

Stein Mart E-Commerce Shipment Guidelines

Welcome to Stein Mart's E-Commerce shipping guidelines. We have integrated Stein Mart's E-Commerce orders with our standard store purchase orders. In most aspects, the procedures associated with ecommerce merchandise are identical to those for our stores. However, when **packing** merchandise for E-Commerce, there are a few minor differences which are detailed in this document. If you have any questions regarding these E-Commerce specific packing requirements, please contact our Vendor Compliance Department at vendorcompliance@steinmart.com.

A) Routing POs for Shipment:

1. **Please follow standard SmartRoute routing procedures** for the entire shipment, including all store and E-Commerce product associated with the purchase order. Information on routing via SmartRoute can be found on our vendor website <http://vendors.steinmart.com>

B) Identifying orders intended for E-Commerce:

- Merchandise intended for on-line sales will be allocated to "store" 801 and have POs which end in an "801" suffix (example PO # xxxxxx801).
- The address assigned to store 801 *for the purpose of the ASNs and Invoices is:* 767 Douglas Hills Road, Lithia Springs, GA 30122. This is the same as our SDC 952 address.

C) Packing Requirements **UNIQUE to E-Commerce** merchandise:

- ✓ Please pack **one style** per carton. Multiple sizes/colors of the same style may be combined in the same carton.
- ✓ Please pack **each unit in an individual poly-bag**. (Apparel Only)
- ✓ Please pack all apparel for E-Commerce **flat packed without hangers**. (Apparel Only)
- ✓ Product packed in displayable boxes should be **ticketed on the outside of the individual box** rather than on the product itself. Tickets are NOT to be placed on the Master/Inner shipping cartons. (Primarily Home and Gifts)

The above requirements only apply to the E-Commerce (store 801) product associated with the purchase order. All product intended for sale in stores should follow the standard packing instructions detailed on the web site.

D) Preparing ALL POs for Shipment (Including E-Commerce)

- Each carton must have a GS1-128 (UCC128) Label
- Vendors should consolidate product in as few cartons as possible, while not exceeding the conveyability guidelines detailed on the vendor website.
- 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 condition of the product. (Total Cubic Inches = Length x Width x Height). If the nature of the product being shipped results in cartons that exceed these requirements, please notify Transportation@steinmart.com prior to shipping.
- Breakable products should be packed in a manner which prevents breakage during normal shipping and handling. The vendor will be held responsible for breakage which occurs due to improper packaging.
- Do not shrink wrap multiple cartons together as "one shippable carton."
- Please review our vendor website at <http://vendors.steinmart.com> for the complete list of our standard shipping and routing requirements.