

DISCOVERY

CLOTHING COMPANY

Vendor Routing Guide



This manual is intended to provide all vendors the necessary information for properly processing and shipping of merchandise. Use this manual as the guide for shipping all merchandise to Discovery Clothing Co.

For the most up to date information please visit

<http://www.discoveryclothing.com/service/vendor-routing-guide/>



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To: Discovery Clothing Company Retail Vendors

From: Jeff Goldman & Kenny Goldman
CEO/ Merchandise Buyer

Welcome to Discovery Clothing Co. We are pleased to have you as a valued vendor for our retail stores. The information contained in this guide has been established to help you understand our shipping policies, procedures, and requirements.

This guide has been revised and will replace all previous guides/instructions provided by Discovery Clothing Co.

Please take the time to review all the information contained and to implement the procedures outlined within this guide. By following these guidelines, you will help us to achieve a faster and more cost effective transit of merchandise. ***Please note that not following these guidelines will result in a chargeback.***

If you have any questions or concerns regarding any of the information contained in this guide, please contact info@discoveryclothing.com

Thank you for your cooperation.

Sincerely,
Discovery Clothing Co.

Jeff Goldman
CEO/Buyer

Kenny Goldman
CEO/Buyer

Contacts

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Phone: 773-777-4494

Ann Lindgren

Accounts Payable

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Phone: 773-777-4494 x 201

Store Locations

Discovery #001

3348 W. Belmont Ave.
Chicago, IL 60618

Discovery #002

4630 W. Diversey Ave.
Chicago, IL 60639

Discovery #003

7145 W. Cermak Rd.
Berwyn, IL 60402

Discovery #004

861 S. Sutton Rd.
Streamwood, IL 60107

Discovery #005

238 Commons Drive
Chicago Ridge, IL 60415

Discovery #006

270 W. North Ave.
Villa Park, IL 60181

Discovery #007

4518 N. Harlem Ave.
Norridge, IL 60706

Discovery #008

8013 S. Cicero Ave.
Chicago, IL 60652

Discovery #009

15645 S. Lagrange Rd.
Orland Park, IL 60462

Discovery #010

1253 E. Golf Rd.
Schaumburg, IL 60173

Discovery #011

7548 N. Western Ave.
Chicago, IL 60645

Discovery #012

1309 W. Dundee Rd.
Buffalo Grove, IL 60089

Discovery #013

2120 S. Randall Rd.
Algonquin, IL 60102

Discovery #014

9422 Skokie Boulevard.
Skokie, IL 60077

Discovery #015

2707 Aurora Ave #143
Naperville, IL 60540

Discovery #016

705 U.S. 41
Schererville, IN 46375

Discovery #017

5139 S. Pulaski Ave.
Chicago, IL 60632

Discovery #018

4723 N. Pulaski Rd.
Chicago, IL 60630

Discovery #019

701 N. Milwaukee Ave.
Vernon Hills, IL 60061

Discovery #020

2510 W. Cermak Rd.
Chicago, IL 60608

Discovery #021

3549 S. 27th St. #15C
Milwaukee, WI 53221

Discovery #022

367 S. Weber Rd.
Romeoville, IL 60446

Discovery #024

1467 Lee St.
Des Plaines, IL 60018

Discovery #025

2902 Commerce Dr.
McHenry, IL 60051

Discovery #027

2857 N. Mayfair Rd.
Milwaukee, WI 53222

Discovery #028

6834 W. Greenfield Ave.
West Allis, WI 53214

Discovery #201

775 W. 49th St.
Hialeah, FL 33012

Discovery #202

11830 Pines Blvd.
Pembroke Pines, FL 33026

Discovery #203

1964 S. University Drive
Fort. Lauderdale, FL 33324

Discovery #204

9271 West Flagler St. Bldg. C
Miami, FL 33174

Discovery #205

7800 W. 33rd Ave., Bay #4
Hialeah, FL 33018

Discovery #206

1170 North University Drive
Coral Springs, FL 33071
(Pompano Beach)

Discovery #207

660 Centerview Blvd.
Kissimmee, FL 34741


Discovery #208

415 South State Road 7
Hollywood, FL 33023

Shipping Instructions

1. Packaging

Carton Requirements:

- A. No boxes under 6 lbs. should be shipped.
-  B. **Effective Dec 29, 2019**
 - No boxes over **50 lbs.** should be shipped.
 - No boxes with the longest side exceeding 48 inches or its second longest side exceeding 30 inches should be used.
 - No packages other than corrugated cardboard boxes with tape should be used.
 - No boxes containing hard plastic straps, cutout handles, wooden handles, or anything hanging outside of the box.
 - Any package exceeding this weight, size or in violation of the characteristics described above, will incur an “additional handling fee” per box that will be charged back to the vendor.
- C. No boxes exceeding 130 inches of combined length plus girth should be used. [Formula Length + (2x width) + (2x height)]
Any box exceeding 130 inches will incur a “large package surcharge” that will be charged back to the vendor.
- D. For more instructions on how to measure a package and determining the weight and size limits for shipping using UPS visit these pages.

http://www.ups.com/content/us/en/resources/ship/packaging/weight_size.html?srch_pos=2&srch_phr=how+to+measure+your+package
https://www.ups.com/content/us/en/resources/sri/glo_lpks.html?srch_pos=1&srch_phr=large+package
<https://www.ups.com/content/us/en/shipping/time/additional.html>
- E. Ship only one PO per carton (2 maximum), but each PO must be invoiced separately.
- F. Jewelry vendors may ship up to 3 PO’s per Box, but each PO must be invoiced separately.
- G. Each box must include a packing slip, PO#, Style #, Quantity by colors written on the outside of the box. If the items are pre-ticketed, write “Pre-ticketed” on the outside of the box.
- H. Each shoe box must include style #, color, size and **an actual picture (not a sketch)** of the shoe on the short side of the box next to the price ticket.
- I. Discovery Clothing Co. will not accept any item from any vendor with a California Proposition 65 Warning tag and or label.

2. Shipping & Labeling Instructions

- A. Only use UPS World Ship Software.
- B. Ship UPS World Ship Ground 3rd Party only.
 - a. Enter **BILL TO** address as *4300 N Knox Ave. Chicago, IL 60641*.
 - b. We will not pay for any air shipments (next day air, second day air, or third day air).
- C. Use account # 682827
- D. For **SHIP TO** address *Only* use store names/addresses exactly as they appear on the location page.

Correct Example:

*Discovery #001
3348 W. Belmont Ave.
Chicago, IL 60618*

Incorrect Example:

~~*Discovery Clothing 101
3348 W. Belmont
Chicago, IL 60618*~~

- E. Enter P.O. number in reference number 1.
- F. Enter box dimensions under **Package Type** in the World Ship Screen. For instructions on how to correctly measure your box refer to Pg. 6 letter D of this routing guide. Failure to do so may result in an audit correction by UPS as well as a per box fee that will result in a chargeback.

New

For more information on this please refer to pg. 125 of the UPS Rates and Services guide linked below.

https://www.ups.com/assets/resources/media/en_US/daily_rates.pdf



- G. Use same vendor name under which you will be invoicing (If shipping from a warehouse, enter vendor name in reference number 2).
- H. For any questions with UPS World Ship call 888-553-1118



3. Insurance

- A. Do not insure any packages.
- B. Discovery Clothing Co. will not be responsible for any shipping insurance charges. Any costs associated with insurance will be charged back to the vendor in full.

4. Freight Terms


- A. All West Coast Freight will be shared equally and will be deducted from invoice payment.
- B. All Jewelry vendors pay full freight and it will be deducted from invoice payment.
-  C. All packages must have a label with the correct shipping origin. Any package containing a label with one origin address but shipped from a different address, will be charged back to the vendor.
- D. Any freight not shipped correctly will be charged back in full to the vendor. **NO EXCEPTIONS.**
- E. Any freight shipped not using our UPS account # will NOT be reimbursed.
- F. Any other additional miscellaneous fees/charges will be charged back in full.
- G. All other miscellaneous shipping errors will result in a \$250 penalty for clothing vendors, and \$100 penalty for Jewelry vendors, which will be deducted from invoice payment.
-  H. All merchandise returns will be done via UPS. Vendor is responsible for inbound and outbound freight, freight for shipping goods from Discovery stores to Discovery WH for processing, plus 15% of the cost of goods handling fee.
- I. Small quantity damaged pieces will NOT be returned but deducted from invoice.
- J. Late shipments are subject to a minimum 50¢ a garment charge back.
- K. All samples sent at vendor's expense.
- L. All tickets, cards and freight for tickets will be paid by vendor.






5. Return to Vendor/ Damage Allowance

- A. If merchandise is received in stores that is, incorrect merchandise, unacceptable quality, fit issue or damaged goods, this merchandise will be marked out of stock at full cost. We will NOT process RETURN TO VENDOR on this merchandise. Vendors will be expected to confirm an RTV allowance agreement for units received at the full cost of goods. If vendor does not agree to confirm allowance, it will be deducted from payable invoices.
 - i. Discovery will dispose of merchandise and deduct from invoice, charge back for inbound freight, plus 5% cost of goods handling fee.
- B. If for any reason Discovery Clothing Co. opts to return goods to vendor, the process will be as follows:
 - i. Vendor shall provide a Return Authorization number (RA#) within 24 hours. If not provided the date of return shall be used as the RA#.
 - ii. Vendor is responsible for inbound and outbound freight, freight for shipping goods from Discovery stores to Discovery WH for processing, plus 15% of the cost of goods handling fee.
 - iii. Due to the processing of an RTV it will take up to 2 months to Return to Vendor.

6. Invoicing

- A. Each PO must be invoiced separately.
- B. Each store must be invoiced separately.
-  C. Invoices can be mailed to Corporate to the address below. If you prefer to email, **please email all invoices for one PO in one pdf attachment to invoices@discoveryclothing.com**

Discovery Clothing Co.
Attn: Accounts Payable
4300 N Knox Ave
Chicago, IL 60641

-  D. Apparel Terms – NET 60 ROG + 5%
-  E. Accessories and Shoes - NET 60 ROG + 4%
-  F. Jewelry - NET 60 ROG + 4%

- G. Grand Opening Store Terms:
 - i. Clothing vendors –additional 5% + 60 days.
 - ii. Accessory vendors – additional 60 days.
- H. Any disputes should be emailed to ann@discoveryclothing.com, and should be accompanied with proof of delivery. Please allow a minimum of 3 days for research.

UPS World Ship Sample Screen

ups UPS WorldShip

File Edit Activities Tools UPS Web Access Import/Export Data Window Help

PACKAGES FREIGHT HISTORY SHIPMENT UPS.COM TRACK ADDRESS REPORT UNDO VOID END OF DAY

Ship To | Ship From | Distribution

Customer ID: 001 Update Address Book Residential

Company or Name: Discovery #001

Attention:

Address 1: 3348 W BELMONT

Address 2: Address 3:

Country/Territory: United States Postal Code: 60618-5513

City or Town: CHICAGO State/Province/County: IL

Telephone: () - [] E-mail Address:

UPS Account Number: Tax ID Number:

Shipper: V3X052 Profile: UPS

Service | Options | Detail | Reference

Shipment Freight UPS Service: Ground Saturday Delivery

Package Package Type: Package Length: 20 Width: 10 Height: 5 in Declared Value: Reference Number 1: 97825 Reference Number 2: X VENDOR

Bill Transportation To: Third Party With Return Services

Weight (lb) Package: 25 Shipment: 25.0 Shipment Cost (USD) 10.14 Electronic Scale Activated

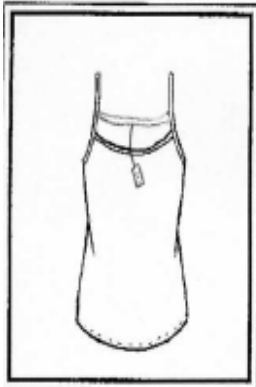
Pkg: 1 is NEW Add 1 Pkgs Delete Pkg Process Shipment F10

Your invoice may vary from the displayed rates.

Ver: 14.0.21 XOFY Pending: 1 Shpmt(s), 1 Pkg

Ticket Placement Guide

1. If you have changes on a P.O that requires tickets. For example, a change in style #, cost, color and or quantity. Please call or email Dairyn 773-777-4494 ext. 210 info@discoveryclothing.com
2. For tops with heat transfer labels, ticket should be placed at the center back neck on seam. (See picture 1)
3. For tops with labels, ticket should be placed at the center back neck through the size label using a 3-inch plastic tagger. Size label should always be placed back of neck not on the side. (See picture 2)
4. For pants and skirts ticket should be placed on the left side of garment using a 3-inch plastic tagger. (See picture 3)



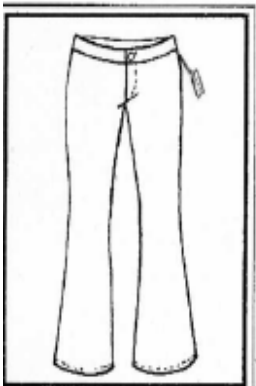
Picture 1

For tops with heat transfer labels, ticket should be placed at the center back neck on seam. Using a 3-inch clear plastic tagger.



Picture 2

For tops with a label, ticket should be placed at the center back neck through the size label. Using a 3-inch clear plastic tagger.



Picture 3

For all pants and skirts, ticket should be placed on the left side of garment using a 3-inch clear plastic tagger

Thank you!