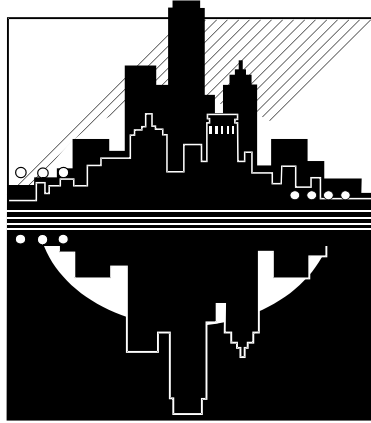


LOEHMANN'S VENDOR SHIPPING GUIDE



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LOEHMANN'S VENDOR SHIPPING **GUIDE**
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VENDOR SHIPPING GUIDE

INTRODUCTION

This Vendor Shipping Guide for Loehmann's represents our continued commitment to improve the efficiency of moving our merchandise quickly through our Distribution Center to our customers.

This Shipping Guide is our instrument to ensure our vendors are kept informed of the shipping guidelines at Loehmann's and how these requirements impact the way we do business together.

- The Shipping Guide contains important information in how to pack, label, ticket, and route merchandise along with the necessary documentation required to ship merchandise to Loehmann's. Please read this document carefully and take special note to the following:
- Loehmann's suggests all apparel orders to be shipped on a clear VIC's type hanger.
- This guide details Loehmann's guidelines for pre-ticketing.
- Shipments originating from the New York Commercial Zone must be routed by NRS/World Logistics (www.nrsonline.com), Loehmann's dedicated consolidator. The costs associated with the movement of goods through our consolidator will be deducted from your invoice.
- Shipments originating from California must be routed by NRS/World Logistics (www.nrsonline.com), Loehmann's West Coast dedicated consolidator. A portion of the costs associated with the movement of goods through our consolidator will be deducted from your invoice.
- Shipments originating outside of both California and the New York Commercial Zone must be routed by NRS/World Logistics (www.nrsonline.com), Loehmann's dedicated consolidator.

Loehmann's is committed to provide the best service in the industry to our vendors by providing timely pickups and quickly expediting our merchandise to the selling floor. There will certainly be questions regarding the Shipping Guide and we at Loehmann's encourage you to contact us with any questions or suggestions you may have.

I. PACKING and MARKING

A. GOH (Garments Shipped Hanging Rather than in a Carton) PREPARATION and MARKING

1. GOH shipments should be in the sequence of style, color, and size. Sizes should be sequenced from the smallest to the largest within the shipment or bundle.
2. **All merchandise should be shipped on a clear VIC's standard hanger.**
3. Stickers for the identification of size should be clearly visible near the top of the hanging garment.
4. A packing list should accompany the lead garment of a PO Shipment and include:
 - a. Loehmann's Purchase Order number.
 - b. Loehmann's DISTRIBUTION CENTER destination.
 - c. Loehmann's style, color (name and number) and size breakdown of individual bundle or shipment.
 - d. Quantity within the shipment.
 - e. A copy of the Packing Slip must be included with the Bill of Lading and be affixed to the lead garment of a shipment.

B. CARTON – PREPARATION FOR NON PREPACK ORDERS

1. Each carton of a particular purchase order must be packed with **one purchase order per carton.**
2. Each carton of a particular purchase order must be packed with **one style per carton.**
3. Each carton of a particular purchase order must be packed with **one color per carton.**
4. Each carton of a particular purchase order must be packed with **one size per carton.**
5. Each carton of a particular purchase order should be packed with the same number of units. If the P.O. quantity is not a multiple casepack, one carton appropriately and conspicuously marked "Odd Carton", may contain a different number of units.

6. Merchandise ordered bundled should be bundled by style, color and size as specifically designated on the Purchase Order.
7. Each unit or bundle is to be packaged in a sealed poly-bag or be securely banded together in a manner that protects the merchandise and maintains the integrity of the bundle.
8. **All merchandise should be shipped on a clear VIC's standard hanger.**

C. CARTON – PREPARATION FOR PREPACK ORDERS

1. Merchandise ordered as prepack must be shipped in store reshippable cartons. Do not use inner cartons for prepack orders.
2. Prepack orders are typically ordered in assorted sizes, as specified on the purchase order. Cartons can only contain one assortment per carton.
3. Each carton of a particular prepack purchase order must be packed with **one purchase order per carton.**
4. Each carton of a particular prepack purchase order must be packed with **one style per carton.**
5. Each carton of a particular prepack purchase order must be packed with **one color per carton.**
6. Each carton of a particular purchase order should be packed with the same number of units. If the P.O. quantity is not a multiple casepack, one carton appropriately and conspicuously marked "Odd Carton", may contain a different number of units.
7. Merchandise ordered bundled should be bundled by style, color and size as specifically designated on the Purchase Order.
8. Each unit or bundle is to be packaged in a sealed poly-bag or be securely banded together in a manner that protects the merchandise and maintains the integrity of the bundle.
9. **All merchandise should be shipped on a clear VIC's standard hanger.**

II. TICKETING and HANGERS

A. PRETICKETING

1. Receipt of Tickets from Loehmann's

- a. Tickets will be provided to the vendor prior to the scheduled ship date in accordance with our Buyer's instructions. If tickets are not received in the agreed upon time frame please contact the Loehmann's Buyer immediately.
- b. If ordered pre-ticketed do not ship merchandise without pre-ticketing the order. If you have a problem, call the Loehmann's Buyer or contact person on pre-ticketing in the Ticket Room Operations office at 1-800-366-5634 ext. 7506 or 7558.

B. TICKET and LABEL PLACEMENT

1. Price tickets are attached to garments as follows:

Women's / Apparel

JACKETS, SWEATERS, BLOUSES	Swift-a-tach in the seam of the left cuff.
SKIRTS, PANTS, SHORTS	Swift-a-tach at top left inseam.
JEANS	Swift-a-tach at top left inseam.
BRAS, LINGERIE	Swift-a-tach in the label.
PANTIES, HALF SLIPS	Swift-a-tach in the label.
BATHING SUITS	Swift-a-tach at the left seam.

Men's Apparel

KNIT SHIRTS, SWEATERS	Swift-a-tach at the left seam.
DRESS SHIRTS	Secure-a-tach on a buttonhole of the placket on the back.
PANTS, SHORTS	Swift-a-tach at top left inseam.
JACKETS, SUITS & COATS	Swift-a-tach in seam of the left cuff.
ROBES	Swift-a-tach in label preferably or at the top of the left underarm.
UNDERWEAR	Gum label front upper right.
BATHING SUITS	Swift-a-tach at the left seam.

Leather Goods

HANDBAGS	Swift-a-tach through the zipper pull or place inside seam/pocket where it can be tucked/hidden.
SMALL LEATHER GOODS	Swift-a-tach through the zipper pull or place inside on the bottom right side.
GLOVES	Swift-a-tach in the label.

Hosiery

PANTY HOSE	Gum label upper right hand corner.
SOCKS	Gum label on vendor labor.

Belts

MEN'S / WOMEN'S	Secure-a-tach on the first belt hole.
SHOES	Gum label with price horizontally on face label of the box. Gum label with barcode on instep of right shoe.

Miscellaneous

SCARVES, HANDECHIEFS	Swift-a-tach in label.
JEWELRY / SUNGLASSES	Rattail label attached near jewelry clasp or on the right arm of sunglass closest to face of sunglass.
PHOTO ALBUMS, PICTURE FRAMES, FOOD, GIFT ITEMS	Gum label on back at bottom.
UMBRELLAS	Swift-a-tach on handle or closure.

2. Additional tags or labels must be specifically approved for placement on the garment by the Loehmann's Buyer--no tags or labels are to be attached to or along with the price ticket unless specifically approved and supplied by the Loehmann's Buyer or Ticket Room Operations. Ticket placement directions for accessories will be supplied by the Buyer. Contact the Buyer directly with any questions.

C. HANGERS

1. Loehmann's requires all apparel orders are to be shipped with a clear VIC's standard hanger.
2. The only exception for hanger insertion is in Men's Sport Shirts, Men's Dress Shirts and Men's Sweaters.
3. Hanger types are as follows:

Blouse / Top Hanger. (VICS Style 484 17")

Pant / Clip Hanger. (VICS Style 2012 12")

Coat / Suit Hanger.(VICS Style 18SWH 18")

Lingerie Hanger. (VICS Style TA-1/TA2 10"/101/2")

Children's Top Hanger (VICs Style 12")

Children's Clip Hanger (VICs Style 10")

Swim Hanger (VICs Style 8212)

III. INVOICING AND BILLING

A. SHIPMENT DOCUMENTATION

1. Each shipment must be sent with a “VICS” type Bill of Lading and a Packing Slip (attach packing slip to the bill of lading).

B. BILL OF LADING

1. Bills of Lading for all domestic shipments must include:
 - a. Vendor name and address.
 - b. Loehmann’s PO Number.
 - c. Loehmann’s Merchandise Department.
 - d. Loehmann’s Style Number.
 - e. Number of Cartons or GOH units.
 - f. Weight of Shipment in Lbs.
 - g. Destination - Loehmann’s D.C.

C. PACKING SLIP

1. The Packing Slip must include:
 - a. Vendor name and address.
 - b. Ship to Address.
 - c. Loehmann’s PO Number.
 - d. Loehmann’s Merchandise Department.
 - e. Loehmann’s Style Number.
 - f. Size scale.
 - g. Loehmann’s Color Name and Number.
 - h. Total Number of Units.

D. INVOICE

1. The Vendor Invoice must include:

- a. Vendor name and address.
- b. Ship to Address.
- c. Loehmann's PO Number.
- d. Loehmann's Merchandise Department.
- e. Loehmann's Style Number.
- f. Size scale.
- g. Loehmann's Color Name and Number.
- h. Total Number of Units.
- i. Unit Cost.
- j. Extended Cost.

2. Send Invoice to:

**Loehmann's Accounts Payable Department
2500 Halsey Street
Bronx, NY 10461**

IV. ROUTING INSTRUCTIONS

A. GENERAL INSTRUCTIONS

1. Orders must be shipped complete unless otherwise directed by the Loehmann's Buyer or a Vendor Charge Back of additional freight will be deducted from monies owed to your company.
2. One Bill of Lading should cover all merchandise shipped the same day, by the same carrier.
3. Ensure that all requirements as outlined in the Vendor Shipping guide have been followed.
4. Appointments for merchandise shipments before the "Deliver Not Earlier Than" date or less than two days from the "Cancel" date on the Loehmann's Purchase Order will not be made.
5. Merchandise shipped before the "Deliver Not Earlier Than" date or delivered to the Loehmann's Distribution Center after the "Cancel" date on the Purchase Order may be refused.
6. Any costs relating to the re-routing of cancelled / refused merchandise in IV / A. / 4&5 above will be deducted from monies owed to your company.

B. ROUTING – Continental U.S.A.

1. All routing of inbound shipments must be done through our dedicated consolidator, NRS/World Logistics (www.nrsonline.com).
2. All vendors can set up an account number, User ID / Password for routing Loehmann's orders.
3. By the utilization of the User ID / Password, vendors can set up carrier pick-ups for Loehmann's orders.
4. Freight Charges.
 - a. Upon setting up an account number through www.nrsonline.com, the vendor will be instructed on the correct freight terms to use in filling out the bill of lading.
 - b. Freight terms will be chosen based on FOB (Freight On Board) point. The vendor will be given one of two options:
 - **"Freight Collect"**
 - **"Freight Collect, Third Party Billing to World Logistics, 611 RT 46 West, Hasbrouck Heights NJ 07604 (201) 330-3677"**

5. Consignee Address

- a. All vendors routing through www.nrsonline.com will be given a choice of 2 consignment locations. Upon making the correct selection, this address must be on the shipment bill of lading.
- b. For vendors with shipments originating in the Mountain Time Zone and all points east, the consignee is as follows:

Loehmann's Inc.
"Designated DC"
C/o National Retail Transportation
2820 16th Street, A Building
North Bergen, NJ 07047
(201) 863-3200

- c. For vendors with shipments originating in the Pacific Time Zone and all points west, the consignee is as follows:

VENDOR MUST KNOW IF THIS IS AN EAST COAST OR WEST COAST SHIPMENT.

A. Loehmann's Inc.
"East Coast DC # 0"
C/o National Retail Transportation
299 Thomas E Dunn Memorial Hwy
Rutherford, NJ 07070
(201) 372-1281

B. Loehmann's Inc.
"West Coast DC # 17"
C/o National Retail Transportation
355 West Carob Street
Compton, CA 90220
(310) 605-3770

Vendors MUST separate PO's on the Bill of Lading by consignee address.

Example: Vendor has 5 PO's ready to ship.

- 3 PO's are for the East Coast DC # 0.
 - BOL should be consigned to letter A above
- 2 PO's are for the West Coast DC # 17.
 - BOL should be consigned to letter B above.

6. Freight Charge Back

- a. All shipments originating in the New York Commercial Zone will have a percentage of the freight charges deducted from monies owed to the vendor. Applicable zip codes as follows by prefix:
 - Connecticut: 068-069
 - New Jersey: 070-079, 088-089
 - New York: 100-117
- b. All shipments originating in the State of California will have a percentage of the freight charges deducted from monies owed to the vendor. Applicable zip codes as follows by prefix:
 - California: 900-966

7. Standards

- a. To avoid cancellation, shipments must be made available to our consolidator two days prior to Purchase Order "Cancel" date (e.g., for a Wednesday Purchase Order "Cancel" date, the vendor must call the consolidator and have the goods available for pickup by Monday at noon).
- b. P.O.s tendered to our dedicated consolidator with an invalid ship or cancel date will be returned as shippers expense.
- c. Our dedicated consolidator is an independent contractor providing services and Loehmann's, Inc. reserves the right to refuse and return shipments from vendors accepted in error by its dedicated consolidator.
- d. Failure to route through NRS/World Logistics could result in the use of a wrong carrier as well as the cost of the freight charged back to the vendor.

C. ROUTING – Shipments Less Than 300 Lbs.

1. Pickups for less than 300 lb. **REGARDLESS OF SHIPPING POINT- WILL NOT** be routed through our dedicated consolidator and should be automatically shipped Pre Paid (this is freight paid by your company at NO charge to Loehmann's).
 - a. You must call our Transportation Department at (800) 366-5634 ext. 7555 or 7557 to check on the validity of your Purchase Order prior to shipping.
 - b. Since your company is paying all freight charges you can use any company as long as they call for a delivery appointment.
 - c. Shipments will be routed directly to our Distribution Center in Rutherford, New Jersey.
 - d. All Purchase Orders must arrive no later than 1 day before the Cancellation Date.
 - e. Any parcel shipments received at the New Jersey Distribution Center marked COLLECT, freight charges will be Charged Back to the Vendor of monies owed to them.
 - f. All incorrectly routed P.O.s will be assessed an administration fee of \$50.00 deducted from monies owed to them.

D. ROUTING – Shipments to Locations Other Than Loehmann's DC.

1. Any shipments with routing instructions different from section IV / B&C above should do the following.
 - a. Verify shipping instructions through your Loehmann's Buyer.
 - b. Communicate any questions through the Loehmann's Logistics Department at 1-800-366-5634 x7555 or 7557.

V. PUTTING QUALITY FIRST

A. Loehmann's maintains a thorough Quality Assurance Program

1. Merchandise is inspected upon receipt at our Distribution Center.
2. Quality failures, whenever they are detected, are the responsibility of the vendor to correct. Defective merchandise may be returned at the expense of the vendor.

VI. LOEHMANN'S DIRECTORY

Loehmann's Inc. Corporate Headquarters

Loehmann's Inc.
2500 Halsey Street
Bronx NY 10461
800-366-5634

Loehmann's Inc. New Jersey Distribution Center

Loehmann's Inc.
299 Thomas E. Dunn Memorial Highway
Rutherford, NJ 07070
800-366-5634
201-372-1281
201-372-1454 (fax)

Loehmann's Inc. Contacts and Telephone Numbers

Loehmann's Logistics Department	800-366-5634 ext. 7555 or 7557 201-372-1454 (fax)
Loehmann's Logistics Ticket Room Operations	800-366-5634 ext. 7506

Other Important Numbers

National Retail Transportation Metro New York Consolidation	201-863-3200
National Retail Transportation California Consolidation	310-605-3770
NRS/World Logistics	201-330-3677 Select 1 for Customer Service
Routing Web Site	www.nrsonline.com