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## 3.0 Vendor Ticketing & Labeling Requirements (DSW Retail)

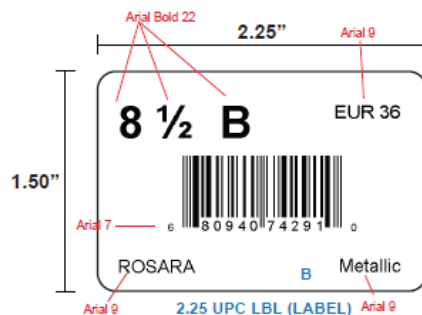
### 3.1 Footwear Vendors

All vendors are responsible for producing their own stickers and applying them to boxes as shown in this document. Our standard guidelines for shipping on time and cancellations for late deliveries will be upheld for products with any required stickers.

#### UPC

The UPC Label example below must be used for all 832 UPC enabled Footwear vendors if the information is not currently on the vendor's shoeboxes. **When a vendor is set up to use UPC codes, the shoeboxes must be labeled with the vendor's UPC codes.**

- The Company must load the vendor's UPC codes from an on-line catalog. The Company cannot load UPC codes from a spreadsheet.
- The UPC code adhesive label should be placed in the lower right-hand corner of the small side of the shoe box
- Hanging Product should be ticketed with Ticket Type 22 as shown in this document in section 3.6
- The following is a *suggested* label size. The Vendor logo should not be covered up by the label. Use a smaller size label if necessary, if the **following conditions are met**:
  - UPC code must scan
  - UPC code numbers must be readable (in case they must be keyed in)
  - The size / width must be clearly readable
  - The color description must be on the label
  - **\*\*The half size should be written as a fraction ½ not as a decimal 0.5**



#### Wide Width/ Wide Calf

- If the product is Wide Width or Wide Calf, these stickers should also be applied to both the long and short ends of the boxes.
- It is imperative that the sizes such as 6M or 6W or 6M-WC/6W-WC are coded on the outsole and the inside lining of every shoe/boot.
- These stickers should also be applied to any orders for DSW.com footwear. If the goods are returned to our retail stores the boxes will be correctly marked and go easily onto the shelves.

**Wide Width/ Wide Calf Sticker Specifications on following pages**



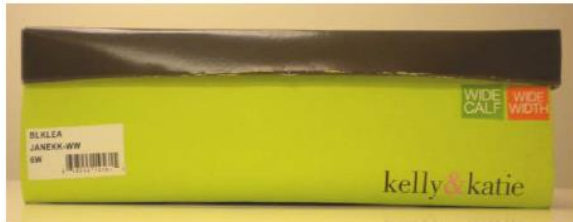
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- **Wide Sticker Specifications: All vendors are responsible for producing their own stickers and applying them to boxes as shown in this document.**
  - Size – 2.5cm width x 2cm length  
Font Type – Helvetica
  - Orange “Wide Width” Sticker  
Pantone Warm Red C  
Font Size – 23pt
  - Green “Wide Calf” Sticker  
Pantone 368 C  
Font Size – 26pt
- Vendors may use supplier Nexgen as a global source for Wide Calf and Wide Width stickers.  
Supplier contact to place orders: [dswhkcs@nexgenpkg.com](mailto:dswhkcs@nexgenpkg.com)

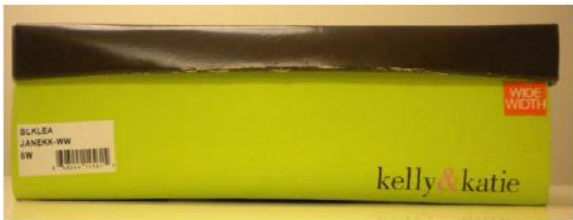
•All vendors are responsible for producing their own stickers and applying them to boxes as shown in this document. Our standard guidelines for shipping on time and cancellations for late deliveries will be upheld for products with any required stickers.

**PLACEMENT OF STICKERS** – vendor label on LEFT side of box



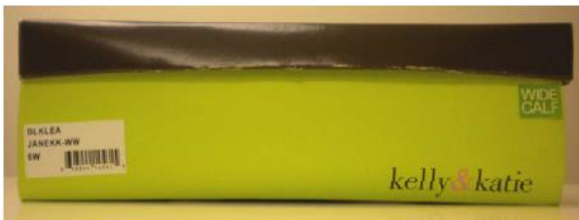
**BOTH Wide Width & Wide Calf:**

- Wide Width sticker placed on farthest right hand upper corner of box – directly underneath the lid
- Wide Calf sticker placed immediately to the left of the wide width sticker – directly underneath the lid



**Wide Width ONLY:**

- Wide Width sticker placed on farthest right hand upper corner of box – directly underneath the lid



**Wide Calf ONLY:**

- Wide Calf sticker placed on farthest right hand upper corner of box – directly underneath the lid

Photos of Sticker Placement cont'd on following pages



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**PLACEMENT OF STICKERS – vendor label on RIGHT side of box**



**BOTH Wide Width & Wide Calf:**

- Wide Width sticker placed immediately to the left of the vendor label – directly underneath the lid
- Wide Calf sticker placed immediately to the left of the Wide Width sticker – directly underneath the lid



**Wide Width ONLY:**

- Wide Width sticker placed immediately to the left of the vendor label – directly underneath the lid



**Wide Calf ONLY:**

- Wide Calf sticker placed immediately to the left of the vendor label – directly underneath the lid

**Labeling Inside Boots on following pages**



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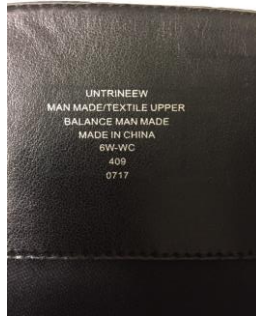
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### 3.2 Labeling Inside Boots

- The following information should be printed on the top inside portion of the boot:
  - Size, Dimension, Style Name
  - Material
  - Additional Materials
  - Country of Origin

The following pictures are examples of labeling inside boots:

#### Tall Boot – facing



\* Note that this example is a Wide width boot with a Wide Calf: **6W-WC**

#### Tall Boot – zipper facing



\* Note that this example is a Medium width boot with a Wide Calf: **6M-WC**

Labeling Inside Boots cont'd on following pages



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## Mid Boot – facing



## Bootie – facing



Boot boxes labeling on following pages

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Revised: February 2025



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- **Labeling of boot boxes for Tall Boots:**
  - UPC stickers should be on both the long and short ends of the boot boxes that go on the selling floor, not the outer shipping cartons.
  - If the product is Wide Width or Wide Calf, these stickers should also be applied to both the long and short ends of the boot boxes.
  - It is imperative that the sizes such as 6M or 6W or 6M-WC/6W-WC **are coded on the outsole and the inside lining of every boot/bootie.**
  - These stickers should also be applied to any orders for DSW.com footwear. If the goods are returned to our retail stores the boxes will be correctly marked and go easily into the shelves.
  - We recommend a minimum weight/quality of boot boxes should be 300g = E-Flute Corrugated. Anything over this weight/quality is fine.
  
- **Wide Sticker Specifications: All vendors are responsible for producing their own stickers and applying them to boxes as shown in this document. Our standard guidelines for shipping on time and cancellations for late deliveries will be upheld for products with any required stickers.**
  - Size – 2.5cm width x 2cm length  
Font Type – Helvetica
  
  - Orange “Wide Width” Sticker  
Pantone Warm Red C  
Font Size – 23pt
  
  - Green “Wide Calf” Sticker  
Pantone 368 C  
Font Size – 26pt
  
- Vendors may use supplier Nexgen as a global source for Wide Calf and Wide Width stickers. Supplier contact to place orders: [dswhkcs@nexgenpkg.com](mailto:dswhkcs@nexgenpkg.com)

**PLACEMENT OF STICKERS** – vendor label on LEFT side of box



### **BOTH Wide Width & Wide Calf:**

- Wide Width sticker placed on farthest right hand upper corner of box – directly underneath the lid
- Wide Calf sticker placed immediately to the left of the wide width sticker – directly underneath the lid



### **Wide Width ONLY:**

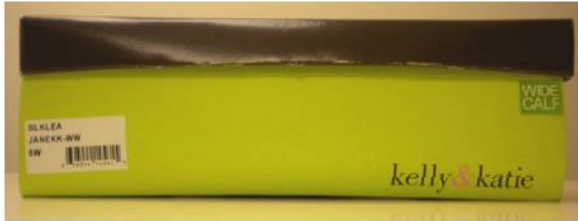
- Wide Width sticker placed on farthest right hand upper corner of box – directly underneath the lid

**Photos of Sticker Placement on following pages**



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**Wide Calf ONLY:**

- Wide Calf sticker placed on farthest right hand upper corner of box – directly underneath the lid

**PLACEMENT OF STICKERS** – vendor label on RIGHT side of box



**BOTH Wide Width & Wide Calf:**

- Wide Width sticker placed immediately to the left of the vendor label – directly underneath the lid
- Wide Calf sticker placed immediately to the left of the Wide Width sticker – directly underneath the lid



**Wide Width ONLY:**

- Wide Width sticker placed immediately to the left of the vendor label – directly underneath the lid



**Wide Calf ONLY:**

- Wide Calf sticker placed immediately to the left of the vendor label – directly underneath the lid

**3.3 Barcode Specifications on following pages**



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### 3.3 Barcode Specifications

The Scanner system shall be able to read the following barcode:

#### Barcode Type 1

- Barcode: UPC
- No of Characters Barcode: 12
- Barcode height: (19mm)
- Barcode Narrow Element 12mil
  
- Quiet zone: 10x times narrow element
- Magnification factor: 100%
- Quality of barcode: ANSI B or better
- Background color White
- Print color Black

\*\*\*The barcode label background must be white. Clear background is not acceptable.

### 3.4 Accessory Vendors: Retail (Stores) Ticketing

- Price tickets are used for all retail (stores) non-footwear products and are pre-ticketed by the vendor with the exception of Full Price MSRP Vendors
  - When the vendor is set up for UPC codes, the UPC code must be on the approved DSW price ticket. Failure to ticket as directed will result in vendor chargeback.
- The ticket type to be used will appear on the PDF copy of the PO under Vendor Instructions.
- Any and all labels need to be placed on the package in a manner which does not obscure merchandise description or usage information. If you have ticket placement questions, please reach out to your Buying Team
- Price tickets are applied **in addition** to the vendor's UPC barcode
- Initial order UPC exemption vendors must use our 7-digit DSW SKU/POS number, in addition to the SKU conversion calculator, to generate UPCs in order to ticket product as directed. The SKU is not available until all PO information has been provided and/or confirmed and the PO has been processed in our system. Ticket format information such as SKU conversion and UPC calculator are located on the DSW Merchandising web page at: <https://designerbrands.com/vendors/merchandising>

### 3.5 Accessory Vendors: DSW.com (BU 58) Ticketing

- DSW.com accessories do not require a price ticket/label but does require a UPC label on the polybag.
  - All DSW.com accessories must have a scannable UPC label on the polybags.
  - Initial order UPC exemption vendors must use our 7-digit DSW SKU number and the SKU conversion calculator to generate UPCs in order to ticket product as directed. The SKU is not available until all PO information has been provided and/or confirmed and the





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PO has been processed in our system. Ticket format information such as SKU conversion and UPC calculator are located on the DSW Merchandising web page at: <https://designerbrands.com/vendors/merchandising>.

### 3.6 Ticketing Instructions

The Company uses the below ticket types for accessories' retail (BU 29 stores) merchandise and hanging footwear products.





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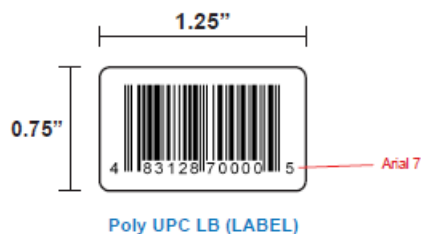
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### 3.6 Ticketing Instructions continued on following pages

### 3.6 Ticketing Instructions continued

Designer Brands uses the below Polybag label for DSW.com (BU 58) accessories product.



### 3.6 Ticketing Instructions continued

Vendors are free to produce merchandise tickets locally using Designer Brands supplied formatting documents

- Vendors wishing to produce tickets internally will need to submit samples prior to use.
- All ticket samples need to be submitted as a PDF attachment via email to: [DSW\\_POM\\_VendorCompliance@dswinc.com](mailto:DSW_POM_VendorCompliance@dswinc.com)
- Vendors may also select a third-party ticket provider to order tickets for Company merchandise, preapproved providers listed in section 3.7 of this guide.
- Any costs related to ticket creation, production, or shipment are the vendors' responsibility and not to be invoiced to the Company. Vendors are responsible for administration and management of trading partner agreements with their selected ticket provider.
- Regardless of ticket production method vendors are responsible for the accuracy of the data on the tickets. Ticket accuracy is considered part of the-Company's compliance program.
- Exclusive Brands Hangtags/Labels Order Form/Questions should be directed to the Buying Team
- Ticket format information such as SKU conversion and UPC calculator are located on the DSW Merchandising web page at: <https://designerbrands.com/vendors/merchandising>.
- Please contact the DSW Merchandise Operations & EDI by email [DSW\\_POM\\_VendorCompliance@dswinc.com](mailto:DSW_POM_VendorCompliance@dswinc.com) (Section 12.0 Contact List) with any questions.

### 3.7 Preapproved Ticket Providers on following pages



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### 3.7 Preapproved Ticket Providers

#### **Fineline:**

Fineline Customer Service, 800-500-8687

Alok Sahu, [asahu@finetech.co.in](mailto:asahu@finetech.co.in) Ext 3417

Shanghai Vang, [svang@finelinetech.com](mailto:svang@finelinetech.com) Ext 3290

Saiganesh Venkateswarao, [skandula@finelinetech.co.in](mailto:skandula@finelinetech.co.in) Ext 3420

#### **PAX Tag & Label**

[www.paxtag.com](http://www.paxtag.com)

[paxtag@earthlink.net](mailto:paxtag@earthlink.net)

800-729-8247

#### **Avery Dennison Worldwide Ticketing Services – GSO**

Av. La Montana No 114 Mod II

Parque Industrial Queretaro, Santa Rosa Jauregui, Queretaro, Mexico C.P. 76220

Contact Person: Preethi Vijay

Phone: + 52 442 230 0501

Email: [preethi.vijay@ap.averydennison.com](mailto:preethi.vijay@ap.averydennison.com)

#### **Maxim Label and Packaging**

US contact: Brooke Haskell

Phone: 413-250-1109

[brooke.haskell@JCMaxim.com](mailto:brooke.haskell@JCMaxim.com)

#### **Shanghai Maxim Garment Accessories Co. Ltd**

Phone: 86-21-64064227

[Gloria.chiang@maxim-group.com.cn](mailto:Gloria.chiang@maxim-group.com.cn) [Elva.shen@maxim-group.com.cn](mailto:Elva.shen@maxim-group.com.cn)

#### **Nexgen**

Wide Calf and Wide Width stickers: [dswhkcs@nexgenpkg.com](mailto:dswhkcs@nexgenpkg.com)

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