

Stein Mart Shipment Routing Guide

Stein Mart is in the process of transitioning its supply chain. This transition will affect the way in which vendors schedule shipments. Shipments will no longer be sent directly to the store, but to regional consolidation facilities or stores distribution centers.

Vendors are expected to comply with this routing guide. Failure to comply with this routing guide may result in business recovery charges that will be deducted from vendor invoice payments.

Carriers have been selected to service specific geographical areas. Stein Mart's website, <http://vendors.steinmart.com> will direct you to the carrier that will provide transportation services for you.

Transportation Department

- Hours of Operation
 - The Stein Mart transportation department is open from 8:00am-6:00pm Eastern Standard Time (EST).
 - Contact Stein Mart transportation at transportation@steinmart.com
- Services.Steinmart.net
 - Please reference <http://vendors.steinmart.com>. Here you will find the latest updates to the Stein Mart Routing and Vendor Standards Manual as well as contact information for transportation related questions or issues

Bills Of Lading (BOL)

- With all shipments, the vendor must provide a copy of the BOL to the driver/carrier. The BOL number needs to be a unique, non-repeating (for at least 1 year), vendor generated number. The vendor should retain a copy of the BOL for their records.
- Stein Mart requires the BOL to be in standard VICS format.
- Specific BOL instructions can be found at <http://vendors.steinmart.com> under "Routing Instructions."
- All Less than Truckload (LTL) shipments to the same facility on the same day must be tendered on a single BOL.
- For Truckload (TL) shipments, trailer must be sealed, validated by both the driver and the vendor, and seal number written on the BOL.
- The BOL information will be required even if the vendor is providing EDI information to the carrier/Stein Mart.

General Vendor Routing Procedure

- Stein Mart's routing procedure is straightforward. Carriers have been assigned to you by the 3 digit zip code of your shipping location. The list of zip codes, the

carriers that support each zip code, and instructions for scheduling pickups are available at <http://vendors.steinmart.com> under the “Routing Instructions” link.

- If you have ANY questions or are unsure of how to schedule your shipment, please contact transportation@steinmart.com PRIOR to scheduling your shipment.
- All high cube, low weight vendor shipments (e.g. home goods, pillows, comforters) must be scheduled at least 72 hours in advance of the shipment through transportation@steinmart.com. Please use “High Cube Routing” in the subject line of your email.

Less-Than-Truckload (LTL) Pickups

- If a shipment is less than 10,000 lbs and/or less than 750 cubic feet including the packing material, Stein Mart considers it an LTL shipment.
- Merchandise must be shipped between the “Start Ship and End Ship” dates for each PO. Vendors must pre-schedule pickups with their assigned carrier **at least 48 hours** in advance of the pickup date. A list of Stein Mart approved carriers and the zip codes they service can be found at <http://vendors.steinmart.com>

Truckload (TL) Pickups

- If a shipment is greater than 10,000 lbs and/or greater than 750 cubic feet including the packing material, Stein Mart may consider this a TL shipment. As with LTL shipments, all TL shipments must be floor loaded. Any exceptions to this must be pre-approved by the Stein Mart transportation department.
- Merchandise must be shipped between the “Start Ship and End Ship” dates for each PO. Vendors must pre-schedule pickups with their assigned carrier **at least 72 hours** in advance of the pickup date. If you think your shipment falls within the truckload parameters, please contact transportation@steinmart.com for routing instructions.

Commercial Zone Shipments to the Consolidation Centers

- Effective June 1st, 2009 all vendors located in selected zip code areas will be responsible for inbound to consolidation center transportation charges.
- Below are the 3 digit zip codes within each consolidation region:

Commercial Zone	Zip Codes:
North Bergen, NJ	068-079, 088-089, 100-118
Lithia Springs, GA	296, 300-312, 318-319, 359, 362
Compton, CA	900-908, 910-918, 926-928

Conditions and Claims

- Unless arranged otherwise, all shipments are tendered to carriers as “Shipper Load and Count.”
- Vendors should supervise the loading process to ensure that the carton counts are accurate.
- Receipts will be reconciled at Stein Mart consolidation centers or store distribution centers. If a carton is over, short, or damaged, Stein Mart will reserve the right to deduct the cost value of the carton(s) if short or damaged, or refuse the carton if shipped over the specified quantity on the BOL.

Routing Violations and Business Recovery Charges

- In order to ensure that Stein Mart shipments are processed according to the Stein Mart’s routing guide, a business recovery charge policy has been implemented.
- Business recovery charges will be assessed if any of the following routing violations occur:
 - UPS shipments not authorized
 - Direct to DC shipments by vendors that should be shipping to consolidation centers
 - Carrier vehicle furnished but not used
 - Extensive (30 minute or more) detention of the driver at the vendor’s location beyond the scheduled pickup time or free time
 - Vendor does not accurately communicate or enter pickup information
 - Corrections to the Bill Of Lading (BOL) made after the shipment is scheduled with the carrier
 - Weight Verification
 - Saturday or Sunday Pickups not pre-authorized by Stein Mart
 - Pickups not pre-authorized by Stein Mart made before or after published carrier pickup hours
 - Holiday Pickups not pre-authorized by Stein Mart
- Where Stein Mart is assessed a charge by the carrier, this charge plus an administrative fee will be deducted off future invoice payments.