

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 #.

Stein Mart

Supplier Site	Supplier Name
Site #	# N/A
Contact:	# N/A
Fax #:	# N/A
Phone #:	# N/A
email address:	# N/A
Ship not before:	
Ship not after:	
Est in store date:	
OTB MONTH:	# N/A
AUTO OTB MO	# N/A
OTB W/E DATE	# N/A
Country of Origin	US United States
Country of Mfr.	US United States
Buyer Name:	Chris Badies
Assoc / Asst	Brittany Kitching /Josie Anthony
BUYER # / Asst buyer ext:	13 ASST EXT. 8493 / 6055
DDM NAME & SIGNATURE:	

PO #:

DEPT:

10% CHARGEBACK IF NOT SHIPPED COMPLETE WITHIN SHIP WINDOW.

FOB	3 Collect - Destination	TERMS	NET 10 EOM +30
PO Types	OPTIONAL	Order type	NB

Build star's only?	NO	Location Type	W/HOUSE	WIP Tickets?	YES
Premark	YES	Location	9401	Print curr retail on tag?	YES
QC Request	NO	Store		Wip: Hangers?	YES
Cost Zone Group	1				
Is vendor EDI?	YES	DEF TYPE 1	COLOR	DDM approval required if vendor is except from tickets or hangers. Please initial.	
If yes, send->	UPC	DEF TYPE 2	SIZE		
UPC's are:	ATTACHED	DEF TYPE 3	X		
UPC type	UPC 12 (12 digit UPC)	UPC Prefix#:	123456		

ITEM LIST:

PRICE GROUP:

Group name:

Label name:

NOTES: Please put color after description

2. EDI Transmission 'Ref IA'

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*XXXXXXXXXX
 DTM*011*20130207
 DTM*067*20130211
 N1*ST*STEINMART*92*00952
 N1*SF*XXXXXXXXXXXXXXXX*91*835129
 N3*XXXXXXXXXXXXXXXX
 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.