

# FILENE'S BASEMENT

## Logistics Guide

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Filene's Basement Inc.  
28 Millbury Street, Auburn, MA 01501

# Filene's Basement

## Logistics Guide

### Table of Content

Section	Topic
<b>1.0</b>	<b>Statement of Purpose</b>
	1.1 Code of Conduct Requirements for Vendors
<b>2.0</b>	<b>Purchase Order (PO) Information</b>
	2.1 General Instructions
<b>3.0</b>	<b>Merchandise Preparation</b>
	3.1 Price Ticket Production Instructions
	3.2 Price Ticket Placement Instructions
	3.3 Hanger Instructions
<b>4.0</b>	<b>Carton Packing Instructions</b>
	4.1 Carton Packing Methods
<b>5.0</b>	<b>Carton Specifications</b>
	5.1 Carton Construction and Design Requirements
	5.2 External Carton Labeling Requirements
	5.3 External Carton Label Placement
<b>6.0</b>	<b>Shipment Documentation</b>
	6.1 Packing List Requirements
	6.2 Bill of Lading Requirements



# Table of Content

Section	Topic
<b>7.0</b>	<b>Transportation Routing Requirements</b> 7.1 General Routing Information 7.2 Scheduling Merchandise Pick-Up 7.3 Motor Carrier Shipping Matrix 7.4 Trailer Loading Requirements
<b>8.0</b>	<b>Payment Process</b> 8.1 General Payment Information 8.2 Invoice Requirements 8.3 Payment Information 8.4 Accounts Payable Communication Procedures
<b>9.0</b>	<b>Contact List</b>
<b>10.0</b>	<b>Letter of Acknowledgement Form</b>
<b>11.0</b>	<b>Glossary of Terms</b> 11.1 General Information 11.2 Table of Terms and Definitions

## 1. 0 Statement of Purpose

Filene's Basement, a Filene's Basement Inc., "Company" has revised the Filene's Basement Logistics Guide ("Guide"). This Guide represents our continued commitment to improve our efficiency in moving our merchandise quickly through our Distribution Center to our customers. This Guide contains important information in how to pack, label, ticket, and route merchandise along with the necessary documentation required to ship merchandise to the Company. This Guide is our instrument to ensure our vendors are kept informed of the changing shipping guidelines at Filene's Basement and how these changes impact the way we do business together.

The instructions listed in this Guide are an integral part of our Purchase Order Contract and are applicable to all shipments. Buyer's verbal or written instructions pertaining to routing on all Filene's Basement purchase orders are not valid unless approved by the Company's Transportation Department.

The Company is committed to providing the best service in the industry not only to our vendors, but also to our customers by supplying vendors with timely pickups and expediting the merchandise to the selling floor. If after consulting the Guide, the vendor has questions regarding the requirements, please contact the Transportation Department (Section 9).

This Guide contains new material and supersedes all previously issued instructions including any Company authorized exceptions. The Company's Logistics Guide, contact information and other important instructions are available for viewing and downloading on our internet home page. Visit us at: <http://www.filenesbasement.com>. Amendments made to this Guide will be posted on the internet. The Company will make every effort to notify vendors in advance of the new / updated requirements.

**However, it is the vendor's responsibility to check this website periodically to ensure continued compliance with the Filene's Basement Logistics Guide.**

**If your P.O. reads ship to 1 Syms Way, Secaucus, NJ 07094 please refer to the Syms routing guide at [www.syms.com/vendor/](http://www.syms.com/vendor/) . If to 28 Millbury Street, Auburn, MA 01501 then refer to this routing guide.**



## 1. 0 Statement of Purpose

### 1.1 Code of Conduct Requirements for Vendors

Filene's Basement 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 the Company. A gift or hospitality is inappropriate or excessive if, under the circumstances of my position and responsibilities, it has a value or is of such a personal nature that it is out of proportion to my Company's 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 our Company, 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 associates to the associate's supervisor or by calling our corporate office.



## 2. 0 Purchase Order (PO) Information

### 2.1 General Instructions

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

Vendor name and address

Company buyer's name

Item order, start-ship and cancellation dates

P.O. number

P.O. commercial and freight terms (terms used to specify invoice and freight payment methods)

Vendor item style number and color description

Unit cost (Company cost for the item), added to PO at point of sale

Quantity ordered

Sizes ordered

Packing instructions

- The Company may request on the P.O. to have merchandise shipped pre-ticketed with Company price tickets.
- Any exceptions to P.O. instructions will need to be approved, in writing, by the appropriate Company buyer.
- **Vendor style and/or color substitutions are not permitted without the prior approval from the Company buyer. Unauthorized substitutions may be returned to the vendor at the vendor's expense.**
- Terms and Conditions of Purchase are outlined on the reverse side of the P.O. Any modifications or additions to the Terms and Conditions of Purchase must be agreed to in writing signed by the appropriate Company buyer. Terms and Conditions included in any invoice or order confirmation from the vendor will not operate to modify or add to the Terms and Conditions of Purchase.
- Vendors may request additional copies of the P.O. from the appropriate Company buyer.



## 3.0 Merchandise Preparation

### 3.1 Price Ticket Production Instructions

All vendors are required to ticket merchandise unless otherwise instructed on the P.O.

- Tickets will be provided to the vendor prior to the PO "Start Ship Date" in accordance with our buyer's instructions. If tickets have not been received seven (7) days prior to production, please contact the Price Ticket Production and Distribution Department (Section 9).
- If merchandise is ordered pre-ticketed, do not ship the order without pre-ticketing the merchandise. If you have any questions, please call the Price Ticket Production and Distribution Department for pre-ticketing instructions (Section 9).

### 3.3 Price Ticket Placement Instructions

- Tickets must be applied to the correct position on the merchandise as stated on subsequent pages. Care must be taken not to damage the merchandise.

Apparel tickets must be placed on the garments and in the proper location. Ticket placement instructions are listed on the subsequent pages. The price ticket must be visible through the protective poly bag. **DO NOT** put a hole in the garment.

Home and Gift items should be ticketed according to the ticket placement instructions listed on the subsequent pages.

- If the ticket placement listed on the subsequent pages will interfere with the vendors care label, product instructions, or potentially damage the product; the vendor should contact the Company buyer to discuss alternate ticket placement.
- Ticket quantities received by the vendor will be 10% greater than the P.O. quantity. After the vendor finishes ticketing the product, any extra tickets must be destroyed.
- All tickets must be shown FACE UP.
- The Company buyer must specifically approve additional tags or labels and the placement on the garment. No tags or labels are to be attached to or along with the price ticket unless specifically approved by the Company buyer.



### 3.2 Price Ticket Placement Instructions

Merchandise Items	Ticket Placement
<b>Women's wearing apparel and accessories</b>	
Suits	Ticket Type: Standard. Fastener: 3" Swift-attachment. <ul style="list-style-type: none"> <li>Jacket, price ticket with match ticket, inside sleeve lining, 1" above the cuff.</li> <li>Skirts/pants, match ticket on left waist seam.</li> </ul>
Blazers / Coats	Ticket Type: Standard. Fastener: 3" Swift-attachment. <ul style="list-style-type: none"> <li>Inside sleeve lining, 1" above the cuff.</li> </ul>
Dresses	Ticket Type: Standard. Fastener: 3" Swift-attachment. <ul style="list-style-type: none"> <li>Long Sleeve: 2" up from end of left sleeve on seam.</li> <li>Short Sleeve: Left armpit through seam.</li> </ul>
Pants/skirts/shorts	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>On left waist seam.</li> </ul>
Blouses	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>Center back neck care/content label.</li> </ul>
Knit tops / T-shirts / Tank Tops	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>Center back neck care/content label.</li> </ul>
Sweaters	Ticket Type: Standard. Fastener: 1" Swift attachment. <ul style="list-style-type: none"> <li>Center back neck care/content label.</li> </ul>
Swimwear	Ticket Type: Standard. <b>1 piece</b> <ul style="list-style-type: none"> <li>Fastener: 1" Swift-attachment.</li> <li>Left armpit through seam.</li> </ul> <b>2 piece</b> <ul style="list-style-type: none"> <li>Fastener: 3" Swift-attachment</li> <li>Fasten bottom of swimwear to top of swimwear. Left waist seam of bottom should be attached to the left strap of the top.</li> </ul>
Bras	Ticket Type: Standard. Fastener: 1" Swift-attachment. Top of the left cup.
Panties	<b>As an individual item</b> <ul style="list-style-type: none"> <li>Ticket Type: Standard.</li> <li>Fastener: 1" Swift-attachment.</li> <li>Silk, in label. The ticket should always lay inside the garment. All other fabrics, in left waist seam.</li> </ul> <b>If it is a multi-pack</b> <ul style="list-style-type: none"> <li>Ticket Type: Self-adhesive.</li> <li>Placed at the front of the sealed package.</li> </ul>

**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)

Merchandise Items	Ticket Placement
<b>Women's wearing apparel and accessories (continued)</b>	
Sleepwear	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>Center back neck care/content label but if not available, at the underside seam of the left sleeve of the cuff.</li> </ul>
Hosiery	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>Top front of package.</li> </ul>
Socks	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>At the back of the paper but if not available, then at the top facing out.</li> </ul>
Handbags	Ticket Type: Standard. Fastener: Loop bullet. <ul style="list-style-type: none"> <li>Attach to the handle or shoulder strap.</li> </ul>
Wallets	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>Inside of the wallet.</li> </ul>
Belts	Ticket Type: Standard. <ul style="list-style-type: none"> <li>Fastener: Loop bullet. Through the buckle.</li> </ul>
Gloves	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>Bottom seam of left glove.</li> </ul>
Scarves	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>At the care/content label.</li> </ul>
Hats	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>Inside care/content label.</li> </ul>
Umbrellas	Ticket Type: Standard. Fastener: Loop bullet. <ul style="list-style-type: none"> <li>Through the handle.</li> </ul>
<b>Men's wear</b>	
Suits	Ticket Type: Standard with 2-piece match ticket. Fastener: 5" swift attach (jacket), 3" swift attach (pants). <ul style="list-style-type: none"> <li>Jacket, price ticket with match ticket, inside left sleeve lining, 1" above the cuff.</li> <li>Pants, match ticket on left waist seam.</li> </ul>
Coats / jackets / Outerwear	Ticket Type: Standard. Fastener: 3" Swift-attachment. <ul style="list-style-type: none"> <li>Inside left sleeve lining, 1" above the cuff.</li> </ul>
Dress shirts	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>At the fifth button-hole.</li> </ul>
Knit Sweaters	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>Center back care/content label.</li> </ul>
Sportshirts	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>Center back care/content label.</li> </ul>

**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)

Merchandise Items	Ticket Placement
<b>Menswear (continued)</b>	
Pants / shorts	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>• Left waist seam.</li> </ul>
Ties	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>• At the main label.</li> </ul>
Socks	Ticket Type: Self-adhesive. <b><u>As an individual item:</u></b> <ul style="list-style-type: none"> <li>• At the back of the paper but if not available, then at the top facing out.</li> </ul> <b><u>If it is a multi-pack:</u></b> <ul style="list-style-type: none"> <li>• At the top front of the plastic bag.</li> </ul>
Underwear	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>• At the top front of the plastic bag or at the back of the box.</li> </ul>
Pajamas	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>• Center back neck care/content label of the top.</li> </ul>
Boxers	<b><u>As an individual item</u></b> Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>• Silk, in label.</li> <li>• The ticket should always lay inside the garment.</li> <li>• All other fabrics, in left waist seam.</li> </ul> <b><u>As a multi-pack</u></b> Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>• Placed at the front of the sealed package.</li> </ul>
Robes	Ticket Type: Standard. Fastener: 1" Swift-attachment. <ul style="list-style-type: none"> <li>• Center back neck care/content label.</li> </ul>
Belts	Ticket Type: Standard. Fastener: Loop bullet. <ul style="list-style-type: none"> <li>• Through the buckle.</li> </ul>
Wallets	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>• Inside of the wallet, but not on plastic inserts.</li> </ul>
Umbrellas	Ticket Type: Standard. Fastener: Loop bullet. <ul style="list-style-type: none"> <li>• Through the handle.</li> </ul>

**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)

Merchandise Items	Ticket Placement
<b>Home Items</b>	
Rugs	Ticket Type: Standard. Fastener: 1" Swift-attachment <ul style="list-style-type: none"> <li>Care/content label.</li> </ul>
Comforters / Blankets	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>Front of the plastic bag.</li> </ul>
Pillows / Mattress pads	Ticket Type: Standard. Fastener: 1" Swift-attachment Care/content label.  <b>Sealed package</b> Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>Front of the plastic bag.</li> </ul>
Sheets	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>Front of the plastic bag.</li> </ul>
Table linens	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>Front of the plastic bag.</li> </ul>
Decorative pillows	Ticket Type: Standard. Fastener: 1" Swift-attachment <ul style="list-style-type: none"> <li>Care/content label.</li> </ul>
Towels	Ticket Type: Standard. Fastener: 1" Swift-attachment <ul style="list-style-type: none"> <li>Care/content label.</li> </ul>
Bath Rugs	Ticket Type: Standard. Fastener: 1" Swift-attachment <ul style="list-style-type: none"> <li>Care/content label.</li> </ul>
Bath accessories	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>On the bottom.</li> </ul>
Lamps	Ticket Type: Standard. Fastener: Loop bullet. <ul style="list-style-type: none"> <li>Through the central metal parts.</li> </ul>
Framed Arts	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>Ticket on the back.</li> </ul>

**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)

Merchandise Items	Ticket Placement
<b>Gifts</b>	
Cookware	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>On the bottom.</li> </ul>
Kitchen preparations	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>On the bottom but if the item is boxed, at front of the box.</li> </ul>
Crystal giftware	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>On the bottom.</li> </ul>
Drink ware	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>On the bottom.</li> </ul>
Serve ware	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>On the bottom.</li> </ul>
Candles	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>On the bottom.</li> </ul>
Baskets	Ticket Type: Standard. Fastener: Loop bullet. <ul style="list-style-type: none"> <li>Through the handle.</li> </ul>
Décor crafts	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>Where appropriate.</li> </ul>
Collectibles	Ticket Type: Standard/Self-adhesive. <ul style="list-style-type: none"> <li>Where appropriate.</li> </ul>
Accent furniture	Ticket Type: Standard. Fastener: Loop bullet. <ul style="list-style-type: none"> <li>Through handle or where appropriate.</li> </ul>
Wrap	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>Underneath the vendor's brand name.</li> </ul>
Stationery	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>On the bottom. If the item is boxed, on the front of the box.</li> </ul>

**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)

Merchandise Items	Ticket Placement
<b>Luggage</b>	
Suit cases / Carry-on Uprights	Ticket Type: Standard. Fastener: Loop bullet. <ul style="list-style-type: none"> <li>• Through the handle.</li> </ul>
Totes	Ticket Type: Standard. Fastener: Loop bullet. <ul style="list-style-type: none"> <li>• Through the handle.</li> </ul>
Attaches	Ticket Type: Standard. Fastener: Loop bullet. <ul style="list-style-type: none"> <li>• Through the handle.</li> </ul>
Backpacks	Ticket Type: Standard. Fastener: Loop bullet. <ul style="list-style-type: none"> <li>• Through the handle.</li> </ul>
Gourmet Items	Ticket Type: Self-adhesive. <ul style="list-style-type: none"> <li>• On the <b>back</b> of the box or the plastic bag or at the bottom if packaged with glass jar or cup.</li> </ul>

**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

- All hangers must be VICS standard, clear hangers.
- Wire or metal hangers **will NOT be accepted under any circumstances.**



## 4. 0 Carton Packing Instructions

### 4.1 Carton Packing Methods

The Company uses five P.O. 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 on the P.O. and tells the vendor how to pack the product. The five packing methods are:

1. Case Pack
2. Pre-Pack
3. Solid Sku per Carton
4. Opportunistic Buyouts
5. Hanging (a/k/a GOH)

**Vendors receiving orders without P.O. packing descriptions must notify the appropriate Company buyer immediately.**

DESCRIPTION	CARTON PACKING REQUIREMENTS
<b>Casepack</b>	Each carton will contain: <ul style="list-style-type: none"> <li>• One Filene's Basement sku.</li> <li>• A uniform (standard) carton quantity.</li> <li>• A consistent size or size scale within the carton. (as indicated on Company P.O.).</li> </ul>

#### Casepack Example:

Product: Red t-shirts  
 Casepack: All selling units contained in the carton are the same style and color.  
 Size: S-M-L-XL, 12 pieces per size.  
 Four inner pack bundles each containing one size within a poly bag (bundle).  
 Quantity: 48

In this example, the Company buyer wants 48 red t-shirts placed inside each carton. Each carton will contain 4 inner pack bundles of 12 t-shirts each. To make each of the 12 piece inner packs, the vendor will combine 12 size small red t-shirts and bundle those 12 size small red t-shirts together to make up the first inner pack bundle. The second inner pack bundle will contain 12 size medium red t-shirts. The third inner pack bundle will contain 12 size large red t-shirts. The fourth inner pack bundle will contain 12 size extra-large red t-shirts. Thus, there will be a total of 48 red t-shirts inside each carton.

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



#### 4.1 Carton Packing Methods (continued)

DESCRIPTION	CARTON PACKING REQUIREMENTS
<b>Pre-pack</b>	Merchandise is to be packed with one Filene's Basement sku per carton. The Company buyer will indicate the specific color and/or size run to be bundled together and placed inside each carton. <ul style="list-style-type: none"> <li>• Each carton must contain the same assortment of sizes and/or colors.</li> <li>• Each carton must contain the same number of units.</li> </ul>

#### Pre-Pack Example:

Product:	Sweaters
Pre-pack:	12 sweaters are inside each carton
Inner Pack:	6 sweaters are bundled together inside of a plastic poly bag
Size:	1-Small, 2-Medium, 2-Large, 1-Extra Large
Quantity:	12

In this example, the Company buyer wants 12 sweaters placed inside each carton. Each carton will contain two inner pack bundles of 6 sweaters each. To make each of the 6 piece 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 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 configuration can be set up differently based on the type of product.

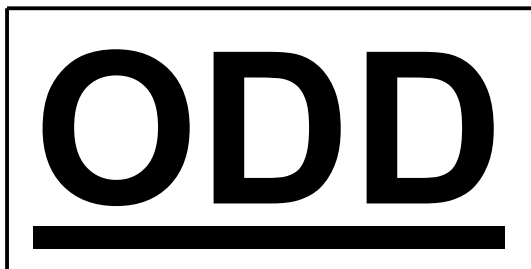
DESCRIPTION	CARTON PACKING REQUIREMENTS
<b>Solid Sku per Carton</b>	Each carton will contain one Company style, color and/or size as identified on the P.O., packed in uniform quantities. <ul style="list-style-type: none"> <li>• One Company Sku = One line on the Company P.O.</li> </ul>
<b>Opportunistic Buyouts</b>	Each carton will contain: <ul style="list-style-type: none"> <li>• Standard quantities of each sku.               <p style="margin-left: 40px;"><b>Example:</b> Each box contains 12 pieces.</p> </li> <li>• Multiple Filene's Basement sku's.</li> </ul>



#### 4.1 Carton Packing Methods (continued)

DESCRIPTION	CARTON PACKING REQUIREMENTS
<b>Hanging</b> a/k/a GOH	Garments shipped hanging on Company approved hangers rather than inside a carton. <ol style="list-style-type: none"> <li>1. Garments must be loaded onto the trailer grouped together by style, color and size</li> <li>2. Sizes should be sequenced from the smallest to the largest within each style.</li> <li>3. Vendor supplied stickers that indicate the size of each garment must be uniformly placed on the poly bag at the neck of each garment.</li> <li>4. Each hanging item must be individually poly bagged. Each poly bag must be tied securely at the bottom to prevent merchandise from becoming dirty / damaged during shipment.</li> </ol>

- Any exceptions to P.O. carton packing instructions must be pre-approved by the Company buyer and written on the Company P.O.
- Vendor style and/or color substitutions within cartons are not permitted without written authorization from the Company buyer.
- Cartons are to be packed using the standard total quantity specified on the P.O.
- Any remaining items that cannot be configured as a standard carton, as specified by P.O., will be packed into a non-standard quantity (**ODD**) carton.
- “Non-standard 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:



- All orders are to be shipped complete to minimize risk of processing delays.



## 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 32 lbs (14.55 kg). Corrugate of higher standards is 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** – No oversized cartons are allowed. Do not ship cartons that are overfilled. The following carton sizes are the maximum requirements used by the Company's Distribution Center.

Vendors must comply with the dimensions outlined below:

	Length (Largest Dimension)		Width		Height (Smallest Dimension)	
	CM	IN	CM	IN	CM	IN
<b>Maximum</b>	91.4	36	91.4	36	76.2	30

\*Transportation must approve any exceptions to the above dimensions prior to shipment (Section 9)

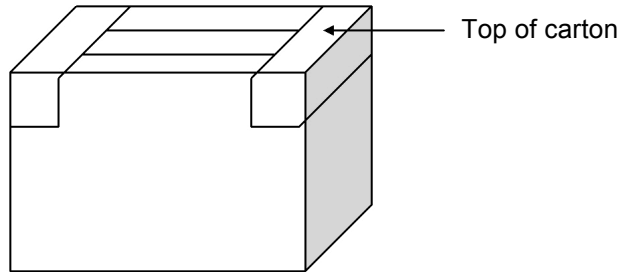
- The Company does not have minimum size carton requirement. The vendor can use the smallest carton available to them.
- **Minimum Carton Weight** – The Company does not have a minimum carton weight requirement.
- **Maximum Carton Weight** – Weight can not exceed 60 pounds.



## 5.1 Carton Construction and Design Requirements (continued)

**Carton Openings** – All carton opens 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).

**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 ends a minimum of 7.62 cm (3 in).



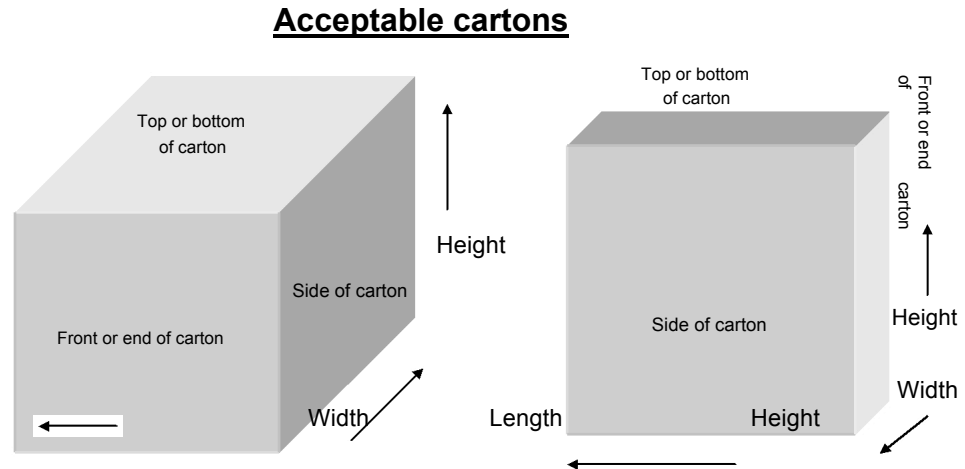
- Carton sides must be secured using an adhesive type sealant (i.e. glue, tape, etc). Stapling or shrink-wrapping a boxed closed is not allowed.
- Tape used to close a carton must not cover any carton markings.
- Multiple cartons can NOT be strapped together with only one carton and/or carton label.

**Banding, Strapping, Staples, Individually Shrink Wrapped Cartons, Burlap or String/Wire Tying** – No banding, straps; staples, shrink-wrap, 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 the Company.



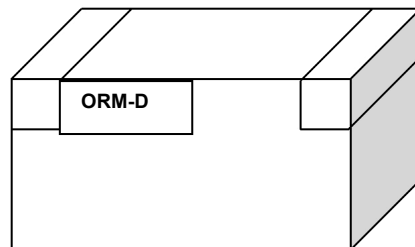
## 5.1 Carton Construction and Design Requirements (continued)

**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):



## 5.2 External Carton Labeling Requirements

- All vendors are required to use external carton labels (self-adhesive or pre-printed), as outlined in this section prior to shipping product to the Company. Vendors are free to use an existing printed carton label, using an applied or pre-printed format.
- Carton markings/labels must be included on the inner re-shippable cartons within a master carton.
- 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 ORM-D’s can not exceed 66 lbs (D.O.T requirement).



## 5.2 External Carton Labeling Requirements (continued)

- 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 company of temperature sensitive products prior to shipping. Neither Company nor Company carriers will be responsible for temperature related damages if notification has not been received prior to pick-up.
- The list below provides carton label information that must be applied or printed on the longest side and/or inner carton of every carton.
  - a. **Vendor Name and Address**
  - b. **Company Distribution Center Address**
  - c. **Company Purchase Order Number**
  - d. **Company Sub-Department Number**
  - e. **Style Number** (this is Company style number as it appears on the P.O.)
  - f. **Color** (this is the Company color name and/or number as it appears on the P.O.)



## 5.2 External Carton Labeling Requirements (continued)

g. Size **scale** and **ratio**:

**Example 1:** Casepack or Solid Sku order, (one sku, style, color and/or size per carton)

<b>Size:</b>	Small
<b>Color:</b>	Red
<b>Total Units:</b>	12

**Example 2:** Prepack order (one sku, style and/or color and multiple sizes per carton)

Sizes/ Color	4	6	8	10	12	14	Total Units
Black	1	1	2	2	2	1	9

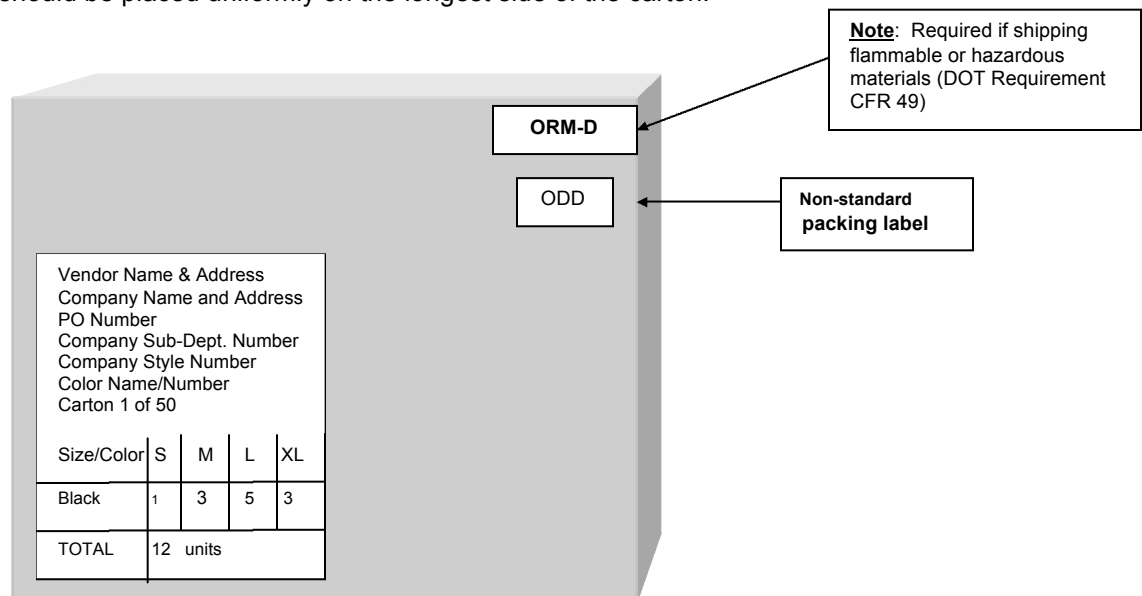
h. **Total quantity per carton** - this should be in units not dozens or bundles, i.e. 9 units.

i. **Carton Sequence** \_\_\_\_ of \_\_\_\_ (i.e. 1 of 50, 2 of 50, 3 of 50 etc).

- Special attention should be given to the packaging of giftware, decorative items and accessories because of the relatively fragile nature of this type of product. Please use bubble wrap liners, individual bags, etc. to protect the product during transit.

## 5.3 External Carton Label Placement

Carton labels should be placed uniformly on the longest side of the carton.



- **Never put the carton label on the top or bottom of the carton.**
- **For palletized shipments, when building a pallet of merchandise, place the cartons on the pallet with the labels facing outward, toward you, so the labels are visible during loading or unloading.**



## 6.0 Shipment Documentation

### 6.1 Packing List Requirements

- A comprehensive packing list must accompany each and every shipment / trailer.
  - The packing list (or shipment manifest) provides detailed information concerning the shipment at the item level. Vendors can use any existing pre-formatted packing list as long as it provides the following detail:
    1. Vendor Name and Address
    2. Ship to Address
    3. Company PO Number
    4. Company Sub-Department Number
    5. Company Style Number (as indicated on the PO)
    6. Color Name / Number (as indicated on the PO)
    7. Size Scale and Ratio (i.e. 1-S, 3-M, 5-L, 3-XL)
    8. Total Number of Units
  - Without the detail listed above, receipt of your merchandise could be delayed.
  - Each PO number should be listed on a separate packing list to ensure accuracy when confirming packing list information at the Company's DC.
  - One packing list is required per PO, per trailer.
  - The packing lists must be attached to the last carton loaded and visible when the trailer doors are opened. In addition, a copy of the packing list must also be attached to the BOL.
  - **For hanging (GOH) shipments**, the packing list must be affixed to the lead garment of each shipment and a copy of the packing list must also be attached to the BOL.
  - **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.**
-



## 6.2 Bill of Lading Requirements

- A Bill of Lading (BOL) must accompany each and every shipment.
  - **All BOL's must have the six digit Company PO number and the three-digit Company Sub-Department number or the carrier may refuse pickup.**
  - The BOL's 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 must **not** be shown on the BOL.
  - One BOL should cover all merchandise shipped on the same day, by the same vendor and carrier. **Multiple P.O.'s that are ready for shipment within 72 hours must be shipped together on one bill of lading and listed individually without exception.**
  - 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 (*shipping facility preferred*)
    2. Destination (Company distribution center address)
    3. Unique BOL number
    4. Date of shipment (date of carrier pick-up, not date BOL was written)
    5. Every P.O. Number being shipped
    6. Company Sub-Department Number
    7. Company Style Number (as indicated on each PO)
    8. Total carton count **OR** total number of GOH units being shipped for each P.O.
    9. Total weight of shipment (in pounds).
    10. National Motor Freight Classification ("NMFC") commodity description of freight
    11. Driver or carrier's agent signature
  - LTL (less than truckload) shipments must be palletized unless waived by the transportation department. The bill of lading for the LTL shipment **MUST include the following**, otherwise Filene's Basement carriers **will not pick up the shipment**:
    - Total number of cartons and purchase order number.
    - Total number of pallets
    - Total Cubic Feet of Shipment
    - Total weight
-



## 6.2 Bill of Lading Requirements (continued)

- All shipments must have a packing list attached to the original shipper's BOL. In addition, the packing list must also be attached to the last carton loaded and visible when the trailer doors are opened.

Vendors shipping to the Company's consolidator must identify the "Ship To Address" on the Bill of Lading as follows:

STATE	SHIP TO ADDRESS PRINTED ON BOL
<p><b>New York and New Jersey</b></p> <p>Commercial Zone Zip Codes: 070 to 079 088 to 089  100 to 117</p>	<p>Filene's Basement <b>Auburn Distribution Center</b> c/o National Retail Transportation 2820 16<sup>th</sup> Street North Bergen, NJ 07047 (201) 863-3200</p>
<p><b>Southern California</b></p> <p>Commercial Zone Zip Codes: 900 to 918 926 to 930</p>	<p>Filene's Basement <b>Auburn Distribution Center</b> c/o National Retail Transportation 355 West Carob Street Compton, CA 90220 (310) 605-3770</p>



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## 7. 0 Transportation Routing Requirements

### 7.1 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" located in Section 7.3 of this Guide.

**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. All "prepaid" shipments require a delivery appointment through the transportation department.

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## 7.2 Scheduling Merchandise Pick-Up

1. Collect vendors should call Transportation for routing instructions a minimum of 48 hours prior to the vendor's "don't ship after" 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
  - 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?
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)

### 7.3 Motor Carrier Shipping Matrix

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

**ALL SHIPMENTS ROUTED THROUGH AMSTAN LOGISTICS MUST SHOW THE 3<sup>RD</sup> PARTY BILL TO ON ALL BILLS OF LADING:**

**Filene's Basement % Amstan Logistics**  
**101 Knightsbridge Drive**  
**Hamilton, Ohio 45011**

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 ground 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>

**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                             <ul style="list-style-type: none"> <li>• Zips 900 to 918 and 926 to 930 <b><u>Only</u></b></li> </ul> </li> </ul> <p style="text-align: center;">All other shipping points in CA</p>	<p style="text-align: center;">NRT – ship <b><u>prepaid</u></b> to consolidator</p> <ul style="list-style-type: none"> <li>•                             <ul style="list-style-type: none"> <li>Amstan Logistics PRIMARY: <a href="mailto:FB@amstan.com">FB@amstan.com</a></li> <li>SECONDARY: 800-322-5546 ext 3314 Emily Kurtzhals</li> </ul> </li> </ul>
Connecticut	Apollo (800) 722-2324 OR JP Express (203) 234-6868
	Amstan Logistics PRIMARY: <a href="mailto:FB@amstan.com">FB@amstan.com</a>
Delaware	SECONDARY: 800-322-5546 ext 3314 Emily Kurtzhals
Maine	Apollo (800) 722-2324
Maryland	Amstan Logistics PRIMARY: <a href="mailto:FB@amstan.com">FB@amstan.com</a>  SECONDARY: 800-322-5546 ext 3314 Emily Kurtzhals
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><u>only</u></b></li> </ul> </li> <li>• All other shipping points</li> </ul>	<ul style="list-style-type: none"> <li>• NRT – <b><u>ship prepaid</u></b> to consolidator</li> <li>• JP Express (203) 234-6868</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 117 <b><u>only</u></b></li> </ul> </li> <li>• All other shipping points</li> </ul>	<ul style="list-style-type: none"> <li>• NRT – <b><u>ship prepaid</u></b> to consolidator</li> <li>• JP Express (203) 234-6868</li> <li>• Upstate NY – Apollo (800) 722-2324</li> </ul>

### 7.3 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
Pennsylvania	<b>NEMF 413-736-1900</b>
Rhode Island	JP Express (203) 234-6868
Vermont	Apollo (800) 722-2324
<b>Available from all origin states</b>	Amstan Logistics PRIMARY: <a href="mailto:FB@amstan.com">FB@amstan.com</a>  SECONDARY: 800-322-5546 ext 3314 Emily Kurtzhals

#### 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.



### 7.3 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 117	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)**



## 7.4 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 unless waived by the transportation department. (Refer to Section 6 for BOL instructions for LTL shipments).
- 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.
- 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.



#### **7.4 Trailer Loading Requirements (All Shippers) (continued)**

- 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).



## 8.0 Payment Process

### 8.1 General Payment Information

- The Company processes all vendor invoices from one central location. Payment remittance is within the established payment terms as stated on the PO.
- Vendor invoices must be sent for a valid PO received via U.S. mail, fax or hand-delivery. Phone or verbal sales orders are not considered a valid PO. PO's must be signed by an authorized representative of the Company per the Company's Terms and Conditions of Purchase. Contact the Company buyer if you do not have a copy of the Company's Terms and Conditions of Purchase.
- Vendors must verify the accuracy of all PO details including size run(s), unit cost(s), quantity(s), payment terms, and the like. Do not ship an order until any and all discrepancies on the PO have been resolved. PO corrections need to be submitted to the vendor in writing as proof of the correction by the Company buyer (cost and payment terms are not reimbursable).
- Prepare only **ONE, ORIGINAL** invoice per PO, per shipment.
- Only **ORIGINAL** paper invoices can be accepted for payment. Handwritten changes or duplicate carbon copies, packing lists and/or BOL's are not acceptable for payment. Paper invoices must be sent in a single envelope, have all form feed perforations removed and grouped by PO.
- Upon shipment of the PO, the original invoices must be mailed to the following address:
- - **Filene's Basement, LLC**
  - **Attn: Accounts Payable Merchandise Department**
  - **810 DSW Drive**
  - **Secaucus, NJ 07094**
- Any proof of delivery ("POD") requests should be directed to the Company's Accounts Payable Department. (Section 9).

### 8.2 Invoice Requirements

- Any invoice missing the required information may be returned for correction.
- The invoice must include:
  1. **Vendor name and address, "remit to" address, & telephone number**
    - If applicable, a "factored" invoice must be clearly identified on the invoice.
  2. **"Ship To" Address**, as specified on the Company PO.
  3. **Company PO Number** (use only one PO number per invoice per shipment)
  4. 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 within a minimum of 18 months.



## 8.2 Invoice Requirements (continued)

### 5. Invoice Date

- Must be the same date as the vendor's date of shipment (or later)
- The Company will not accept any post-dated invoices
- The Company will not accept any invoices dated prior to shipment

### 6. Unique A.P. Vendor Number

- If the vendor does not have their vendor number on file, please request this information in writing to:

Filene's Basement, LLC  
**ATTN: AP Merchandise Dept.**  
1 Syms Way  
Secaucus, NJ 07094

### 7. Payment terms

- Standard Company payment terms are **net sixty (60) days**.

### 8. Company Sub-Department Number

### 9. Item Detail

- Style, quantity by size, total quantity shipped, vendor's style #, description, size, color, unit costs, extended cost by style and total cost.
- List items on the invoice and packing list in the same sequence as it appears on the Company PO.

### 10. Total Number of Cartons Shipped

### 11. Total Number of Units Shipped

### 12. Unit Cost

- Must be calculated in U.S. dollars, listed by vendor style name and number as found on the PO, or by the Company SKU number.

## Extended Cost

- Must be calculated in U.S. dollars
- If a multi-page invoice, indicate total merchandise cost on the last page.
- DO NOT send invoices to any other department or individual.
- DO NOT include the invoice with the merchandise shipment.
- DO NOT include different or additional terms to the Terms and Conditions of Purchase in any invoice or order confirmation. Such terms are expressly rejected and will not become part of the contract between Company and vendor.
- DO NOT prepay freight and add freight charges to your merchandise invoice unless written instructions to do so have been provided to the vendor from the Company Buyer or Transportation Department. All invoiced freight charges not approved by the Company will result in a deduction from your invoice.
  - Subtotal all non-merchandise charges with a description of each charge.
  - For additional information concerning invoicing procedures, contact the Accounts Payable Department (Section 9).

### 8.3 Payment Information

- The Company is dedicated to paying all merchandise invoices accurately and according to the specified payment terms.
- Invoices are paid based on units received at PO cost or invoice item cost, whichever is lower. Cost differences or internal shortages are not refundable.
- Chargebacks, allowances and concealed unit shortages will be deducted from the invoices.
- Under End of Month (EOM) payment terms, invoices dated on or after the 20th of the month are not considered due until the 10th of the following month (i.e. Invoices dated March 20<sup>th</sup> with payment terms of net 60, EOM, would not be due until May 10th).
- In the event the vendor offers more beneficial payment terms than those contained in the P.O., the Company may pay the vendor based on the more beneficial payment terms.
- The Company does not pay "late", "finance", or "handling" charges.
- The Company does not pay for vendor samples.
- The Company is entitled to take all applicable discounts.

## 8.4 Accounts Payable Communication Procedures

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.
- For any invoice status/payment related queries, please contact **Filene's Basement Accounts Payable** at:

**AP Merchandise Vendor Correspondent**

Phone: (201) 902-9600  
Fax: (201) 902-9874  
Email: [mbrown@syms.com](mailto:mbrown@syms.com)

All vendors are required to inform the Company of any change in company name/factor and/or address for which payment is to be remitted.

- Any address change request must be provided to the Company 30 days in advance.
- Formal written notification of the change of address is required. Send a letter requesting the change to the AP address listed below. The letter must be written on company letterhead, dated and it must be signed by an officer of the company.

•

## 8.5 Accounts Payable Communication Procedures (continued)

- Failure to provide address changes to the Company on time (30 days in advance) may result in the Company's continuance to pay vendor name/address listed on file.
- A change of the billing address on an invoice **will not be accepted** as formal notification for the Company to change the vendor payable database.
- All correspondence must be sent certified first class mail to the following address :

Filene's Basement, LLC  
**ATTN: AP Merchandise Vendor Correspondent**  
1 Syms Way  
Secaucus, NJ 07094



## 9. 0 Contact List

Department	Reason to Contact	Email	Phone
Price Ticket Production and Distribution Department	Ticket requests or questions	Stan.Urban@filenesbasement.com	(617) 348-7406
Manager, Transportation/Logistics	Shipping questions or exception requests.	Robert.Macdougall@filenesbasement.com	(617) 348-7287
Accounts Payable Department	Billing and invoice violation or questions.	Mbrown@syms.com	(201) 902-9600
Director, DC Operations	Packing, routing, or shipping exception requests	Peter.Clougherty@filenesbasement.com	(617) 521-4327

### **Filene's Basement Corporate Offices**

25 Corporate Drive, Suite 400  
 Burlington, MA 01803  
 (617) 348-7000

### **Filene's Basement – Auburn Distribution Center**

28 Millbury Street  
 Auburn, MA 01501



## 10. 0 Letter of Acknowledgement Form

### Letter of Acknowledgement Form

This document is to acknowledge receipt of the FILENE'S BASEMENT Domestic Logistic Guide, as the same may be amended or modified from time to time ("Guide"), by the vendor named below ("Vendor"). It is understood that the Vendor's business relationship with the Company is based upon being in full compliance with the requirements of the Guide.

Further, it is understood that failure to abide with the requirements of the Guide may result in fees and/or the immediate cancellation by the Company of all its outstanding orders with the Vendor.

By the signature below of an authorized officer of the Vendor, the Vendor acknowledges, accepts, and agrees to abide by the standards and requirements of the Guide. If the Company does not receive a signed copy of this form within 30 days of this Guide, Filene's Basement will assume that the vendor accepts the terms of the Guide. We appreciate your prompt response.

**Company Name:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_

List the Vendor's primary contacts that will coordinate communication with the Company:

Warehouse Operations: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Finance: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Transportation: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please sign and return this form within 30 days of receipt of this Guide to:**

Filene's Basement Attn: Transportation, 28 Millbury Street, Auburn, MA 01501.

You may also direct any questions concerning this Guide to: Transportation at (617) 348-7287, Fax: (617) 348-7128, or E-mail: Robert.Macdougall@filenesbasement.com



## 11. 0 Glossary of Terms

### 11.1 General Information

- This Guide contains many Company terms and acronyms, which may be unfamiliar to the reader. The purpose of this section is to provide the reader with a clear definition of the terms or acronyms found in this document, which may not otherwise be defined in this Guide. This table is not inclusive of all terms and acronyms used in this Guide. Please contact the Transportation Department when additional assistance is necessary to ensure compliance with this Guide.

### 11.2 Table of Terms & Definitions

TERM	DEFINITION
APPOINTMENT	The time and date that a delivery is scheduled to arrive at the Company distribution center. All appointments require an appointment number
APPOINTMENT NUMBER	A system assigned number that is given to the vendor when they call for routing
BARCODE	Code consisting of a group of printed and variously patterned bars and spaces and occasionally numerals designed to be scanned and read into computer memory for identification purposes
BOL	<b>Bill Of Lading</b> – preformatted form provided by shipper used to detail specific shipment information including number of items, sales order number, carrier/trailer identification, etc.
CARTON	A cardboard container
CANCEL DATE	Date listed on the P.O. that indicates the final shipment date for the product
COLLECT SHIPMENT	Shipment where the Company pays the freight charges
CONSOLIDATION FACILITY	Dock operation and/or facility that combines small, usually parcel or LTL shipments from the NY/NJ or Los Angeles markets into truck load quantities to maximize cube of the trailers.
CORRUGATE	Material used for the construction of merchandise cartons
CUBE	Interior volume of a truck body, semi-trailer or trailer measured in cubic feet.
F.O.B. CONSOLIDATOR	Vendor pays freight to Consolidator
FREIGHT PAYMENT	Payment to a carrier for cost of moving merchandise
GOH	An abbreviation for “garment on hanger.” Inbound garments that are received on hangers and not in cardboard containers



**11.2 Table of Terms & Definitions (continued)**

TERM	DEFINITION
IMPORT	Product purchased directly from a vendor in a foreign country. This <b>does not</b> include a purchase from a domestic vendor that manufactured the garments in a foreign country
LOS ANGELES AND SUBURBS COMMERCIAL ZONE	Specific LA zip codes. If a vendor is located in the specific zip code then the vendor must ship merchandise "prepaid to consolidator"
LTL	<b>Less Than Truckload</b> – term used to describe a shipment of merchandise, which is too small for the use of a single trailer
MANIFEST	An itemized list of all passengers and cargo onboard a ship or aircraft; a listing of goods carried by truck or train; or listing of railcars in a train
NEW YORK and NEW JERSEY COMMERCIAL ZONE	Specific NY and NJ zip codes. If a vendor is located in the zip code specified, then the vendor must ship merchandise "prepaid to consolidator"
PACKING LIST	Shows detail of the merchandise packed inside the cartons and all details of the merchandise contained in a shipment
POD	<b>Proof Of Delivering</b> a shipment(s)
PO	<b>Purchase Order</b>
PRE-PAID a/k/a FOB Destination	Vendor pays the freight regardless of the FOB point listed on the PO.
PRE-TICKET	Term used on the Company PO to indicate that the merchandise has a retail price ticket attached to the product
QUALITY AUDIT (QA)	During the receiving process the cartons are opened to verify the merchandise is packaged according to the terms of the PO for packing, labeling, and ticketing
ROUTING	Vendor contacts the Company to obtain instructions on how to ship order(s) and/or make arrangements for shipment
FB	<b>Filene's Basement Incorporated</b>
SCAC	Universal 4 letter carrier name code, (Standard Carrier Alpha Code)
SLC	<b>Shipper Load &amp; Count</b>
SHIPPED COMPLETE	Company has received a P.O. in its entirety. The vendor will not ship against that PO again.



**11.2 Table of Terms & Definitions (continued)**

TERM	DEFINITION
START SHIP DATE	Date vendors can begin shipping merchandise. Vendor must contact the Company prior to shipping
SKU	<b>Stock Keeping Unit</b>
TRAILER NUMBER	Number printed on outside of trailer as a form of identification
TL	<b>Truck Load</b> - A shipment of merchandise that, due to weight or volume, must use a single trailer
UPC	Universal Product Code

