



Stein Mart's eCommerce Shipping Guidelines

Welcome to Stein Mart's eCommerce shipping guidelines. ECommerce is Stein Mart's highest volume and fastest growing store. The continued expansion of our eCommerce offering is essential to the future success of both Stein Mart and our valued vendor community.

In most aspects, the procedures associated with shipping eCommerce merchandise cartons are identical to those for the cartons intended for the remainder of our stores. However, when **packing** merchandise for eCommerce, steps must be taken to insure the product arrives ready to ship directly to the customer. By adhering to the guidelines below, you support customer satisfaction by insuring your product arrives in the hands of the end consumer in its original condition.

Identifying eCommerce Purchase Orders:

Important!! Please ensure eCommerce orders are filled prior to packing product for the remainder of our stores. In the event the available units do not cover Stein Mart's entire order quantity, the eCommerce order must be shipped complete!!

- eCommerce Purchase Orders will be allocated to store 801 and will end in an "801" suffix. (Example PO # xxxxxx801).

Please note: Beginning August 1st, 2016 Stein Mart will write separate POs for all eCommerce merchandise. The first EDI transmission will be as a "Bulk" PO ending in a suffix of 940. Once the PO is allocated – the store level PO will be transmitted with a suffix of 801. We are encouraging merchants to allocate these POs as early as possible.

Packing Requirements for eCommerce orders:

Important!! Stein Mart relies on our vendor community to utilize industry best practice when selecting packaging materials and procedures. If adhering to the guidelines listed below could result in damage to the product being shipped, whether due to construction or unique fabrication, we ask you to contact vendorcompliance@steinmart.com prior to shipment with details relating to the products being shipped. We will review each request and waive the necessary requirements on a PO by PO basis.

Carton Specifications:

- ✓ Stein Mart strongly prefers cartons meet the following dimensions:
 - **Maximum Carton Size:** 32" L x 22"W x 24" H
 - **Minimum Carton Size:** 8" L x 8" W x 3" H
- ✓ Cartons **must not exceed 40 lbs.** and should be packed as tightly as possible without affecting the the product.
- ✓ Each carton **must have a GS1-128 Label and associated ASN.**
- ✓ **Do NOT** shrink wrap or otherwise bind multiple cartons together to be treated as one "shippable carton."

Packing Specifications:

- Please pack **one SKU per carton** whenever possible.
If the total order quantity of a given SKU does not warrant it being packed in its own carton (example: less than 6 units of a size small), multiple sizes of the same style/color may be combined in the same carton.
- Vendors should **consolidate product in as few cartons as possible** - while not exceeding the carton dimension guidelines detailed above and adhering to the *eCommerce only single SKU carton requirement listed above.*
- ALL merchandise must be **individually packaged as a complete selling unit** – either in an individual **Polybag** or a **Displayable Box/Container**. If a single selling unit consists of multiple pieces – **all pieces must be packed in the same polybag or displayable box/container**. (Please refer to the attached department specific packaging requirements for further guidance.)

Merchandise must be packaged for immediate shipment to our customer without further augmentation. Fragile merchandise, such as decorative home, tabletop, and electronics must be securely packaged to prevent damage when shipping to the customer.

Polybags

- Polybags should be **clear, between .9 mil and 1.5 mil in thickness**, and must be made of **Polyethylene**.
- Polybags thinner than 1 mil must have the following caution statement printed on the polybag: **"WARNING: TO AVOID DANGER OF SUFFOCATION KEEP AWAY FROM BABIES AND CHILDREN. DO NOT USE IN CRIBS, CARRAGES, OR PLAYPENS."**
- Polybags must be securely sealed either using heat seal or tape to prevent merchandise from falling out of the bag.
- Polybags must not have air holes, (except for leather and suede).
- Polybags must fit the folded product with no more than 1" excess space on any side.

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Displayable Boxes / Containers

- Boxes/Containers must be securely sealed with clear tape to prevent dust from entering the carton.
- Gift Wrapped/Boxed Items and boxes with openings must be placed in a polybag. (See above).
- Boxes / Containers must be appropriately sized for the item contained without excess space.
- Protective packaging should be used within the carton to prevent damage to the item during shipping.

➤ ALL Apparel and Outerwear must be **Flat Packed without Hangers**.

- Product **must be ticketed** with a Stein Mart price ticket unless specified otherwise on the purchase order.
 - Product packed in **Polybags**: Tickets must lie flat face up on top to garment so it may be scanned through the polybag
 - Product packed in **displayable boxes** should be **ticketed on the outside of the individual box** rather than on the product itself.
- Fragile products should be packed in a manner which prevents breakage during normal shipping and handling.
 - **The vendor is responsible for breakage which occurs due to improper packaging.**

Routing POs for Shipment:

- **Please follow standard SmartRoute routing procedures.** Information on routing via SmartRoute can be found on our vendor website <http://vendors.steinmart.com>

Shipping Information:

- The address assigned to E-Com **store 801** (for Shipping, ASNs, and Invoicing):
 - 767 Douglas Hills Road, Lithia Springs, GA 30122 (This is the same as our SDC 952 address.)

Please review our vendor website at <http://vendors.steinmart.com> for the complete list of our standard shipping and routing requirements. **Failure to adhere to the packing guidelines defined above may result in business recovery charges.** If you have any questions regarding our eCommerce specific packing requirements, please contact:

Vendor Compliance: vendorcompliance@steinmart.com

Department Specific Packaging Guidelines:

Division 1 – Men’s Clothing & Furnishings, Children’s & Luggage

- **ALL Apparel and Outerwear** must be:
 - Ticketed (Tickets must lie flat, face up, and on top of the garment so they are scannable through Polybag.)
 - Flat Packed without Hangers
 - Individually polybagged as a sellable unit. (If the item has multiple pieces all pieces must be in the same polybag.)
 - Leather and Suede ONLY items should be protected and placed in polybags with air holes
- **Belts, Footwear, Eyewear, Accessories, Gifts, Watches**
 - Ticketed (Tickets must be scannable through Polybag or placed on the outside of the display box.)
 - Individually polybagged or boxed as a sellable unit.
 - If the selling unit has multiple pieces: all pieces must be in the same polybag.
 - If the selling unit is in a displayable box which has holes leaving product exposed - it must also be polybagged.
 - Belts should be coiled within the polybag. If coiling will damage the belt please flat pack within the polybag.
 - Neckties must be folded and cardboard used to protect and maintain product shape inside polybag.
 - Watches shipped in a clam shell case do not need to be polybagged unless the clam shell case is intended for retention after purchase – (example Leather clam shell case).
- **Luggage**
 - All Non-Set Luggage (to be sold as individual units) which is nested solely for shipping purposes MUST have a label on the outside of the shipping carton indicating contents are Individual Selling Units – Nested for Shipping ONLY.
 - Each sellable unit must be ticketed
 - If the **individual selling item** is in a shipping box (sealed) – it does not need to be polybagged.
 - If the **individual selling item** nested within other items - it must be polybagged.

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Divisions 2 & 3 – Ladies Career & Casual Sportswear, Activewear, Swimwear, Boutique, and Dresses

- **ALL Apparel and Outerwear** must be:
 - Ticketed (Tickets must lie flat, face up, and on top of the garment so they are scannable through Polybag.)
 - Flat Packed without Hangers
 - Individually polybagged as a sellable unit. (If the item has multiple pieces all pieces must be in the same polybag.)
 - Leather and Suede ONLY items should be protected and placed in polybags with air holes

Division 5 & 6 – Accessories & Intimate Apparel

- **ALL Apparel and Outerwear** must be:
 - Ticketed (Tickets must lie flat, face up, and on top of the garment so they are scannable through Polybag.)
 - Flat Packed without Hangers
 - Individually polybagged as a sellable unit. (If the item has multiple pieces all pieces must be in the same polybag.)

- **Accessories, Belts, Casual Shoes, Eyewear, Gifts, Jewelry, Handbags, Hats, Slippers, Wallets, Watches**
 - Ticketed (Tickets must be scannable through Polybag or placed on the outside of the display box.)
 - Individually polybagged or boxed as a sellable unit.
 - If the selling unit has multiple pieces: all pieces must be in the same polybag.
 - If the selling unit is in a displayable box which has holes leaving product exposed - it must also be polybagged.
 - Earrings should be shipped on a card and posts must be protected to prevent damage during shipping
 - Handbags and Hats must be properly packaged to protect product shape
 - Watches shipped in a clam shell case do not need to be polybagged unless the clam shell case is intended for retention after purchase – (example Leather clam shell case).

Division 8 & 9 – Home and Linens

- **ALL Linens, Pillows, Pet Beds, Plush Toys, Towels, Throws, and Bath Rugs** must be:
 - Ticketed (Tickets must lie flat, face up, and on top of the garment so they are scannable through Polybag.)
 - Individually polybagged as a sellable unit. (If the item is sold as a set, all pieces must be in the same polybag.)

Note: Polybags are not required for any merchandise shipped in fully enclosed retail ready vendor packaging.

- **Cookware, Glassware, Holiday, Home Décor, Housewares, Stationary, Tabletop**
 - Ticketed (Tickets must be scannable through Polybag or placed on the outside of the display box.)
 - Individually polybagged or in a display box/container as a sellable unit.

Polybags are not required for any merchandise shipped in fully enclosed retail ready vendor packaging.

 - If the selling unit has multiple pieces: all pieces must be in the same polybag.
 - If the selling unit is in a displayable box which has holes leaving product exposed - it must also be polybagged.
 - Knives/Cutting Utensils must be packaged for safety. No Blades may be exposed.
 - Fragile or easily damaged merchandise must be shipped in protective packaging and must not require any additional repackaging in the event the merchandise is sent directly to the customer.