



Transportation and  
Routing Requirements  
*(Warehouse Shipments Only)*

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## Transportation Requirements

### International Routing

The International Routing requirements apply where the FOB is the consolidator's warehouse or ocean carrier terminal in a foreign port and Bluestem Brands, Inc. is the importer of record with U.S. Customs and Border Protection ("CBP").

#### **Fingerhut/Gettington Orders:**

The Purchase Order ship (earliest ship date) and cancel date (latest ship date) are the beginning and ending dates in which, the merchandise must be delivered in full to port. Bluestem Brands uses the Cargo Receipt Date or In-Gate Date to determine if an import shipment is on time. The **Cargo Receipt Date** is the date the cargo is delivered to the container freight station (CFS) at the origin port. The **In-Gate Date** is the date the shipment is delivered in full to port.

#### **Orchard/Haband Orders:**

The **ON TIME CUT-OFF date** is the last date a shipment should be delivered to the carrier's terminal (FCL) or consolidator (CFS). The **ON TIME CUT-OFF date** is communicated by Global Transport and falls within the 2 – 12 day window prior to the PO Req. Ship Date provided in the purchase order.

Vendors must be prepared to deliver containers or finished goods to the transportation provider between 2 – 12 days prior to the PO Req. Ship Date.

Approval to ship outside of the agreed upon time frame must be obtained from the Bluestem Brands Inventory Analyst at least 4 weeks in advance of original ship date/PO Req. Ship Date, and prior to making a booking request.

### **Booking**

Vendor must make a booking for the Purchase Order with the designated consolidator no later than Wednesday, two weeks prior to the intended vessel ETD

A late booking fee of \$25 will be charged to the vendor by Global Transportation if the booking is not made timely.

A booking amendment fee of \$25 will be charged on any booking changes after the booking deadline.

Booking to be made by e-mailing completed Vendor Booking Form to [BSBbooking@shipGLOBAL.com](mailto:BSBbooking@shipGLOBAL.com). The subject line of the email is to contain: vendor name + booking + ship window

The following information is required at the time of booking:

1. Shipper's name, address, contact person, telephone and fax number
2. Manufacturer's name, address, contact person, telephone and fax number
3. Bluestem Brands Purchase Order number
4. Port of loading
5. Itemized manifest of product codes and quantities to be shipped
6. Description of the merchandise
7. Number of cartons
8. Total kilograms (KGS)

9. Total cubic meters (CBM)
10. Shipment term (prepaid or collect)
11. Cargo ready date
12. Completed ISF Worksheet
13. General Conformity Certificate (GCC) Link (when product applies)
14. Lacey Form (when product applies)
15. If full container load:
  - a. Container Stuffing Location name and address
  - b. Number of containers required by container size

A booking form can be obtained by e-mailing [BSBbooking@shipGLOBAL.com](mailto:BSBbooking@shipGLOBAL.com) or at [Bluestem Brands Import Booking Form](#).

### **Container Load (Factory Load)**

If the vendor is approved to ship a full container shipment the vendor must load the appropriate container size to minimize any dead space and ensure Purchase Orders numbers and SKU's are loaded together. In the event the container is not full to the door, the load should be stepped down to ensure that cartons do not shift during transit.

<b>Vendor Load Container Requirement</b>		
<b>Container Size</b>	<b>Minimum Require CBM</b>	<b>Minimum Require KGs</b>
20' DV	"With Approval" ONLY	15000 KGs
40' DV	52 CBM	17200 KGs
40H	57 CBM	17200 KGs
45H	65 CBM	17200 KGs

#### **Consolidation Local surcharge:**

Vendor will be charged per LCL tariff with a "MAXIMUM" per the FCL local fee. Shipment volume under 30 CBM will be charged MAXIMUM equal to a 20' container local fee and shipment volume over 30 CBM will be charged MAXIMUM equal to a 40' container local fee.

Failure to meet the consolidation guidelines detailed above will result in a non-compliance fee of \$2,500 to the vendor. This only applies to Fingerhut and Gettington purchase orders.

CBP requires that all containers imported into the U.S. have a high security seal applied at the time of loading. All seals must meet the ISO/PSA 17712 standard. Container seals must show a mark to indicate their grade is "H" for high security, showing the manufacturer's logo and be uniquely assigned. The seal must be strong and durable against weather, chemical action and prevent tampering.

All containers must be delivered to the ocean carrier's terminal to meet the CY cutoff date and time for the vessel as booked. All origin charges are for the account of the vendor.

**Less Than Container Load delivery (LCL)**

Vendor must book the delivery of LCL cargo with the company's designated consolidator. Delivery to the consolidation warehouse must meet the CFS cutoff date and time to meet the vessel as booked.

**Telex/Express Release Bill of Lading (BOL)**

Vendor must use either a Telex or Express House Bill of Lading release of goods from our import vendors.

**Bluestem Consignee Addresses**

Bluestem Brands, Inc. 7075 Flying Cloud Dr. Eden Prairie, MN 55344-3307	Johnny Appleseeds Inc. c/o Bluestem Brands 100 Murray Drive, Dock A Irvine, PA 16329
Blair LLC c/o Bluestem Brands 100 Murray Drive, Dock B Irvine, PA 16329	Haband Co, LLC Division of Bluestem Brands, Inc 35 Village Road, 5 <sup>th</sup> Floor Middleton, MA 01949 <i>Attn: Accounts Payable Department</i>
Draper's & Damon's, LLC c/o Bluestem Brands 100 Murray Drive, Dock D Irvine, PA 16329	

16. Telex Release – Shipper must issue a Telex Authorization to the Global Transportation origin office and forward a copy to [BSBchr@shipglobal.com](mailto:BSBchr@shipglobal.com). *All origin charges should be paid and Telex Release authorized prior to shipment arrival at 1<sup>st</sup> US Port.* No Original House Bill of Lading is needed. An emailed copy allows the release of cargo to Bluestem Brands.

17. Express Release - Email authorization by the -Global Transportation origin office at load port is sent to their destination office. No House Bill of Lading copy is needed, but often is issued. The email allows release of cargo to Bluestem Brands. The House Bill of Lading is stamped "Express Release." The Express Release is Bluestem Brands' preferred method.

- **A Telex or Express release is required before payment can be issued.**

Please send a copy of the Telex/Express Release confirmation to: [BSBchr@shipglobal.com](mailto:BSBchr@shipglobal.com)

**Importer Security Filing (ISF)**

An Importer Security Filing (ISF) is required by CBP for all import shipments brought into the United States. Vendor must submit a completed ISF Worksheet to Global Transportation at the same time the booking request form is submitted. The Shipper Order will not be released until a complete ISF worksheet is submitted.

The following information is required to complete the ISF Worksheet: All Address entries are required to include a postal code, with the exception of Hong Kong and Macau.

1. Shipper/Vendor - The name and address of the vendor of the finished goods in the country from which the goods are leaving.
2. Manufacturer - The name and address of the entity that last manufactures, assembles, produces or grows the commodity.
3. Seller - The name and address of the last known entity by which the goods are sold or agreed to be sold, most commonly the entity to which payments are made and the vendor set up with Bluestem Brands.
4. Buyer - Bluestem Brands 7075 Flying Cloud Drive Eden Prairie, MN 55344

5. Ship To - The name and address of the first delivery to party scheduled to physically receive the goods after the goods have been released from customs custody,  
 BBI 001 6250 Ridgewood Road St. Cloud, MN 56303 BBI 005 100 Murray Drive Irvine, PA 16329  
 BBI 006 148 Industrial Blvd Eatonton, GA 31024

6. Container Stuffing Location - For full containers, the physical location where the goods were stuffed into the container. For break bulk shipments, the physical location where the goods were made "ship ready" must be provided.
7. Consolidator - The name and address of the party who stuffed the container or arranged for the stuffing of the container.
8. Country of Origin - Country of manufacture, production or growth of the article.
9. Commodity HTS number(s) - Harmonized number(s) to be provided to the **10** digit level.
10. Purchase Order(s) - Bluestem Brands' 14-digit Purchase Order Number(s)

### **General Conformity Certificate (GCC)**

SEE CPSIA Certification Process.

### **Lacey Act**

The Lacey Act requires import declaration of certain plants and plant products. The declaration is determined by the Category HTS code of the product. When the declaration is required the Plant and Plant Product Declaration form needs to be completed and sent to Bluestem Brands' Quality Assurance group at Merch.QA@bluestembrands.com and to Global Transportation's origin office at the time of booking.

### **Clean Air Act (EPA)**

The U.S. Environmental Protection Agency (EPA) has adopted an exhaust emission standard for marine spark-ignition engines and small land-based non-road engines. When the declaration is required the EPA form needs to be completed and sent to Bluestem Brands' Quality Assurance group at Merch.QA@bluestembrands.com and to Global Transportation's origin office at the time of booking.

Domestic Routing

**Ship to Information**

<b>St Cloud, MN</b>	<b>Irvine, PA</b>	<b>Eatonton, GA</b>
BBI – 001 6250 Ridgewood Rd. St Cloud, MN 56303 EDI Location code 001	BBI – 005 100 Murray Drive Irvine PA 16329 EDI Location code 005	BBI – 006 148 Industrial Blvd. Eatonton, GA 31024 EDI Location code 006

**Collect Shipments**

Purchase Orders with collect shipment terms, regardless of shipment size, require Vendor to schedule a pickup with CH Robinson. Vendor will pay the cost of any shipment routed through an unapproved carrier.

**Fingerhut\Gettington Orders:**

The Purchase Order ship (earliest ship date) and cancel (latest ship date) dates are the beginning and ending dates in which the merchandise on the order should be picked up in full at the vendor facility. An order will be considered on time if the **Vendor Ready date** is within the order ship and cancel dates.

**Orchard/Haband Orders:**

The Purchase Order Ship date is the date in which the merchandise on the order should be picked up in full at the vendor facility. An order will be considered on time if the **Vendor Ready date** is on or before the Purchase Order Ship date.  
**The Vendor Ready date is defined as the date the shipment is available for pick up at the Vendor facility, as stated on the pick-up request form.**

Approval to ship outside of the agreed upon timeframe must be obtained from the Bluestem Brands Inventory Analyst before the purchase order ship date and prior to contacting CH Robinson for a pick up.

**Pickup Request Form (Collect Shipments)**

The Pickup Request Form can be found:  
Partner Portal, Supplier Information Tab  
ACM Welcome Page  
Link - [Domestic Routing Form](#)

A Pick Up Request Form must be completed for all purchase orders that will be ready to ship within the next five (5) business days, but no less than forty-eight (48) hours prior to the desired pick up date.

Please ensure that all orders to be picked up have been communicated to CH Robinson prior to pick up. If additional orders will be added to the original form, please contact CH Robinson prior to pickup with revisions to the original Form.

The vendor will be provided with the carrier name and an estimated pick up date and time prior to the carrier arriving at the pickup location. In the event the carrier does not arrive during the schedule time the vendor should contact CH Robinson immediately at **1-877-486-1164** for resolution. The information required on the Pickup Request Form:

1. Company Name - Name of the Company where the pickup is to be made and is not the Vendor name as listed on the Purchase Order.
2. Address, City/State, Zip - Street address, city, state and zip code of the location of pick up.
3. Contact - The person at the location coordinating the pick up
4. Hours - Warehouse location hours for pick up
5. Appt. needed or 1<sup>st</sup> come 1<sup>st</sup> serve = Check either, dependent on the location of pick up requirements
6. Phone - Phone number of the pickup location

#### General Shipment Information

1. Palletized = Yes or No
2. If yes, the Total number of pallets and double stack indicator information is required
3. If no, the number of cartons and cubic feet information is required

#### Detail Section

1. BBI PO# = The complete Bluestem Brands Purchase Order number
2. SKU # = The complete Bluestem Brands SKU number
3. Description = Brief merchandise description
4. Destination = shipping to the MN, IN, PA, or GA warehouse location
5. **Vendor Ready Date = the date the purchase order will be available for pick up at the vendor facility, must fall within the ship window.**
6. Total Units = The total number of pieces for the SKU. For example: 75 cartons that are packed with 2 units per carton would show 150 in the Total Units column.
7. Weight = Total weight in pounds for the SKU
8. Freight Class = The category of the product as defined by National Motor Freight Classification (NMFC). The freight class can be obtained from the National Motor Freight Traffic Association or by contacting the Bluestem Brands designated transportation provider

***In the event the information for the Pick Up Request changes, please mark "Revised" on the request form and resend the information to the designated transportation provider.***

### **Small Parcel Shipments**

Purchase Orders where the shipment weight will be **under 100 pounds** follow the below process:

Review all purchase orders that are scheduled to ship within the ship window, if an individual purchase order or the total weight of shipping all purchase orders together is:

- Under 100 pounds – Contact CH Robinson who will validate shipment method. In most scenarios the vendor will be advised to ship via the vendor's most economical small package carrier as prepaid and add shipping to the invoice.



- Prepaid Small Parcel Consolidation: For all shipments being shipped via small package carrier as noted above (UPS, FedEx, etc.) the vendor should strive to combine smaller cartons into larger cartons to minimize postage expense.

Please contact the appropriate compliance team with any questions regarding best practices on carton consolidation.

Fingerhut/Gettington vendors: [vendor.compliance@bluestembrands.com](mailto:vendor.compliance@bluestembrands.com)

Orchard vendors: [vcompliance@bluestem.com](mailto:vcompliance@bluestem.com)

Haband vendors: [Haband.Vendor.Compliance@bluestem.com](mailto:Haband.Vendor.Compliance@bluestem.com)

- Over 100 pounds – complete a Pick-Up Request Form and use the Bluestem Brands designated transportation provider.

### **Prepaid Shipments**

Purchase orders that are placed with prepaid shipment terms, require the vendor to be responsible for the handling and cost of the transportation to the Bluestem Brands Distribution Center. As noted under the EDI Requirements, an Advanced Ship Notice (ASN-856 or equivalent) is required for prepaid shipments.

The Purchase Order ship (earliest ship date) and cancel (latest ship date) dates are the beginning and ending dates in which the merchandise on the order should be shipped in full from the vendor facility. An order will be considered on time if the order is **received** within 7 business days of the purchase order cancel date and not prior to the ship date. Approval to ship outside of the ship and cancel dates must be obtained from the Bluestem Brands Inventory Analyst prior to shipment.

### **Scheduling a Receiving Appointment**

All prepaid vendors are required to schedule an appointment with the Distribution Center Receiving Department forty-eight (48) business hours in advance of the delivery.

To schedule an appointment call or email with the following information:

BBI 001 St. Cloud delivery **(320) 654-3825**, [STCReceiving@bluestembrands.com](mailto:STCReceiving@bluestembrands.com)

BBI 005 Irvine delivery **(814) 563-5130**, [traffic@bluestem.com](mailto:traffic@bluestem.com)

BBI 006 Eatonton delivery **(706) 485-4568 x2058, x2020, x2059**, [EDCTraffic@bluestem.com](mailto:EDCTraffic@bluestem.com)

1. Purchase Order Number(s)
2. Number of Trailers
3. Trailer Number
4. Floor Loaded or Palletized/Number of Pallets
5. Total Shipment Weight

The vendor will receive an appointment date and time. The delivery driver is expected to arrive within the appointment window. The driver should have purchase order number information, a copy of the bill of lading and a packing slip available at the time of delivery.

## Shipment Preparation and Loading Requirements

### Pallet Preparation/Requirements

Bluestem Brands' warehouses will accept shipments on pallet(s) if the following conditions are met:

1. Pallets must not exceed 1800 pounds
2. Maximum allowable pallet size is 40" x 48" x 56" (includes the height of the pallet)
3. Cartons on the pallet must be shrink or stretch wrapped to ensure no damage to the shipment during transit
4. Cartons must be in a uniform pattern
5. No cartons may hang over the side of the pallet
6. Shipments to the Eatonton, GA location cannot be double stacked.

A pallet label should be securely placed on the outside of the shrink/stretch wrap showing the Purchase Order number and number of cartons per SKU.

### Trailer Loading

Full trailer shipments are to be loaded to limit the amount of empty space in the trailer. Load trailers to ensure that Purchase Order Number and SKU's are loaded together. In the event the trailer is not full:

1. Floor Loaded Trailer - step down the cartons to prevent any shifting or damage during transit.
2. Pallet Loaded Trailer – stabilize the pallet(s) to prevent any shifting or damage to the product during transit

### Packing List for Warehouse Shipments

**Packing lists are mandatory** and must accompany each shipment. The packing list should be presented in a clear plastic envelop and attached to the outside of the last pallet or carton loaded for each shipment, facing the trailer or container door. If the Bill of Lading also serves as the packing list, please make a copy of the Bill of Lading and attach this to the last pallet or carton in a clear plastic envelop. All vendors conducting business with Bluestem Brands must be

\*An Advance Ship Notice ASN (EDI 856) must also be sent within 24 hours of the shipment.

The ASN must be received and successfully processed prior to product deliver

The ASN must reflect the specific shipment detail

A separate ASN is needed for each purchase order

Bluestem Brands cannot process ASN's containing multiple purchase orders.

Bluestem Brands requires at least one packing list per trailer. If you have multiple purchase orders shipping on the same trailer, there must be a separate packing list for each purchase order.

1. If the packing slip is not clearly visible, a label should be used notifying receiving that the packing slip is enclosed.

2. Any packing slip placed inside a carton must be clearly identified on the outside of the carton (i.e. Colored label reading 'Packing Slip Enclosed')
3. A copy of the packing slip should also be submitted to the driver along with the BOL and other shipment paperwork. The original must remain on the freight as instructed above.
4. Packing Slip carton location (i.e. Carton 1 of 50) should be noted on the BOL.

The packing slip detail must contain the following information:

1. Purchase Order number
2. Bluestem Brands SKU number **or**
3. Vendor Style/Model number **and** Production Description including color and size
4. Total Number of Cartons per SKU
5. Number of Units in each carton per SKU
6. Total Number of Units per SKU

Please note that Bluestem Brands will not begin processing vendor shipments without the required packing slip or ASN, Failure to provide this information will be considered non-compliant and may result in a payment delay on the vendor invoice and compliance infractions.

Please contact the appropriate compliance team with any questions regarding the transportation or routing of Bluestem purchase orders.

Fingerhut/Gettington vendors: [vendor.compliance@bluestembrands.com](mailto:vendor.compliance@bluestembrands.com)

Orchard vendors: [vcompliance@bluestem.com](mailto:vcompliance@bluestem.com)

Haband vendors: [Haband.Vendor.Compliance@bluestem.com](mailto:Haband.Vendor.Compliance@bluestem.com)

## Truck Bill of Lading for Warehouse Orders

### **Prepaid Shipments**

The following information must appear on the truck bill of lading:

1. Bluestem Brands Purchase Order Number(s)
2. National Motor Freight Code (NMFC)
3. NMFC Freight Class
4. Carton or Pallet Count
5. Weight of the Shipment
6. Terms of shipment = "PREPAID"

### **Collect Shipments**

The following information must appear on the truck bill of lading:

1. Bluestem Brands Purchase Order Number(s)
2. National Motor Freight Code (NMFC)
3. NMFC Freight Class
4. Carton or Pallet Count
5. Weight of the Shipment
6. Terms of shipment = "PPD/Bill to 3<sup>rd</sup> Party"
7. Bill to: CHR LTL  
14800 Charlson Road, Suite 2100  
Eden Prairie, MN 55347

If the shipment is collect a copy of the signed bill of lading including the carrier PRO number must be faxed to C.H. Robinson **(312) 980-2631**.

When shipping multiple Purchase Orders, list all Purchase Orders on one Master Bill of Lading.

Any incremental charges due to inaccuracies in the bill of lading will be the responsibility of the vendor.

### Small Package Bill of Lading/Label for Distribution Center Orders

If the criterion for shipping the purchase order(s) indicates that the vendor should use the most economical small package carrier the following information must be listed on the bill of lading or carrier label(s):

1. Bluestem Brands Purchase Order Number(s)
2. Bluestem Brands SKU number
3. Number of Total Cartons for the shipment
4. Carton Number

## **Pallet/Carton Shortage/Concealed Shortage/Freight Claim**

All Bills of Lading (BOL) will be verified at time of delivery by Bluestem Brands receiving personnel in the way in which they are presented, i.e. pallets, cartons, or units. If, for example, the BOL is presented and verified as a certain number of pallets, any subsequent carton shortages will be treated as a vendor error in packing/shipping and would not be subject to a freight claim filing by Bluestem Brands.

The following must be present on the Bill of Lading at time of delivery to Bluestem Brands:

1. Shipper Signature at time of pickup – if no signature is present, Bluestem Brands will not be responsible for any subsequently discovered shortages and vendor may be receiving an infraction for missing product.
2. Driver Signature at time of pickup – if no signature is present, carrier will be instructed to assist Bluestem Brands in verifying counts prior to their departure, and any subsequent shortages will be treated as a freight claim situation.

### Bluestem Brands Freight Claim/Non-Freight Claim Guidelines

1. Collect Shipments - Bluestem Brands will be responsible for filing a freight claim with our carrier when the BOL is verified and found to be short to the quantity presented on the BOL, and the shortage is verified by both Bluestem Brands and the carrier. The vendor's merchandise invoice will be paid in full and Bluestem Brands is responsible for recovery from the carrier.
2. Prepaid Shipments - Bluestem Brands will not be responsible for filing freight claims when the BOL is verified and found to be short to the quantity presented on the BOL, and the shortage is verified by both Bluestem Brands and the vendor's carrier. Bluestem Brands will provide the shortage information to the vendor, who will then be responsible for filing the freight claim. The vendor's merchandise invoice will be paid based on merchandise actually received, not merchandise billed.
3. Concealed Shortages – Concealed shortages found after the delivery and verification of the BOL will be treated as a vendor error in packing/shipping and will not be subject to freight claim filing. The vendor's merchandise invoice will be paid based on merchandise actually received, not merchandise billed.
4. Damages - Bluestem Brands will determine, at time of delivery, whether any product damaged in shipment was due to the fault of the carrier, or the fault of the vendor packing/loading methods.

5. If carrier error, the freight claim guidelines above will apply if vendor error, the vendor will be responsible for either product cost or cost to repackage damaged products.

## **Return to Vendor - St Cloud, MN (STC)**

All product returns that cannot be returned to stock will be sent back to the vendor facility with the vendor assuming all freight costs.

### RTV Request

Bluestem Brands'/Optoro warehouse personnel will fax or email Vendor's RTV contact a request for Return Authorization # (RA#) and RTV Container Summary in the event the warehouse has merchandise to be returned to Vendor. Vendor must respond to the request within ten business days of its receipt with the following information to the requesting Distribution Center. Bluestem Brands Distribution Center Returns Department, ([SCReturns@Bluestembrands.com](mailto:SCReturns@Bluestembrands.com)), Optoro Returns Distribution Mt. Juliet TN, [bluestemrtv@optoro.com](mailto:bluestemrtv@optoro.com).


1. Vendor name – The name of the location for return
2. Address – Ship to address
3. Phone # - Ship to location phone number
4. Container # - Refer to the RTV Container Summary, list the Container ID
5. RA# - Return Authorization number
6. Carrier and Carrier Account Number

If the Vendor does not respond to the request within 30 days Bluestem Brands will debit Vendor the amount on the RTV Container Summary and dispose of the product."

### RTV Container Summary

The RTV Container Summary (Summary) lists the merchandise to be returned to Vendor. Vendor must review the Summary in detail. If Vendor does not agree that an item should be returned, Vendor must contact the Bluestem Brands warehouse returns department prior to providing the RA#.. Note that products may not be returned to the vendor in the packaging as sold to Bluestem Brands.

Summary Example:

Date: 1/1/2009				Vendor Name: ABC Vendor						
Page: 1				Vendor Number: 12345						
Container ID: MJV000123				Return Auth Number:						
Debit Memo Number: 6443										
Qty	Company	Item	Vendor Number	Description	Last PO Cost	Less %	Less Dollars	Unit Value	Extended Value	
2	001	4H3886WHT0010	12345	JACKET	\$ 5.00	.00	\$0.00	\$5.00	\$10.00	
2	001	4H3886BLK0010	12345	JACKET	\$ 5.00	.00	\$0.00	\$5.00	\$10.00	
1	001	4H3886WHT0008	12345	JACKET	\$ 5.00	.00	\$0.00	\$5.00	\$5.00	
1	001	4H3886BLK0008	12345	JACKET	\$ 5.00	.00	\$0.00	\$5.00	\$5.00	
1	001	4H3886GRN0010	12345	JACKET	\$ 5.00	.00	\$0.00	\$5.00	\$5.00	
1	001	4H3886GRN0008	12345	JACKET	\$ 5.00	.00	\$0.00	\$5.00	\$5.00	
<b>Total Unit Qty:</b>		<b>8</b>			<b>Total PO Cost :</b>	<b>\$40.00</b>			<b>Total Extended Value :</b>	<b>\$40.00</b>
<b>Total Weight :</b>		<b>8.08</b>			<b>Total Refurb Cost :</b>	<b>\$0.00</b>				

**Summary Definitions:**

RTV Header information on the Summary:

1. Container ID – This identifies the location/pallet for the within the warehouse and must be listed as the Container # on the RA# response
2. Debit Memo Number –will match the deduction on Vendor's remittance
3. Vendor Name –
4. Vendor Number –
5. Return Auth Number – Return authorization number completed by Vendor

RTV Body information on the Summary

1. Qty – Quantity in units
2. Company – Internal company indicator
3. Item – Bluestem Brands' thirteen (13) digit SKU number
4. Vendor Number – Bluestem Brands' Vendor Number
5. Description – Description of the merchandise
6. Last PO Cost – Price
7. Less % - Agree discount percent for a return
8. Less Dollars – Agree discount dollars for a return
9. Unit Value – Debit value for the unit
10. Extended Value – Debit value for the unit multiplied by the number of units

RTV Footer information on the Summary

1. Total Unit Qty – Total number of units for return
2. Total Weight – Total weight in pounds of units for return
3. Total PO Cost – Unit value multiplied by the quantity in total for the Summary
4. Total Refurb Cost – Handling cost for preparation of the return
5. Total Extended Value – Dollar amount total that will appear on the debit memo and will be deducted from remittance

**Return to Vendor – Irvine, PA (IDC)**

All product returns that cannot be returned to stock will be sent back to the vendor facility with the vendor assuming all freight costs.

**RTV Request**

Bluestem Brands staff will email the vendor to request for a Return Authorization # (RA#) and will also include an RTV Container Summary in the event the warehouse has merchandise to be returned to Vendor. Vendor must respond to the request with the following information.

Vendor name – The name of the location for return

1. Address – Ship to address
2. Phone # - Ship to location phone number
3. Container # - Refer to the RTV Container Summary, list the Container ID
4. RA# - Return Authorization number

If the vendor does not respond within **30** days of receiving the request for this information, Bluestem will debit Vendor the amount on the RTV Container Summary and dispose of the product.

Please note that credit memos related to the RTV should be sent back to the Bluestem contact that your company received the RTV notification from. Credit memo must reference RTV #

RTV Container Summary

The vendor will receive a summary of what will be returned. Vendor must review the summary in detail. If Vendor does not agree that an item should be returned, Vendor must respond back prior to providing the RA# with explanation.

Summary Example

<b>Pick UP Address</b> Bluestem Dist, Center 100 Murray Drive Irvine, Pa 16329				Date Container ID Debit Memo Number		Vendor Name Vendor Number Return Authorization Number					
<b>Distribution Center Hours for pickup</b> 6:00 AM to 2:30 PM EST											
Case (if applicable)	Case Count	Pallet (if applicable)	Pallet Count	QTY	Item	Description	Cost	Total Cost (if applicable)	Brand	Location (if applicable)	
Total Unit QTY				Total PD Cost				Total Extended Value			
Total Weight				Total Refurb Cost							

**Summary Definitions:**

RTV Header information on the Summary:

1. Container ID – This identifies the location/pallet for the within the warehouse and must be listed as the Container # on the RA# response
2. Debit Memo Number –will match the deduction on Vendor’s remittance
3. RTV Requestor Contact Name
4. RTV Requestor Email
5. RTV Requestor Phone
6. Vendor Name – The name and location for return
7. Vendor Number – Bluestem assigned vendor number
8. Return Auth Number – Return authorization number completed by Vendor

RTV Body information on the Summary

1. Case # (if applicable) – carton number assigned
2. Case Count (if applicable) – Total amount of cartons for line
3. Pallet # (if applicable) – pallet number assigned
4. Pallet Count (if applicable) – Total amount of pallets for line

5. QTY – Total number of units to return for line
6. Item – Bluestem Brands Item number, color and size
7. Description – Description of the merchandise
8. Cost – Price of unit
9. Total Cost – Total cost of line
10. Brand – Bluestem catalog brand
11. Location (if applicable) – Bluestem location of units

RTV Footer information on the Summary

1. Total Unit Qty – Total number of units for return
2. Total Weight – Total weight in pounds of units for return
3. Total PO Cost – Unit value multiplied by the quantity in total for the Summary
4. Total Refurb Cost – Handling cost for preparation of the return
5. Total Extended Value – Dollar amount total that will appear on the debit memo and will be deducted from remittance