

To: DBI Shoe Warehouse Vendors:

This page will help guide you through the DBI Routing Request Form and answer some of the most frequently asked questions. This form must be used with all manual requests for DBI merchandise and footwear shipments. Manual requests are those **not** submitted through our Control Tower in the TMS. The DBI TMS vendor portal will roll out to vendors on a schedule TBD.

## Routing Request Form Use and Instructions:

The Routing Request Form must be used for all pick up requests, no matter how large or small.

1. Simply fill it out with all your information, (company name, shipping address, phone numbers and dock hours). Then e-mail to [traffic@dswinc.com](mailto:traffic@dswinc.com).

**\*\*\*MAKE SURE TO SEND THE FILE AS AN ATTACHMENT\*\*\***

If your request arrives before 5 PM, EST, Monday through Friday, your request will be routed in the TMS and will be tendered to a carrier according to the ship windows for the POs submitted. Any time after 5 PM except on the cancel date (up to midnight EST), it will be handled the following day, (under normal circumstances). If you have not received any response within 48 hours of submission, please write us at [traffic@dswinc.com](mailto:traffic@dswinc.com).

Routings should only be submitted when freight is physically on hand and ready to ship and can be submitted **any time** prior to the cancel date.

If you are a 3PL Shipper, please list your customer with a "c/o", (care of), after the vendor/customer name. This will allow us to communicate more effectively to our buyers if there is an issue with any PO.

Please include any e-mail addresses in your message that you want copied on this request. Make sure they are entered in the "Cc:" line of your e-mail.

**\*\*E-mail the signed copy of the BOL to DBI, Inc at [Traffic@dswinc.com](mailto:Traffic@dswinc.com) within 24 hours of shipment departing.**

**\*\*All Shipments are "Collect" and must be authorized by DBI before shipping.**

Please enter the NMFC Item and Class for ALL Shipments if the commodity differs from any of the following: Footwear = NMFC 28160, Class 150

**We request all Dot.com or DEPT 58 purchase orders be loaded last or on the tail of the trailer at pickup.**

The "container" field is only to be used if you are routing merchandise on a FULL Ocean Containers and either delivering it to our consolidator, (CA or to a Columbus, Ohio CY, (Container Yard). For more details, please contact the Inbound Transportation Manager at 614-872-1551.

If you are shipping to a Columbus, Ohio CY, please email [Traffic@dswinc.com](mailto:Traffic@dswinc.com) for Delivery Order instructions, Attention: CY Coordination.

## Frequently Asked Questions:

### WHAT IS THE "SHIP TO" ADDRESS FOR DBI?

DSW, Inc. Columbus International Air Center  
4150 East Fifth Avenue  
Columbus, OH 43219

*Footwear sent to any other address may result in a chargeback, unless specifically directed to do so in writing from a Buyer or the transportation department.*

**WHAT ARE THE DBI HOURS OF OPERATION?**

8 AM to 5:00 PM EST Monday through Friday.

*Due to time zones and staffing, it is not practical to staff for the entire United State time zones, so if you need routing, please make sure that you get your request in before 5 PM EST.*

**WHAT EFFECT WILL THE TRANSPORTATION MANAGEMENT SYSTEM HAVE ON MY REQUESTS?**

DBI currently uses a Transportation Management System called BluJay Solutions. We are rolling out a Vendor portal (Control Tower) to certain vendors and will be in contact with them when time for implementation.

The Control Tower will allow vendor partners to log in to a secured website to view and request routing for all purchase orders at the SKU level for all divisions.

DBI can now validate at the SKU level, (Style/Color), so it will allow for acceptance of partial shipments within +- 10% depending upon the Business Unit.

**WHAT IF I HAVE QUESTIONS NOT COVERED HERE??**

Please e-mail to [traffic@dswinc.com](mailto:traffic@dswinc.com) for help.