



## Ecommerce Direct Ship Operational Guide

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To find this guide or the Ecomm warehouse Guide please visit <http://www.gxs.com/stage>

If you have questions specific to Stage Stores business rules or questions regarding these requirements, please contact the Drop Ship Coordinators at [dropshipteam@stagestores.com](mailto:dropshipteam@stagestores.com).

### Direct Ship Operational Flow

1. The supplier and Stage Stores agree on a selection of the supplier's inventory.
2. The supplier sends an accurate Inventory Feed through Commerce Hub (only feed inventory for items that the Stage Stores merchant has approved).
3. Stage Stores customer places an order via web.
4. Purchase Orders (Customer Orders) are sent to the supplier.
5. The supplier acknowledges receipt of the order.
6. The supplier processes and packages the order according to the Stage Stores specifications (FedEx Smart Post or FedEx Home Delivery are the only options). \*
7. The supplier ships the order within 48 business hours directly to the Stage Stores customer.
8. The supplier sends a ship confirmation (Fulfillment Confirmation Messaging) to Stage Stores. If the order was cancelled or if the complete quantities were not satisfied, the supplier sends canceled and closed confirmation to Stage Stores.
9. Ship confirmation will be used as self-invoice for payment.

\*seasonal variations may be made as business dictates.



## Terms and Conditions

Terms and Conditions of Purchase Ensure you have a valid purchase order prior to shipping merchandise to Specialty Retailers, Inc. ("SRI"). Valid purchase orders are received via EDI transmission or system generated hard copy purchase orders only. This order is subject to the terms and conditions herein stated and appearing on the original front side of the purchase order. By accepting this order or by delivery of merchandise pursuant thereto, seller agrees to be bound thereby. No modifications or addition shall be binding on buyer unless agreed to in writing.

1. Timing is of the essence in this contract. All goods ordered will be shipped complete NO LATER than the "DO NOT SHIP AFTER" DATE on the front of the order. The goods should NOT BE SHIPPED before the "DO NOT SHIP BEFORE" DATE on the front of this order. The "DO NOT SHIP BEFORE" DATE on the front of this order is defined as the date that you, the Vendor will tender the shipment to the designated carrier.

2. The seller guarantees that the goods shall be delivered in a single lot, said lot being made up of all of the goods ordered herein.

3. The seller warrants and guarantees that all goods delivered pursuant to this order will comply with the descriptions, colors, fabrics, sizes and quantities specified herein, and that all goods delivered will conform to the sample of goods, if any, displayed by seller.

4. Buyer expressly reserves the right to cancel all or any part of this order if all of the terms and conditions hereof are not fully complied with, include, but not limited to, the terms specifying the date of delivery, shipment by a single lot, and quality of goods. Buyer has the right to return, at seller's expense, all merchandise sent which fails to comply with any of the terms and conditions specified herein. Acceptance of all or any part of the goods or payment of all or any part of the purchase price shall in no way bind buyer to accept future deliveries on any order or constitute a waiver of any right buyer might have with respect to seller's failure to deliver goods on a specified date or otherwise fail to comply with the terms and conditions of this order. The remedies provided for buyer in this paragraph, shall be in addition to and cumulative of the remedies buyer may be afforded either by law or equity.

5. Notwithstanding any agreement to pay freight, express, or other transportation charge, the risk of loss or damage to goods in transit shall be borne by the seller until the goods have been actually received by and accepted by buyer.

6. By signing a copy of this order or making any deliveries of the merchandise specified herein, vendor warrants and represents that it has the right to sell the merchandise purchased hereunder and agrees to indemnify, defend, and save the purchaser harmless from and against any and all suits, actions, claims or demands that may be brought against purchaser, and from and against all liability, loss, damages, costs and expenses, including attorney's fees, incurred by purchaser by reason thereof, on the ground that the purchase or sale of any of the merchandise covered by this order constitutes unfair competition or infringement of patent, copyright or trade mark or an invasion of the rights of any person or corporation, and vendor further agrees at its own cost and expense to defend, upon the request of purchaser, any such suits, actions, claims and demands.



7. Vendor warrants that the merchandise covered by this order is fit and safe for consumer use, and acceptance of the order shall constitute agreement upon vendor's part to indemnify, defend, and hold the purchaser harmless from all claims, suits, actions, liability, loss, damage and expenses (including attorney's fees) incurred or sustained by or bought against purchaser by reason of any breach of such warranty including, but not limited to, any of the foregoing based upon or alleging any design defect, manufacturing defect, marketing defect, strict liability in tort and/or failure to provide an adequate warning. Vendor agrees that if any of the merchandise covered by this order when examined or tested by purchaser after delivery shall be found defective, at Purchaser's request, vendor will accept return thereof for full credit to purchaser and make full refund thereof to purchaser, including payment of all transportation charges. Vendor agrees that any merchandise returned to Vendor by the purchaser as a result of having been found to be defective for any reason is not to be repaired and returned to purchaser unless specifically requested to be repaired and Stage Stores COMPLIANCE & ROUTING Guide: Update Effective 2-1-15 11 returned by the purchaser on the Return to Vendor document accompanying the merchandise. Acceptance of all or any part of the merchandise shall not be deemed to be a waiver of purchaser's right to cancel or return all or any part thereof because of failure to conform to order or by reason of defects, latent or patent or for breach of warranty or to make any claim for damages, including manufacturing cost and loss of profits or for special damages occasioned the purchaser. Such rights shall be in addition to any other remedies provided by law. All obligations of the vendor under this agreement shall survive acceptance of the merchandise and payment therefore by purchaser.

8. Vendor represents and warrants that the merchandise covered by the order has been manufactured and labeled in accordance with the requirements of all applicable Federal, State and Municipal laws, rules and regulations, including but not limited to the Fair Labor Standards Act, the Wool Products Labeling Act, the Fur Products Labeling Act, the Textile Fiber Products Identification Act, the Flammable Fabrics Act and the Federal Hazardous Substance Labeling Act as any of the foregoing may be amended, modified, supplemented and/or recodifies. Vendor's invoice shall bear the separate guarantees provided for under any of such acts or shall contain the appropriate statement that a continuing guarantee has been filed in accordance with such acts and applicable rules and regulations of the Federal Trade Commission and other Government agencies with jurisdiction in the premises. Further, vendor represents and warrants that the merchandise covered by the order has been manufactured in compliance with all applicable foreign laws, rules and regulations relating to child labor practices. Vendor further certifies that the merchandise covered by this order has been produced in compliance with all the applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act of 1938, as amended, and of regulations and orders of the Administrator of the Wage and Hour Division issued under Section 14 thereof. Vendor shall ensure that all of its factories, contractors and subcontractors are in compliance with all such U.S. and foreign laws. Vendor agrees to indemnify and hold purchaser harmless from and against any and all suits, actions, claims, demands, penalties, fines, charges, expenses, fees (including reasonable attorney's fees) arising out of Vendor's violation of such U.S. and foreign laws.



9. Vendor represents and warrants that the merchandise covered herein conforms to all applicable federal and state product safety laws, requirements, rules and standards and agrees at the time of delivery to deliver an electronic certification to such effect in the terms specified by law or by the Buyer/SRI. Vendor agrees to indemnify and hold Buyer/SRI harmless from and against any and all costs, losses, damages, suits, claims, demands, penalties, fines, and charges, including attorneys' fees, arising out of Vendor's violations of such laws. SRI/Buyer reserves the right to refuse goods or require Vendor to take goods back which fail to meet any of the aforementioned requirements.

10. Vendor will provide Specialty Retailers, Inc. ("SRI") with a Certificate of Insurance evidencing Commercial General Liability coverage, specifically including Product Liability coverage, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and naming Specialty Retailers, Inc. ("SRI") and its subsidiaries and affiliated companies as additional named insured, with thirty days' written notice to SRI of any material modifications or cancellation.

11. Specialty Retailers, Inc. ("SRI") reserves the right to assess Vendor an appropriate NON-COMPLIANCE charge for any violation of packing, shipping and routing instructions which are detailed in the Compliance Manual. Obtain a copy of the Specialty Retailers, Inc. ("SRI") Vendor Compliance Manual on line by visiting [www.gxs.com/stage](http://www.gxs.com/stage). The compliance manual is available to view or download by clicking on the detailed link located in the middle of the home page.

12. In the event that more than one division of SRI orders goods from seller during any twelve-month period, seller shall charge each division the lowest price and provide the most favorable terms negotiated by a division of SRI during such twelve-month period. This provision shall apply retroactively and shall supersede any purchase order price or terms agreed to between the parties. In the event that SRI has already paid any amounts to seller, seller shall refund SRI any overpayment amount that accrues pursuant to this provision by check or wire transfer within ten days of written notice by SRI.

13. Defective Allowance. If the Vendor Support Agreement executed by Buyer and Vendor provides for a "Defective Allowance", then Seller will not be required to accept returns of Seller's products which Stage Stores COMPLIANCE & ROUTING Guide: Update Effective 2-1-15 have been returned to Stage Stores by its individual customers and to provide refunds to Stage Stores for such products due to isolated instances of: products damaged during shipping, nonconforming products or defective products. This Defective Allowance does not, however, in any way reduce, negate or impair Vendor's obligations under the remainder of these Terms and Conditions of Purchase if any of the following circumstance apply which are referred to in the Vendor Agreement as "gross product defects": the defect in, damage to, or nonconformity of the product is not limited to a few units of the applicable product or the product is subject to a consumer product or safety recall, fails to comply with applicable law, or is the subject of an infringement claim.

14. Suppliers are required to certify that they have read & comply with the Vendor Compliance Requirements for Sourcing and Manufacturing Merchandise. This document can be found at the base of the Stage. PEP .. Compliance Site located at: [www.gxs.com/Stage](http://www.gxs.com/Stage).



## Purchase Order Requirements

### Make sure your Purchase Order is valid:

It is important to ensure that the purchase order is valid prior to shipping merchandise to the customer. If unable to fulfill purchase orders as intended, communication must take place with the Drop Ship Coordinator within 48 hours (2 business days).

### All Purchase Orders must be shipped complete:

Ship all purchase orders complete. If that cannot be accomplished, you must contact the Drop Ship Coordinator.

### All Purchase Orders must be shipped within the order windows:

All goods ordered will be shipped complete within the expected ship dates on the purchase order. Vendors are required to adhere to the shipping service level requested in the Stage Stores purchase order. Standard Fulfillment lead-time is defined as less than two (2) business days. Standard Fulfillment applies to FedEx Smart post equal to and under 9 lbs., FedEx Home Delivery over 9 lbs. but not over 70 lbs., and FedEx Ground up to 150 lbs. (FedEx Ground requires drop ship team approval).

- Vendors are expected to meet a fill rate of 99% within the Standard Fulfillment lead-time.
- Under certain circumstances, an Extended Fulfillment lead-time may be negotiated with Stage Stores Ecommerce that will act as the Standard Fulfillment lead-time for the applicable SKUs. Unless agreed to in writing, all vendors must comply with the aforementioned Standard Fulfillment service levels.
- All orders are required to ship within 48 business hours' even if an invoice is not paid yet. Vendor relations will work to resolve the issue within a reasonable time frame. **You cannot hold orders until invoices paid.**

## Ticketing

1. UPC barcode on item or on shoe box
2. Legible description on item (style name or number, color, size)
3. Correct size and style label attached to item. (Hang tag)
4. No pricing or supplier suggested retail information on any item



## Packing Instructions Stage Stores

All merchandise should be packaged in a manner that prevents in-transit product damage both outbound and during return shipment (in the same packaging materials under normal conditions). Stage Stores customers are requested to use the original packaging for returns if available.

Please ship according to the government ISTA 3A guidelines. Please click the link below.  
<http://www.ista.org/forms/3Aoverview.pdf>

## Vendor Compliance

Substitution of merchandise or poor packaging that results in damage or a disappointing customer experience will result in charge backs.

## Accounts Payable

### Invoice

1. Invoice numbers should not be repeated within a rolling 12-month period
2. Special characters should not be used within an invoice number
3. Invoice numbers should not be more than 10 digits

### Purchase Order Verification:

1. Stage Stores pays invoices when an invoice is received from Commerce Hub based on payment terms agreed to in the Vendor Support Agreement.
2. Telephone orders, verbal commitments, handwritten orders or worksheets are not acceptable and will not be honored.

### Unpaid Invoice Inquiries

To request payment on an unpaid invoice, the vendor must email [vendorrelations@stagestores.com](mailto:vendorrelations@stagestores.com) the

following information

- Copies of Fulfillment Confirmation Message in question. To ensure timely resolution, the POD must be received within 90 days of the original invoice due date.

Stage Stores will provide check numbers for payments that are more than 30 days past due.



## Accounts Payable Vendor Correspondence

To expedite your Accounts Payable remittance advice, shortages; you must email the following information to [vendorrelations@stagestores.com](mailto:vendorrelations@stagestores.com)

- Detailed explanation of your issue
- Check number with check date
- Remittance Advice report
- Supporting documentation to support your position
- System generated copy of unapplied credits for the Stage Stores Ecomm division.

You **MUST** ship via FedEx on your vendor specific Stage Stores prepaid/bill to shipper account to ensure the bill is sent directly to Stage Stores for payment. Costs associated with any method of shipping falling outside these instructions, will **NOT** be paid by Stage Stores and will be the responsibility of you, the shipper. We will closely monitor all incoming invoices and use of your Stage Stores shipper account number.

Stage Stores will not research issues older than 6 months (from the date of the remittance report). As a vendor, you have the right to submit a claim for any non-compliance charges deemed unwarranted within the 6-month window. However, due to the cost involved to research inconsequential claims, any claim submitted for less than \$100 that is researched and found to be a valid deduction will be assessed a \$100 handling fee.

If you inadvertently ship via Stage Stores FedEx account for another retailer, Stage Stores accounting department will issue a charge back to be deducted from future payments. It is your responsibility to correct this issue with your shipping team.

Please note that the Remittance Advice Report is included with your check. This document details the invoices being paid as well as any associated deductions, claims and/or non-compliance charges. Please notify your factors, lock boxes, check processing departments, banks, etc. not to discard this very important information. Stage Stores will charge a \$100 fee per report to provide copies.

Please be sure that any required authorizations are communicated at the time allowances are agreed upon. Stage Stores position is that responsibility for communication of authorized claims is an internal responsibility of the vendor. Any valid claims that require Stage Stores to provide vendor documentation will be charged \$100 per document.

The aforementioned fees are meant to compensate for costs associated with labor, time, resources and other expenses necessary to fulfill vendor requests. They are not intended as a form of punishment.

### Vendor Information Updates

To prevent any delays in the payment process, please assist us by keeping your file up to date. Notify us of an address change or any company status changes by mailing the change to the Stage Stores Accounts Payable Department.

### Ecommerce Accounts Payable Department Mailing Address:

**Ecommerce Accounts Payable Department**  
Attention: Vendor Relations, Accounts Payable  
PO BOX 56627  
Houston, TX 77256



## Shipping Violation Inquiries

1. Inquiries and disputes must be in writing. We will accept an email with the required documentation scanned and attached, faxes will not be accepted. Please send required information for Shipping Violations to:

Email: [ECOMMSUPPLYCHAIN@stagestores.com](mailto:ECOMMSUPPLYCHAIN@stagestores.com)

Or

Stage Stores  
Attn: Ecommerce Supply Chain Department  
2425 West Loop South  
Houston, TX 77027

*Mailing inquiries and disputes to the wrong department will cause a delay.*

2. The following must be included in order for your dispute to be researched:

- Tracking number and carrier
- Original Purchase Order
- Fulfillment Confirmation Message number

3. Due to the numerous trading partners, Stage Stores is unable to provide copies of freight bills. The Ecomm Supply Chain department can provide detailed information needed to validate reasons for deductions.

4. Due to the time to research and process inquiries or disputes, Stage Stores will not accept any re-submissions once a response has been given.

### Correspondence Addresses and Phone Numbers

It is the intent of Stage Stores to investigate and resolve all issues, questions, problems or concerns in a reasonable time frame. To process your correspondence efficiently, please communicate your concerns in writing as quickly as possible. **Stage Stores will not research issues older than 6 months.**

Any questions or issues regarding packaging, ticketing, or general vendor requirements, should be directed to:

Email: [ECOMMSUPPLYCHAIN@stagestores.com](mailto:ECOMMSUPPLYCHAIN@stagestores.com) or

Stage Stores  
Attn: Ecommerce Supply Chain Department  
2425 West Loop South  
Houston, TX 77027

Any questions or issues regarding **Return to Vendor RTV** should be directed to:

Stage Stores. RTV                      Fax: (903) 586-2903  
1237 E. Rusk  
Jacksonville, TX 75766

Any questions or issues concerning **payments** should be directed to:

Attn: Vendor Relations  
Accounts Payable  
PO Box 20768  
Houston, TX 77225-0289





## FedEx Shipping Requirements

### Account Information

Your **FedEx Account Number** for Stage Stores shipments will be provided to you by the Stage Stores drop ship team. We **require** you do **NOT** ship until you receive your **Shipper Account Number**. This new account must be used for **ALL** FedEx shipments.

The FedEx Activation Desk is a dedicated support desk for any questions you may have on shipping Stage Stores shipments with FedEx. They can be reached by calling toll-free 1.866.883.9290. This resource is available Monday through Friday, 8 a.m. to 5 p.m. CDT.

### Billing Instructions

All Stage Stores shipments **must** be processed as Bill Shipper. When these routing instructions are followed, every Stage Stores shipment will be billed directly to Stage Stores. You will not incur any additional shipping charges.

### Shipping Method/Service Instructions

The shipping method/service is passed to you with each order. Please remember to consider the dimensions of the shipment when choosing the FedEx service to be used. A table is provided as a guideline for you in determining the dimensional weight.

As a reminder, here are Stage Stores requirements:

Shipments 0 up to 9 lb. **REQUIRE** FedEx SmartPost® service

Shipments over 9lb up to 70lb. **REQUIRE** FedEx Home Delivery® service

Shipments over 70lb. up to 150lb. **REQUIRE** FedEx Ground with prior approval by Stage Stores drop ship team

### Shipping Labels/Return Address Requirements

You will need to create FedEx shipping labels to be applied to your package(s). Labels can be generated with FedEx Ship Manager® Software or Hardware. Please refer to the attached job aid for detailed instructions on processing your shipment and creating the label. If you need assistance downloading the software, please call 1.877.FDX Assist (1.877.339.2774), select option "2" for FedEx Ship Manager Hardware or Software or "3" for Web Services.

Before any Stage Stores shipments can be processed, you must select "Change Sender" in the Sender Information. The Shipper information must show on the label as noted below. This address becomes the Return Address for undeliverable shipments.

**Contact Name:** Stage Stores Inc/RTV

**Address Line 1:** 1237 East Rusk

**City, State, Zip:** Jacksonville, TX 75766-5122

**Phone:** 800.743.8730



## **Endorsements**

The "**Return Service Requested**" endorsement is required to be enabled for all FedEx SmartPost shipments. This can be set as a default in your automation device by the Customer Technology professional assisting with your setup. Please refer to the job aid included with this communication for details.

## **Account Confidentiality**

Stage Stores transportation billing information is confidential and should only be communicated for the limited purpose of preparing FedEx shipments under these instructions. Do not post this information online or make it generally available beyond what is required for your company to follow these instructions. The Stage Stores billing options are to be used for Stage Stores shipments only and will be closely monitored.

## **Compliance Guidelines and Program Adherence**



Adherence to the program requirements is mandatory unless otherwise stipulated under a separate supply agreement. You **MUST** ship via FedEx on your vendor specific Stage Stores "prepaid/bill to shipper account to ensure the bill is sent directly to Stage Stores for payment. Costs associated with any method of shipping falling outside these instructions, will **NOT** be paid by Stage Stores and will be the responsibility of you, the shipper. We will closely monitor all incoming invoices and use of your Stage Stores shipper account number.

## **Charge-Back Policy**

Any shipment or portion thereof, which fails to conform to the terms of this routing guide, is subject to a supplier charge-back. Exceptions must be given in advance by a Stage Stores Ecomm Drop Ship Coordinator.

## **Assistance**

As a reminder, a FedEx representative will be contacting you to review this program, provide assistance in getting setup for FedEx SmartPost shipping, and answer any questions you may have about utilizing FedEx services. The FedEx Activation Desk is a dedicated support desk for any questions you may have on shipping Stage Stores shipments with FedEx. They can be reached by calling toll-free 1.866.883.9290. This resource is available Monday through Friday, 8 a.m. to 5 p.m.CDT. You may contact FedEx Customer Service at 1.800.GoFedEx 1.800.463.3339 for assistance anytime. Shipping information is also available online at [fedex.com/us](https://www.fedex.com/us).

		
<b>Shipper Account #</b>	Required to use Account Number provided by FedEx Sales.	
<b>Package Weight</b>	Billable weight 0 – 9 pounds. <b>NOTE:</b> Billable weight is the greater of the actual weight or the dimensional weight.	Billable weight 10 pounds and above, to a maximum 70 pounds. <b>NOTE:</b> Billable weight is the greater of the actual weight or the dimensional weight.
<b>Dimensional Weight</b>	Dimensional weight applies when your package is relatively light compared with its volume. If the dimensional weight exceeds the actual weight, transportation charges will be based on the dimensional weight. To calculate dimensional weight: • Multiply length by width by height in inches. • Divide by 166 (for domestic shipments) • Use the greater of the two weights: dimensional weight and actual weight.	Dimensional weight applies when your package is relatively light compared with its volume. If the dimensional weight exceeds the actual weight, transportation charges will be based on the dimensional weight. To calculate dimensional weight: • Multiply length by width by height in inches. • Divide by 166 (for U.S. and Puerto Rico shipments) • Use the greater of the two weights: dimensional weight and actual weight.
<b>Billing Option</b>	Bill Shipper using Account Number provided by FedEx Sales.	
<b>Customer Service</b>	1.800.GoFedEx 1.800.463.3339	
<b>Pick Up</b>	If you do not have a Regular FedEx Ground Pickup scheduled, you will need to schedule the pickup one day in advance.	

Adherence to the program requirements is mandatory unless otherwise stipulated under a separate supply agreement. Under this arrangement, shipping charges will be invoiced directly to Stage Stores. Costs associated with any method of shipping falling outside these instructions, will NOT be paid by Stage Stores and will be the responsibility of you, the shipper. We will closely monitor all incoming invoices and use of Stage Stores' shipper account number.



## Commerce Hub

### OrderStream™

The CommerceHub® Resource Center provides resources to help you become familiar with and use OrderStream™.

By clicking on a help link within the OrderStream™ application, context-sensitive help directly relating to the OrderStream™ section from which you accessed help will display. By clicking on a link in the Resource Center, the corresponding material will display for you to download and print, if desired.

#### **Packing Slip**

Within the Resource Center you will find the packing slip guide. This packing slip guide contains the information you need for Stage Stores packing slips. (Example on page 15) Other useful information can also be found here; such as the merchant user guide, supplier onboarding review, a guide to upload inventory, EDI guides, and more. If you would like further assistance you may reach out to Commerce Hub directly.

#### **Inventory Feeds**

Inventory + and - should be sent once every 24 hours Monday - Saturday Full inventory feed should be done on Sundays

## Commerce Hub Contact Information

#### **During set up process**

Email: [PartnerSetup@CommerceHub.com](mailto:PartnerSetup@CommerceHub.com)

#### **After Go Live**

Email: [CustomerSupport@CommerceHub.com](mailto:CustomerSupport@CommerceHub.com)

Phone: 1-844-HUB-HELP



## Commerce Hub

### ProductStream™

Stage Stores has partnered with CommerceHub to get your products up for sale more quickly and accurately, and with less back-and-forth work.

#### How it works:

- Prepare your product data by filling out our product data templates.
- Add your products to ProductStream™ by uploading your completed templates. ProductStream™ will validate your data against Stage Stores' requirements, and help you fix any errors.

### Step 1: Prepare your product data

Supplier will use the Stage Stores Resource Pack to provide your product data in the proper format for Stage Stores. Within, supplier will find product data templates used to load products.

Each Product Data Template contains four important worksheet tabs:

TEMPLATE: This is where you will fill in your product data.

DATA DEFINITION: Instructions for each field (including descriptions, examples, and requirements).

LIST OF VALUES: When a field requires you to choose one of Stage Stores' acceptable values, this tab provides the available options.

EXAMPLES: A few properly completed product row examples for your reference.

#### *Providing images and other files:*

Generally, the most efficient method for submitting product images is to provide URLs to each file within the Product Data Template. As an alternative, you can upload images and other files within ProductStream™. To do this, click any product, scroll down to find the attribute you'd like to provide, and click the pencil icon to see options for providing your file.

#### *Providing products with variations:*

ProductStream™ supports Stage Stores' variation requirements for a product, such as color and size. To do this, we need to know which product variations are related. Assign a Variation Grouping ID that logically groups the related product variations. This ID should be the same for all related variations. Decide which value to use based on your data.



## Step 2: Add your products to ProductStream™

When you sign into ProductStream™ for the first time, you'll be guided to upload your completed Product Data Template. Once ProductStream™ processes your uploaded template, you'll be able to easily browse and review your offering to Stage Stores.

*Easily identify if a product meets Stage Stores' requirements:*

A red thumbs-down icon on a product means that the product's data does not meet all of Stage Stores' requirements. Click to see what's wrong and how you can fix it. A green thumbs-up icon tells you and Stage Stores buyers that your product meets their data requirements for selection.

Tip: Clicking the "Issues" tab in ProductStream™ will allow you to focus on the products that do not meet requirements. To fix issues in bulk, select "Bulk Actions" from the "Issues" tab. This will export a spreadsheet with product data for all products that do not meet requirements. Complete, then upload back into ProductStream™ using the Add/Update tab.

## Updating product data:

Once you load products into ProductStream™ you can edit product data manually (one at a time), or by performing a bulk update. To edit a product manually, click on a product, and then click on an attribute value to edit. To perform a bulk update, use the same Product Template you used to add products.

Here are some important things to understand about bulk updating products with a spreadsheet.

- Only include products for which you want to update data.
- Vendor SKU is always required.
- Remove columns you don't want to update.
- If a cell has a value, it will be updated for that product.
- If a cell is left blank, no update will be made.
- If a cell contains "[empty]", the attribute value will be deleted.
- Updates will overwrite manual changes made in ProductStream™.



BEALLS  
GOODY'S  
PALAIS ROYAL  
Peebles  
STAGE



# STAGE

**CUSTOMER ORDER NUMBER:** 11111

**CUSTOMER ORDER DATE:** 11111

**SHIP TO:** John Doe John  
1 Fuller Rd  
ABC Company Name  
Albany, NY 12203

**Shipping Method:** FedEx SmartPost

**PURCHASE ORDER NUMBER:**00000117302079

**BILL TO:** John Doe John  
1 Fuller Rd  
ABC Company Name  
Albany, NY 12203

Items may ship in separate packages on different days.

UPC	VPN	PRODUCT DESCRIPTION	COLOR	SIZE	QTY	RETURN QTY
840468000019	DA 31691	Sample item description for line 1	black	xxlB	1	

**RETURN INSTRUCTIONS:**

For a refund, carefully repackage the merchandise with this form and use the return label provided to send it back. Returns will be accepted within 180 days of purchase. For details on in store returns or questions about our Return Policy, see [www.stagestores.com/return-policy](http://www.stagestores.com/return-policy) or call (800) 748-8730.

Note: Shipping fees (if any) are non-refundable.



11111

Thank you for your order!

11111

John Doe John  
1 Fuller Rd  
ABC Company Name  
Albany, NY 12203

00000117302079

Stage Stores RTV Center  
1237 East Rusk  
Jacksonville, TX 75766-5122