS, Filene's Basement, FBSY EDI message specifications as well as EDI survey form via e-mail or fax (see Section 11).

## 8. 0 Transportation Routing Requirements into SYMS Secaucus NJ DC

### 8.1 General Routing Information

**1)** This routing guide is located on the SYMS website at <http://www.syms.com/vendor/>. It will direct you to the approved service provider for all shipments when SYMS is responsible for the payment of freight charges. The vendor's copy of the SYMS PO should reflect the correct commercial and freight related terms for merchandise. If there are any questions or discrepancies in freight terms, please contact Bob MacDougall – Transportation Manager at 617-348-7667. Additional expenses incurred by SYMS that are caused by improper packaging, incorrect address, failure to follow instructions contained in this Guide, and carrier routings not authorized by SYMS, will result in those additional expenses being deducted from settlement of the vendor's invoice. Please use these guidelines to determine how to properly route shipments to SYMS.

**2) All Freight is FOB Destination unless otherwise specified by authorized Syms / Filene's Basement Personnel**

**3) COLLECT DOMESTIC ORDERS** – A PO is classified as "Domestic" if the merchandise originates in the United States or if SYMS is not the importer of record with U.S. Customs. Responsibility for all Freight Charges assessed for transport of goods will be issued in the PO. Vendors will be expected to pay for any freight charges incurred as a result of noncompliance with PO terms and should refer to the conditions of Section 8.2, Domestic Routings, for transportation instructions.

**4) PRE-PAID DOMESTIC ORDERS** - For PO's written as "**DDP SYMS DC**"

(Delivered Duty Paid") **Prepaid**, the vendor owns the merchandise in-transit, accepts liability for loss or damage in transit, bears and pays the freight charges, and can select its own transportation provider. Vendors shipping PO's meeting these conditions must contact [shipreq@syms.com](mailto:shipreq@syms.com) a minimum of 48 hours in advance of shipment to obtain a delivery appointment before the goods have left the vendor's facility.

## 8.1 General Routing Information (continued)

5) **DIRECT TO STORE ORDERS** – Direct to store shipments are prohibited, unless specifically stated on the PO. Vendors should contact SYMS Receiving for routing instructions *or refer to this routing guide*. **Direct to Store or "Drop Shipments" are routed (scheduled) through SYMS and not determined by vendor or store personnel.**

### 6) **International Shipments** - Merchandise originating from Canada or Mexico

For all shipments coming from Canada or Mexico SYMS is not the importer of record. All shipments must be cleared through Customs by the shipper. After merchandise has been cleared through Customs, vendor should contact Bob MacDougall – Transportation Manager at 617-348-7667 or refer to this routing guide for the approved service provider and request that SYMS / Filene's Basement arrange for the pick-up of goods.

Vendors must provide our Transportation Department or our approved service provider with: broker name, contact name and phone number.

### 7) **International Shipments** – Imports from other than North America

If the PO is marked "Import", Vendors requiring routing instructions for international orders need to contact SYMS' / Filene's Basement Transportation Dept at **617-348-7667** for further instruction.

### 8) **ALL ORDERS**

- COMPANY requires all orders to ship complete.
- Any partial orders or orders shipped from multiple vendor locations **MUST** be identified at the time the vendor contacts SYMS or its service provider, and must be approved in writing by the appropriate SYMS Divisional VP.
- SYMS/Filene's Basement service provider or vendor **MUST** verify all orders so failure to contact before shipping may result in partial or full **chargeback** of freight charges.
- All requests for interpretation, clarification, exemption and/or changes related to freight movement must be directed to the SYMS/Filene's Basement Transportation Department. Any exemption, clarifications and/or changes to routing can only be performed with consent from Bob MacDougall – Transportation Manager.

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## 8.1 General Routing Information (continued)

There are **three ways a vendor "exemption" can expire**;

- a) One year from the date it was issued by SYMS.
- b) On the effective date of each new SYMS/Filene's Basement Logistics Guide.
- c) The exemption may be limited to a one-time shipment (one PO only) and will expire when that shipment has been received by SYMS / Filene's Basement. It is the vendor's responsibility to re-negotiate the exemption with the SYMS/Filene's Basement Transportation Department.

## 8.2 Domestic Routing Requirements (Quick reference Guide Available Section 8.2: Subsection 15)

1. The SYMS' Receiving Department is available by phone Monday through Friday 7:45 am to 4:15pm (ET), **201.902.9676**.

### 2. **SMALL PACKAGE SHIPMENTS:**

- Shipments where SYMS is responsible for the freight expense, and which fall BETWEEN 1 and 100 lbs and are packed in NON-DIMENSIONAL Fed-Ex standard carton sizes and, CONTAIN 10 cartons or LESS per shipment should be shipped from your computer via [www.fedex.com](http://www.fedex.com) (see below). You may only ship after sending a routing request via email PRIOR to shipping at [shipreq@syms.com](mailto:shipreq@syms.com) and pending a PO verification.
- Small Package Shipments where the Dimensional Weight may exceed the 100 pound maximum weight limit and may be less expensively shipped via common carrier can be done so. Be cognizant of how to determine Dimensional Weight, also called "dim weight." Dim weight is a billing technique used by Fed Ex that takes into account the volume of a package rather than the actual weight. Dim Weight is calculated for:
  - Ground packages only when they measure three cubic feet (5,184 cubic inches) or greater

Follow these steps to determine the dim weight of a package

**Step 1:** Get the actual length, width, and height of the package in inches, round the values.

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## 8.2 Domestic Routing Requirements (continued)

**Step 2:** Calculate the cubic size of the package by multiplying the length X width X height (L x W x H).

**Step 3:** Determine the dim calculation as follows:

- Cubic size/194

**Step 4:** Round the calculated weight up to the nearest pound to determine the applicable dim weight\*.

\*For FedEx Ground, if Packages:

- Weigh greater than 150 lbs., they will be assessed an additional \$50 fee as FedEx Ground Unauthorized Packages
- Are larger than 130 inches, the shipper will be assessed an additional Oversize Charge of \$45 per package.

### Example: Dim Weight Calculation

Domestic package: actual weight, 28 lbs.; length, 30.4 inches; width 15.2 inches; height 15.0 inches.

**Step 1:** Round values: length to 30 inches, width to 15 inches, and height to 15 inches.

**Step 2:** Cube calculation: 30 inches x 15 inches x 15 inches = 6,750 cubic inches

**Step 3:** Dim weight calculation:  $6,750/194=34.79$  lbs.

**Step 4:** Round up to 35 lbs.

Because the dim weight (35lbs) is greater than the actual weight (28 lbs), 35 lbs. becomes the rated weight.

- If you do not have a FedEx account, then you may ship on a prepaid and add basis after you send a routing request via email, stating estimated small package charges **PRIOR** to shipping, to [shipreq@syms.com](mailto:shipreq@syms.com) and pending PO verification and freight charge approval.

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## 8.2 Domestic Routing Requirements (continued)

### 2a. FEDEX COLLECT PROGRAM- SHIPPING SET-UP INSTRUCTIONS

#### General Information:

Effective immediately, we are requiring that our suppliers use FedEx Ground COLLECT when shipping packages, where SYMS is responsible for the freight charges. Under this arrangement, shipping charges will be invoiced directly to SYMS, while any additional fees associated with your FedEx Ground Collect packages, including your weekly pick up fees where applicable, will be invoiced to you.

FedEx Ground COLLECT does not require our account number to be used when processing a package. Simply use labels that are printed from your automated shipping system, such as, FedEx Ship Manager at [www.fedex.com](http://www.fedex.com) or FedEx Ship Manager Software. Once you select the

Ground service option, the option to bill COLLECT will appear in the "Bill transportation charges to" field. If you are not automated you can call 1-800-GOFEDEx to order Ground COLLECT bar code labels and if you currently ship COLLECT to another consignee you may use the same bar code labels to ship COLLECT to SYMS

With transportation costs billed directly to SYMS your cash flow improves immediately. If you do not have a FedEx account, please call New Account Services at 1.800.503.1428 and tell the FedEx representative that you have been asked to ship Ground COLLECT.

FedEx Ground COLLECT should not be confused with C.O.D. (Collect on Delivery), Bill Recipient, or Bill Third Party. For questions about FedEx Ground COLLECT please contact FedEx at 1-800-GOFEDEx or contact your FedEx sales representative.

#### Account Set-Up

- If you do not currently have an account with FedEx, please call 1.800.231.9219 and tell the FedEx Representative that you are calling to set up a FedEx Ground COLLECT account. You will be given a FedEx\_account number, and a welcome kit will be sent to you with the necessary shipping supplies.

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## 8.2 Domestic Routing Requirements (Quick reference Guide Available Section 8.2: Subsection 15) (continued)

- If you are currently using a FedEx Shipping Manager automation device to process your prepaid packages you may also use it for your FedEx Ground COLLECT packages. Simply choose "Bill Collect" under "Bill shipment to" when processing your packages.

### FedEx Ship Manager Solutions

- If your FedEx Ship Manager solution is not enabled to ship FedEx Ground COLLECT, call FedEx Customer Technology Services at 1.888.670.8981 to have this service enabled.

### 2b. Small Package Cargo Insurance for Your Product

UPS and FedEx limit cargo insurance to \$100.00 per carton. If your COST of your goods (not the retail value you are charging the Company) exceeds \$100.00 per carton it is up to you to choose the appropriate insurance coverage. DO NOT over insure the goods as you will only be reimbursed for your cost. **IF YOUR GOODS ARE HIGH VALUE**, you must contact [robertmacdougall@syms.com](mailto:robertmacdougall@syms.com) for routing.

### 3. Flat Pack LTL:

- Shipments BETWEEN 101lbs and 3,999lbs or LESS than 750 cubic feet.

All states email

**Bob MacDougall** [robertmacdougall@syms.com](mailto:robertmacdougall@syms.com) or call 617-348-7667

### 3a. Volume LTL and All Truckload: (All States)

- Shipments 4,000lbs or more & MORE than 750 cubic feet.

**All states** email [robertmacdougall@syms.com](mailto:robertmacdougall@syms.com) or call 617-348-7667.

### 3b. Routing Shipments to the Company from the Los Angeles Commercial Zone

- Shipments ranging from 151 to 3500 pounds and originating in the Los Angeles Commercial Zones will be routed through the Company's dedicated consolidator, NRT.

## 8.2 Domestic Routing Requirements (continued)

### 3b. Routing Shipments to the Company from the Commercial Zones (Continued)

- The costs associated with the movement of goods to the Company consolidator will be assumed by our vendors, "prepaid to consolidator, collect beyond". Any exceptions to this rule must be approved by The Company's Transportation Department prior to routing (Section 9).
- Vendors may use their own method to deliver to the Company consolidator, or vendors can call the consolidator to schedule a pick-up with the consolidator's trucking operation.
- To avoid cancellation, shipments must be made available to our consolidator two days prior to the PO "Cancel Date". (*Example: For a Wednesday PO "Cancel Date", the vendor must call the consolidator and have the goods available for pickup by Monday at noon.*)
- The Company's dedicated consolidator and their trucking operation are independent contractors. The Company reserves the right to refuse and return shipments from vendors that were accepted in error by the consolidator.

#### CONTACT LIST FOR CONSOLIDATOR

STATE	ZIP CODES AFFECTED	CONSOLIDATOR'S	CONSOLIDATOR'S
	(first 3 digits)	ADDRESS	PHONE #
		NRT	
Los Angeles California	900 thru 918 926 thru 930	355 West Carob Street Compton, CA 90220	Pick-up or Delivery 310-605-3777

**Note:** Vendors who choose to use NRT's trucking operation to transport their goods on a prepaid basis from their facility to the consolidation facility may request a pick-up online at [www.nrsonline.com](http://www.nrsonline.com)

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## 8.2 Domestic Routing Requirements (continued)

### **3c. Cargo Insurance on Common Carrier/LTL/Truckload Shipments:**

If the value of your shipment exceeds \$25/lb (meaning YOUR COST of the merchandise, not the retail value you are charging the Company) then you must email [robertmacdougall@syms.com](mailto:robertmacdougall@syms.com) or call 617-348-7667. for special routing.

4. If you have any questions on the routing instructions you should email [robertmacdougall@syms.com](mailto:robertmacdougall@syms.com) with those questions/requests for routing, **48 hours prior** to the vendors "**start ship**".

The **start ship date** means the vendor has completed all pre-service functions (ticketing, hanging, etc), the product is in the vendor's possession, the product is packed inside of cartons, and all carton labeling, ASN or packing list requirements have been completed as per this Guide. When the trailer arrives at the vendor's facility for pick-up, the trailer must be at the vendor's door with freight being loaded within 15 minutes of appointment and/or arrival.

Goods should be pulled and staged for pickup prior to the arrival of the trailer. Routing request can be made **no earlier than** two (2) days prior to the PO "start ship" date. If the vendor requests routing two days prior to the "start ship" date, the vendor must provide the following information for each PO; carton count, carton weight, piece count, cubic feet or pallet count. A phone call is required to notify the Receiving Department or SYMS' service provider (listed in the Guide) if any of the information provided has changed (i.e.: merchandise will not be available on the original date specified). This communication will insure that Receiving or SYMS service provider has the available capacity to meet the delivery requirements set forth in the PO as well as validate merchandise priority.

All requests for routing must be made, in full, **no later than two (2) business days** prior to PO "don't ship after" date.

5. Merchandise pick-ups are scheduled following PO validation and according to merchandise availability date and time.

If you have carrier service issues or need to check the status of your pick-up or routing contact Bob MacDougall at [robertmacdougall@syms.com](mailto:robertmacdougall@syms.com) or by calling 617-348-7667.

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## 8.2 Domestic Routing Requirements (continued)

6. If merchandise is not available for pick-up after arrival of carrier, or if there is any detention, a "trailer not used", or other related charges may be charged back to the vendor (See Section 10). Vendors must notify SYMS Receiving immediately - no less than **24 hours prior** to pick-up – if merchandise will not be available on the scheduled pick-up date and time. **If the new ready date is past the cancel date, the vendor must contact the Buyer for approval and extension to the cancel date.**

7. All orders must ship complete as specified on the PO. Any subsequent shipment of the same PO will ship as "freight prepaid" at vendors expense. Part Lot Shipments are not permitted. However, in extreme circumstances, if the vendor must part-lot ship, the vendor must contact the appropriate Divisional VP for written approval prior to shipping the PO.

**8. When tendering multiple purchase orders or shipments on a given day, a master or single Bill of Lading must be prepared for the carrier. DO NOT issue multiple Bills of Lading for the same day. This will result in a chargeback in the difference of freight charges. Also prepare cartons to be shipped in uniform boxes and tape. Failure to do so may result in a signature exception.**

9. Merchandise may not be shipped to the Company on concurrent days, (i.e. five cartons on Monday, five cartons on Tuesday). In this case, the vendor is required to ship all ten cartons on Tuesday. All shipments must be combined.

10. All shipments must use the PO "Ship To" address as the final destination as specified on the PO unless otherwise directed by the Receiving Department.

11. Any merchandise that is shipped in a manner other than described in this guide may be subject to return at the vendor's expense and/or an expense offset penalty.

12. Orders that are not in the SYMS PO system, orders that were cancelled, orders that are not "released" in the company's PO system and orders that have already been shipped complete will not be routed or received by SYMS.

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## 8.2 Domestic Routing Requirements (continued)

**13.** SYMS' **pick up** standards are two (2) **business** days **from ready date** for an advertised product, three (3) **business** days **from ready date** for current goods and five (5) **business days from ready date** for pack away product. The vendor will receive a confirmation number when they tender their shipment for routing via email or fax. SYMS Receiving Department or SYMS service provider will e-mail or call the vendor back within the above time frame to provide routing. The Company or its service provider will make every attempt to contact the vendor at least 24 hours before the truck will arrive to pick-up the freight.

### **14. GARMENT ON HANGERS: (Open Truck Hanging)**

**For any questions regarding G.O.H. please contact [robertmacdougall@syms.com](mailto:robertmacdougall@syms.com) or 617-348-7667.**

#### **From – NY Metro: LTL – (Less than full load)**

All hanging merchandise **such as** men's sport coats, men's suits, men's overcoats, men's raincoats and ladies dresses, etc.

**The designated carrier is – NRT 201-863-3200 for pick up or 201-330-3635 for appointment. Be specific on description and quantities when preparing BOL – EX: men's suits, pants, sport coats**

#### **From-Los Angeles/Southern California**

**The designated carrier is – NRT 310-605-3777. Be specific on description and quantities when preparing BOL – EX: men's suits, pants, sport coats**

**8.2 Domestic Routing Requirements (continued)****15. Quick Reference Domestic Routing Guide**

<i>Shipment Size</i>	<i>Pick-Up Area</i>	<i>Package Type</i>	<i>Carrier</i>	<i>Contact</i>
1-10 ctns less than 100 Lbs	USA & Canada	Carton	FedEx Collect	<a href="mailto:Shipreq@syms.com">Shipreq@syms.com</a>
101 -3,999 lbs UNDER 750 Cubic Feet	USA & Canada EXCEPT Southern California	Carton	Call	Bob MacDougall 617-348-7667
101 -3,999 lbs UNDER 750 Cubic Feet	Southern California	Carton	NRT	310-605-3770
4,000lbs - Full Load OVER 750 Cubic Feet	USA & Canada	Carton	Call	Bob MacDougall 617-348-7667
All	All	Hanging	Refer to Hanging Guide	SYMS website <a href="http://www.syms.com">www.syms.com</a>
All	All	High Value Shipments	N/A	617-348-7667

**Destination Secaucus**

<u>Origin State</u>	<u>Primary Carriers</u>
CT	NEMF 908-965-0100
DE	NEMF 908-965-0100
MA	NEMF 908-965-0100
MD	NEMF 908-965-0100
ME	NEMF 908-965-0100
NH	NEMF 908-965-0100
NJ	PACE Motor Freight 203-366-3881
NY zip 100 - 119	PACE Motor Freight 203-366-3881
NY zip 120 - 149	NEMF 908-965-0100
PA	NEMF 908-965-0100
RI	PACE Motor Freight 203-366-3881
VA	NEMF 908-965-0100
VT	NEMF 908-965-0100
All Other States	YRC 800-610-6500

Any questions contact:  
 Bob MacDougall - Transportation Manager SYMS  
[robertmacedougall@syms.com](mailto:robertmacedougall@syms.com) or 617-348-7667

8.3 Scheduling Merchandise Pick-Up

Vendors should have the following information available for each PO:

- Vendors **Ready Date**
- **Cancel Date** – “Cancel” date listed on PO.
- **Vendor Name / Address**
- **Vendor Contact Name / Phone #**
- **PO #**
- **Department #**
- **Number of Cartons** – Total number of cartons available for shipment
- **Total weight**
- **Pieces** – Total number of units (pieces) included in shipment
- **Total Cubic Feet** per PO – Floor loaded

Example of the Calculation for Cubic Feet

Carton Dimension (multiply L x W x H)					Carton Dimension divided by Cubic Feet Calculation				Multiplied by Total cartons shipped		Equals Total Cubic Feet	
STYLE	LENGTH (INCHES)	MULTIPLIED BY	WIDTH (INCHES)	MULTIPLIED BY	HEIGHT (INCHES)	EQUALS	TOTAL CARTON CUBE	DIVIDED BY	CUBIC FEET (STAYS CONSTANT)	MULTIPLIED BY	TOTAL CARTONS	TTL CUBIC FEET PER STYLE
A	18	*	24	*	9	=	3888	/	1728	*	24	54
B	20	*	8	*	15	=	2400	/	1728	*	58	81
C	16	*	12	*	8	=	1536	/	1728	*	100	89
											<b>TOTAL</b>	<b>224</b>

**Note:** To convert from cubic meters to cubic, feet multiply the metric quantity by 35.314

- **Total Pallet Count** – Total number of pallets per PO.
- **ASN / Packing List** – Vendor will fax their ASN (packing list) to the appropriate ASN office as soon as the shipment is released to the carrier. All ASN and packing list information is listed in Section 6 of this Guide.
- **Complete Shipment** – Quantity ordered on PO is equal to the quantity requested to be shipped.
- **Pre-Ticketed** – If PO is checked as “pre-ticketed”, merchandise must be pre-ticketed.
- **Vendor is responsible** for notifying SYMS of temperature sensitive products prior to shipping. Neither SYMS nor SYMS’ carriers will be responsible for temperature related damages if notification has not been received prior to pickup.

## 8.4 Trailer Loading Requirements

### **LTL and TRUCKLOAD SHIPMENTS:**

1. All shipping locations responsible for loading trailers with SYMS merchandise must meet the requirements outlined in this section. Failure to follow any and all of the requirements herein may result in a chargeback.
2. Vendors are responsible for the loading of merchandise onto trailers. Any additional charges for loading a trailer (i.e. lumber fee, warehouse equipment fee, etc) will be at the vendor's expense.
3. Trailers loaded must be separated by PO, manufacturer style #, color, and size.
4. Each vendor is responsible for securing and separating their shipment. If shipping multiple PO's, a visible separator should also be placed between each PO within the trailer. Separators can be of any type of durable material such as slip-sheet, thick plastic, corrugated cardboard, or other material. Pallets cannot be used as separators.
5. Palletized merchandise must be separated by PO, manufacture style#, color and size. *\*All LTL shipments (prepaid or collect by any LTL carrier) must be palletized(unless instructed otherwise) and should use the minimum amount of pallets necessary to maximize the cube of the trailer.*
6. If authorized to floor load, cartons should have the carton labels facing the tail (rear) of trailer.
7. When an order is palletized, the BOL quantity should be shown as the number of handling units (i.e. pallets) while the body of the BOL should indicate the total number of cartons (i.e.: 500 cartons on 5 pallets). Carrier Driver/Representative must be able to count and MUST sign for the cartons tendered. If you do not insist on the driver signing for carton count, then any claims will be denied you by the carrier for a carton shortage. "Any changes in trailer weight and/or cube due to a palletized shipment may result in higher freight charges. Differences in standard freight charges will be the vendor's responsibility.

The vendor is expected to allow the carrier the ability to count the merchandise without obstruction from items such as tape or shrink-wrap. The carrier's agent must verify merchandise carton counts when shipment is picked-up. Vendor is responsible for all shortages when goods are loaded Shipper Load and Count (SLC). Vendor is also responsible to immediately contact SYMS Receiving of any overflow.

## 8.4 Trailer Loading Requirements (continued)

- 9.** All loads must be secured in order to prevent carton / pallet shifting during transit. Vendors must consider the characteristics of the cartons and how they are loaded on the trailers, insuring that neither pallets nor cartons will shift during transit.
- 10.** If vendor is not loading trailer top full visible capacity, Vendor must communicate with the Company and/or truck driver to discern whether the trailer will be "topped off" with freight from another vendor or if it will ride to destination as a partially loaded trailer. If freight will travel to destination as a partial, vendor must take steps to minimize shifting – i.e. "step down" the load (NOT load high and tight).
- 11.** All shipments MUST have a packing list attached to the last carton loaded or the last garment loaded for each PO. A copy of the packing list must also be attached to the BOL For detailed packing list information, see Section 6.2.
- 12.** Vendor provided security seals are required on all full truck-load ("TL") shipments with seal numbers written on the BOL
- 13.** Additional merchandise is not to be added to pick-up after carrier arrival. Any merchandise not part of the original pick-up appointment must have its own pick-up appointment, unless, written instructions are issued by the Transportation department.
- 14.** The DC does not accept air cargo equipment without prior approval from the Transportation department.

## 8.4 Trailer Loading Requirements (continued)

### 8.4a GOH (Garments on Hangers)

1. GOH merchandise must be separated by PO, manufacturer style#, color and then size.
2. A hanging card must be attached to the last garment loaded on the trailer. The hanging card identifies the first (lead) garment of each PO #, style and size change. The following information must appear on the hanging card:
  - i. PO number
  - ii. Manufacturer Style#, size and color
  - iii. Total Number of Pieces per PO
3. The carrier's agent must verify merchandise unit counts when GOH shipment is picked-up.
4. Load hangers so they face the nose of the trailer.
5. Load from the right to the left side of the trailer, small sizes first, followed by large sizes.
6. NO merchandise should touch the floor.
7. Each garment must be individually poly bagged and each bag must be sealed along the bottom.
  - a. Use the correct type of poly bag for the merchandise being shipped.
    - i. Tops, dresses, coats, and sport jacket poly bags are perforated at an angle along the top of the poly bag.
    - ii. Pant and skirt poly bags are perforated horizontally along the top of the poly bag.
8. All shipments MUST have a packing list attached to the last garment loaded for each PO. A copy of the packing list must also be attached to the B.O.L. For detailed packing list information, (see Section 6).
9. Do not overload the loops.

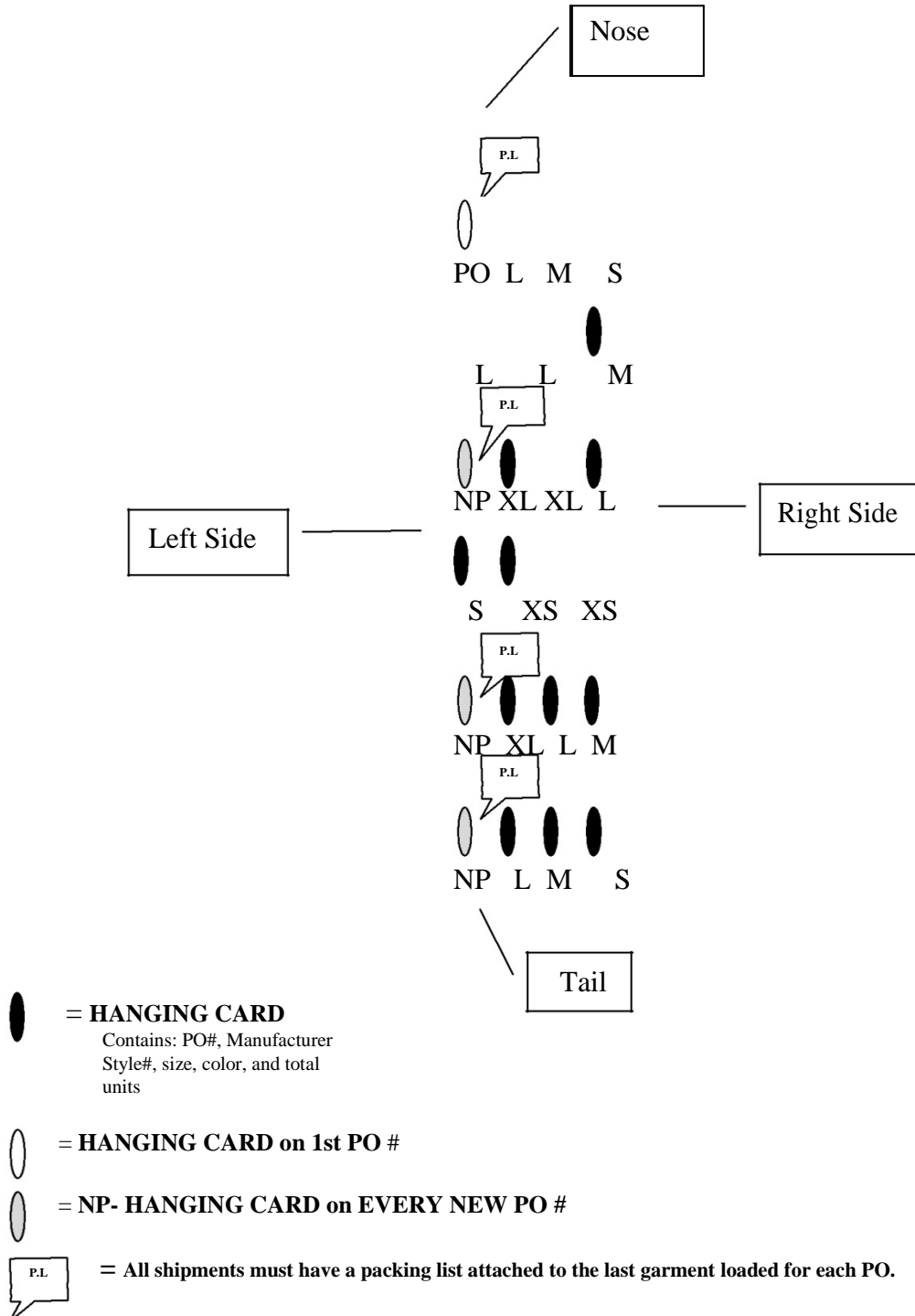
## 8.4 Trailer Loading Requirements (continued)

### 8.4b GOH (Garments on Hangers)

#### Diagram of Properly Loaded GOH

#### Trailer

Load **HANGERS** so they face the **NOSE** of the trailer



## 8.5 Drop Shipment Routing Requirements

- The P.O. "Size Grid/UPC/Comments" section must state how the vendor will ship the goods to each store
- If the drop shipment P.O. does not have shipping instructions, contact the appropriate Company buyer immediately.

**TYPE OF PRODUCT TO BE SHIPPED  
CONTACT LIST FOR SHIPMENTS REQUIRING ROUTING  
DIRECTLY TO THE SYMS STORE  
CONTACT FOR ROUTING PHONE NUMBER FOR ROUTING**

TYPE OF PRODUCT TO BE SHIPPED	CONTACT FOR ROUTING	PHONE NUMBER FOR ROUTING
• Total shipment weight <b>per store</b> is less than 100 pounds	FedEx unless otherwise specified on the SYMS PO.	617-348-7667
• Total shipment per store weight is over 100 pounds and less than 3,999lbs	Bob MacDougall	617-348-7667

**\*\*CALL Robert MacDougall at 617-348-7667 BEFORE ROUTING DROP SHIPMENT MERCHANDISE\*\***

- Drop shipments should not be tendered through a SYMS / Filene's Basement Distribution Center.

## 8.6 Pallet Requirements

### Pallet Requirements

- Use only GMA standard 48 x 40; 4-way wooden pallet of Grade B quality.
  - Merchandise should contain one (1) SKU (manufacturer style number) per pallet
  - When building pallets with multiple SKU's, separate each SKU with a visible divider (i.e.: slip-sheet, layer of stretch-wrap, piece of corrugate, etc).
  - Palletized freight must be secured properly to the pallet by applying enough stretch wrap to ensure the freight rides safely to its destination. Stretch wrap must be tied to the pallet prior to wrapping the product ensuring that the first wrap covers the skid and the freight.
  - Merchandise must not exceed the maximum dimensions of the pallet -**no overhang allowed.**
  - Interlock the cartons
  - **Cartons should be placed on the pallet so the labels face upward or outward, toward you.**
  - The lead carton should be placed on the TOP FRONT of the pallet.
- Pallet Height Requirements** – The following pallet height restrictions apply to all palletized shipments:
- If the product lends itself to double-stacking inside the trailer, then each pallet should be a minimum height of 42" (3 1/2 feet tall, product and pallet combined).
  - If the vendor cannot double-stack the pallets inside the trailer because it would jeopardize the integrity of the packaging, then the vendor will palletize product to a minimum height of 96" (or taller to maximize the cube of the trailer), and single stack the pallet inside the trailer.

## 9. 0 Transportation Routing Requirements into SYMS / Filene's Basement Auburn MA DC

### 9.1 General Routing Information

- The Company's Transportation department ("Transportation") will route all shipments when the Company is the responsible party for payment of freight charges.
- The vendor's copy of the Company P.O. should reflect the correct commercial and freight related terms for the merchandise. If there are any discrepancies in freight terms, please contact the appropriate Company buyer.
- The Company expects all orders to ship complete.
- Shipment routings not authorized by the Company may result in non-payment for transportation services rendered. Please use these guidelines to determine how to properly route Company shipments.
- **Company Controlled Domestic Routing (Collect Shipments):**  
A PO is classified as "Domestic" if the merchandise originates in the United States or if the Company is not the importer of record with U.S. Customs. Domestic PO's routed by the Company are designated using the freight term "FOB named point" within the United States and indicate that the Company is responsible for freight payment using such language as "F.O.B. Origin" or "Freight Collect". **The Company will not be responsible for charges associated with the movement of merchandise from or to a port of entry (drayage, pier pick-up, etc).** Any charges related to these movements will be at the vendor's expense. Under the freight terms of "F.O.B. Origin" or "Freight Collect" the Company owns the merchandise while in-transit, will hold its preferred carrier liable for loss or damage in transit, and pays the standard freight charges. Vendors will be expected to pay for any freight charges incurred as a result of non-compliance with PO terms. All "collect" shipments must be shipped in conjunction with the "Motor Carrier Shipping Matrix".

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## 9.1 General Routing Information (continued)

- **Vendor Controlled routings (Pre-paid shipments):** PO's coded as "F.O.B. Consolidator", "F.O.B.\_Destination", "Pre-paid", and/or "Vendor Pays Freight" designate that the vendor owns the merchandise in-transit, accepts liability for loss or damage in-transit, bears and pays the freight charges, and can select its own transportation provider. Vendors shipping "prepaid" **must call**

**Transportation a minimum of 24 hours in advance of shipping to obtain a delivery appointment** before the goods have left the vendor's facility.

## 9.2 Scheduling Merchandise Pick-Up

1. Collect vendors should call Transportation for routing instructions a minimum of 48 hours prior to the vendor's cancel date. Vendors may call for routing instructions one business day prior to the "Start Ship" date listed on the Company PO.
2. Merchandise delivered to the Company after the PO "Cancel Date" may be refused. Any cost associated with the receiving, handling, and returning of the refused merchandise will be paid by the vendor.
3. Prior to contacting Transportation for routing, vendors should have the following information available for each PO;
  - a. Company PO number(s)
  - b. Total number of cartons per PO and total per shipment
  - c. Total number of pieces
  - d. Total weight by PO and total weight of shipment.
  - e. Total carton weight
  - f. Total cubic feet / Linear feet
  - g. If product has been palletized, can it be double-stacked inside the trailer?
  - h. When will the goods be ready for pick-up?
  - i. Will the vendor have any additional shipments ready for pick-up within the next 72 hours?

## 9.2 Scheduling Merchandise Pick-Up (continued)

4. Routing instructions will be given to the vendor within 24 – 48 hours of the routing request.
5. If product is not available for pick-up after arrival of carrier, any detention, trailer not used, or other related expenses may be paid by the vendor.
6. In the event of problems with the assigned carrier (late or missed pick-up, poor service, etc.), Transportation must be contacted immediately for assistance. (Section 9)

## 9.3 Motor Carrier Shipping Matrix

If the Company PO is marked as "F.O.B. ORIGIN" that means the Company will pay the freight charges.

IF SHIPMENT IS:	PERFORM THE FOLLOWING:
150 pounds or less	<ul style="list-style-type: none"> <li>• Contact Transportation <b>prior to shipping</b> to obtain the UPS account number.</li> <li>• Ship via UPS collect</li> </ul>
151 to 3,500 pounds	<ul style="list-style-type: none"> <li>• Contact Transportation <b>prior to shipping.</b></li> <li>• Ship via the Company preferred carrier listed below</li> </ul>
3,501 or more pounds OR <u>750</u> or more <u>cubic feet</u>	<ul style="list-style-type: none"> <li>• Contact Transportation <b>prior to shipping</b> to obtain routing instructions.</li> </ul>

### 9.3 Motor Carrier Shipping Matrix (continued)

For total shipment weight between 151 and 3,500 pounds the following will apply:

IF VENDOR IS SHIPPING COLLECT AND THEIR WAREHOUSE IS LOCATED IN THE FOLLOWING STATE	THE VENDOR MUST USE THE FOLLOWING CARRIER
California <ul style="list-style-type: none"> <li>• LA Commercial Zone Zips 900 to 918 and 926 to 930 <b>Only</b></li> </ul> <p style="text-align: center;">All other shipping points</p>	NRT – ship <b>prepaid</b> to consolidator  <p style="text-align: center;">YRC (800) 610-6500</p>
Connecticut	(1) Apollo (800) 722-2324
Delaware	NEMF (800) 847-2728
Maine	Apollo (800) 722-2324
Maryland	NEMF (800) 847-2728
Massachusetts	Cartons = Apollo (800) 722-2324 GOH = NRT (800) 343-9625
New Hampshire	Apollo (800) 722-2324
New Jersey <ul style="list-style-type: none"> <li>• NJ Commercial Zone               <ul style="list-style-type: none"> <li>• Zips 070 to 079 and 088 to 089 <b>only</b></li> </ul> </li> <li>• All other shipping points</li> </ul>	<ul style="list-style-type: none"> <li>• NRT – <b>ship prepaid</b> to consolidator</li> <li>• Pace Motor Express 203-366-3881</li> </ul>
New York <ul style="list-style-type: none"> <li>• New York Commercial Zone               <ul style="list-style-type: none"> <li>• Zips 100 to 118 <b>only</b></li> </ul> </li> <li>• All other shipping points</li> </ul>	<ul style="list-style-type: none"> <li>• NRT – <b>ship prepaid</b> to consolidator</li> <li>• (NEMF (800) 847-2728</li> </ul>

### 9.3 Motor Carrier Shipping Matrix (continued)

For total shipment weight between 151 and 3,500 pounds the following will apply:

IF VENDOR IS SHIPPING COLLECT AND THEIR SHIPPING POINT IS LOCATED IN THE FOLLOWING STATE	THE VENDOR MUST USE THE FOLLOWING CARRIER
Pennsylvania	NEMF (800) 847-2728
Rhode Island	NEMF (800) 847-2728 or Apollo (800) 722-2324
Vermont	NEMF (800) 847-2728 or Apollo (800) 722-2324
Available from all origin states	YRC (800) 610-6500

#### Routing Shipments to the Company from the Commercial Zones

- Shipments ranging from 151 to 3500 pounds and originating in the New Jersey, New York, or Los Angeles Commercial Zones will be routed through the Company's dedicated consolidator, NRT.
- The costs associated with the movement of goods to the Company consolidator will be assumed by our vendors, "prepaid to consolidator, collect beyond". Any exceptions to this rule must be approved by The Company's Transportation Department prior to routing (Section 9).
- Vendors may use their own method to deliver to the Company consolidator, or vendors can call the consolidator to schedule a pick-up with the consolidator's trucking operation.
- To avoid cancellation, shipments must be made available to our consolidator two days prior to the PO "Cancel Date". (*Example:* For a Wednesday PO "Cancel Date", the vendor must call the consolidator and have the goods available for pickup by Monday at noon).
- The Company's dedicated consolidator and their trucking operation are independent contractors. The Company reserves the right to refuse and return shipments from vendors that were accepted in error by the consolidator.

### 9.3 Motor Carrier Shipping Matrix (continued)

#### CONTACT LIST FOR CONSOLIDATOR

STATE	ZIP CODES AFFECTED (first 3 digits)	CONSOLIDATOR'S ADDRESS	CONSOLIDATOR'S PHONE #
New Jersey and New York	070 thru 079 088 and 089 100 thru 118	2820 16 <sup>th</sup> Street North Bergen, NJ 07047	Pick-up (201) 863-3200  Delivery Appt. (201) 330-3635
Los Angeles California	900 thru 918 926 thru 930	355 West Carob Street Compton, CA 90220	Pick-up or Delivery (310) 605-3770

**Note: Vendors who choose to use NRT's trucking operation to transport their goods on a prepaid basis from their facility to the consolidation facility may request a pick-up online at [www.nrsonline.com](http://www.nrsonline.com)**

### 9.4 Trailer Loading Requirements (All Shippers)

- Trailers must be loaded by PO, style #, color and size.
- If shipping multiple POs on a trailer, the PO's should be grouped together and not mixed throughout the trailer.
- LTL shipments **must** be palletized. (Refer to Section 6 for BOL instructions for LTL shipments).
- "Collect" shipment **must** be palletized.
- The Company does not participate in a pallet exchange program with its vendors or carriers. If an order is palletized, for ease of movement on vendors dock, the Bill of Lading ("BOL") MUST indicate "loose" cartons along with the pallet or skid count. The vendor is expected to allow the carrier the ability to count the merchandise without obstruction from items such as tape or shrink-wrap. If carton count can not be verified due to shrink-wrapped pallets carrier may indicate "STC" (said to contain) on the BOL. Any changes in weight due to a palletized shipment may result in higher freight charges. Differences in standard freight charges will be the vendor's responsibility.

### 9.4 Trailer Loading Requirements (All Shippers) (continued)

- Each vendor is responsible for securing and separating their shipment. If shipping multiple PO's, a visible separator should also be placed between each PO within the trailer. Separators can be of any type of durable material such as slip-sheet, thick plastic, corrugated cardboard, or other material. Pallets can not be used as separators. Orders delivered with loose and/or damaged cartons may be paid by the vendor.
- All loads must be secured in order to prevent carton / pallet shifting during transit.
- All shipments must have a packing list attached to the last carton (or garment) loaded for each PO facing out and visible when the trailer doors are opened. A copy of the packing list must also be attached to the BOL.
- Floor loaded cartons should have the carton labels facing the tail (rear) of trailer
- Carton labels should face up and out (toward you) so they are visible when palletized.
- All shipments must use the Company as the final destination. Alternate shipment destinations need to be authorized by the Company buyer and/or Transportation personnel. All requests for alternate destinations need to be submitted, in writing, prior to shipment departure from vendor's facility. All orders must ship complete as specified on the PO. Any back ordered merchandise shipped after initial pick-up will ship as "freight prepaid" at vendors expense. Any requests to split ship an order or specific item must be authorized by the Company buyer.
- Vendor provided security seals are required on all full truck-load (TL) shipments with seal numbers written on the BOL.
- The carrier's agent must verify merchandise unit counts when the shipment is picked up.
- Additional merchandise is not to be added to pick-up after carrier arrival. Any merchandise not part of the original pick-up appointment must have its own pick-up appointment, unless, written instructions are issued by Transportation.
- Vendors should notify Transportation if a "high value" order is being shipped (if the total value of a shipment exceeds \$500,000, contact Transportation).

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## 10.0 General Payment Information

### 10.1 General Payment Information

COMPANY billing requirements for all EDI and NON-EDI shipments to SYMS, Filene's Basement, FBSY distribution center or a SYMS, Filene's Basement, FBSY store location are listed below.

**The following information is required to be included on each paper invoice:**

- **Vendor name / address, "remit-to" address, & telephone number**  
If applicable, a "factored" invoice must be clearly identified on the invoice

- **"Ship To" facility address**, as specified on the PO

For orders shipped direct to a store, include the following:

- The three digit store number
- Shipment tracking numbers (on each direct to store invoice to eliminate debit memos for non-receipt)

- **Unique**, (non-repetitive) **invoice number** for each invoice

- Can be up to 10 digits long **MUST** appear on each page of a multi-page invoice
- **MUST NOT** recycle invoice numbers

- **Date of invoice**

- Must be the same date as the vendor's date of shipment (or later)
- SYMS, Filene's Basement, FBSY will not accept any post-dated invoices
- SYMS, Filene's Basement, FBSY will not accept any invoices dated prior to shipment

- **Vendor assigned, unique A.P. vendor number**

The A.P. vendor number should immediately follow the "BILL TO" address. If the vendor does not have their vendor number on file, please request this information in writing to:

SYMS Corporation

**ATTN: AP MERCHANDISE DEPT.**

1 SYMS Way

Secaucus, NJ 07094

### 10.1 General Payment Information (continued)

- **SYMS, Filene's Basement, FBSY PO number** (5 or 6 digits)
- **Department number** (3 digits)
- **Item detail** listed on each PO, including:
  - Style quantity, total quantity, vendor style #, description, size, color, unit cost, extended cost by style and total cost.
  - List items on the invoice and packing list in the same sequence as shown on SYMS, Filene's Basement, FBSY PO.
- **The Cost** must be calculated in U.S. dollars Do not send "retail only" invoices
- **Number of cartons shipped**
- **Case pack quantity**
- **Payment terms**  
Standard SYMS, Filene's Basement, FBSY payment terms are **net (60) days**. Prepare only **ONE, ORIGINAL** invoice per PO, per shipment for all EDI and NON- EDI orders.

**ORIGINAL**, paper invoices can be accepted for payment

The original invoices can be mailed, emailed or faxed to SYMS accounting department as follows:

**SYMS Corp**  
**Attn: AP Merchandise Dept.; AP Vendor #**  
**1 SYMS Way**  
**Secaucus, NJ 07094**

**Email - mbrown@Syms.com**  
**Fax – 201.902.9874**

Invoices should be generated and promptly mailed to the above address upon shipment of goods.

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## 10.1 General Payment Information (continued)

For Drop Shipments (direct to SYMS, Filene's Basement, FBSY stores), and for shipments exceeding ten (10) or more SYMS, Filene's Basement, FBSY store locations, the vendor must contact Accounts Payable at 201.902.9600 or 1.800.322.7967 to obtain specific billing instructions.

Invoices must be consolidated by purchase order; one invoice per purchase order sorted by store.

Never include the original invoice inside the carton(s) of merchandise.

Compliance with these requirements will enable SYMS, Filene's Basement, FBSY to accurately expedite the payment process of your merchandise invoices. For additional information concerning invoicing procedures, please contact Accounts Payable at 201.902.9600, or e-mail at [mbrown@Syms.com](mailto:mbrown@Syms.com)

## 10.2 Payment Information

- SYMS, Filene's Basement, FBSY is dedicated to paying all merchandise invoices accurately and according to the specified payment terms.
- Invoices are always paid based on units received at PO cost or invoice cost, whichever is lower.
- Terms are always FOB Destination unless otherwise specified by authorized SYMS, Filene's Basement, FBSY personal.
- Cost differences or internal shortages are not refundable.
- SYMS, Filene's Basement, FBSY will select the most beneficial payment terms based on the terms contained on the invoice and PO.
- SYMS, Filene's Basement, FBSY does not pay "late", "finance", or "handling" charges.
- SYMS, Filene's Basement, FBSY does not pay for vendor samples.
- SYMS, Filene's Basement, FBSY is entitled to take all applicable discounts.
- If in the future, SYMS, Filene's Basement, FBSY establishes another subsidiary or separate divisions within SYMS, Filene's Basement, FBSY, payments will reflect payments made on behalf of any or all.

### 10.3 Accounts Payable Communication Instructions

The following procedures must be followed to ensure that the vendor's inquiries and correspondence are resolved in a timely manner.

- Always include the unique AP vendor number on all correspondence. The AP vendor number will be communicated to the vendor at the time the billing instructions are sent out either via e-mail, fax, or US mail.

- Inquiries concerning the payment of "PAST DUE" invoices should be directed to:

**AP Manager**

Phone: 201.902.9600

Fax: 201.902.9874

Email: [mbrown@Syms.com](mailto:mbrown@Syms.com)

- To request additional copies of a check remittance, copies of a debit memo or information regarding disputed items, please email Accounts Payable at email address listed above, or send a written request to the address below.

- Vendors are responsible for notifying SYMS, Filene's Basement, FBSY in the event of an address change, bankruptcy, merger, etc. Please send a letter thirty (30) days in advance to notify AP of the new address to:

**SYMS Corp**

**Attn: AP Merchandise Dept.; AP Vendor #**

**1 SYMS Way**

**Secaucus, NJ 07094**

Please allow 30 days for your correspondence issue to be resolved.

## 11. 0 Vendor Partnership Policy

### 11.1 General Compliance Information

It is SYMS, Filene's Basement, FBSY policy to chargeback vendors for costs incurred for non-compliance to the requirements described in this Guide. The purpose of chargeback's is not to create revenue for the Company, but to recover operating expenses incurred for correcting vendor errors. This policy creates a means of feedback, ensures cost recovery, supports the goals of SYMS, Filene's Basement, FBSY, and allows everyone to share in the success of the Company. Section 10.2 of this Guide contains a "Schedule of Chargeback Expenses".

These chargeback expenses are based on specific violations of Company policy that was outlined in this Guide. At times a reduced or increased chargeback may be assessed based on the actual cost incurred by the Company.

The Vendor Partnership department ("Vendor Partnership") will notify vendors via U.S. mail or via E-mail when a chargeback is issued.

To ensure proper receipt of chargeback notifications, please forward any and all vendor personnel contact information to SYMS, Filene's Basement, FBSY Vendor Partnership department. Be sure to include the following information:

1. Name of Contact
2. Title
3. Mailing Address
4. Phone Number
5. Fax Number
6. E-mail Address

Vendors must initiate all chargeback review petitions within **90 days** from the date the chargeback was issued. Vendors failing to petition for a chargeback review after 90 days from the date of the chargeback issuance are not eligible for any refunded amounts. **Any questions or concerns pertaining to chargeback issuance, negotiation, and/or refunds need to be directed to Vendor Partnership** (see Section 11 for contact information).

11.2 Schedule of Chargeback Expenses

**Administration Fee Charge Minimum = \$75.00**

<b>Chargeback Type</b>	<b>Non-Compliance Issue</b>	<b>Chargeback Expense</b>
<b>Merchandising Violations</b> (PO Requirements)	Merchandising substitution (Style, color, size substitution not previously authorized by FBSY buyer)	<b>.25 / unit</b>
	Multiple styles and / or colors packed into a carton when NOT specified on PO	
	Failure to comply with PO preparation, PO packing instructions or PO specifications	
<b>Price Ticket Violations</b>	Merchandise received not pre -ticketed	<b>.25 / unit</b>
	No vendor UPC code on product as specified on the PO	
	Incorrect UPC Label	
	Missing UPC Label	
	UPC Labels/Price Tickets placed incorrectly	
<b>Hanger Violations</b>	Merchandise not on hanger	<b>\$1.25 / unit</b>
	Wrong hanger	
<b>Merchandise Preparation Violation</b>	Hanging garments without a plastic poly bag cover	<b>.25 / unit</b>
	Plastic poly bag cover on hanging garments not tied or sealed at the bottom	
	Merchandise not in bundle	
	Merchandise in bundle not labeled	
<b>Carton Specifications Violations</b>	Palletized carton chargeback	<b>\$1.00 / carton</b>
	Mixed SKU's not separated on pallet	
	Palletized cartons not secured with shrink wrap	
	Unacceptable pallet size (not including height)	
	Unacceptable pallet quality	
	Unacceptable carton overhang	
	Unauthorized pallet shipment	
	Failure to palletize shipments	
	Unacceptable corrugate	
	Merchandise not in corrugated boxes	
Unauthorized container used ( i.e.; air container)		
Unacceptable carton size (too large or too small)		
Bands, straps, wire or other material wrapped around conveyable carton.		
Merchandise not packed by PO case quantity or PO inner pack quantity		

## 12.0 Contact List

Department	Reason to Contact	Email	Phone
Price Ticket Production and Distribution Department	Price Ticket requests or questions	<a href="mailto:gailmccassey@syms.com">gailmccassey@syms.com</a> stanurban@syms.com	(617) 348-7406
Manager, Transportation/Logistics	Shipping questions or exception requests.	robertmacdougall@syms.com	(617) 348-7667
Accounts Payable Department	Billing and invoice violation or questions.	MBrown@syms.com	201-902-9600 ext 164
General Manager, Distribution & Transportation	Packing, routing, or shipping exception requests	stanurban@syms.com	(617) 348-7412

Department	Contact Name	Email Address	Phone Number
Accounts Payable	Maggie Brown	MBrown@syms.com	1.800.322.7967
Routing requests	Bob MacDougall	Shipreq@syms.com robertmacdougall@syms.com	617.348.7667
Vendor Partnership and compliance	Bob MacDougall	robertmacdougall@syms.com	617.348.7667

