

VON MAUR

Effective March 1, 2010

SHIPPING AND ROUTING GUIDE

CHANGES TO THE ROUTING GUIDE WILL BE IN **BLUE ITALICS**

These instructions, changes, and updates supersede any previously issued Von Maur Routing Guides and Purchase Orders. Any exemptions issued by any person or organization other than the Logistics Manager, Buyer, or Distribution Manager WILL NOT be honored.

Von Maur Inc. has discontinued “hard copy” vendor mailings, faxes or notifications on any revision to the Routing Guide. Changes to the Routing Guide are made quarterly, and will be available 15 days before the beginning of each calendar quarter at www.vonmaur.com under the “Vendor Policy” section. It is imperative that all instructions and changes are understood. It is the Vendor’s responsibility to print the new changes each quarter to avoid chargeback’s and offset fees.

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I. GENERAL INSTRUCTIONS

Compliance with the Routing Guide is necessary to efficiently expedite the flow of merchandise from your location to our stores, maximizing selling time. Review appendix B Terms and Conditions of Purchase Order, before preparing any Von Maur shipments to ensure understanding of Von Maur's expectations.

- Any deviation from the Routing Guide requires a signature from the Buyer or Logistics Manager on the Buyer/Vendor Freight Negotiation form (appendix A.) If any person or organization other than the Logistics Manager or Buyer issues this form, terms are invalid and will not be honored.

Von Maur's receiving hours are Monday through Friday 7:30am to 2:30pm CST. Office hours for traffic are Monday through Friday 8:30am to 5:00pm CST.

These instructions cancel and supersede all previously issued transportation instructions. Ensure complete comprehension of the Routing Guide as it provides full, detailed instructions and requirements, which are too lengthy to list on the Purchase Order.

Any violations of the Routing Guide will lead to offset expenses being assessed. If a Vendor disputes an offset expense, they must notify Von Maur within 6 months of the charge date. The Vendor will be responsible for any offset expense that is over 6 months old.

Only valid Purchase Orders will be accepted to minimize refused or returned shipments due to invalid Purchases Orders. Do not ship using phone orders, worksheets, or verbal commitments.

All merchandise must be distributed, marked, and shipped as indicated on the Purchase Orders. Shipping any substitutions, overages or shortages on a Purchase Order are not acceptable.

All shipments, regardless of size, are subject to the provisions of the Routing Guide.

It is the Vendor's responsibility to ensure that the LTL Carrier, Consolidator or Small Package Carrier picks up within the designated shipping window as specified on the Purchase Order. Orders picked up early or late are subject to shipping penalties and may be refused.

START SHIP DATES: All listed start ship dates are the earliest the Purchase Order can ship from a U.S. point. If you request to ship before this date, the Consolidator will not authorize pick up. The LTL/Small Package Carrier will pick up the shipment, but it will be refused at the door.

CANCEL DATES: All listed cancellation dates are the latest that the shipment may leave the vendor's site.

- The Consolidator must be called at least 24 working hours before the cancel date.
- Purchase Orders shipped past the cancel date can be refused at Von Maur's Distribution Center.
- Past cancel shipments may be accepted with a 25% discount if the Vendor obtains Buyer approval.

II. TICKET REQUIREMENTS

- Ticket through the vendor label if ticketing on the product will damage the item.
- Do not ticket around the buttons of the garment or use safety pins to attach tags.

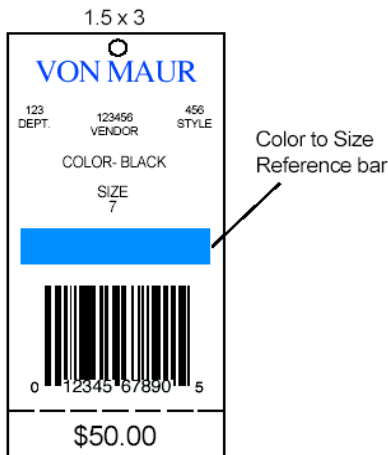
<u>PRODUCT TYPE</u>	<u>TICKET PLACEMENT</u>	<u>TYPE OF TICKET</u>
Belts	Through the buckle or on the belt	Lock loop or sewn in belt
Bottoms – All shorts, pants, jeans, skirts	On waistband, left side	Swift attached
Boxed/package – sold in package	On back of the box	Sticker or on package
Boxed/package - sold out of package	On the merchandise/back of item	Removable sticker
Dresses	Left sleeve	Swift attached
Gloves – not in box	Through vendor label	Swift attached
Gloves – in box	Bottom lower right	Sticker or on package
Hair accessories on cards	Back/bottom lower right on card	Sticker or on package
Handbags	Handle/right side	Lock loop or sewn in label
Handbags/clutch style	Through inner label or zipper tag	Lock loop or sewn in label
Hats	Through sweat band or label	Swift attached
Jewelry on cards	Back/bottom of card, lower right	Sticker or on package
Jewelry on black cards (ONLY Juniors department 694)	Back/bottom of card, lower right	Sticker or on package
Jewelry not on cards	Around the item, near clasp	String ticket or gummy “dumbbell”
Ladies suits	Left sleeve	Swift attached
Men’s casual shirts	Left sleeve	Swift attached
Men’s suits & sportcoats	Left sleeve	Sewn in
Outerwear & coats	Left sleeve	Swift attached
Robes	Left sleeve	Swift attached
Scarves	Through vendor label	Swift attached
Shoes	Front of box, lower right corner	Sticker or on package
Socks	On band or label	Sticker or on package
Sunglasses	On arm of glasses	String or “dumbbell”
Swimwear	Left side of label	Swift attached
Ties	Through the vendor label	Swift attached or sewn in
Tops – hanging	Left sleeve	Swift attached
Tops – packaged or folded	Through vendor label	Swift attached
Wallets	Attached to product	Sewn on label

Please contact below ticket suppliers if you are unable to produce tickets:

FineLine Bar Code Technologies USA Phone (800) 500-8687 USA Fax (678) 969-9201 Canada Phone (800) 465-1890 Canada Fax (905) 607-2935	R.E.R. International LLC sales@rerinternational.com USA Toll Free (888) 737-4685 USA Phone (718) 793-3900 USA Fax (718) 793-3919
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Shipping product with the retail on the ticket is preferred, but not required for non-EDI orders. All Vendors must supply size (if applicable) and style on a Vendor hangtag, poly bag or the item itself. **Non-EDI Vendors** – Von Maur can ticket goods with a scannable ticket if necessary. If you are unable to supply a tag, or have questions, please contact the Distribution Center Manager at (563) 388-2224. **EDI Vendors** – UPC tickets are required, and must include the size of the item if applicable. Boxed merchandise that can be sold in or out of the package must be ticketed with UPC and price both on the item and on the box (if unable to double ticket, then please provide “piggy back” [double stick] tickets.) Retail can be provided by: printing directly on the hangtag; printing below the perforated area of the hangtag; applying a price only sticker using a ticket gun. Please refer to the below examples:

Color Sync Hangtag VM1



Rattail VM4

Rattail VM5



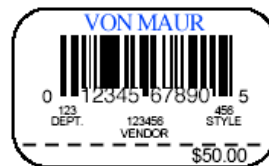
Small Hangtag VM2

1.25 x 2.5



Sticker VM3

1.25 x .75



III. HANGER REQUIREMENTS

All merchandise displayed hanging on the selling floor, including sweaters, must be shipped on a VICS floor ready hanger following these guidelines unless directed by the Buyer.

Family of Business	Hanger Description*	Hanger Color	Hanger Style #
Women's Apparel			
Women's plus-size tops, sweaters, dresses, jackets, blazers, sleepwear, robes & one-piece swimwear	19" Dress	CLEAR	479
Juniors & Missy tops, sweaters, dresses, jackets, blazers, sleepwear, robes, & one-piece swimwear	17" Dress	CLEAR	484
Women's, Juniors & Missy suits	17" Suit	CLEAR	494
Women's, Juniors & Missy outerwear	17" Coat	CLEAR	3329
Juniors & Missy bottoms	12" Pant	CLEAR	6012/6212
Women's plus-size bottoms	14" Pant	CLEAR	6014
Intimates	10" Intimate	CLEAR	GS-19
Men's Apparel			
Men's tops, sweaters, sleepwear & robes	17" Dress	CLEAR	484
Men's outerwear	17" Coat	CLEAR	3329
Men's shorts, casual pants, boxers, & sleepwear	12" Pant	CLEAR	6012/6212
Men's dress slacks	14" Pant	CLEAR	6014
Children's Apparel			
Girls 7-16 tops, sweaters, two-piece set tops & dresses Boys 8-20 tops, sweaters, coats, & two-piece set tops	17" Dress	CLEAR	484
Girls 4-6X tops, sweaters, coats, two-piece set tops, & dresses Boys 4-7 tops, sweaters, coats, & two-piece set tops Girls 4-16 sleepwear & one-piece swimwear Boys 4-20 sleepwear	15" Dress	CLEAR	485
Girls and Boys 2T-4T tops, sweaters, & two-piece set tops Girls and Boys 0-9 mo. coats, snow bibs & jackets Girls and Boys 12 mo.-4T sleepwear	12" Dress	CLEAR	498
Girls and Boys 0-24 mo. tops, sweaters, & two-piece set tops Girls and Boys 0-9 mo. sleepwear Girls 12 mo.-4T swimwear	10" Dress	CLEAR	497/380
Girls and Boys 12 mo.-4T coats & snowsuits	15" Jacket	CLEAR	3315
Girls 4-16 and Boys 4-20 coats & snowsuits	17" Jacket	CLEAR	3328
Girls and Boys 0-24 mo. bottoms, & two-piece set bottoms Girls 12 mo.-6X two-piece swimwear	8" Pant	CLEAR	6008
Girls 2T-6X pants, skirts, shorts & two-piece set bottoms Girls 7-16 two-piece swimwear Boys 2T-7 pants & shorts	10" Pant	CLEAR	6010/6210
Girls 7-16 pants, skirts, & shorts Boys 8-20 pants & shorts	12" Pant	CLEAR	6012/6212

*White hangers and hangers with size indicators are not acceptable

VICS APPROVED HANGER SUPPLIERS

Supplier	Email	Phone
A&E Products	www.aehangers.com	800-462-3843
Randy Hangers	www.randyhangers.com	880-689-7710 or 800-568-9994
Hanger's Unlimited	www.gstein@hangersunlimited.com	800-558-5585
AAA Hangers	www.aahangers.com	917-593-2210 or 516-374-8909 (fax)

IV. SHIPPING INSTRUCTIONS

ALL SHIPMENTS MUST BE SHIPPED TO*:

VON MAUR - DISTRIBUTION CENTER
6565 BRADY STREET
DAVENPORT, IOWA 52806

*Do not ship directly to the stores

RECORD THE FOLLOWING ON YOUR BILL OF LADING (do not declare a value):

- All Purchase Order and Department Numbers
- Total number of cartons and total weight for each Purchase Order
- Accurate merchandise description
- Complete Vendor name and shipping address
- Total number of pallets (if applicable)

The Vendor is required to follow the Bill of Lading standard and format published by VICS, available at <http://www.vics.org/>

A shipping manifest is not considered part of the Bill of Lading contract. The information above must be shown on the actual Bill of Lading. This omission can cause the shipment to be refused.

For all temperature sensitive shipments, you must indicate "PROTECT FROM FREEZING" or "PROTECT FROM HEAT" on your Bill of Lading. Losses due to absence of proper notations are the Vendor's responsibility.

If the merchandise is not properly described or weighed and the carrier, due to discrepancies, overcharges Von Maur, the amount of the carrier's assessorial fee plus an offset expense will be assessed. This includes the carrier changing the class number of the shipment.

Vendors who prepay freight and use carriers not approved by Von Maur are responsible for compliance with all other requirements in the Routing Guide that are not related to routing.

If a driver is required to load a shipment, the Vendor will be charged the carrier-loading fee, and/or inside pick fee. If a driver is required to count a shipment while loading, the Vendor will be charged the carrier (driver assist) loading charge. If a lift gate truck is needed, the Vendor will be charged the carrier fee.

Carriers allow 2 hours of free time to load. Charges begin 2 hours after the scheduled appointment. Additional charges incurred because of the inability of the shipper to load within the 2 hours will result in a chargeback for the additional cost.

A Purchase Order may never be shipped against more than three times. If there are more than two LTL shipments against a Purchase Order in a week without a signed Buyer/Vendor Freight Negotiation form, the Vendor will be charged all freight charges plus an offset expense.

Ship orders complete as routed. All styles must be shipped complete. In the case of Buyer authorized back orders, the goods must be shipped pre-paid and the freight bill marked accordingly. Any back order may be subject to cancellation without notice.

Do not split ship any style. Upon completion of the second shipment of the Purchase Order, we must receive no less than 95% fill rate on all styles shipped.

DO NOT include the Original Invoice with the packing list or shipment. This document must be sent separately to the A/P Department or payment will be delayed. Please refer to the Accounts Payable Policy on our website <http://www.vonmaur.com/VendorPolicy/AccountsPayable.pdf>

Von Maur does not pay customs fees, service fees, value added taxes, or ancillary service fees.

V. ROUTING INSTRUCTIONS

Mark all cartons with the store labeling information found in appendix C.

DO NOT PREPAY FREIGHT AND ADD FREIGHT CHARGES TO THE MERCHANDISE INVOICE (S). Merchandise invoices that contain freight charges will be paid net of freight.

There is no importing internationally except from Canada. The Vendor is responsible for all customs fees, service fees, value added taxes, & ancillary service fees.

Purchase Order Verification – Consolidator

Currently there is not a verification process for Purchase Orders that do not go to a Consolidator.

The only valid Purchase Orders are EDI or a faxed/mailed hard copy that includes a 6-digit PO number.

Upon receipt of the Purchase Order, verify all the information on the document. If the details are not accurate, contact the appropriate Von Maur Buyer and resolve the issue(s) before shipping.

If Purchase Order changes are required, request the Buyer retransmit the EDI order, send a new vendor copy, or provide a reprint of the order showing changes to guarantee the corrections have been made. Handwritten notes, verbal or phone agreements will not be honored by Von Maur.

All merchandise must be received pre-distributed and packed by store unless specifically authorized by the Buyer.

DO NOT ship after the “Cancel Date” or the merchandise will not be picked up by the Consolidator, and SMALL PACKAGE/LTL deliveries will be refused at the Von Maur Distribution Center.

Routing Methods

- See below for correct routing method for **LTL** (more than 120 lbs and/or 21 cartons or more) and **Small Package** (less than 120 lbs and less than 21 cartons) based on Vendor Warehouse location and size of shipment.
- For orders that need to be **expedited**, use method 6.
- **Volume shipments** (more than 5000 lbs, greater than 1,500 ft³ or *more than 11 pallets*) use method 7.

1	Method #1 – FOB Consolidator
2	Method #2 – FOB Vendor Warehouse
3	Method #3 – FOB Consolidator
4	Method #4 – LTL – 120 lbs or greater and/or 21 cartons or more
5	Method #5 – Small Package Carrier – Less than 120 lbs and less than 21 cartons
6	Method #6 – Expedited Freight
7	Method #7 – Volume Shipments – More than 5000 lbs, Greater than 1,500 ft³ or <i>More than 11 pallets</i>

State	LTL Method	Small Package Method	State	LTL Method	Small Package Method
Alabama	4	5	Nevada	4	5
Arizona	4	5	New Hampshire	2	5
Arkansas	4	5	New Jersey (except 070-079 & 085-089)	2	5
California (except 900-930)	4	5	New Jersey zips 070-079 & 085-089	1	1
California zips 900-930	3	3	New Mexico	4	5
Colorado	4	5	New York (except 100-119)	4	5
Connecticut	2	5	New York zips 100-119	1	1
Delaware	4	5	North Carolina	4	5
Florida	4	5	North Dakota	4	5
Georgia	4	5	Ohio	4	5
Hawaii	4	5	Oklahoma	4	5
Idaho	4	5	Oregon	4	5
Illinois	4	5	Pennsylvania zips 179-196 (except 189)	2	5
Indiana	4	5	Pennsylvania zips (except 179-196)	4	5
Iowa	4	5	Puerto Rico	4	5
Kansas	4	5	Rhode Island	2	5
Kentucky	4	5	South Carolina	4	5
Louisiana	4	5	South Dakota	4	5
Maine	2	5	Tennessee	4	5
Maryland	4	5	Texas	4	5
Massachusetts	2	5	Utah	4	5
Michigan	4	5	Vermont	2	5
Minnesota	4	5	Virginia	4	5
Mississippi	4	5	Washington	4	5
Missouri	4	5	West Virginia	4	5
Montana	4	5	Wisconsin	4	5
Nebraska	4	5	Wyoming	4	5

Method #1 – FOB Consolidator – NJ zip codes 070-079 & 085-089, NY zip codes 100-119
East Coast Consolidator (FOB Consolidator): The Vendor is responsible for freight to the Consolidator; Von Maur will pay freight from Consolidator to the Von Maur DC. New Jersey zip codes 070-079 & 085-089 and New York zip codes 100-119 must use the Consolidator.

Consolidation point:
NEW DEAL LOGISTICS
125 Pennsylvania Ave
South Kearny, NJ 07032
(201) 985-0300

Bill of Lading:
VON MAUR
6565 Brady St
Davenport, IA 52806

- The Vendor must call the Consolidator for PO verification, pick up and delivery appointment. The Vendor will be charged the Consolidator's established pick up rate.
 - a. The Vendor must call the Consolidator for P.O verification and delivery appointment even when opting not to use the Consolidator's carrier.
- The Consolidator has the right to refuse pick up of the shipment if the Vendor has not given sufficient notification for pick up. The Vendor must call a minimum of 24 business hours before last cancel date for pick up when using the Consolidator as the carrier.
 - a. If using another carrier to deliver to the Consolidator, the freight **MUST** leave the Vendor's dock by the cancel date, and the Vendor is responsible for all handling charges.

Method #2– FOB Vendor Warehouse – CT, ME, MA, NH, NJ (except 070-079 & 085-089), PA (179-196, except 189), RI, VT

East Coast Consolidator (FOB Vendor Warehouse): Von Maur will pay freight from the Vendor Warehouse to Consolidator and from the Consolidator to the Von Maur DC. Northeast states Connecticut, Maine, Massachusetts, New Hampshire, New Jersey (except 070-079 & 085-089), Pennsylvania (179-196, except 189), Rhode Island and Vermont must use the Consolidator.

Consolidation point:
NEW DEAL LOGISTICS
125 Pennsylvania Ave
South Kearny, NJ 07032
(201) 985-0300

Bill of Lading:
VON MAUR
6565 Brady St
Davenport, IA 52806

- Vendor must call the Consolidator for PO verification, pick up and delivery appointment.
- The Consolidator has the right to refuse pick up of the shipment if the Vendor has not given sufficient notification for pick up. The Vendor must call a minimum of 24 business hours before last cancel date for pick up when using the Consolidator as the carrier.
- Shipments with twenty-one (21) or more cartons and/or one hundred twenty-one (121) or more lbs must be shipped to the Von Maur DC via the Consolidator.
- Shipments with less than twenty-one (21) cartons and under one hundred twenty-one (121) lbs need to ship **Ground Collect** via directions in Method 5.
 - a. For example: A shipment that is 21 cartons and 89 lbs should ship via the Consolidator. A shipment of 18 cartons and 140 lbs would also ship via the Consolidator. A shipment of 20 cartons and 115 lbs would ship via Ground Collect.

Method #3 – FOB Consolidator – CA zip codes 900-930

West Coast Consolidator (FOB Consolidator): The Vendor is responsible for freight to the Consolidator; Von Maur will pay freight from the Consolidator to the Von Maur DC. California zip codes 900-930 must use the Consolidator.

Consolidation point:
CITY FASHION EXPRESS
2000 East University Drive
Dominguez Hills, CA 90220
(310) 223-1010

Bill of Lading:
VON MAUR
6565 Brady St
Davenport, IA 52806

- The Vendor must call the Consolidator for PO verification, pick up and delivery appointment. The Vendor will be charged the Consolidator's established pick up rate.
 - a. The Vendor must call the Consolidator for P.O verification and delivery appointment even when opting not to use the Consolidator's carrier.
 - i. If the Vendor uses their own carrier, City Fashion will charge the Vendor \$2.00 per hundredweight handling fee.
- The Consolidator has the right to refuse pick up of the shipment if the Vendor has not given sufficient notification for pick up. The Vendor must call a minimum of 24 hours before last cancel date when using the Consolidator as the carrier.
 - a. If using another carrier to deliver to the Consolidator, the freight **MUST** leave the Vendor's dock by the cancel date, and the Vendor is responsible for all handling charges.

Method #4 – LTL – 120 lbs or greater and/or 21 cartons or more

Less than load LTL (FOB Vendor Warehouse): Von Maur will pay freight from the Vendor warehouse to the Von Maur DC. LTL covers AL, AZ, AR, CA (except 900-930), CO, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, MD, ME, MI, MN, MS, MO, MT, NE, NV, NM, NY (except 100-119), NC, ND, OH, OK, OR, PA (except 179-196), PR, SC, SD, TN, TX, UT, VA, WA, WV, WI, & WY using **FedEx National LTL "Collect."**

FedEx National "Collect":
<http://www.fedex.com/us/freight/main/>
(866) 393-4585

Bill of Lading:
VON MAUR
6565 Brady St
Davenport, IA 52806

- Von Maur prefers all LTL shipments are on pallets.
- FedEx National cannot supply PO verification.
- The Vendor must call FedEx National to arrange for the pick up of the shipment(s). Make sure the date FedEx National picks up the freight is no earlier that the ship date, and no later than the cancel date on the PO or the shipment will be refused at the Von Maur DC and sent back to the Vendor.
- If FedEx National does not have a direct pick up in your area, please contact the Logistics Manger for routing instructions.

Method #6 – Expedited Freight

A Buyer/Vendor Freight Negotiation form (appendix A) **must** be filled out for all expedited shipments.

- If the Vendor is paying 100% of the freight charges, and a Buyer/Vendor Freight Negotiation form has been signed, the Vendor may proceed with shipping using their own carrier. The Vendor is responsible for tracking the shipment, as well as all charges, losses, damages, etc. for the shipment.
- If Von Maur is paying any portion of the freight, the Logistics Manager, before shipping, **must** sign the Buyer/Vendor Freight Negotiation form, and will direct routing.

Method #7 – Volume Shipments – Greater than 5000 lbs, Greater than 1,500 ft³, or *Greater than 11 pallets*

A Volume Load Request form (appendix E) must be filled out for all volume shipments, and faxed to the Logistics Manager.

- The Logistics Manager will provide routing instructions once the Volume Load Request form has been received.
- Volume shipments require at least three (3) working days before planned ship date, and at least three (3) working days before the cancel date.
 - a. Volume shipments will not be picked up the same day they are requested.
- The Vendor must contact the Logistics Manager for re-approval if a carrier has been assigned to pick up the volume shipment and any part of the shipment information has changed.

VI. RETURN TO VENDOR POLICY/MERCHANDISE REPAIRS

Return to Vendor

Merchandise will be returned to Vendor for the following reasons:

- Merchandise not ordered
- Merchandise shipped early
- Merchandise shipped late
- Merchandise found to be substandard, defective or unsalable
- Substitutions for color, style, or size

Shipments being returned to a Vendor for the reasons above will be charged back to the Vendor at the cost value of the merchandise. An offset expense plus all inbound and outbound freight charges will also be assessed. Call tags may be issued to Von Maur, in which case the outbound freight charges will not be charged to the Vendor, but the offset expense along with any inbound freight charges will be charged.

In regards to returning the above goods to the Vendor, Von Maur will follow the below procedures:

- 1) If the total cost of the merchandise shipment to be returned is less than \$100, Von Maur will dispose of the merchandise. The Vendor will be sent a Return Claim stating the merchandise has been disposed.

- 2) If the total cost of the merchandise shipment to be returned is greater than \$100, Von Maur will request a Return Authorization (RA) from the Vendor. Upon receipt of the RA, Von Maur will ship the merchandise back freight collect.
 - a. If the Vendor does not respond to the request for an RA, Von Maur will dispose of the merchandise. The Vendor will be sent a Return Claim stating the merchandise has been disposed.

Returns for merchandise accommodations or seasonal stock adjustments will be arranged on an as-needed basis by Merchandising. *Shipping costs for all returned merchandise are the responsibility of the Vendor, unless both the Vendor and the Von Maur Buyer sign a Buyer/Vendor Freight Negotiation Form.*

Samples sent to Von Maur will be returned charging the Vendor both Inbound and Outbound freight charges unless there is a Buyer/Vendor Freight Negotiation form signed by Von Maur's Buyer and the Vendor.

All Return Authorizations provided by the Vendor must include the following information:

- Vendor/Company Name
- Return to Address
- Return Authorization Number
- Von Maur Department Number

Requests for Proof of Delivery (POD) for returned merchandise will only be granted if the deduction has occurred within the past 6 months. All requests must be presented in writing and include a detailed explanation of the issue, Von Maur claim number, and the name and address where a reply can be sent. After 6 months, Von Maur will not be liable for shortages or damages.

If you have questions regarding specific claim issues, requests for POD, damaged merchandise or a change in address for returned merchandise contact the Vendor Return Department at (563) 445-1008 or rtv@vonmaur.com.

Merchandise Repairs

When charging Von Maur for return shipping of repaired merchandise, please follow the routing instructions by zip code available in Section V.

VII. EXPENSE OFFSET CHARGES

Violations of the Von Maur Routing Guide will result in offset expense charges to the Vendor. The purpose of offset charges is not to profit, but to achieve compliance so merchandise can be moved quickly and cost effectively to the selling floor. The Vendor is responsible for inbound and outbound freight charges when applicable. Please carefully review and ensure understanding of the Routing Guide to avoid chargeback's. See complete listing of Distribution Center, Shipping, and EDI chargeback's below.

ALL OFFSET EXPENSE DISPUTES MUST BE ADDRESSED NO LATER THAN 6 MONTHS FROM THE DATE THE CHARGE WAS WRITTEN.

OFFSET EXPENSES

Incorrect placement of tickets	\$100 per incident
Tickets on merchandise for another Retailer	\$100 per incident
Failure to supply a style number on the garment/each poly bag	\$100 per incident
Failure to supply correct hangers	\$100 per incident
Failure to ship dept 694 jewelry on plain black cards	\$100 per incident
Color and/or size not on order	\$100 per incident
Defective goods	\$100 per incident
Poor quality of goods	\$100 per incident
Unauthorized substitutions	\$100 per incident
Merchandise not ordered	\$100 per incident
Shortage/overage shipment	\$100 per incident
Merchandise Returned to Vendors	\$100 per incident plus all freight charges unless there is a call tag issued
Failure to follow the repair return policy	All freight charges
Cartons packed with more than 1 PO enclosed	\$100 per incident
Cartons not packed per floor ready standards	\$100 per incident
Cartons not packed per PO specifications	\$100 per incident
Damage and/or loss of merchandise due to inappropriate packaging of cartons	\$100 per incident
Cartons not labeled as "Special Order" where applicable	\$100 per incident
Failure to master pack if PO has 1 or more cartons but weighs the minimum	\$100 per incident
Carton identification information is incorrect or missing from the outside of the carton	\$100 per incident
Cartons not labeled as "Master Pack" where applicable	\$100 per incident
Packing slips do not contain all the required information	\$100 per incident
Failure to put all packing slips in a removal pouch on the <u>outside</u> of the lead carton	\$100 per incident
Carton labels not on correct side of cartons	\$100 per incident
Labels not legible, scannable or easy to read	\$100 per incident
Orders picked up before the first ship date	\$100 per incident
Orders picked up after the cancel date	\$100 per incident
Shipped PO without Consolidator verifying PO or without Consolidator approval	\$100 per incident
Did not meet fill rate requirements	\$100 per incident
Shipping merchandise directly to the stores	\$100 per incident
Multiple POs with no detail on Bill of Lading	\$100 per incident
BOL containing incorrect or not all of the required information	\$100 per incident
Not specifying "Protect from Freezing" or "Protect from Heat" on BOL	\$100 per incident
Driver must load and/or count	Carrier driver assist fees
Special truck needed (i.e. lift gate truck)	Carrier Charges
Driver detention charge	Carrier Charges
Added custom fees, service fees, ancillary fees, and/or value added taxes to the invoice	\$100 per incident plus fees and/or taxes
Shipped more than 2 LTL shipments in 1 week, against 1 PO (7 consecutive days)	\$100 per incident plus all freight charges
Failure to pay for all freight charges on samples sent	Inbound and outbound freight charges
Failure to ship correct FOB (i.e. FOB consolidator)	\$100 plus all freight charges
Failure to ship with the correct carrier	\$100 plus all freight charges
Failure to get prior approval for an expedited shipment	\$100 plus all freight charges

Failure to receive approval for volume shipment	\$100 plus all freight charges
Failure to receive re-approval on a volume shipment after a carrier has been assigned	\$100 per incident plus the difference in freight charges
Carrier changes description, weight and/or class number on Bill of Lading	\$100 per incident plus carrier fees

EDI OFFSET CHARGES

UPC Ticket not on the merchandise	\$100 per incident
Incorrect UPC ticket on merchandise	\$100 per incident
UPC not available in INOVIS	\$100 per incident
UPC ticket not scannable / readable	\$100 per incident
No retail on UPC Tickets	\$100 per incident
UPC tickets affixed improperly	\$100 per incident
Ticket format not industry standard	\$100 per incident
Missing or incorrect UCC-128 label	\$100 per incident
Duplicate UCC-128 number assigned	\$100 per incident
Failure to provide UCC-128 labels for each carton within a master pack, if applicable	\$100 per incident
Not using a 17 digit VICS Bill of Lading number	\$100 per incident
No ASN received for shipment	\$100 per incident
ASN not received 48 hours prior to merchandise receipt	\$100 per incident
Unusable ASN/incorrect ASN	\$100 per incident
Functional Acknowledgement not received within 2 days of PO transmission	\$100 per incident
Von Maur provided selling information when set up for 852 Product Activity Data transaction	\$25 per incident

III. EDI VENDORS

EDI is a paperless electronic transmission of data that expedites communication between the Retailer and Vendor, improves accuracy, and lowers costs by reducing redundant data entry. Because we carry a variety of specialty merchandise, Von Maur currently does not require all Vendors to become EDI trading partners. If your company is interested in becoming an EDI Partner, contact the EDI Coordinator, at 563-388-2284 or edicoord@vonmaur.com. If your company meets our criteria of **3,000 units or more** shipped, an EDI representative from Von Maur will contact you to begin the process of developing an EDI partnership. At that time, mapping information will be provided and a testing and implementation schedule will be established. Vendors that are unable to comply to the requested EDI partnership with Von Maur will be given a reasonable amount of time to comply before offset expenses are assessed.

Von Maur supports the current industry standards and expects all EDI trading partners to comply with the current Voluntary Interindustry Commerce Standard (VICS), Uniform Code Council (UCC), Electronic Data Interchange (EDI), and Universal Product Code (UPC) standards.

Transmission costs are shared between Von Maur and our trading partners on a 50/50 split. Von Maur pays the cost of receiving your documents from the Inovis network and sending our documents to the network. Trading partners pay the cost of sending their documents to their third party network and receiving Von Maur documents from the Inovis network.

Trading partners should use Inovis as the VAN for transmission of documents. If the trading partner is not capable of using Inovis, contact our EDI Coordinator for inter-connect options.

Von Maur can receive the following documents:

214	Trailer Manifest	832	UPC catalog data from vendor or INOVIS
855	Inbound purchase order	856	Advance ship notice (ASN)
997	Functional Acknowledgment		

Von Maur can send the following EDI documents:

850	Outbound purchase order	997	Functional acknowledgment
852	Product Activity Data (weekly sales and semi annual on hand information)		

Mapping information is available by clicking on this link to our website

<http://www.vonmaur.com/Default.aspx?PageId=561&nt=9>. Von Maur will only process documents that meet our mapping specifications.

EDI Testing/General Information

Access to your UPC catalog is a prerequisite to testing any EDI transaction.

All trading partners must be capable of receiving an 850 Purchase Order or sending an 855 (Vendor generated) Purchase Order. Trading partners must be capable of sending accurate carton level advanced ship notice (ASN)/manifest. Our policy is to test the 850 and 856 transactions simultaneously. We will not allow the transmission of any Purchase Orders via EDI until the 856 transaction is in production. Use the “scan and pack” method to create your ASN.

Functional acknowledgments (997) must be provided within two business days from receipt of each 850 PO transmission received from Von Maur. We will provide a functional acknowledgment (997) within two business days from receipt of each 856 ASN transmission from our trading partners.

If you request to receive selling information via the 852 Product Activity Data transaction, we will no longer provide manual selling information such as printed reports, faxed information, or phoned in sales. A \$25 offset expense will be assessed for each request for manual selling information.

The Bill of Lading must conform to the VICS standard of a 17-digit number.

Von Maur must receive your ASN at least 48 hours before the merchandise arrives at our DC.

UPC Requirements

The UPC is the essential component of EDI and is utilized in the transmission of all EDI documents. Following these steps will ensure that your company is positioned for a successful partnership at Von Maur. Once an EDI partnership is established and EDI Documents are traded, the following steps will be mandated and offset expenses may be assessed for noncompliance:

- Provide accurate UPC data via Quick Response Services Catalog (INOVIS). The UPC catalog must include a minimum of UPC, product ID, unique product description, NRF color and size codes, color and size description, and selection code. If your merchandise is sized, please include this on the UPC ticket. The color-to-size bar code is optional.
- Assign a unique UPC number at the product ID/color (if product has a color)/size (if the product is sized) level to all merchandise. This includes all special cuttings, membership pieces, fabrics, and accessory items that are sold by the Vendor.
- UPCs must be located on every item, regardless of how it is packaged. Our systems are not equipped to utilize pre-pack UPCs. EACH = UPC = CONSUMER SELLING UNIT.
- Ensure that the product ID/color/size on the INOVIS catalog matches the information issued on all other materials including buyer catalogs, shipping information and merchandise tickets.
- Access to your UPCs must be available in INOVIS before product offering. UPCs must be available in the INOVIS catalog for the Buyer to generate an EDI Purchase Order.
- Once UPCs have been assigned and made available to us via INOVIS, **UPC related information must not be altered.**
- Although the industry standard requires a waiting period of 30 months for fashion merchandise and 48 months for non-fashion merchandise, it is recommended that UPCs or Product Ids not be re-used.
- Gift with Purchase (GWP) and Purchase with Purchase (PWP) merchandise must be assigned and ticketed with UPC codes. These UPCs must be included in your UPC catalog as well as all EDI documents.

Packaging Instructions

To expedite your merchandise through the Distribution Center, please follow these listed guidelines. Merchandise not shipped to these specifications can experience delays in processing and loss of time on the selling floor, along with incurring offset expenses.

- Vendors must pack merchandise in shippable cartons (min 175 lb test.)
- Cartons must contain merchandise for only one Purchase Order (and one store, if pre-distributed.) They must be packed in compliance with the floor ready standards and according to the Purchase Order specifications (see Appendix B.)
- All shipments must arrive **in cartons** by store, unless authorization by the Buyer has been obtained.
- Pack your merchandise in such a manner as to prevent concealed loss or damage in transit.
- Concealed damages or shortages, where there is no visible damage or tampering with the package, will be charged back to the Vendor.

- Custom or special orders should be labeled on the outside of the carton with the words “SPECIAL ORDER.”
- Do not seed hangers in the shipping carton. Merchandise requiring hangers must have hangers inserted into the garment itself.
- All carton information needs to be on the side of the cartons, not the top or bottom.
- If individual cartons are small enough to consolidate into a Master Pack (0 to 10 lbs) and there is more than one carton per Purchase Order, please follow the below instructions regarding Master Packs.

Master Packs

- One Purchase Order per Master Pack.
- Pack the inner contents in a carton, by store.
- Include PO# and Department# on the outside of the carton. The PO# and Dept# must be permanently affixed to each carton, not just the lead carton.
- Information must be on the side of the cartons, not the top or bottom.
- Mark the outside of the master carton with the word “Master Pack” and list the stores included.
- EDI Vendors must provide inner cartons with an UCC-128 Shipping Container label for each store.

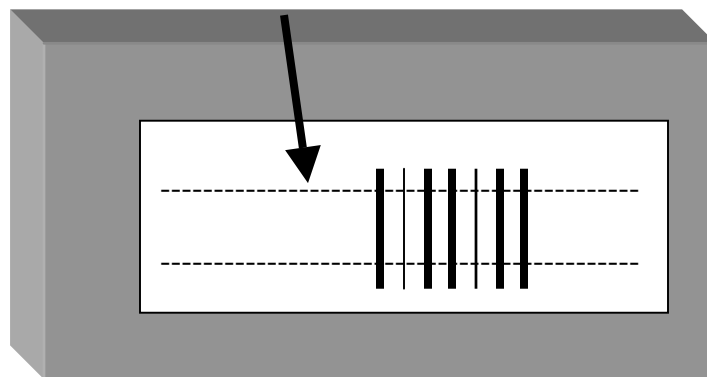
UCC Carton Label/Information Placement Requirements for EDI Purchase Orders

Each carton must have a legible or scannable, easy to read label on the **side** of the carton.

- Maximum carton size = 21” wide x 30” long x 20” high. Maximum weight not to exceed 50 pounds.
- Minimum carton size = 9” wide x 12” long x 3” high.
- Do not place metal bands or straps on the cartons.
- Do not wrap cartons in burlap or plastic.

All UCC-128 labels must go on the **side** of the carton.

Bar Code must be on the **side of carton.**



- All cartons must be shipped with the UCC-128 carton labeling. The UCC carton label must include: ship from company name and address, ship to Von Maur and address, Purchase Order number, department number, store number, and human readable UCC-128 20 digit code.

- Every UCC-128 number you generate must be unique. UCC-128 numbers should not be re-used for 1 year.
- All cartons should be of size to place UCC labels on the side of the carton.
 - a. If the carton is too small for the entire UCC 128 label, please ensure the scannable barcode is on the side only. No barcodes should be on top of the carton.
- Label should never be closer than 1.90 inches from the top or bottom of the carton, and should never be closer than 1.38 inches from the leading or trailing edge on the longest, flattest side of the carton.

EDI Required Label Information

All information/labels must be on the side of the carton. The PO #, Dept # and Store # must be permanently affixed or written on EACH carton. Each UCC 128 Shipping Label must have:

1. From Vendor name and address
2. Ship to: Von Maur
6565 Brady St
Davenport, IA 52806
3. Ship to postal code
4. Carrier information (Bill of Lading & PRO # if available)
5. 6-digit Purchase Order number, Carton Sequence (i.e. 1 of 23), Case Quantity, 3-digit Department number
6. Mark for name and store #
7. Serial shipping container code (Barcode & human readable)

UCC 128 Shipping Label
4x6

1.	FROM: FINELINE TECHNOLOGIES 157 TECHNOLOGY PKWY STE. 700 NORCROSS, GA 30092	TO: VON MAUR DISTRIBUTION CTR. 6565 BRADY STREET DAVENPORT, IOWA 52806	2.
3.	SHIP TO POSTAL CODE: (420) 52806 	CARRIER: FEDEX NATIONAL	4.
5.	PO#: 596101 DEPT. # 456	CARTON 1 OF 3 CASE QTY: 3	
		STORE #: 0014	6.
7.	SSCC-18 (00) 0 0686763 200005081 6 		

To initiate an EDI trading partnership, complete this form and return by fax to the Von Maur EDI Coordinator at (563) 468-4111. The EDI Coordinator may also be reached at (563) 388-2284 or edicoord@vonmaur.com

Mapping information will be provided upon approval of the Trading Partner Information Sheet.

EDI Trading Partner Information Sheet

Trading Partner Name: _____

EDI Contact

Name: _____
 Title: _____
 Address: _____

 Phone: _____
 Fax: _____
 E-mail _____

Network

EDI Provider

Name _____
 Qualifier/ID _____

UPC Provider

Name _____
 INOVIS Vendor # _____

Versions supported _____

Transaction Sets Supported (please circle)

810 Invoice	857 Shipment Billing Notice
820 Payment Order	860 P.O. Change Request
830 Planning Schedule	867 Product Transfer and Resale
832* Price Sales Catalog	869 Order Status Inquiry
846 Inventory Advice	870 Order Status Report
850* Purchase Order	997* Functional Acknowledgment
852* Product Activity Data	Other
855* P.O. Acknowledgment	_____
856* Ship Notice/Manifest	_____

*Currently supported transaction sets by Von Maur, Inc.

Date to begin testing: _____ Approximate testing period _____

Do you have the capability to ticket with MSRP? _____

OR

Our retail price if retail is included in the 850 transmission? _____

Is there a charge for this service? _____

Would you like to see a style # on the EDI transmission? _____

Do you follow the VICS hanger guidelines? _____

Do you have a Von Maur PO# in your system that would help us identify our internal vendor number for your company? PO# _____

IX. NON-EDI VENDORS

Because Von Maur carries a variety of specialty merchandise, all Vendors are not required to be EDI compliant. If your company is able to become an EDI Partner, you may contact the EDI Coordinator at 563-388-2284 or edicoord@vonmaur.com. Once a Vendor ships 3,000 units or more, you will be contacted to become EDI compliant.

Packaging Instructions

To expedite merchandise through the Distribution Center, please follow these listed guidelines. Merchandise not shipped to these specifications can experience delays in processing and loss of time on the selling floor, along with incurring offset expenses.

- Vendors must pack merchandise in shippable cartons (min 175 lb test.)
- Cartons must contain merchandise for only one Purchase Order (and one store, if pre-distributed.) They must be packed in compliance with the floor ready standards and according to the Purchase Order specifications (see appendix B.)
- All shipments must arrive **in cartons** by store, unless authorization by the Buyer has been obtained.
- Pack your merchandise in such a manner as to prevent concealed loss or damage in transit.
- Concealed damages or shortages, where there is no visible damage or tampering with the package, will be charged back to the Vendor.
- Custom or special orders should be labeled on the outside of the carton with the words "SPECIAL ORDER."
- Do not seed hangers in the shipping carton. Merchandise requiring hangers must have hangers inserted into the garment itself.
- All carton information needs to be on the side of the cartons, not the top or bottom.
- If individual cartons are small enough to consolidate into a master pack (0 to 10 lbs) and there is more than one carton per Purchase Order, please follow the below instructions regarding Master Packs.

Master Packs

- One Purchase Order per Master Pack.
- Pack the inner contents in a carton, by store.
- Include PO# and Department# on the outside of the carton. The PO# and Dept# must be permanently affixed to each carton, not just the lead carton.
- Information must be on the side of the cartons, not the top or bottom.
- Mark the outside of the master carton with the word "Master Pack" and list the stores included.

Packing Slips

Create one packing slip containing information for each store or create a separate packing slip for each store. All packing slips, whether there is just one or there are multiple, need to be placed in a removable pouch on the outside of the lead carton for each Purchase Order. Do not put a packing slip on individual cartons. Packing slips must be provided for each Non-EDI Purchase Order.

- All packing slips must be in a removable pouch on the **OUTSIDE** of the lead carton.
- **DO NOT** place packing slips inside the carton.

- All information/labels must be on the **side** of the carton.
- The PO #, Dept # and Store # must be permanently affixed or written on EACH carton.
- Include this information:
 1. Vendor Name and Address
 2. Von Maur
6565 Brady Street,
Davenport, IA 52806
 3. Purchase Order number
 4. Store number and/or abbreviation
 5. Number of cartons/store and cartons/shipment
 6. Style, color, size by store
 7. Total units by store
 8. Merchandise description on packing slip
 9. Sequential number of the carton per PO (i.e. 1 of 23)

Carton Identification/Label Requirements for Non-EDI Vendors

Each carton must have a legible, easy to read label on the **side** of the carton.

- Maximum carton size = 21” wide x 30” long x 20” high. Maximum weight not to exceed 50 pounds.
- Minimum carton size = 9” wide x 12” long x 3” high.
- Do not place metal bands or straps on the cartons.
- Do not wrap cartons in burlap or plastic.

All information / labels must be on the **side** of the carton. The PO #, Dept # and Store # must be permanently affixed or written on EACH carton. The Shipping Label must have:

1. From Vendor name and address
2. Ship to: Von Maur
6565 Brady St
Davenport, IA 52806
3. Ship to postal code
4. Carrier information (Bill of Lading & PRO # if available)
5. 6-digit Purchase Order number, Carton Sequence (i.e. 1 of 23),
Case Quantity, 3-digit Department number
6. Mark for name and store #

X. VON MAUR CONTACT LIST

DISTRIBUTION CENTER	PHONE NUMBERS AND E-MAIL ADDRESSES	FAX NUMBERS
Von Maur Center	Main Switchboard (563) 388-2200 generaloffices@vonmaur.com	(563) 388-2242
Logistics Manager	Lisa Nelson (563) 388-2260 logismgr@vonmaur.com	(563) 388-2242
Distribution Center Manager	Cathy Rockwell (563) 388-2224 oprMgr@vonmaur.com	(563) 468-4111
Assistant Distribution Center Manager	Open Position (563) 445-7004 oprMgr2@vonmaur.com	(563) 468-4111
E-Commerce Manager	Holly Lemmer (563) 468-4105 manager59@vonmaur.com	(563) 388-2242
Receiving Clerk	Dee Denney (563) 388-2200 ext 3368 dcrec2@vonmaur.com	(563) 468-4111
Accounts Payable	Jan Black 563-388-2276 corr276@vonmaur.com Kelli Herald 563-388-2227 corr227@vonmaur.com	(563) 388-2242 (563) 388-2242
EDI Coordinator	Shelley Babcock (563) 388-2284 edicoord@vonmaur.com	(563) 468-4111
Vendor Return	Vendor Return Department (563) 445-7008 rtv@vonmaur.com	(563) 388-2242

In order to minimize freight charges and maximize merchandise receiving and processing efficiency, Von Maur requires that you honor the Routing Guide, which may be viewed or printed @ <http://www.vonmaur.com>. These requirements apply to all shipments regardless of whether they are prepaid or collect. Failure to follow these instructions will cause additional freight expense and unacceptable delays in transit time, resulting in your company being charged the total freight charge plus an offset expense. Multiple issues on a shipment will result in multiple offset charges.

The Logistics Manager, Distribution Center Manager and Von Maur Buyer are the only sources authorized to grant exceptions or clarify instructions to these Routing requirements. Transportation instructions received from any source other than the above, which differ from the Routing Guide, are not valid, and will not be honored. A Buyer/Vendor Freight Negotiation form must be completed when deviation from the Routing Guide is approved. Chargeback's will be issued to the Vendor if there is deviation from these instructions without proper authorization.

Buyer / Vendor Freight Negotiation Form

DATE:

CARRIER CHOSEN:

VENDOR:

VON MAUR VENDOR NUMBER:

VON MAUR DEPARTMENT NUMBER:

VENDOR FREIGHT AMOUNT OR %:

VON MAUR FREIGHT AMOUNT OR %:

VON MAUR PURCHASE ORDER #:

CARTON COUNT:

SHIPPING ZIP CODE:

TYPE OF FREIGHT (i.e.: handbags):

VENDOR CONTACT PERSON:

VENDOR SIGNATURE*: _____

VON MAUR BUYER SIGNATURE*: _____

VON MAUR LOGISTICS MANAGER*: _____

COMMENTS:

Please sign and fax back the information requested on this form to the attention of:

Logistics Manager
(563) 388-2242

* The signing of this form using an electronic method voids the agreement. This form should only be used when deviating from the Routing Guide.

TERMS AND CONDITIONS OF PURCHASE ORDER

These terms and conditions apply to all Purchase Orders issued by Von Maur.

- Verify the accuracy of all Purchase Order details including ship and cancel dates, payment terms, product detail and pricing information. Do not ship merchandise until you verify that all discrepancies on the PO have been corrected through a written confirmation. By shipping merchandise, you agree to the terms and conditions of the sale as stated on our Purchase Order and Routing Guide.
- Von Maur reserves the right to keep, refuse and/or return, in whole or in part, any goods which deviate from the Purchase Order agreement including unauthorized product substitutions, early shipments, past cancel shipments, defective, substandard, unsalable, over shipments, duplicate shipments, invalid orders, canceled orders, or failure to complete the Purchase Order. Any shipments that deviate from the Purchase Order agreement will be shipped back to the Vendor solely at the Vendor's expense and risk without a return authorization. Any returned shipments refused by the vendor will be abandoned to the carrier for salvage. In addition, an offset expense will be assessed and the vendor will pay for all inbound and outbound freight. Offset expenses for Purchase Order deviations will not be reversed. It is imperative to verify all Purchase Orders for accuracy before shipping.
- Von Maur reserves the right to deduct all freight charges accruing from back orders, or from not following Routing Guide instructions on the Purchase Order. In addition, Von Maur reserves the right to charge back a reasonable fee for any expenses including handling on shipments sent or billed not in accordance with the Purchase Order and Routing Guide instructions.
- Seller agrees to indemnify, defend and hold Von Maur, Inc. harmless against any and all claims, liability or damages relating to (i) patent, trademark or copyright infringements; (ii) the requirements of proper labeling in accordance with, but not limited to, the Federal Fair Packaging and Labeling Act, the Textile Fiber Products Identification Act, the Flammable Products Labeling Act and Hazardous Substance Labeling Requirements; and (iii) product liability.
- Merchandise not up to specifications will be returned at the Vendor's expense for transportation both ways plus handling charges on amount of invoice.
- All goods not fully up to sample, or standard, or shipped contrary to instructions, may be returned at any time.
- The only valid Purchase Orders are EDI or a faxed/mailed hard copy that includes a 6-digit PO number. Do not accept phone orders, verbal commitments or worksheet orders as order commitments.
- When order is detailed by style, size and color, pack and invoice as detailed.
- Include merchandise for only one department per carton, and prepare separate invoice for each order and each shipment.
- If Purchase Order changes are required, request for the Buyer to retransmit the order via EDI or provide a hard copy of the revised Purchase Order. Do not accept handwritten notes or verbal agreements for order changes.
- Applicable Purchase Order number, department number, and your company name must appear on every carton of each shipment.
- In multiple-carton shipments, each carton must be marked "of 10," "of 5," etc. to indicate the total number of cartons in the shipment. Place packing list on outside of carton.
- All E.O.M. invoices for goods shipped on and after the 25th day of the current month shall be dated as of the following month with the usual terms. Payment dates are based on receipt of merchandise or receipt of invoice, whichever date is later.
- Please review the complete list of offset expenses in section VII of this Routing Guide that may be issued because of Purchase Order deviations.

STORE LISTING

All shipments must be shipped to the Von Maur Distribution Center at 6565 Brady Street, Davenport, IA 52806, with the specific store name or number indicated on the Shipping Label, PO, Bill of Lading, Carton, and Packing Slip

**VMC - Distribution Center
6565 Brady Street
Davenport, IA 52806**

<u>Store #</u>	<u>Store Initials</u>	<u>Store Name/Location</u>
01	VMC	Bulk Order / Not by store shipment
02	CH	College Hills / Normal, IL
03	CS	College Square / Cedar Falls, IA
04	HP	Hickory Point / Forsyth, IL
06	VW	Valley West / Des Moines, IA
08	SP	Southpark / Moline, IL
10	NP	Northpark / Davenport, IA
11	IC	Iowa City / Iowa City, IA
12	LD	Lindale / Cedar Rapids, IA
14	YT	Yorktown / Lombard, IL
15	WR	Westroads / Omaha, NE
16	CT	Castleton Square / Indianapolis, IN
17	GW	Greenwood Park / Greenwood, IN
18	PV	South Pointe Pavilions / Lincoln, NE
19	EP	Eden Prairie / Eden Prairie, MN
20	JP	Jefferson Pointe / Ft. Wayne, IN
21	SC	St. Charles / St. Charles, IL
22	TE	Towne East / Wichita, KS
23	GV	Glenview / Glenview, IL
24	BW	Briarwood / Ann Arbor, MI
25	LP	Laurel Park / Livonia, MI
26	OX	Oxmoor / Louisville, KY
27	PF	Polaris Fashion / Columbus, OH
28	CP	Corbin Park / Overland Park, KS
29	TG	Greene Towne / Beavercreek, OH
59*	EC	E-Commerce / Davenport, IA
60	WH	Von Maur Warehouse / Davenport, IA

*Store #59, E-Commerce, is located within the Von Maur Distribution Center in Davenport, Iowa. E-Commerce operates as its own store, and must be treated as such when fulfilling orders.

New Vendor Information Sheet

Vendor Name: _____

Parent Company Name (Invoice Paid To): _____

<p style="text-align: center;">Sales Rep. Contact:</p> <p>Address: Telephone: Fax: Email:</p>	<p style="text-align: center;">Purchase Order Contact:</p> <p>Address: Telephone: Fax: Email:</p>
<p style="text-align: center;">Traffic/Shipping Contact:</p> <p>Address: Telephone: Fax: Email:</p>	<p style="text-align: center;">Return Authorization Contact:</p> <p>Address: Telephone: Fax: Email:</p>
<p style="text-align: center;">Distribution Center Contact:</p> <p>Address: Telephone: Fax: Email:</p>	<p style="text-align: center;">Merchandise Return Contact:</p> <p>Address: Telephone: Fax: Email:</p>
<p style="text-align: center;">Account Payable Contact:</p> <p>Address: Telephone: Fax: Email:</p>	<p style="text-align: center;">EDI Contact:</p> <p>Address: Telephone: Fax: Email:</p>

All Vendors must follow the terms of the Von Maur Routing Guide, which is available at www.vonmaur.com. It is the Vendor's responsibility to review quarterly for changes.

- Will Vendor provide a price on the ticket?
- Does Vendor issue RA numbers?
- How long is the RA number valid?
- Does Vendor need a reason for RA?
- Does Vendor accept in-store damages?
- Type of merchandise (i.e. gifts, boots, etc.):
- All goods must ship on hangers and must ship by store.**

Von Maur Use Only:

Payment Terms _____ Vendor # _____

Buyer Name: _____

Department Number: _____

This form may be emailed to the Buyer, or faxed to the appropriate Buyer's attention at 563-388-2242.

