

## 10.0 Payment Process

### 10.1 General Information

- The Company processes all vendor invoices from one central location. Vendor payment is made within the established payment terms as stated on the Purchase Order Agreement.
- 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).
- Any proof of delivery (POD), requests need to be directed to the Accounts Payable Dept via e-mail, fax transmission, or mail listed below.

### 10.2 Vendor Invoice Instructions

- Please review the instructions with all personnel involved with invoicing and update your billing system accordingly. Compliance with these requirements will assist the Company in expediting payment of invoices.
- The **ORIGINAL** invoice must be submitted in one of the following ways:
  - Electronically via OB-10; for information regarding this option please see E-invoicing section on the Vendor Relations page of our website;  
[http://www.dswinc.com/vendors\\_ob10.jsp](http://www.dswinc.com/vendors_ob10.jsp)
  - US Postal Mail;  
DSW, INC.  
PO Box 13390  
COLUMBUS, OHIO 43219-0390
- The Merchandise shipping address is not the same as the invoice submission address.
- DO NOT place any information under the last address line as US Post Office scans can nullify information and may cause delays or possible non-delivery of invoice.
- Should any additional information be needed please contact Accounts Payable:
  - Hotline: 614-872-1331
  - AP Fax: 614-238-5407
  - AP email: [AccountsPayable@dswinc.com](mailto:AccountsPayable@dswinc.com)
- The invoice must be for a valid PO received via OB10, DSW's 3<sup>rd</sup> Party Invoice Provider (Web form or EDI), Postal Mail or via email at [accountspayable@dswinc.com](mailto:accountspayable@dswinc.com).

## 10.2 Vendor Invoice Instructions (Continued)

- The transmissions of sales orders via EDI, fax, phone, or verbally are not valid POs and will not be accepted.
- All POs must be signed by an authorized representative of the Company, per the Terms and Conditions of Purchase located on the reverse side of the order or found online at:  
[http://www.dswinc.com/vendors/Merchandising/Documents/DSW Terms of Conditions of Purchase2012.pdf](http://www.dswinc.com/vendors/Merchandising/Documents/DSW_Terms_of_Conditions_of_Purchase2012.pdf)
- Do not send invoices to any other department or individual.
- Do not include the original invoice with merchandise shipment.
- Send only one original invoice per PO, per shipment. Duplicate, faxed, or photocopies of the original invoice are **not acceptable**.
- Any handwritten invoice changes, carbon copies/duplicate PO shipment BOLs, or packing lists are not acceptable as the original invoice.
- Invoices are paid based on the PO cost, or the invoice item cost, whichever is lower. Cost differences are not refundable.

## 10.3 Vendor Invoice Format Requirements

- The below information is required to be included on each invoice. Any missing information may be returned for correction and the vendor may be charged back.
  1. Non-repetitive, unique invoice number (Note: The invoice number must appear on each page of a multi-page invoice and the invoice number must not recycle.)
  2. The Company name (i.e. DSW Inc., DSW.com, or Affiliated Brands)
  3. Company Buyer
  4. Company PO number
  5. Invoice date (Note: This date must be related to the date merchandise was shipped and not before)
  6. Payment terms per purchase order agreement
  7. Vendor Name and Accounts Receivable contact information
  8. Remit address must include the payable party's name and the payment processing address.
  9. Item cost detail per PO; listing unit cost and total cost in U.S. dollars
  10. Item detail per PO; listing vendor style name/number, description, size, color, and quantities



### **10.3 Vendor Invoice Format Requirements (cont'd)**

- Must indicate total merchandise cost in US Dollars on the last page of the invoice.
- All non-merchandise charges must be invoiced separately with a description of each charge.
- Page number for each page of a multi-page invoice.
- BOL numbers, carton count, and pair count by PO number for each shipment.
- Chargebacks (per Section 11), allowances and concealed unit shortages will be deducted from vendor payments.