

REQUIRED DOCUMENTS GUIDE

Following is a guide to all of the documents (and documentary phrases) required by DSW INC. before payment can be released against your shipment(s). **Updates of this guide will be provided as they occur.**

The documents actually required for each purchase order (PO) will be specified in a letter of credit or on a form entitled 'Requirements for W/T Payment'. One of these will be forwarded to you for **each** and **every** PO and is specific to that PO.

Please also note that this guide contains a list of our Nominated Freight Forwarders/Consolidators. If you have any questions, please do not hesitate to contact DSW INC. – Telephone: 614.238.5672 (Lynda Berg), Fax: 614.872.1046

1) COMMERCIAL INVOICE - BASIC

A signed *Commercial Invoice* in English that references the PO number, country of origin, shipping terms, quantity, price per individual unit (in US dollars), SKU number(s), and a full description of the merchandise. All discounts must be stated separately from the per-unit cost of merchandise. All rebates, drawbacks and bounties granted upon the exportation of merchandise must be itemized separately. Items considered 'free of charge' must have a commercial value listed for Customs purposes.

INVOICE PHRASES

1B) INVOICE – BUYING AGENT'S COMMISSION (if applicable)

Said *Commercial Invoice* must contain the statement:

'A Buying Agent's commission was invoiced separately and paid to (insert Agent's name) under a separate invoice.'

2) PACKING LIST

A signed, detailed *Packing List* in English, referencing the PO number(s) against which the merchandise was shipped. All PO numbers, quantities, weights, measurements and item numbers must match those on the Commercial Invoice.

3) MANUFACTURER'S LETTER OF GUARANTEE

An original signed *Letter of Guarantee* on official factory letterhead from the manufacturer that produced goods stating:

'I (Individuals Name), a duly authorized representative of (Factory Name) located at (Address including Country) do hereby verify that the following information pertains to the merchandise on invoice number (Invoice Number) for PO Number (PO Number) and L/C Number (L/C Number)'. Said *Letter of Guarantee* must contain the following information: Name of producing factory, contact person, e-mail address, address where the goods were produced (including city, state or province, postal code and country), and the style numbers produced at this factory. Said *Letter of Guarantee* must also contain either the above information about any subcontractors that were used, or the phrase 'No subcontractors were used'.

4.) INTERIM FOOTWEAR INVOICE

An *Interim Footwear Invoice* signed by the manufacturer of the goods, stated in English and referencing the PO number of this transaction.

5) INSPECTION CERTIFICATE

A copy of an *Inspection Certificate* issued by an authorized representative of the buyer's agent (or if no agent, then beneficiary or an authorized representative) certifying that the merchandise covered under this transaction has been inspected and approved for quality.

6) BENEFICIARY'S CERTIFICATE – BASIC (A-F)

A certificate, signed by an authorized officer of the beneficiary and referencing the PO number(s) of this transaction, stating that:

- A. One complete set of documents has been delivered to the nominated freight forwarder.
- B. Each carton is clearly marked as to contents as per instructions on the PO.
- C. A signed statement that all shoes, boxes and outside cartons are marked 'Made in _____' and all countries of origin markings are stamped or sewn in sock liner of all shoes.
- D. All labels required by U.S. Customs and/or other government regulatory agencies have been affixed to the merchandise in the location and manner prescribed and are worded in accordance with all applicable laws and/or regulations.
- E. The merchandise contained in this shipment was not manufactured by use of convict, child, forced or indentured labor.
- F. All information provided for U.S. Customs manifest purposes was accurate and provided on a timely basis. The documents presented in this packet are identical to those provided to the freight forwarder, and no information on any document differs from the manifest information provided.

**ADDITIONAL BENEFICIARY'S CERTIFICATE PHRASES****7) BENEFICIARY'S LETTER – ASSISTS (if applicable)**

An letter from the beneficiary on his letterhead referencing the PO number of this transaction stating either **A.** or **B.**, whichever applies, **but not both statements:**

- A.** 'I hereby certify that no materials or components (other than price tickets as declared on the invoice) were supplied by or on behalf of the importer free of charge or at a reduced cost to the manufacturer/supplier.'

OR

- B.** 'The following materials or components were supplied by or on behalf of the importer free of charge or at a reduced cost to the manufacturer/supplier (include list of said materials or components).'

8) TRADEMARK/COPYRIGHT LETTER (if applicable)

A letter from the valid holder of the trademark/copyright(s) and/or trade names which appear on the merchandise in this transaction attesting that applicant is authorized to import such trademarked/copyrighted merchandise into the United States and further attesting that the retail sale of such merchandise by applicant in the United States does not violate any trademark/copyright law and is not prohibited by, or in violation of any licensing and/or royalty agreement(s) between the trademark/copyright holder, his licensee(s) and/or any other entities. If said letter as an expiration date, it must be no less than 60 days after the actual shipment date of the merchandise.

9) C-TPAT QUESTIONNAIRE

For every manufacturer listed in the *Manufacturer's Letter(s) of Guarantee*, a completed DSW INC. *C-TPAT Questionnaire* signed by a duly authorized representative of the Manufacturer. Or a DSW security certificate that will provided upon receipt of the completed questionnaire prior to shipping.

Please complete the form in excel format and return to Lynda Berg, lyndaberg@dswinc.com

Upon receipt and review a DSW security certificate will be returned and will indicate factory load approved or consolidated loads only. The certificate expires after one year and must be renewed.

10.) CODE OF CONDUCT

As part of DSW's commitment to fair and just business practices, we have developed a Code of Conduct that we require all of our business partners to adhere to.

We have always integrated ethical concerns into our business practices. In light of this, we have formalized certain principles into a supplier Code of Conduct. This Code of Conduct states our expectations for each business with which we have continuing supply relationships.

The form must be completed by all factories on a yearly basis and returned to Lynda Berg. Please sign, date and return to Lynda Berg: lyndaberg@dswinc.com

11.) CONTAINER SECURITY REQUIREMENTS

DSW Inc. (hereafter "DSW") is participating in a Government Sponsored security program in the United States, which is known as the Customs-Trade Partnership Against Terrorism (C-TPAT). The program is designed to enlist the cooperation of the private industry in efforts to enhance border security, combat organized crime and terrorism, increase awareness of customs compliance issues and help detect and prevent contraband smuggling. Participation in C-TPAT requires DSW to evaluate the security of their foreign suppliers (trading partners). As a supplier of DSW, you are being requested to ensure that your organization is meeting the minimum security requirements for container security. Please note that DSW may choose to audit your facility to ensure that you are meeting the requirements set forth herein

Please sign, date and return to Lynda Berg: lyndaberg@dswinc.com

12) CITES CERTIFICATE

An Original *Certificate* issued by Agriculture and Fisheries Department, China/Hong Kong, for any confirmation/orders indicating snakeskin and/or eel skin.

11) FISH & WILDLIFE INFORMATION FORM

A form required by DSW INC. to provide detailed information of products covered under the U.S. Fish & Wildlife Service.

13) FORWARDER'S CARGO RECEIPT / AIRWAY BILL

An Original Freight Forwarder's Cargo Receipt / AIRWAY BILL issued by the nominated freight/air forwarder showing that the merchandise is consigned to: DSW INC.

EXPEDITORS INTERNATIONAL OF WASHINGTON

6054 SHOOK ROAD, SUITE 100

LOCKBOURNE, OHIO 43137

ATTN: REBEKAH SPRAGEN

PH: 614.492.9840

FAX: 614.492.9855

and marked 'Notify:

DSW INC, 810 DSW Dr., Columbus, Ohio 43219 attn: Lynda Berg. Freight is marked COLLECT. The date of the receipt of the cargo shown on the *Freight /AIR Forwarders Cargo Receipt* shall be considered 'the date of shipment' for this particular transaction.

DOCUMENT #24 - NOMINATED FREIGHT / AIR FORWARDERS

The goods and a full set of documents should be delivered to the appropriate Forwarder listed below, who will then issue the *Forwarder's Cargo Receipt / Airway Bill*. Please contact DSW INC., Telephone: 614-238-5672 (Lynda Berg) if the port you need does not appear in this list.

AIR FORWARDER:

WEN-PARKER LOGISTICS
RM RZ170, 1FL EXPRESS CENTRE
SUPERTERMINAL 1, HK INT'L AIRPORT
HONG KONG
PH 852-2172-4648 FAX 852-2172-4718
CONTACT:
MR. SUM HO
MR. ADAM WONG

OCEAN FORWARDERS:

HK / YANTIAN

TUNGYA LOGISTICS CO., LTD.
SUITE 2809-10, TOWER 2, THE GATEWAY 25 CANTON RD.
TSIM SHA TSUI KOWLOON HONG KONG
MAIN LINE: 852 22612 0063
DIRECT LINE: 852 2629 0007
CONTACT: WANDA LUI

SHANGHAI / QINGDAO / NINGBO / DALIAN

TUNGYA LOGISTICS CO., LTD.
RM 1308, LOFT 10, HI SHANG HAI NEW CITY
NO. 990 DALIAN RD., SHANGHAI CHINA 200092
MAINE LINE: 86 21 55967733 EXT 328
DIRECT LINE: 86 21 3377 0707
CONTACT: IRIS CHEN

INDIA

TUNGYA LOGISTICS CO., LTD
C/O PHOENIX LOGISTICS
NO 152, 1ST FLOOR
BALAAJI BHAVAN
PLOT NO, 42A SECTOR 11,
C.B.D. BELAPUR, NAVI MUMBAI 400614

CONTACT:

ARUN PRASAD

TEL: 91 44 22 41230263

FAX: 91-44 22 41230264

EMAIL: OPS@PHOENIXLOGISTICS.IN

ARUN@PHOENIXLOGISTICS.IN

TAIWAN OFFICE

TUNGYA LOGISTICS CO., LTD.
NO. 338, SEC. 3, DA TUNG RD.
SHIJR, TAIPEI HSIEN, TAIWAN
PH: 886 2 8648 2111 EXT 323
CONTACT: MS. YI HSIN CHEN

XIAMEN

TUNGYA LOGISTICS CO., LTD.
2F NO. 9 JIAN GANG RD.
XIAMEN PENAVICO TUNGYA BUILDING
WAREHOUSE AREA OF HAICANG PORT
XIAMEN 361026, PRC
PHONE: 86 592 608 9828

BANGLADESH

ACCESS GLOBAL LOGISTICS
290/2 SONARGAON ROAD, 2ND FLOOR
DHAKA - 1025, BANGLADESH
PH: 880 2 9661263, 8629240
FAX: 880 2 9661264
ATTN: Mahadi Azad

SPAIN:

Bofill & Arnan Group

Explanada de España 2

03002 Alicante

Tel. +34965144010/11

Fax + 345143596

Contact: Miguel Pérez

miguel.perez@bofill-arnan.com

BRAZIL:

SOVEREIGN LOGISTICS INC.

C/O COMISSARIA ULTRAMAR LTDA

129 RUA FONSECA TELLES

SAO CRISTOVAO, RJ BRAZIL

PH: 011 55 21 2589 8535

FAX: 011 55 21 2589 4862

C: MAURICIO DE JONG

ETHIOPIA

ALBINI AND PITIGLIANI SPA

VIALE MARCONI NO 46

59100 PRATO

Phone +39 0574 573756

Fax +39 0574 571791

EUROPE

ALBINI AND PITIGLIANI SPA

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MEXICO:

SOVEREIGN LOGISTICS INC.

C/O CROSSING LOGISTICS S.A. de C.V.

VALTIERRA 7020 D

LEON, GTO. 37285 MEXICO

TEL: 477 741 8181

CONTACT: DESIREE LOCKE

MOROCCO

TRANSIT JALAL
201 BOULEVARD IBNOU TACHFINE
CASABLANCA MOROCCO 20003
PH: 212 22249562 OR 66 OR 77
FAX: 212 22249585
CONTACT: MRS. JAMILA LACHGAR

PORTUGAL

ALPI PORTUGAL LDA.
AV. COMENDADOR FERREIRA DE MATOS, 756 4450 MATOSINHOS,
PORTUGAL TEL: 351-2-938-2750, 938-2754, 928-2888 FAX:
351-2-938-3126
CONTACT: RUFINO SA'

KOREA

G LINK EXPRESS LOGISTICS (KOREA) LTD.
TEL: (82) 2-3142-0725
FAX: (82) 2-3142-2083
CONTACT: MS. JONGEUN

DOMINICAN REPUBLIC.



Esteban Leo

Calle Frank Felix Miranda # 41, NACO, Santo Domingo, Dominican Republic, 10122

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