



Vendor Compliance Requirements are applicable to all merchandise shipped.

Here you will find information to assist in properly packaging, packing, loading and shipping DXL Group merchandise. It has been documented to ensure the most cost effective and efficient movement of merchandise from vendors to our customers through our distribution channels.

Top Five (5) potential pitfalls for compliance:

1. Loading trucks by PO, by DXL Group SKU.
2. Correct retails on ticket, double check the retail on the ticket to the PO.
3. Case Labels placed on wrong cartons.
4. 1 size and 1 color per carton.
5. Location of PID sticker on bag, and location of case labels.

Checklist for Compliance at Receiving

The below highlighted excerpts are found in following pages of requirements

- **Trailer Loading - Logistics**
 - Cargo must be loaded into container by **Purchase Order and SKU number**
 - PO and DXL Group SKU integrity must be maintained when loading a trailer or a pallet therefore cartons must be loaded simultaneously by PO# and SKU# to ensure that all cartons for each PO and DXL Group SKU are loaded together.
 - Whether floor loaded into a trailer or stacked on pallets, the cartons must be uniformly stacked in a block configuration with the **CARTON label clearly visible**.
 - When pallet loading it is important to ship as few pallets as possible to reduce freight charges therefore we permit and encourage multiple DXL Group SKUs on a pallet as long as they are stacked simultaneously ensuring any cartons of the same DXL Group SKU are next to each other on the pallet.
- **Carton Labeling – Packing and Shipping**
 - DXL Group requires that all cartons be labeled with a **UCC128 Carton Label**
 - UCC128 label must be adhered to the smaller end of the carton.
 - The UCC128 must be bar code readable, human readable and **MUST include the DXL Group SKU#**
- **Merchandise Preparation – Packaging**
 - Each merchandise unit must be **bagged** individually (except pre-packs where either the entire case can have the product individually bagged OR all into one master poly bag.)
 - Each merchandise unit must have a **Price Ticket or Joker tag** affixed and a **Product Identification Sticker (PIDS)** affixed to the poly bag.
 - Each case must be of single DXL Group SKU and consistent in quantity.
- **Non-Compliant Product – Rework**
 - If the DC quality inspection at DXL Group results in a failure, vendor is responsible for all charges related to re-work project, including but not limited to internal DC charges, transportation to and from 3rd party, 3rd party re-work charges, and cost of damaged goods including freight. All charges related to rework will be deducted from the actual PO or the next open invoice



Glossary Terms

Each (Eaches) PO: Commonly known as a bulk order.

Pre Pack (PPK) PO: May also be referred to as cross dock cartons.

Parent SKU (PPK PO): Parent or master SKU holds a specific set of component SKU's.

PIDS: Product Identification Sticker. The sticker that moves the product throughout the Distribution Center from receiving to shipping.

Tech Pack: An informative package that is created to communicate all necessary components to construct a product.

FRI reports: Final Random Inspection. An onsite product inspection that monitors the conformity of production to DXL Group specifications.

Product: Chapter 1 and 5 refers to either finished garment/accessory or fabric/trim used to construct garment/accessory

UCC128 Label: May also be referred to as case, carton, shipping label or GS1-128 label

Footwear Glossary Terms

Back Stay: A piece of material covering and reinforcing the heel seam. Also called a back strap

Bluchers: The part of the upper to which the eyelets are attached

Bottom Filler: Leather, felt or granulated cork mixture that is used to fill the cavity between the insole and the sole or midsole

Box Toe: A stiffener that gives body, shape and style to the toe of a shoe

Components: Items that are incorporated in the shoe

Cookie: Small pad inside shoe under the arch of the foot

Counter: A stiffener inside the upper arch of the heel that give the back of the shoe firmness and support

Counter Pocket: Counter inside lining

Eyelets: Plastic or metal reinforcement inserted into lace holes

Eye Facing: On oxford shoes – a separate piece of material stitched to the quarter though which eyelets are attached.

Foxing: A separate strip of material that secures the joint between the sole and upper.



Gore: An elastic insert that makes slip-on shoes easier to slip on and off. It's inserted under the vamp, or at the sides, or under the buckles, or at the ends of straps

Grade: The change between shoe sizes and/or widths

Grub Hole: Hole in leather created by penetration of a grub or insect

Heel Pad: Material that covers the heel portion of the insole

Heel: Underpart of the shoe that supports the heel of the foot

Insole: Inside sole of the shoe where the foot rests

Instep Strap: Strap that lies over the instep of the foot

Last: Plastic or wooden material in the shape of a foot from which the shoe is made

Lasting: Manufacturing process where the upper is secured and pulled over the last

Lasting Allowance: The portion of the upper that is secured to the bottom of the insole— typically found in construction footwear.

Midsole: Intermediate sole between the insole and outer sole. Typically found in hiking boots and heavy walking shoes.

Mitre Strap Ends: Beveled edge of the strap

Mocc Stitch: Decorative stitch around the vamp plug edge

Outsole: Layer of material that covers the bottom of the shoe. Walking surface of the shoe.

Oxford: A shoe that is secured to the foot with shoe laces.

Padded Collar: A topline finish that is comprised of a strip of material stitched on the outside of the topline, filled with a cushioned material, and stitched down on the outside. Typically found in sport footwear.

Pinked Edge: Saw-tooth edge

Plug: The part of the vamp that covers the top of the foot

Pull Tab: Material loop found on the sides of boots and back of high-cut shoes.

Quarter Rear: Portion of upper

Quarter Lining: Inside lining of quarter

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Roughing: Process that removes the grain and finish from the lasting allowance by wire brush or abrasive. Aids in strong adhesion of upper to sole.

Sandal Quarter: Rear portion of the upper on a sandal

Shaft: Leg portion of a boot

Shank: Strip of plastic/wood/steel that is attached to the bottom of the insole and rests between the insole and outsole. It gives shape, support and fit to shoes.

Socklining: Single piece of material shaped to cover the entire length of the insole. Typically bears the brand or private label name.

Socklining: Single piece of material that covers approximately $\frac{3}{4}$ of the insole beginning at the heel

Sole Flap: Portion of the outsole that covers the inside of a full-breasted heel.

Steel Toe: A safety feature inserted between the upper and the vamp lining to provide protection to the toes

T Strap: “T” shaped strap that lies over the instep of the foot

Tassel: Ornamental tuft of material or leather that hangs loosely from a knot

Toe Cap: Forward portion of a 2 piece vamp set squarely across the shoe. Also called a “tip”

Tongue: The part of the vamp that extends over the instep of the foot. It may be separate from the vamp or the vamp and tongue could be one piece

Topline: Entire top edge of a shoe quarter

Topline Binding: Finished edge around topline

Toplift: Top surface of the walking surface of the heel. Also called a heel lift

True Moccasin Construction: When the insole and sides of the upper are one piece and the outsole is then sewn to the insole. Results in a very flexible shoe.

Unit Bottom: One piece plastic, rubber or wood that forms the entire walking surface of a shoe

Uppers: Entire outside of the shoe above the sole

Vamp: Forward portion of upper

Vamp Lining: Inside lining of vamp

Wedge: Triangular heel section between the upper and outsole

Welt: Narrow strip of leather or plastic sewn around the insole edge of shoe