SmartRoute FAQ

Q: What is a parent and child vendor number?
A: The Stein Mart parent vendor number is primarily used as an accounting vendor number. This number is used to group children vendor numbers together and remit payment for merchandise. The child vendor number is used by the merchandising team as a unique identifier.

Q: I do not have a child vendor number. What do I enter on the form?
A: All vendors have a child vendor number. The child vendor # is referred to as the "Supplier Site" by Stein Mart. This number can be found in one of two places.

1. PO worksheet under the site #.

2. EDI Transmission 'Ref IA'

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ST*856*1003
BSN*00*02*20130208*1048*0001
HL*1**S
TD1*CTN25*254****G*1143.0*LB
TD5*O*2*SAIA*L
REF*BM*50838
PER*IC**EM*XXXXXXXX
DTM*011*20130207
DTM*067*20130211
N1*ST*STEINMART*92*00952
N1*SF*XXXXXXXXXXXXXX*91*835129
N3*XXXXXXXXXXXXX
N4*Lewis Center*OH*43035
HL*2*1*O
PRF*601417001
TD1*CTN25*9
REF*IA*835129
```

Q: I do not have a parent vendor number. What do I enter on the form?
A: All vendors have a parent vendor number. The parent vendor number is referred to as the "Supplier" by Stein Mart. This number can be obtained by contacting ap@steinmart.com with the following information:

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

Q: The drop down boxes in "Step 2" do not function properly. What do I enter on the form?
A: If you cannot see the drop down boxes, please manually enter one of the options below into the field.

1. Setup/Update Vendor User
    I. New User
    II. Update Current User
    III. Location Change Only
2. Setup/ Update Vendor Location
    I. New Location
    II. Update Current Location
    III. User Change Only

Q: I have not received my user name and password.
A: Stein Mart will send the user name and password prior to go live. If you have not received your information by the time training is scheduled for your region, please contact transportation@steinmart.com. Stein Mart encourages all vendors to check the vendor website http://vendors.steinmart.com regularly for updates.

Q: I just received a PO, do I follow the old process or do I route using SmartRoute?
A: The SmartRoute Vendor Rollout Plan will be posted, when available, on the vendor website at http://vendors.steinmart.com. Until then, please continue to route as you have done in the past using the Stein Mart Vendor Routing Guide.

Q: I am a Stein Mart POE vendor; do I need to submit a SmartRoute Vendor Form?
A: We encourage all vendors to submit a SmartRoute vendor form. In the instance you receive a PO that is not POE, you will already be established in the system and will be able to submit your PO for routing ASAP.

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