

# DEB SHOPS INC.

9401 Blue Grass Road, Philadelphia, PA. 19114  
(215) 676-6000

## NJ and NY Routing Guide

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Any Questions on this routing guide or areas not covered please direct to William J. Munizza Traffic and Logistics Manger at ext. 319.

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**To whom it may concern:**

**Enclosed you will find current instructions on how to prepare and ship merchandise to DEB SHOPS, INC. It is imperative that you follow these instructions. All instructions must be followed or shipments will be refused.**

**Appointments must be made for ALL shipments. If appointments are not made before the goods are shipped, we will refuse shipment. If you are shipping direct to Deb Shops, Inc. You must make appointment for next day no later then 12:00 noon the day before.**

**(As noted on all Deb Shops Purchase Orders)**

**Dynamic Express is our consolidator. Freight is collect and we will deduct freight charges off of vendor invoice.**

**We must have your full cooperation in this matter to expedite all goods received at our warehouse. Please instruct your carrier to make appointments a minimum of one day in advance.**

**If you have any questions or problems with the enclosed instructions, please call Joan Spotts (215) 676-6000, Ext 280.**

**Your cooperation will be greatly appreciated.**

**Very truly yours,**

**DEB SHOPS, INC.**

**Arthur Weinberg**

**Arthur Weinberg  
Director of Warehousing**

## **General Shipping Instructions**

### **I. Flat Goods (Cartons)**

#### **A. Carton Specifications:**

1. **Maximum Weight** - 70 pounds per carton. Our system cannot handle any carton over this weight.
2. **Maximum Dimension:**

Length	-	36 inches
Depth/Width	-	30 inches
Height	-	30 inches

#### **B. Information that is required on cartons and/or labels:**

1. Purchase order number
2. Style
3. Color
4. Total number of pieces per box
5. Department Number (Tops 'N Bottoms, Inc.)

#### **C. Special Notice:**

1. Separate style when shipping
2. When possible skid and shrink-wrap by style
3. If you have to combine styles on a skid please separate within the skid

### **II Hanging**

#### **A. Specification**

1. Separate all styles
2. Ship solid color only (NO RAINBOW SHIPMENTS ACCEPTED)
3. Ship all hanging garments by sizes: Size 3 must be at the front of the order, and size 13 on the end.
4. Small Medium and Large must come in Assorted Six Packs.

**III. Hanging Goods (Cartons)**

**A. Carton Specifications:**

1. **Maximum Weight** - 30 pounds per carton.

**B. Information that is required on cartons and/or labels:**

1. Purchase order number
2. Style
3. Color
4. Total number of pieces per box
5. Department Number (Tops 'N Bottoms, Inc.)

**C. Special Notice:**

1. Separate style when shipping
2. When possible skid and shrink-wrap by style
3. If you have to combine styles on a skid please separate within the skid

## Packing Slip

We insist that your Packing Slip have the following information:

- A. Deb Shops Department Number
- B. Deb Shops Purchase Order Number
- C. Style Number
- D. Invoice Number
- E. Quantity by Color
- F. Number of Cartons
- G. Name of Carrier and Freight Terms

**Bill Of Lading**

We insist that you fill out your Bills of Lading in the following manner:

A. Ship **ONE** style on the Bill of Lading, making sure the following information appears on the Bill.

Quantity	Style #	Purchase Order #	Dept. #	Invoice #
25 ctn.	1228	46030	6	105532

25 ctn. **TOTAL**

B. Ship **MULTIPLE** STYLES ON **ONE** Bill of Lading: All information must be listed separately:

Quantity	Style #	Purchase Order #	Dept. #	Invoice #
20 ctn	1304	47052	7	109306
50 ctn	1305	47048	7	109307
35 ctn	6702	46090	6	105402

105 ctn. **TOTAL**

**PLEASE NOTE:**        The above examples pertain to Hanging Garments also

To All Vendors:

For NY and NJ this is our method of scheduling merchandise appointments. We are asking you to FAX Joan Spotts at 215-676-0685.

We require that your FAX contain the following Information.

- Vendor Name
- Purchase order number (s) / Department number (s)
- Style number (s)
- Number of units for each color
- Number of cartons / or G.O.H. shipment
- Name of Carrier (e.g.)
  - Our consolidation carrier (Dynamic) pickup / delivery  
Dynamic Express  
125 Pennsylvania Ave.  
South Kearny, NJ 07032  
**Ph # 973-344-7855**
  - Common carrier
  - Direct to our warehouse
- Date you want appointment for.
- Your name / Phone number

We will call you back A.S.A.P.

The quicker you FAX the **complete** information to us the quicker an appointment can be made.

***Without the above information no appointment will be made!***

Thank you for your cooperation in this matter.

Arthur Weinberg

**Arthur Weinberg**

Deb Shops Inc.,  
Director of Warehousing

