



## 6.0 Transportation Routing Requirements

### 6.1 General Routing Requirements

- 1) Routing requests will continue to be sent to [traffic@dswinc.com](mailto:traffic@dswinc.com) and MUST be submitted by the “Cancel if not Shipped before” date (referred to as “Cancel Date”). Requests sent after the Cancel Date are considered late and may be subject to cost reductions or cancellation.
  - a) Routing request needs to be sent in the Excel format provided
  - b) Freight cube needs to be accurate for proper trailer utilization or chargebacks may occur
  - c) Freight SHOULD NOT be routed unless it is physically on hand!
    - 1) Vendors who route freight that is not ready may be issued a chargeback, DSW’s Vendor Chargeback Policy can be located at <https://www.designerbrands.com/media/1497/vendor-chargeback-policy.pdf>
  - d) See below for an example as to where this date is on your “PO PDF.”

### PO PDF Example

<b>PO # 200565712</b>		<b>APPROVED</b>		<b>Designer Brands Inc.</b>		
Designer Brands Inc. 4150 E. Fifth Avenue Columbus, Ohio 43219 Phone (614) 237-7100	Business Unit:	58 - DD	Order Date:	06-NOV-2019	FOB:	ILLINOIS
	Department:	0215 W Boots	Ex Factory /		Ship Complete Or	
	Vendor:	Hunter(Hunter)	Start Ship:	21-FEB-2020	Cancel :	YES
	Vendor#:	00000003640	Delivery Date:	26-FEB-2020	Buying Agency	
	Purchase Agreement Per:	Gail Marback	Cancel If not Shipped Before:	25-FEB-2020	Agreement :	NO
Bill To:	Ship To:	Vendor Instructions:				
DBI-Attn: Accounts Payable Department 810 DSW Drive Columbus, OH 43219	DSW Direct Fulfillmt Whs 4314 E 5th Ave Columbus, OH 43219					

**DSW must receive your routing request prior to Midnight EST on the “Cancel If not Shipped Before” date**

- 2) Once the routing has been submitted you will receive a confirmation email from DSW Transportation (usually within 24-48 hours). Once approved and the carrier has accepted the load, all of the pertinent information needed to ship your PO’s to DSW will be sent via email on the Shipper Load Report (see #3 below). These emails are auto generated and will be sent 3X per day (~8AM, Noon, and 4PM EST).
  - a) TMSID’s/PO’s will fall off of the report once they been checked in at a DSW facility



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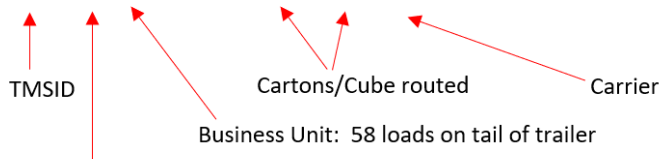
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- b) If the cancel date is before the beginning of the previous month (i.e. if today is 11/27 then cancel dates prior to October 1<sup>st</sup> will not appear on the report)
  - c) Actual arrival time at the pickup location has been entered by the carrier into TMS
- 3) The Shipper Load Report will be sent from the email address listed below
- a) [reports.natms@leanlogistics.com](mailto:reports.natms@leanlogistics.com) <[noreply@tms.blujaysolutions.net](mailto:noreply@tms.blujaysolutions.net)>
  - b) Please be sure to check your spam folders if you do not receive this report

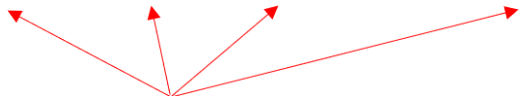
## Shipper Load Report Example

TMS ID	PO	BUSINESS_UNIT	Cartons	Volume (cf)	Carrier Name	SCAC	Pick Location Name	Pick Location City	Pick Location State/Province	Pick Location Postal Code	Load Accept. Date
101036275	2005123456	58	9	33.00	YRC, INC.	RDWY	XYZ Shoe Company	SMITHVILLE	CA	95123	10/31/2019 18:31:06
2005567890	29		61	232.00	YRC, INC.	RDWY	XYZ Shoe Company	SMITHVILLE	CA	95123	10/31/2019 18:31:06



PO's to place on TMSID

Load Pick Appt Start Date	Drop Location Name	Drop Location City	Drop Location State/Province	Drop Location Postal Code	Load Drop Appt Start Date
.	NATIONAL RETAIL SYSTEMS	COMPTON	CA	90220	.
.	NATIONAL RETAIL SYSTEMS	COMPTON	CA	90220	.



Ship to destination – May differ from destination listed on your original PO and must be reflected on the BOL

- 4) Once the Shipper Load Report is received, be sure to carefully review and ensure the pickup location is accurate. Advise [DC-TMS@dswinc.com](mailto:DC-TMS@dswinc.com) or [traffic@dswinc.com](mailto:traffic@dswinc.com) if it is not. The pickup location is the location that was submitted on the routing request.
- 5) At a minimum, carriers may be assigned 48 hours before the start ship date to 48 hours after the cancel date.
- 6) All PO's must be shipped on the TMSID as indicated on the Shipper Load Report. Many times, multiple PO's will ship under the same TMSID.
  - a) If you have never received a Shipper Load Report, please email [DC-TMS@dswinc.com](mailto:DC-TMS@dswinc.com) or [traffic@dswinc.com](mailto:traffic@dswinc.com) and provide the proper contact(s) email information for setup.
  - b) If no "Shipper Load Report" is received by 48 hours after the Cancel Date, reach out to [DC-TMS@dswinc.com](mailto:DC-TMS@dswinc.com) or [traffic@dswinc.com](mailto:traffic@dswinc.com). Timeline of Carrier tendering is at DBI's discretion based on needs of the business.
  - c) See page 1 for an example as to where the Cancel Date is on your "PO PDF"

- d) In the event you have new contacts who need added to the Shipper Load Report, please email [DC-TMS@dswinc.com](mailto:DC-TMS@dswinc.com).
  - e) Vendor should not assume their submitted routing request form will all ship together under 1 TMSID. You should not prebuild loads until a Shipper Load report has been received.
- 7) Carrier pickup appointments must be made within 24 hours after receiving the Shipper Load Report and picked up within 48 hours. Failure to contact the carrier and schedule the pickup, which results in late POs, may result in chargebacks or cost concessions.
- a) **It is the vendors responsibility to call the carrier.** Some carriers may be proactive at times and reach out first. To ensure an appointment is made within 24 hours of receiving the Shipper Load Report it is best to reach out immediately to the carrier.
  - b) PO's will have a high probability of being cancelled if you do not have freight picked up within 48 hours as per guidelines stated above.
  - c) If after a 2<sup>nd</sup> attempt you cannot contact the carrier, email [traffic@dswinc.com](mailto:traffic@dswinc.com) or [DC-TMS@dswinc.com](mailto:DC-TMS@dswinc.com) as last resort.
- 8) Vendor is required to identify the DBI TMSID number clearly and consistently on the BOL prior to carrier departure.
- 9) All PO's destined for BU58 (.com) should be loaded on the tail of the trailer if they are combined with any other BU (Business Unit).
- 10) In order to schedule appointments or for questions, please refer to page 5 for current carrier contact information.**
- 11) **Be sure to ship to the DC "Drop Location" name and address which is on the Shipper Load Report (Example page 2), not on the original PO received from DSW.** DBI Transportation may change the destination based on business needs (CA or OH).
- 12) Vender Prepaid freight Process:
- a) All processes above remain the same
  - b) The "Carrier Name" will be identified as "Will Call" on your Shipper Load Report
  - c) DBI transportation ([traffic@dswinc.com](mailto:traffic@dswinc.com)) must still be notified of the Carrier/BOL.
  - d) These loads are expected to be able to be dropped or potentially live unloaded with notification. For live unloads the carrier should contact Doug Jenkins:  
[DougJenkins@dswinc.com](mailto:DougJenkins@dswinc.com)
- 13) Small Parcel Shipments
- f) If shipments are too small to ship via truck, DBI will choose to ship via small parcel
  - g) If the freight is being paid by DBI the Shipper Load Report will say "PAR1" under the "Carrier Name"



- h) Utilize the information on Page 5 to ship these cartons.
- 14) If you have questions or issues, please do not hesitate to email [DC-TMS@dswinc.com](mailto:DC-TMS@dswinc.com)

## **“PAR1” Small Parcel Process – see next page**

### **“PAR1” Small Parcel Process**

**Please ship all packages to:**

DSW Inc.  
4150 East Fifth Ave.  
Columbus, OH 43219

Please ship through **FedEx** as a **Ground “Third Party Prepaid”** shipment on DSW’s account. Contact [traffic@dswinc.com](mailto:traffic@dswinc.com) for further instructions.

You may call **FedEx** at (1-800-463-3339), and provide DSW the tracking numbers by e-mail, ([traffic@dswinc.com](mailto:traffic@dswinc.com)), or by fax (614-872-1559). If you have a **FedEx** Shipping System at your facility, you may use their online service for pick-up, if not, you may create an account and pick-up online at <http://www.fedex.com/us/>.

All Shipments must note the **DSW PO number** in the **PO Reference Field** of the **FedEx** online form. Your **TMSID**, (Transportation Management, System Shipment Identification Number) Number listed on your Shipper Load report **MUST** be entered into the **“Your Reference”** field from the **FedEx** Web Form.

### **Carrier Contacts for Scheduling or Inquiries- See page 5**



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## Carrier Contacts for Scheduling or Inquiries

Carrier Name	SCAC	Contact Name	Communication Method 1 Detail	Communication Method 2 Detail	Communication Method 3 Detail
A.N. WEBBER	WANQ	Matt Magiera	MMagiera@anwebber.com	(800) 510-7291	.
ABF	ABFS	Cole Smith	colesmith@arcb.com	479-401-4007	.
ADAMS THIRD WAVE	AHWE	Luka Mirkovic	luka@adamsthirdwave.com	312-448-8088	.
ARCTIC EXPRESS INC	ARIE	Richard Durst	rdurst@arcticexpress.com	614-527-3101	.
ARRIVE LOGISTICS	ARVY	JAMES GRIFFITHS	dsw@arrivelogistics.com	737-209-4541	406-493-4695
		STEPHEN WENTWORTH	dsw@arrivelogistics.com	737-209-4547	713-705-9753
BEITLER LOGISTICS SERVICES, INC.	BLQS	Benjamin Paustenbaugh	BPaustenbaugh@wjbeitler.com	412-771-4204	.
BUILDING SYSTEMS TRANSPORTATION	BSYS	BRIAN BRADY	bbrady@bsttrucking.com	800-786-4534	.
CFI CONTRACT FREIGHTERS INC	CTRQ	Jennifer Swift	Jennifer.Swift@cfidrive.com	888-270-5498	.
CRANE FREIGHT	CNRV	Greg Devibiss	Greg.Devibiss@cranefreight.com	380-867-2640	.
CRETE CARRIER CORPORATION	CRCR	Laura Klopp	800-998-8000	wc@cretcarrier.com	.
		LINDSEY ROBERTS	800-998-8000 x 107	ov@cretcarrier.com	.
		TIM BURKE	614-940-4528	614-539-4436	tburke@cretcarrier.com
CRST	CRPS	Tamara Wittmer	twittmer@crst.com	800-767-4511	.
DANNY HERMAN TRUCKING	HDTI	Nick Flannery	nick.flannery@dannyherman.com	423-727-9061	.
DART TRANSPORTATION	DART	Bill Andrews	bandrews@dart.net	423-667-9556	.
DSW CONTRACTED	DSWN	Doug Jenkins	dougjenkins@dswinc.com	.	.
ECHO GLOBAL LOGISTICS	ECHS	Liz Fisher	elizabeth.fisher@echo.com	480-949-4432	.
FORWARD AIR INC	FWDN	Kristen Bradford	kbradford@forwardair.com	800-631-2721	.
GENERAL TRANSPORT	GNLT	Nancy Volkmer	nancy.volkmer@generaltrans.com	330-786-3400	.
GLOBAL TRUCKING	GLLO	Sal Messina	sal@globalltinc.com	352-666-4933	.
INTERSTATE DISTRIBUTOR CO	INTD	Allan Testa	atesta@intd.com	856-701-1671	.
J.B. HUNT TRANSPORT	HJBT	Erin Saner	erin.saner@jbhunt.com	614-756-8226	.
J.B. HUNT TRANSPORT (INTERMODAL/VAN)	HJBI	Colton Corter	colton.corter@jbhunt.com	800-942-1671	.
KEYSTONE FREIGHT CORP	KYSO	PATTY PUENTES	310-605-3777	patty.puentes@nrsonline.com	323-974-5152
			NRT_CServ@nrsonline.com	.	.
KKW TRUCKING INC	KKWQ	Megan Dayley	mdayley@kkwtrucks.com	909-869-1225	.
KNIGHT TRANSPORTATION	KNIG	Noah Ritchie	noah.ritchie@knighttrans.com	317-390-1303	.
L V TRUCKING INC	LVTK	Lorri Baker	lbaker@lvtrucking.com	614-275-4994	.
LANDSTAR RANGER	LRGR	Tina Foulkes	tina@landstarcanton.com	330-497-7043	.
LIPSEY LOGISTICS WORLDWIDE LLC	LLWL	David Virgen	dvirgen@lipseelogistics.com	423-708-7127	.
MATSON INTEGRATED LOGISTICS	MIOS	Lisa Alcantar	lalcantar@matson.com	9258876221	.
MEADOW LARK AGENCY	MWLK	Zach Thurman	zthurman@meadowlarkco.com	406-281-8950	.
NAVAJO EXPRESS	NAVE	Kayla Hofmann	k.hofmann@navajo.com	303-287-3800	.
PAM TRANSPORT	PAMT	Austin Price	prica@pamt.com	479-361-5298	.
RYAN LOGISTICS	RYNH	Amy Monk	amonk@ryanlogistics.com	937-553-5000	.
SAIA MOTOR FREIGHT	SAIA	Cust Service	customerservice@saia.com	800-765-7242	.
SCHNEIDER - OPTIMODAL	SCDS	Jennifer May	imscmidwest2@schneider.com	800-558-6767	.
SCHNEIDER CARRIER - VAN	SCNN	JANELLE SOCHA	920-412-4134	920-592-7869	sochaja@schneider.com
SMITH TRANSPORT	SMTA	Kristin Thompson	kthompson@smithtransport.com	888-345-6892	.
SWIFT TRANSPORTATION	SWFT	Cust Service	GreerTeam2@swifttrans.com	864-968-7635	.
TOTAL QUALITY LOGISTICS	TQYL	Ryan Mahoney	rmahoney@tql.com	800-580-3101	.
UNIVERSITY CORP	UNEC	Patti Cotner	pcotner@unitransinc.com	800-443-6981	.
VEECO SERVICES	VHLC	Miguel Maravillas	miguel@veeco1.com	201-865-6200	.
XPO LOGISTICS FREIGHT, INC	CNWX	Cust Service	tlccg@xpo.com	800-755-2728	.
YRC, INC.	RDWY	Cust Service	FreightPickup@yrcfreight.com	800-610-6500	.