

3.0 Purchase Order (PO) Requirements

- 3.1 Purchase Order Details -

Buyers and Assistant/Associate Buyers do not provide any copies of purchase orders. Our Merchandise Operations Coordinators may provide an initial copy of a PO for confirmation of details when required, however, PDF copies of purchase orders are not provided to EDI enabled vendors.

Information required/provided:

- Vendor name
- Season of the PO/Item (i.e. "F26" = Fall 2026)
- Purchase Order Creation Date, Ship Not Before Date, and Cancel After Date
- PO number
- PO commercial and freight terms (terms used to specify invoice and freight payment methods)
- Vendor item style number/name and color description for confirmation
- Unit cost (Company cost for the item)
- Currency of PO
- Size run and packing instructions
- Prepack code (when indicated on order)

- 3.1.1 Purchase Order Terms -

Please note that the Ship Not Before Date is the first date that the product can be received in our Warehouse and the Cancel Date is the last date the product will be accepted in our Warehouse. Neither Vendor nor Distributor may have product received in our warehouse prior to the indicated Ship Not Before date or after the Cancel After/Cancelation date unless prior written authorization is obtained from Designer Brands. If our Merchandising team provides written authorization to accept a late delivery after the Cancel Date has passed, a compliance expense of 10% per week per value of PO will be charged.

Our preference is to receive product by the Delivery Date/Ship Not After date in order to facilitate timely movement of merchandise to our stores. Written authorization to accept orders prior to the Ship Not Before or after the Cancel Date must occur in advance of the PO shipping window.



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Ship To Address will be:

National Logistics Services (NLS)
 1 Alban Road
 Caledon, ON, Canada
 L7C 4P9

Sample PDF PO Header (Non-EDI format)

		Purchase Order Purchase Order Number #####		Generated YYYY-MM-DD HH:MM:SS	
Vendor: T100 - TEMPORARY 44 KODIAK CRESCENT M3J 3G5			Terms: NET 60 DAYS FOB Point: TORONTO Contact:		Ship Via: NLS TRANSPORTATION Shipped From: TORONTO
Bill To: Designer Brands Canada 44 Kodiak Crescent Toronto, ON, M3J 3G5 Canada 416-638-5011			Ship To: 598 NLS National Logistics Services 1 Alban Road Caledon, ON L7C 4P9		
Prepacks: Y Season Code: F22 P.O. Date: 2022-06-01 Ship Date: 2022-09-05 Cancellation Date: 2022-09-09 Note:					

Sample EDI Web Portal PO Header (EDI Enabled partners)

Purchase Order

Move To History		Print		Save as PDF		Use Spreadsheet Mode	
Header Information							
Trading Partner:	Vendor Name	PO Date:	23/9/22				
Purchase Order:	#####	Ship Not Before:	3/4/23				
Currency:	CAD	Ship No Later:	7/4/23				
Type Code:	Stand Alone	Do Not Deliver Before:	3/4/23				
		Folder:	Inbox				
Department Number:	598	Internal Vendor Number:	Vendor Number				
Carrier Details:	NLGO						
Payment Terms:	Type: Basic -, Start Date: Delivery Date, Net Due Days: 30						

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- 3.1.2 Purchase Order Prerequisites –

Vendors must provide the Merchandise Operations Coordinators (MOC Team) (see Section 12) with the correct vendor style number, vendor color name/number, and description of the merchandise for entry into the Company system within 20 business days following receipt of an intent to purchase from a buyer. This information can be provided via the 832 EDI Catalogue or alternatively via SPICE Technologies web enabled portal.

UPC enabled vendors must ensure the transmission of the corresponding UPC codes for PO items (all sizes and dimensions) within the same time period.

Additionally, the Company will request that all UPC enabled vendors establish a data trading agreement that allows the use of the vendor's UPC codes for PO merchandise. EDI/Vendor Relations will contact vendors requesting setup with our third-party provider SPICE Technologies.

For details on how to set up this partnership, please contact the Company's Merchandise Operations Vendor Relations department (see Section 12).

If your company uses a third party to host your catalogue, please reach out to your provider and instruct them to transmit your EDI 832 to SPICE on your behalf. Please note that it is solely your responsibility to have your 3rd party provide the automated 832 in the guidelines issued by Designer Brands Canada. EDI 832 transmissions must be fully automated. Neither the Company nor SPICE representatives will download your catalogue files manually from any catalogue site.

- 3.1.3 Purchase Order Preparation -

Following receipt of vendor style, color, and description of merchandise, the Company will send the vendor an approved final version of the PO via EDI transmission (Document 850). PDF copies of purchase orders are not provided to EDI-enabled vendors. Final copies of the PO will contain the following information (not inclusive):

- Designer Brands Canada style number which is added to the PO after receipt of
 - Vendor item description,
 - Vendor style number,
 - Vendor style description (if applicable),
 - Color description, and
 - Color number.

On POs sourced to a vendor with an established UPC trading relationship, all merchandise will need to be labeled with the vendor's UPC tag.

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- 3.1.3 Purchase Order Preparation Continued -

Vendors need to ensure all shoe boxes are labeled with the vendor's internal UPC barcoded reference which matches the Company and vendor's style and color.

The Company requests that non-footwear merchandise be shipped pre-ticketed with retail price labels supplied by the vendor. Any questions concerning pre-ticketing requests, price tickets and/or placement instructions should be directed to the Company's Merchandise Operations Vendor Relations department (see Section 12).

Any exceptions to PO preparation or packing instructions/specifications need to be approved, in writing, by the EDI/ Vendor Relations department prior to merchandise shipment.

Vendor style and/or color substitutions are not permitted without the prior approval of the Company.

- 3.2 Merchandise Configuration Types (Packing Methods) -

The Company specifies three types of merchandise packing configurations:

- Prepacked or Musical Run (One solid style/color/dimension with assorted sizes)
- Closeout/Closeout-Take All (Mix of vendor prepacked and single style, color, and size merchandise)
- Solid or Unit based (Solid style/color/dimension/size)

The Company PO will indicate merchandise packing instructions by size and quantity in the "Pack Code" and "Size Run" sections. Questions concerning specific merchandise configuration may be forwarded to the Company's Merchandise Operations Vendor Relations department (see Section 12) prior to merchandise shipment.

Merchandise from different purchase orders, styles, or colors cannot be configured in the same shipping carton and will be subject to chargeback.

Any merchandise (accessories or footwear) requiring shipping cartons smaller than the Company's accepted dimensions need to be master packed into larger cartons per Section 4.1 and 4.2. All questions regarding this requirement need to be addressed to the Company's Vendor Relation team.

Vendors receiving orders without any merchandise configuration instructions need to notify the appropriate EDI/Vendor Relations team immediately.