

# Stein Mart Inc.

## SmartRoute Vendor Setup Form

1200 Riverplace Blvd. Jacksonville FL, 32207  
transportation@steinmart.com

**Step 1:** Please provide the parent and child vendor number.

Accounting

Parent Vendor Number\*

Child Vendor Number(s)\*\*


\* To obtain your Parent Vendor Number (Supplier Number), please email ap@steinmart.com. Please include the following:

1. Corporate Remit Name and Address
2. Current Child Vendor Number

\*\* The Child Vendor Number (Supplier Site) can be found on the 850. You may list multiple child vendor numbers on each form, please separate using a comma.

**Step 2:** In order to submit routing through SmartRoute, all vendors must have at least one user and one location setup in the system. To setup/update a user or location in the system, please choose from the options below. Please submit only one user and one location per form.

Setup/Update Vendor User

Please Select

Setup/Update Vendor Location

Please Select

**Step 3:** Fill out the information below in its ENTIRETY. Do not use abbreviations.

User (Required to Submit SmartRoute Request)

First Name

Last Name

Email Address

Phone Number


Shipping Location (Vendor Ship Point)

Facility Name

Address 1

Address 2 (optional)

City

State

Postal Code

Country

Earliest Appointment (military time)

Latest Appointment (military time)

Additional Comments (optional)

Please Select

Please Select


Shipping Location Contact (Contact for Scheduling Appointments)

Same as User

Please Select

First Name

Last Name

Email Address

Phone Number


**Step 4:** Save the form and submit to transportation@steinmart.com\*\*

\*\*Save as File Type: Microsoft Office Excel 97-2003 Workbook

\*\* Save as File Name: "Parent Vendor Number"- "Vendor Name" (ex: 176521-Fossil Geode)

\*\*Submit by email to transportation@steinmart.com 3 business days prior to requesting routing through SmartRoute

**By submitting this form I, , confirm that I am an approved Stein Mart vendor or third party representative of an approved Stein Mart vendor.**