

Vendor Compliance Manual

GOTTSCHALKS

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INTRODUCTION

Technology and the use of information have redefined retailing. Gottschalks is committed to better serving our customers through superior use of technology and information. We need our vendors to be equally committed to basic merchandise technology standards.

Technology has opened new ways of doing business together. It allows us to reduce and eliminate paperwork while eliminating repetitive efforts. Merchandise that used to take 3 to 5 days to go through our distribution center now moves through in hours. This is only possible if the merchandise is properly marked and prepared by the vendor and the appropriate documents are transmitted.

This manual formally organizes a complete list of what we need you to do to prepare merchandise and exchange documents with Gottschalks. Although specific in nature, it would be impossible to cover everything in this guide, so we've included phone numbers in the event that you have further questions.

Our required standards meet basic industry practices. As technology changes, we will update requirements accordingly. Your partnership is critical in making technology work for our mutual customers and is important to both our success.

Within this manual, you will find the details of Gottschalks' Vendor Technology Standards required if you do business with Gottschalks.

This Partner in Technology Manual supersedes all previously issued vendor manuals, instructions and exemptions. Below are listed our minimal standards:

1. **Send and receive EDI purchase orders.**
2. **Mark 100% of your merchandise with quality industry standard vendor generated UPC tickets.**
3. **Provide merchandise with our retail on your UPC ticket, when required.**
4. **Provide us with an accurate, complete electronic UPC catalog via QRS, our third party service provider.**
5. **Send an accurate, complete EDI ship notice at the carton level, prior to the receipt of the shipment. Mark all cartons with corresponding UCC-128 shipping container labels.**
6. **Send an accurate, complete EDI Invoice that matches the ASN.**
7. **Follow our Gottschalks Transportation Routing Instructions for shipping merchandise.**
8. **Follow our Accounts Payable requirements for submitting invoices and related correspondence.**
9. **Provide a VICS floor ready hanger for all hanging merchandise.**

HOW TO USE THIS MANUAL

- This manual is intended as an overview of our merchandise technology, quick response, distribution, transportation, and accounts payable policies.
- This document should be distributed to the appropriate individuals within your organization.
- This manual has been updated for 2001. The bold, highlighted sections mark significant additions or changes from the 2000 version.
- **Our website will be your primary information source for all policy changes and updates. Please check our site www.gottschalks.com on a regular basis.**

CONTACTS

Listed below you will find the contacts you need for information systems. These contacts will offer you the information that you will need to become compliant.

For Information Concerning:	Contact:	Phone/Fax Numbers/E-mail:
Vendor Relations	Accounts Payable.	E-mail vendor.relations@gottschalks.com
EDI Purchase Orders (850)	Chris Noble	Phone (559) 434-4737 Fax (559) 434-4843 E-mail chris.noble@gottschalks.com
Advanced Ship Notice (856)	Janet Moroney	Phone (559) 434-4822 Fax (559) 434-4843 E-mail janet.moroney@gottschalks.com
Electronic Invoices (810)	Janet Moroney	Phone (559) 434-4822 Fax (559) 434-4843 E-mail janet.moroney@gottschalks.com

For Information Concerning:	Contact:	Phone/Fax Numbers/E-mail:
Merchandise Replenishment Systems	Annette Cornelssen	Phone (559) 434-4871 Fax (559) 434-4666 E-mail annette.cornelssen@gottschalks.com
Floor Ready Merchandise	Marilyn Butts	Phone (559) 661-4431 ext. 4953 Fax (559) 661-0655 E-mail marilyn.butts@gottschalks.com
UCC-128 Labels	Debra Gardiner	Phone (559) 661-4431 ext.4984 Fax (559) 661-0655 E-mail debra.gardiner@gottschalks.com
Expense Offsets	Renee Franklin	Phone (559) 661-4431 Ext. 7309 Fax (559) 661-0655 E-mail renee.franklin@gottschalks.com
	Angela Menasco	E-mail angela.menasco@gottschalks.com
Compliance	Debra Ver Steegh	Phone (559) 661-4431 Ext. 2204 Fax (559) 661-0655 E-mail debra.versteegh@gottschalks.com
Transportation	Monica Lovgren	Phone (559) 434-4717 Fax (559) 434-3145 E-mail monica.lovgren@gottschalks.com
Accounts Payable	Donna Cunningham	Phone (559) 434-4800 ext. 4793 Fax (559) 434-4803 E-mail donna.cunningham@gottschalks.com

Merchandise Technology

UPC

UPC marking forms the foundation of our Merchandise Technology program. By utilizing vendor UPC and associated data for internal and external communication, we can speak the “same language.” All Gottschalks UPC requests are within the accepted industry guidelines.

Be sure to:

- Assign UPC numbers at the product ID/color/size level.
 - Mark 100% of your merchandise with vendor UPC. Do not ticket with both UPC and EAN.
 - Have a UPC quality program in place. (ANSI A or B Quality)
 - Affix your UPC tickets properly (use a plastic swift-attach device or label, do not loop strings around buttons or use strings attached with pins.)
 - Provide your UPC catalog electronically in advance of product availability.
 - Use the NRF Color and Size Codes.
- UPC number assignment and the electronic catalog are required in order to trade EDI documents. (effective 5/01/00)**
UPC ticketing is not required in Furniture or Big Ticket.
- Do not re-use UPCs or PIDs.

An accurate UPC catalog must be provided to QRS (1-800-872-8255), our third party partner in technology. If your UPCs/EANs are not accurate and received on time, an expense offset will be assessed. Your UPCs/EANs must be in the catalog before an order can be written. The UPC must include PID, PID description, color, color description, size and size description. To qualify for ASN testing, you must be 100% UPC compliant.

EDI

EDI represents the second layer of our merchandise technology program. By trading EDI documents with our vendors, we have an opportunity to eliminate paper media. All Gottschalks EDI requests are within the accepted VICS (Voluntary Inter-Industry Communication Standards) guidelines. For help with any EDI issues, contact QRS at: 1-(800) 872-8255 or Gottsed@QRS.com.

ALL GOTTSCHALKS EDI DOCUMENTS ARE TRADED AT THE UPC LEVEL, THEREFORE YOUR MERCHANDISE MUST BE 100% UPC MARKED AND YOU MUST PROVIDE US WITH YOUR UPC CATALOG ELECTRONICALLY.

- Gottschalks can RECEIVE the following EDI documents:
 - 810 Invoice
 - 855 Purchase Order Acknowledgement
 - 856 Ship Notice/Manifest (ASN)
 - 997 Functional Acknowledgement

- Gottschalks can SEND the following EDI documents:
 - 850 Purchase Order
 - 852 Product Activity Data
 - 997 Functional Acknowledgement

- The following EDI documents are slated for review in the 2001 time frame:
 - 214 Carrier Shipment Status Document

INDUSTRY STANDARDS

Your EDI documents should be created following the current VICS EDI guidelines and the Gottschalks' mapping guide. If you do not have EDI capabilities, please contact the Uniform Code Council at (800) 543-8137 for information on how to get started. For a copy of our EDI mapping guide, store listing and EDI contact sheet, visit our website at www.gottschalks.com or call (559) 434-4800 Ext. 4737.

Note to New Vendors

Gottschalks requires all new vendors to implement our standards. If you do not have a technology program in place please contact QRS at 1-(800) UPC-TALK. Select Enabling to get started. Failure to comply with our standards will result in expense offsets.

QR (Quick Response)

Quick Response represents the top layer of our merchandise technology program. By forming Quick Response relationships with our vendors, we both have an opportunity to maximize sales on replenishable merchandise while satisfying our customers. It is our intent to eventually have all replenishable merchandise on Quick Response programs. The Quick Response program requires that you follow all Gottschalks' vendor technology standards and that you have merchandise available for Quick Response.

Once the transmission has been received, ship complete in 5 working days (late orders, substitution, or incomplete orders are not acceptable.) All replenishment orders are "ship and cancel," unless otherwise specified.

Quick Response vendors are required to forecast accurately future merchandise needs in conjunction with Gottschalks' merchants using our EDI sales information or other means.

DISTRIBUTION

The complete "cross-docking" of your merchandise requires that we receive floor ready merchandise including UPC ticketing with correct retail, if applicable, along with a VICS floor ready hanger on all merchandise that is to be presented hanging on the selling floor. In addition, we must receive an ASN in advance of the actual receipt. This includes all UCC-128 (SSCC-18) Shipping Container Data.

Questions regarding Floor Ready Merchandise should be directed to the Vendor Relations Manager at (559) 661-4431 ext. 4953.

BUYERS ARE NOT AUTHORIZED TO EXEMPT VENDORS FROM COMPLYING WITH FLOOR READY MERCHANDISE STANDARDS OR ANY OTHER GOTTSCHALKS COMPLIANCE STANDARDS.

PURCHASE ORDER VERIFICATION

- **Vendors must utilize the store list to identify 'Distribution to Store' ship to relationships.**
- Before you ship merchandise to Gottschalks, you must verify that you have a duly approved purchase order from our buyer. Only EDI/850 purchase orders are acceptable. **DO NOT ACCEPT** phone orders, faxed worksheets or verbal commitments.
- You must ensure that you review the PO and verify that all details match your records, paying close attention to quantities, unit cost and discount terms and Gottschalks' retail.
- If our buyer agrees to substitutions, or any other PO change, you must verify that our PO has been updated accordingly by requesting an electronic retransmittal or faxed copy from buying office. **Your shipment must match exactly to what your ASN indicates.**
- Do not ship before your ship date. You may ship up to and including your cancel date.
- If our purchase order does not match your records, or is incomplete, notify the buyer and request an updated copy of the corrected order before the shipment is made. **Do not ship merchandise until you receive verification that all issues have been resolved.**

CORRESPONDENCE

- Correspondence on any purchase order violations, invoicing violations, return to vendor charges or freight charge backs must be initiated within one year of the charge back date.
- Correspondence concerning any of the above initiated later than one year after the charge back date **will not** be researched or addressed. Multiple requests for the same information will not be honored. Only new information will be considered.
- All correspondence relating to Floor Ready Compliance issues should be faxed to (559) 661-0655 Attention: Vendor Compliance, or mailed to: Attention: Vendor Compliance, 2900 Airport Drive, Madera, Ca. 93637.

ACCURACY AUDIT PROGRAM

Gottschalks is committed to using technology to streamline our supply chain by transmitting our orders electronically, using the ASN and paying vendors with EDI invoices. It is essential that our vendors make an equal commitment to ensure that shipments are 100% accurate. Our accuracy audits are designed to randomly check shipments received at our Distribution Center.

In order to facilitate our Distribution Center in moving merchandise quickly to our stores, we are committed to utilizing cross-dock methods whenever possible. Cross docking allows your merchandise to move to our selling floors in a matter of hours. In order for your merchandise to be considered for this program, your ship notice must be transmitted electronically, match what you shipped exactly and be 100% floor ready. **DO NOT SUBSTITUTE STYLE, SIZE OR COLOR.** All merchandise that is hung in the store **must** be on a VICS approved clear hanger.

Gottschalks requires that your Ship Notice (ASN) be 100 % accurate to the carton and UPC level. Our audits are designed to measure results and ensure that our standards are met. This includes a scan unpack audit function that compares each UPC contained within the carton to the corresponding Ship Notice. (ASN) The audit also includes a floor ready compliance review. When audit results indicate errors, an expense offset will be assessed for each shipment.

Results of the scan audit are electronically calculated, assigning an accuracy percentage to the merchandise audited. If an error percentage is recorded, that percentage will be applied to the unaudited portion of the shipment. An offset expense penalty of \$25 plus \$0.50 per unit will be charged.

If the error percentage for the audited portion of the shipment is 2% or more, 100% of future shipments will be audited and an offset expense of \$10/carton will be deducted from the invoice. We will continue to audit shipments at \$10/carton until your merchandise meets our tolerance level.

TICKETING

- All merchandise shipped to Gottschalks must include a UPC ticket. The UPC ticket must be visible and easily accessible for scanning. Do not place UPC tickets inside waistbands, inside packaging, in buttonholes or around the buttons, etc.
- If you have questions about UPC ticket placement, refer to the Uniform Code Council "UPC Symbol Location Guidelines Manual."
- Most merchandise requires the retail price on the UPC ticket. If you do not supply a manufacturer's suggested retail price, our retail should be placed in zone 6 (1" x 1 ¼") of the standard UPC ticket using a plain white pressure sensitive ticket with black ink. (See example on page 6.) Ticket retail is provided via the EDI purchase order or by contacting the Gottschalks' buyer at (559) 434-8000. **Ticket retail must match our retail.**

- If you sell second quality, irregular merchandise or close out assortments to Gottschalks in any family of business, you must reticket the merchandise. The new ticket should include a unique UPC number as well as a unique product ID (PID) to identify and track this merchandise separately from the regular merchandise. **All off-price and special purchase buys must be floor ready compliant.**
- If you sell Gottschalks boxed/package merchandise that can be displayed/sold in or out of the packaging (Ex: vases, gifts, watches and picture frames) you must ticket both the item and the package. If you do not double ticket, you must provide us with “piggy back” (double stick) type tickets which can easily be removed from the outside of the package and re-applied to the item.
- If you sell Gottschalks the same merchandise in two different departments (example: Men’s sunglasses and Women’s sunglasses) you must assign and ticket the merchandise with two product IDs as well as two unique UPC codes. The product should be clearly marked to distinguish between the two families of business (Ex: Men’s or Women’s and Kids’ or Juniors’.) In addition, this distinction should be reflected in the “PID description” in your UPC catalog.
- UPC number assignment and the QRS electronic catalog are required in order to trade EDI documents.

NOTE: INDUSTRY STANDARDS

- UPC tickets should be created and affixed following the specifications in the Uniform Code Council “UPC Marking Guidelines for General Merchandise and Apparel.” Your UPC catalog should be created following the specifications the Uniform Code Council “UPC Data Communication Guideline for General Merchandise and Apparel.” For more information, call the Uniform Code Council at (800)543-8137. Be sure to obtain the National Retail Federation (NRF) Standard Color and Size Code Handbook. For more information, call the NRF at (202)783-7971.

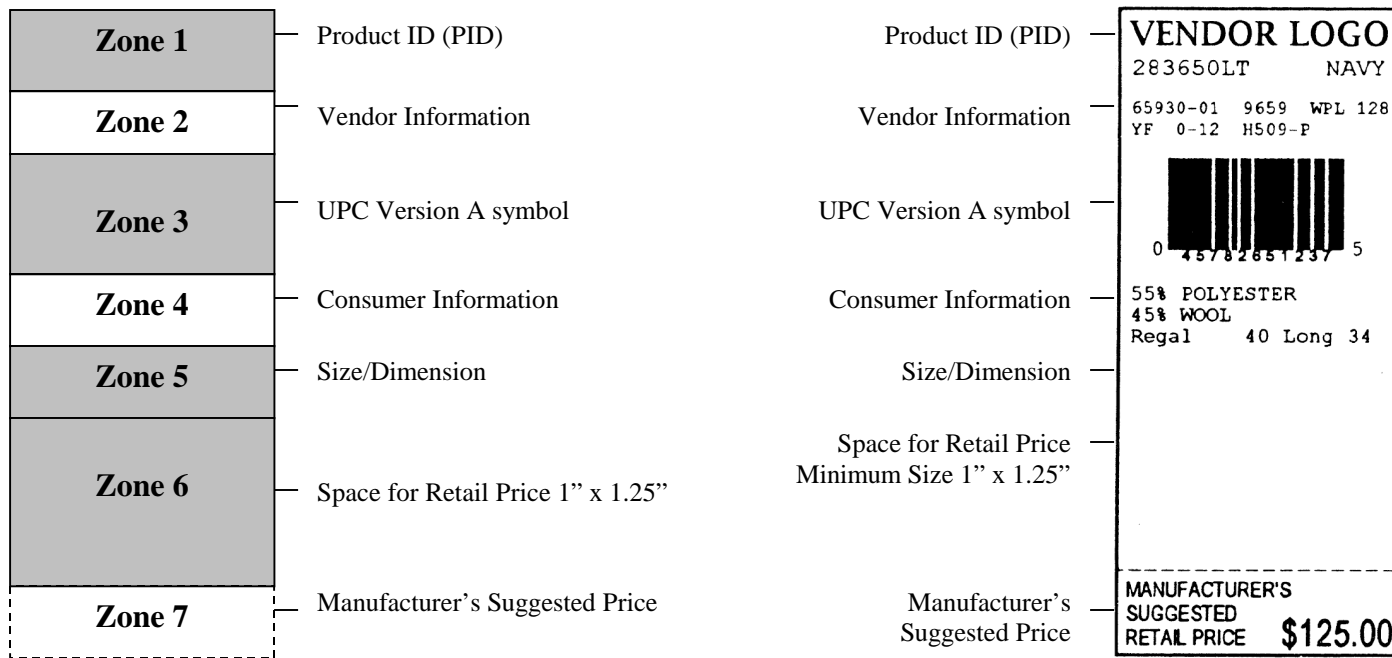
Hangers

- All merchandise displayed hanging in our stores, including sweaters, must be on a VICS approved clear hanger.
- Hanger requirements are listed on page 21.
- It is acceptable to re-use quality VICS clear hangers. The application of re-used VICS hangers is cost effective as well as environmentally responsible. One such supplier is Hangers Unlimited, who can be reached at (800) 558-5525.
- For questions concerning our required hangers contact the Vendor Relations Manager at (559) 661-4431 ext. 4953.

SHIP NOTICE

- We require a VICS 856 Ship Notice/Manifest (ASN) with carton level information in advance of actual receipt.
- Your Ship Notice/Manifest must be 100% accurate, arrive in our QRS mailbox prior to the shipment arriving at our Distribution Center, and include all Gottschalks’ required segments according to our mapping guidelines.
- Gottschalks has instituted an auditing program that includes scanning the actual UPCs within a carton and comparing the scanned data to the data on your ship notice. Initial audits will include your entire shipment. If accuracy is acceptable, subsequent orders may be checked at random.
- Based on our experience, we recommend the “scan and pack” method of ship notice creation. If your ship notice does not match the carton contents to the UPC level, an expense offset will be assessed.
- **The accuracy of electronic documents is the responsibility of the vendor.**
- **Gottschalks requires an accurate Bill of Lading on the 856 transmission that matches the Packing slip information.**
- **Vendors may not retransmit 856s without first contacting EDI@Gottschalks.com for approval.**
- **During testing, test 856s must be sent with all shipments to remain compliant.**
- **ASN problems that are found by the I.S. Department will be communicated to the vendor. The corrected ASN must be transmitted under a new ISA control number BEFORE the shipment arrives.**
- **Do not include UPCs that are not shipped or are back ordered.**

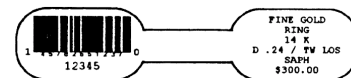
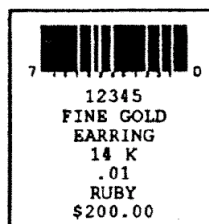
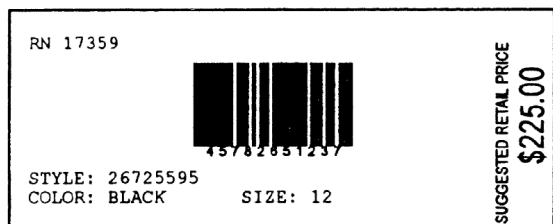
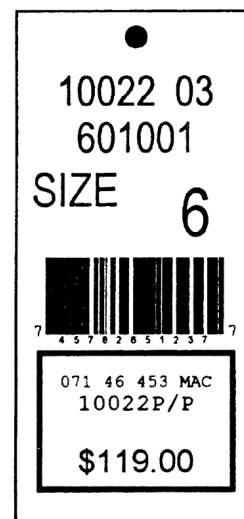
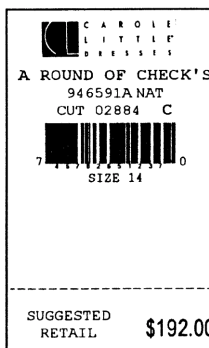
UPC TICKET FORMAT



UPC TICKET FORMAT

Shaded = Required
Non-Shaded = Optional

UPC SAMPLE TICKET



SAMPLES OF ACCEPTABLE UPC TICKETS

These tickets are samples only. Your UPC ticket should be based on the Uniform Code Council Guidelines.

NOTE: INDUSTRY STANDARDS

Your EDI ship notice document should be created following the specifications in the Uniform Code Council “VICS EDI Ship Notice/Manifest (856) Guideline” and the Gottschalks Mapping Guide. For more information, call the Uniform Code Council at 800-543-8137.

If your company needs information regarding EDI Ship Notices, call (559) 434-4800 ext. 4822.

UCC/EAN 128 Serial Shipping Container Label (SSCC-18)

- All cartons shipped to Gottschalks’ Distribution Center require a UCC-128 Shipping Container label that is related to a valid ASN transmission. UCC-128 labels are not useable unless they are accompanied by a valid ASN (856) Document. See example on page 8.
- Create your UCC-128 Shipping Container label based on the UCC “Application Standards for Shipping Container Codes”
- Your UCC-128 label should be placed on the broad side of the carton, unless it is under 4”in height, (if so, place the UCC-128 label on the top of the carton). The lines of the barcode on the label must be perpendicular to the bottom of the carton (see page 9).
- The barcode must be placed flat on the carton, not on a seam or corner.
- You must provide the following information on all cartons:
 - Purchase order number
 - Department number
 - Store number/name (if applicable)
 - Number of cartons by store/lot number (1 of 5, 2 of 5, etc.)
- Please fax a sample of your label for approval prior to your first shipment to (559) 661-0655 Attn: Logistics.

NOTE: INDUSTRY STANDARDS

The Uniform Code Council has approved a standardized format for the UCC-128 Shipping Container Label. For more information, call the Uniform Code Council at 800-543-8137.

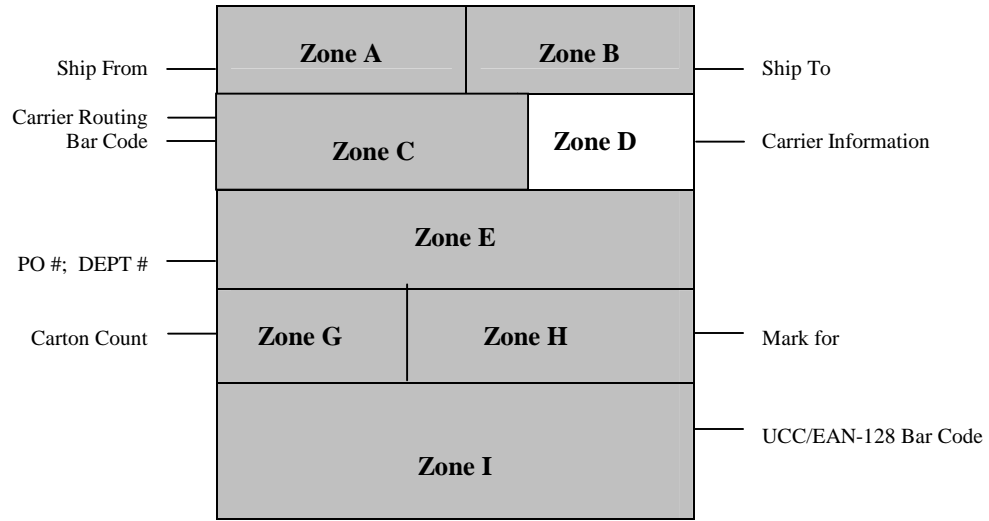
Packing Instructions

Carton Requirements

- All merchandise shipped to Gottschalks must be packed in conveyable cartons. Do not use jiffy bags or plastics bags (except inner packages when masterpacking, example: jewelry). Do not use hanger packs (except Men’s and Women’s Suits and Sportscoats).
- Do not use: Pins, tape, clips, tie backs, excessive tissue paper, cardboard, or any other unnecessary material that will require removal at our distribution centers or stores.
- Empty merchandise boxes must not be used as fillers.
- Follow carton size requirements:

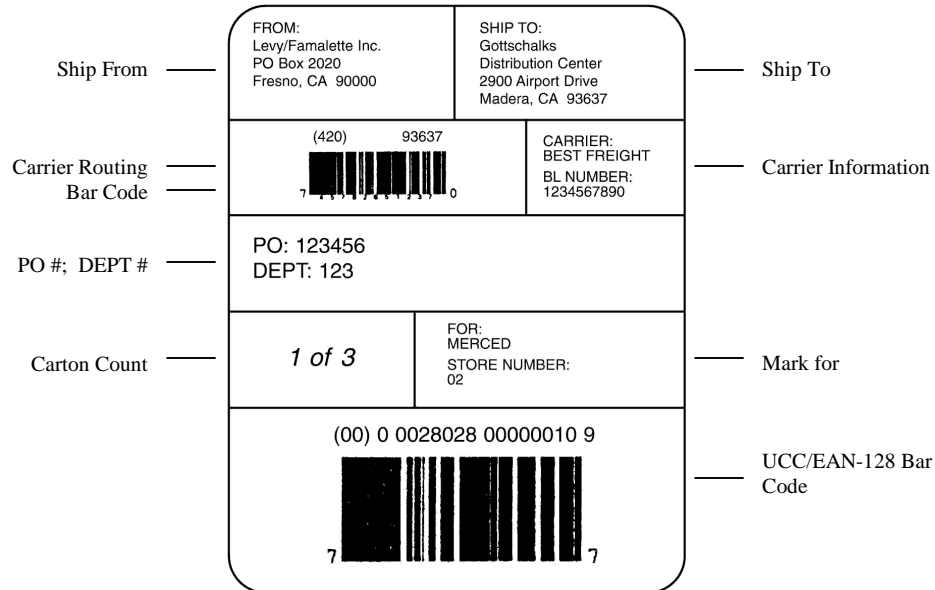
	Minimum	Maximum
Length	9”	36”
Width	9”	30”
Height	4”	30”
Weight	5 lbs.	70 lbs.

UCC-128 SHIPPING CONTAINER LABEL FORMAT



UCC-128 ZONE FORMAT (SSCC-18)

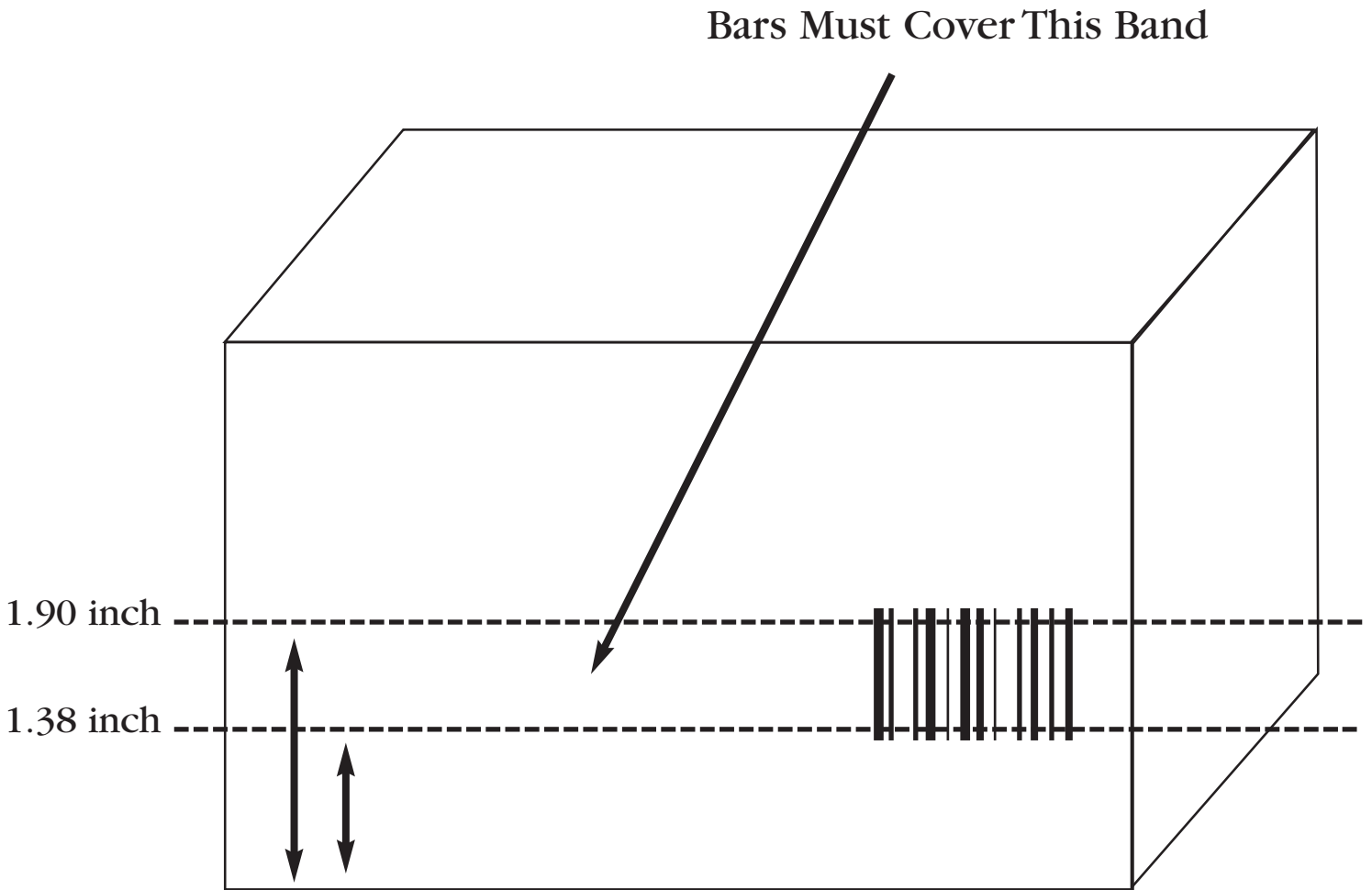
Shaded = Required Non-shaded = Optional



SAMPLE OF ACCEPTABLE UCC-128 LABEL (SCC-18)

This label is a sample only. Your label should be created based on the Uniform Code Council guidelines.

Carton Label Placement



- Seal cartons with tape. Do not place bands, straps or string on cartons, as they will damage our sortation equipment.
- We encourage the use of “environmentally friendly” packing materials whenever possible.

General Instructions

- Vendors shipping merchandise, fixtures, printing materials, advertising media or any other materials or products being shipped from a third party are responsible for third party compliance (including making and meeting all delivery appointments). Specific instructions and authorization must be obtained for third party shipping variances.
- Make sure each carton contains merchandise for only one purchase order and one store destination (except when masterpacking, see below.)
- Ship on VICS Floor Ready Hangers only. Do not deface the VICS hanger in any way such as affixing size indicators, your logo or any other items.
- If your company prepays freight, please review and consider the carriers listed on our Routing Guide. These are the carriers we prefer and strongly recommend you utilize. Periodically we find it necessary to issue a “problem carrier” list indicating carriers that we have had numerous claims, delivery problems or have generally found their performance to be unacceptable. We urge your company to avoid these carriers.

Presentation Standards

- All merchandise must be received in a condition ready for immediate placement on our selling floor. If you have any questions regarding how your merchandise is presented in our stores, contact the buyer.

Masterpack

In the event that your carton size does not meet our minimum size requirement (i.e., too small to be conveyable), you may package multiple stores for one purchase order in one carton. To masterpack, follow the steps below.

- Inner cartons/packages must be separate for each store.
- Inner cartons/packages must include the UCC-128 shipping container label.
- Write “Masterpack” on the outside of the carton along with a list of stores inside the masterpack carton.
- Consolidate packing slips on the outside of the master carton.

Packing Slips

Your ASN is sufficient as a packing slip, if you are capable of re-transmitting an ASN upon request.

- All other packing slips must be in an envelope attached to, and removable from, the outside of the lead carton. Indicate “Lead Carton” on all sides of that carton (only one carton per shipment should be labeled “lead carton”). The envelope must be clearly marked as “Packing Slip Enclosed”.

A separate packing slip is required on the lead carton for each store indicated on the PO. Separate packing slips are also required for each purchase order when purchased in bulk. All packing slips must contain:

- (1) Gottschalks purchase order number (6 digits)
- (2) Gottschalks store number and name (if by store)
- (3) Gottschalks department number (up to 3 digits)

- (4) Number of cartons per store
- (5) Vendor style/color/size/quantities by store
- (6) Total units by store (units of measure equal a selling unit)

Show the purchase order number on all cartons as well as the department number and store number when packed by store. Show style numbers, colors and size packed in each carton when shipping in bulk. Vendor name should be on each carton.

If routing dictates that the order is to be shipped via UPS, a packing slip is required on the outside of each carton, (not consolidated).

If you ship full trailer loads, the lead carton(s) should be the last carton(s) placed on the truck for easy access at our dock.

Pre-Distributed Merchandise

Show store numbers, pack and label separately for each store, and send entire shipment together to the address on the purchase order. Indicate store number on the address label and number each carton sequentially as part of the total, (ex: 1 of 10, 2 of 10, etc.).

Post-distributed Merchandise

Pack in cartons by style, color and size in sequence of purchase order. Send entire shipment together to the address on the purchase order indicate "Bulk" on address label of each carton. Number each carton sequentially as part of the total, (ex: 1 of 10, 2 of 10, etc.). Indicate style, size and color on carton. **DO NOT SHIP BULK (POST) SHIPMENTS TO: Gottschalks D.C. 7202 S. 212TH, Kent WA 98032**

Effective 8/1/01 all merchandise shipped to both Gottschalks Distribution Centers will be required to be distributed and packed by store location per purchase order. Any bulk distribution shipments must be pre-authorized or an expense offset will be assessed. Your ASN must provide a store distribution. Contact the buyer if a distribution has not been provided.

Return to Vendor

- * Unauthorized shipments
Unauthorized shipments, substitutions, invalid orders, cancelled orders, early shipments and past cancellation date shipments may be shipped back to the vendor at Gottschalks' sole discretion. We will not request nor will we require Return Authorization for such shipments.
 - * Defective Merchandise – Non-Alaska Stores
All defective, damaged, sub-standard or non-saleable merchandise in our non-Alaska stores will be returned to our Madera California claims center. A claim form will be issued to the vendor requesting disposition instructions. If instructions are not received within thirty (30) days, we will dispose of the merchandise and assess a \$250 handling fee. If you instruct us to return the merchandise, we will charge \$250 handling plus all transportation costs.
 - * Defective Merchandise – Alaska Stores
Separate claim forms will be prepared for defective and damaged merchandise in each of our Alaska stores. We will not return this merchandise to our claims center due to the high cost of transportation from these Alaska stores. If your instructions are not received within thirty (30) days, we will dispose of the merchandise and assess a \$250 handling fee. If you instruct us to return the merchandise, we will charge \$250 handling plus all transportation costs from each Alaska store location.
 - * **All claims and related handling and transportation charges, if any, will be deducted thirty (30) days after the claim date.**
- *This policy does not apply to vendors with whom we have negotiated a defectives allowance.**

If you have any questions regarding our standards, please call our Claims Manager at (559) 661-4431, extension 2614. All correspondence regarding merchandise claim returns should be submitted to:

Gottschalks Claims Center (95), 2900 Airport Drive, Madera, CA 93637 or Email- norma.flores@gottschalks.com.

ROUTING GUIDE FOR DC SOUTH (94)

STORES SERVICED BY DC SOUTH ARE - 02,03,04,05,06,07,08,09,10,11,12,13,14,15,16,17,18,19,20,
21,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,42,43,44,45,46,47,48,49,50

States	Trucking Companies	States	Trucking Companies
Alabama	Watkins Motor Lines	Montana	Consolidated Freightways
Alaska	Call Traffic	Nebraska	Consolidated Freightways
Arizona	Viking	Nevada	Viking
Arkansas	Consolidated Freightways	New Hampshire	Consolidator #2
California	Zip 900-930 Prepay to Consolidator #4 All others - Viking	New Jersey	Commercial Zone prepay to Consolidator #1 All others call Consolidator #2
Colorado	Viking	New Mexico	Viking
Connecticut	Consolidator #2	New York	Commercial Zone prepay to Consolidator #1 All others call Consolidator #2
Delaware	Consolidator #2	North Carolina	Prepay to Consolidator #3
Dist. Of Columbia	Consolidator #2	North Dakota	Consolidated Freightways
Florida	Watkins Motor Lines	Ohio	Roadway
Georgia	Prepay to Consolidator #3	Oklahoma	Consolidated Freightways
Hawaii	Call Traffic	Oregon	Viking
Idaho	Viking	Pennsylvania	Consolidator #2
Illinois	Consolidated Freightways	Rhode Island	Consolidator #2
Indiana	Roadway	South Carolina	Prepay to Consolidator #3
Iowa	Consolidated Freightways	South Dakota	Consolidated Freightways
Kansas	Consolidated Freightways	Tennessee	Watkins Motor Lines
Kentucky	Consolidated Freightways	Texas	Consolidated Freightways
Louisiana	Consolidated Freightways	Utah	Viking
Maine	Consolidator #2	Vermont	Consolidator #2
Maryland	Consolidator #2	Virginia	Prepay to Consolidator #3
Massachusetts	Consolidator #2	Washington	Viking
Michigan	Roadway	West Virginia	Roadway
Minnesota	Consolidated Freightways	Wisconsin	Roadway
Mississippi	Consolidated Freightways	Wyoming	Consolidated Freightways
Missouri	Consolidated Freightways		

ALL SHIPMENTS UNDER 100# AND LESS THAN 10 CARTONS MUST BE SHIPPED UNITED PARCEL SERVICES CONSIGNEE BILLING DIRECT TO **GOTTSCHALKS DISTRIBUTION CENTER SOUTH, LOCATED AT 2900 AIRPORT DRIVE, MADERA, CALIFORNIA 93637**. IN THE EVENT THE CARTON IS OVERSIZED, THE 30# WEIGHT WILL APPLY.

CONSOLIDATOR KEY:

- | | |
|---|--|
| <p>1. COMBINED - EXPRESS, INC
19 Probasco Road
E. Windsor, NJ 08520
800-777-0458</p> | <p>2. COMBINED - EXPRESS, INC
3685 Marshall Lane
Bensalem, PA 19020
800-777-0458</p> |
| <p>3. FTS/SAIA MOTOR EXPRESS
1101 West Craighead St.
Charlotte, NC 28206
800-428-4787</p> | <p>4. VANGUARD DISTRIBUTION INC.
13900 South Broadway
Los Angeles, CA 90061
310-329-4484</p> |

ROUTING GUIDE FOR DC NORTH (93)

STORES SERVICED BY DC NORTH ARE - **22,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69**

70,71,72,73,74,75,76,77,78,79,82,83,84,85,86,87,88

EFFECTIVE JANUARY 15, 2001

States	Trucking Companies	States	Trucking Companies
Alabama	Watkins Motor Lines	Montana	Consolidated Freightways
Alaska	Call Traffic	Nebraska	Consolidated Freightways
Arizona	Viking	Nevada	Viking
Arkansas	Consolidated Freightways	New Hampshire	Consolidator #2
California	Zip 900-930 Prepay to Consolidator #4 All others - Viking	New Jersey	Commercial Zone prepay to Consolidator #1 All others call Consolidator #2
Colorado	Viking	New Mexico	Viking
Connecticut	Consolidator #2	New York	Commercial Zone prepay to Consolidator #1 All others call Consolidator #2
Delaware	Consolidator #2	North Carolina	Prepay to Consolidator #3
Dist. Of Columbia	Consolidator #2	North Dakota	Consolidated Freightways
Florida	Watkins Motor Lines	Ohio	Roadway
Georgia	Prepay to Consolidator #3	Oklahoma	Consolidated Freightways
Hawaii	Call Traffic	Oregon	Viking
Idaho	Viking	Pennsylvania	Consolidator #2
Illinois	Consolidated Freightways	Rhode Island	Consolidator #2
Indiana	Roadway	South Carolina	Prepay to Consolidator #3
Iowa	Consolidated Freightways	South Dakota	Consolidated Freightways
Kansas	Consolidated Freightways	Tennessee	Watkins Motor Lines
Kentucky	Consolidated Freightways	Texas	Consolidated Freightways
Louisiana	Consolidated Freightways	Utah	Viking
Maine	Consolidator #2	Vermont	Consolidator #2
Maryland	Consolidator #2	Virginia	Prepay to Consolidator #3
Massachusetts	Consolidator #2	Washington	Oak Harbor Freight Lines
Michigan	Roadway	West Virginia	Roadway
Minnesota	Consolidated Freightways	Wisconsin	Roadway
Mississippi	Consolidated Freightways	Wyoming	Consolidated Freightways
Missouri	Consolidated Freightways		

ALL SHIPMENTS UNDER 100# AND LESS THAN 10 CARTONS MUST BE SHIPPED UNITED PARCEL SERVICES CONSIGNEE BILLING DIRECT TO **GOTTSCHALKS DISTRIBUTION CENTER NORTH, LOCATED AT 7202 S. 212TH STREET, KENT WASHINGTON 98032**. IN THE EVENT THE CARTON IS OVERSIZED, THE 30# WEIGHT WILL APPLY.

CONSOLIDATOR KEY:

1. COMBINED - EXPRESS, INC
19 Probasco Road
E. Windsor, NJ 08520
800-777-0458

2 COMBINED - EXPRESS, INC
3685 Marshall Lane
Bensalem, PA 19020
800-777-0458

3 FTS/SAIA MOTOR EXPRESS
1101 West Craighead St.
Charlotte, NC 28206
800-428-4787

4. VANGUARD DISTRIBUTION INC.
13900 South Broadway
Los Angeles, CA 90061
310-329-4484

<u>St. #</u>	<u>Location</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
002	Merced	1400 W. Olive Ave.	Merced	CA	95348
003	Visalia	2211 S. Mooney Blvd.	Visalia	CA	93277
004	Santa Maria	100 Town Center East	Santa Maria	CA	93454
005	Fashion Fair	655 E. Shaw Ave.	Fresno	CA	93710
006	Woodland	1268 E. Gibson Rd.	Woodland	CA	95776
007	Chico	1962 E. 20th St.	Chico	CA	95928
008	Clovis	1200 Shaw Ave.	Clovis	CA	93612
009	Sacramento Country Club	2300 Watt Ave.	Sacramento	CA	95825
010	Bakersfield Valley Plaza	2801 Ming Ave.	Bakersfield	CA	93304
011	Bakersfield East Hills	3200 Mall View Rd.	Bakersfield	CA	93306
012	Palmdale	1123 West Ave. "P"	Palmdale	CA	93551
013	Eureka	3300 S. Broadway Str. D	Eureka	CA	95501
014	Yuba City	905 Colusa Ave.	Yuba City	CA	95991
015	Antioch	2520 Sommersville Rd.	Antioch	CA	94509
016	Modesto Vintage Faire	3401 Dale Rd. #200	Modesto	CA	95356
017	Manchester	3502-150 N. Blackstone	Fresno	CA	93726
018	Fig Garden	740 W. Shaw Ave.	Fresno	CA	93704
019	Modesto Century Center	2401 E. Orangeburg #330	Modesto	CA	95355
020	San Luis Obispo	313 Madonna Rd.	San Luis Obispo	CA	93405
021	Stockton	5354 Pacific Ave.	Stockton	CA	95207
023	Aptos	20 Rancho Del Mar	Aptos	CA	95003
024	Scotts Valley	226 Mount Hermon Rd.	Scotts Valley	CA	95066
025	Capitola	1825 41st Ave.	Capitola	CA	95010
026	Palm Springs	155 S. Farrell Dr.	Palm Springs	CA	92262
027	Klamath Falls	1851 Avalon Way	Klamath Falls	OR	97603
028	Reno	200 E. Plumb Lane	Reno	NV	89502
029	Hanford	1673 W. Lacey Blvd.	Hanford	CA	93230
030	Redding	1643 Hilltop Drive	Redding	CA	96002
031	Oakhurst	40041 Highway 49	Oakhurst	CA	93644
032	Carson City	1443 S. Carson St.	Carson City	NV	89701
033	San Bernardino	300 Inland Center Dr.	San Bernardino	CA	92408
034	Auburn	372 Elm Ave.	Auburn	CA	95603
035	Tracy	3400 N. Neglee	Tracy	CA	95376
036	Watsonville	407 Main St.	Watsonville	CA	95076
037	Sonora	13777 Mono Way	Sonora	CA	95370
038	Santa Rosa	900 Coddington Mall	Santa Rosa	CA	95401
039	Davis	875 Russell Blvd., #2	Davis	CA	95616
040	Danville – Blackhawk	4100 Blackhawk Plaza Circle	Danville	CA	94506
042	Riverside	3635 Riverside Plaza	Riverside	CA	92506
043	Redlands	200 Redlands Mall	Redlands	CA	92373
044	Indio	82225 Highway 111	Indio	CA	92201
045	Hemet	2200 W. Florida St.	Hemet	CA	92545
046	Victorville	14580 Bear Valley Rd.	Victorville	CA	92392
047	Bakersfield East Hills	2900 Mall View Rd.	Bakersfield	CA	93306
048	Palmdale Antelope Valley	1301 West Ave. "P"	Palmdale	CA	93551
049	Moreno Valley	22650 Towngate Circle	Moreno Valley	CA	92553
050	Grants Pass	1101 N.E. "D" St.	Grants Pass	OR	97526
097	Reserve Stock	2900 Airport Dr.	Madera	CA	93637
094	Distribution Center	2900 Airport Dr.	Madera	CA	93637

ALL STORES ON THIS PAGE SHIP TO STORE #94 – GOTTSCHALKS MADERA D.C.

<u>St. #</u>	<u>Location</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
022	Tacoma	10509 Gravelly Lake Dr. SW	Tacoma	WA	98499
051	Burien	460 SW 152 nd St.	Seattle	WA	98166
052	Forest Park	17171 Bothell Way NE	Forest Park	WA	98155
053	Crossroads	156 th NE & NE 8 th	Bellevue	WA	98008
054	Manito	E. 802 29 th Ave.	Spokane	WA	99203
055	Totem Lake	12601 120 th NE	Kirkland	WA	98034
056	Walla Walla	1631 W. Rose Street	Walla Walla	WA	99362
057	University Center	3909 Seward Highway	Anchorage	AK	99503
058	Westwood	2600 SW Barton	Seattle	WA	98126
059	Sea-Tac	2001 S. 320 /Pacific Hwy.	Federal Way	WA	98003
060	Pocatello	800 N. Yellowstone Ave.	Pocatello	ID	83201
061	Fairbanks	1255 Airport Way & Cowles	Fairbanks	AK	99701
062	Factoria	4001 Factorian Sq. Mall	Bellevue	WA	98006
063	Northgate	300 Northgate Plaza	Seattle	WA	98125
064	Idaho Falls	1515 Northgate Mile	Idaho Falls	ID	83401
065	Wenatchee	511 Valley Mall Parkway	E. Wenatchee	WA	98802
066	Yakima	2515 Main St.	Union Gap	WA	98903
067	Moscow	1922 W. Pullman Rd.	Moscow	ID	83843
068	Northway	3101 Penland Parkway	Anchorage	AK	99508
069	Logan Cache Valley	1300 N. Main St.	Logan	UT	84341
070	Juneau	8745 Glacier Hwy.	Juneau	AK	99801
071	Soldotna	35249 Spur Highway	Soldotna	AK	99669
072	Dimond	800 E. Dimond Blvd.	Anchorage	AK	99515
073	Port Angeles	200 West 1 st	Port Angeles	WA	98362
074	Silverdale	10317 Silverdale Way N.	Silverdale	WA	98383
075	Wasilla	1800 Parks Hwy. Ste. B	Wasilla	AK	99687
076	Lewiston	1720 19 th Ave.	Lewiston	ID	83501
077	Highland	5915 6 th Ave.	Tacoma	WA	98406
078	Marysville	205 Marysville Mall	Marysville	WA	98270
079	Coeur d'Alene	West 200 Hanley Ave. #4	Coeur d'Alene	ID	83814
082	Puyallup	3500 S. Meridian #600	Puyallup	WA	98373
083	Tri-Cities	415 Columbia Center	Kennewick	WA	99336
084	Corvallis	215 SW 4 th St.	Corvallis	OR	97333
086	Moses Lake	813 N. Stratford Rd.	Moses Lake	WA	98837
087	Astoria	141 South Highway 101	Warrenton	OR	97146
088	Issaquah	775 NW Gilman Blvd. W.	Issaquah	WA	98027
093	Distribution Center – North	7202 S. 212th St.	Kent	WA	98032

Effective January 15, 2001, all Store 022 shipments must go to 093 in Kent, WA.

ALL STORES ON THIS PAGE SHIP TO STORE #93 – GOTTSCHALKS KENT D.C.

ALL GOODS MUST BE PACKED BY STORE FOR THIS D.C. – NO BULK SHIPMENTS

TRANSPORTATION

Bill of Lading

- Combine same-day shipments with single or multiple purchase orders for all departments consigned to the same address, onto one Master Bill of Lading. Merchandise for more than one purchase order must be packed, labeled, invoiced and listed on the Bill of Lading by separated purchase orders.
- Each Bill of Lading must contain:
 - (1) Gottschalks purchase order number(s)
 - (2) Gottschalks store number(s) (if applicable)
 - (3) Gottschalks department number(s)
 - (4) Vendor name, address and zip code
 - (5) Number of cartons per store (if shipped by store), otherwise number of cartons per P.O.
 - (6) Total weight of goods
 - (7) If palletized, show the number of pallets, cartons and weight (Ex: 6 pallets, containing 1,200 cartons, 3,865 pounds.)
- In addition to the carrier's copy of the Bill of Lading, an additional copy of the Bill of Lading number (unsigned) is to be included with the freight bill. This copy is to be attached to the freight bill and must travel with and be delivered with the freight bill.
- **Each truckload shipment must have its own unique Bill Of Lading reflecting the exact Contents of that trailer.**
- The Bill of Lading number presented with the physical shipment must be the exact Bill of Lading number reflected in all of your EDI documents including the Ship Notice (856).
- Shipments from within the Commercial Zones are to be transported to the consolidator at the vendor's expense, FOB consolidator. Gottschalks will not pay cartage charges for this service. Gottschalks will not pay any charges for services other than by our consolidation agent
- **GOTTSCHALKS' TRAFFIC DEPARTMENT IS THE ONLY AUTHORIZED INFORMATION SOURCE TO CLARIFY and AUTHORIZE DEVIATIONS FROM ROUTING INSTRUCTIONS.**
- **Ship to: SOUTH-Gottschalks D.C., 2900 Airport Drive, Madera, CA 93637**
- **Ship to: NORTH-Gottschalks D.C., 7202 212th St., Kent, WA 98032**
- Gottschalks will not accept air shipment charges unless PREAUTHORIZED BY THE GOTTSCHALKS TRAFFIC DEPARTMENT AND SUPPORTED BY AN AIR AUTHORIZATION FORM. All freight charges plus an expense offset will be charged back on all unauthorized air shipments.
- Contact Gottschalks Traffic Department at (559) 434-4627 for specific instructions if you are shipping over 750 cubic feet or 5,000 pounds.
- All shipments outside the commercial zone should be made on a freight collect basis, unless prior approval has been received from our Traffic Department. Do not prepay freight and add charges to the merchandise invoice.
- Vendors making deliveries on their own trucks (to the SOUTH D.C.) must call Gottschalks for a delivery appointment. To schedule for SOUTH D.C. (094), call (559) 661-4431 ext. 2386. Deliveries for NORTH D.C. (093) are based on first come, first serve. Receiving hours are 5:30 am-11:00am, Monday-Friday. Gottschalks will not assume any portion of the freight charges.
- Gottschalks purchase orders are considered cancelled on the date indicated on the purchase order if not shipped complete by that date.
- Shipments made after the automatic cancellation date are subject to refusal or return at the vendor's expense. Shipments made via our consolidator must be received at the consolidator no later than the cancellation date. Gottschalks' buyers reserve the right to accept or refuse any delivery attempts made after cancellation date. An expense offset will be assessed for merchandise that is shipped after the cancellation date regardless of whether it is accepted or refused.

- Early shipments, late shipments, and shipments covered by purchase orders lacking proper management approval, may be refused. It is strongly suggested that you verify the order dates with the buyer prior to shipping.
- Do not insure shipments unless specifically instructed to do so in writing by Gottschalks.
- Show actual invoice value on all airfreight shipments.

ACCOUNTS PAYABLE INVOICING INSTRUCTIONS

- Listed below are the procedures that must be followed to make sure your invoices are paid on a timely basis:
- Receive from Gottschalks a valid purchase order, either via EDI or a computer printed purchase order form (phone orders, worksheets,
- Verbal commitments are not valid.)
- Each purchase order must be invoiced separately. If the shipment is packed and shipped by store, each store must be invoiced separately.
- All invoices must have Gottschalks' purchase order number, department number, number of cartons shipped *by store*, store number and your DUNS number. Please do not send more than one invoice per store for a single shipment.
- List all items in the same sequence as the purchase order and packing slip.
- All invoices that are multiple pages must have all pertinent information on the same page. All form feed perforations must be removed and all invoices must be separated, including multiple page invoices, before mailing invoices to Gottschalks.
- Do not include duplicate copies, remittances advises or acknowledgments with original invoice.

Electronic invoices via EDI will be required effective May 1, 2001. For more information, call QRS at (800) 872-8255. If you are not transmitting EDI invoices, the original invoices must be mailed to:

Gottschalks, Inc.
 Attn: Accounts Payable
 P.O. Box 26480
 Fresno, CA 93729

Payment Terms: Terms of payment are calculated from the date of the invoice or receipt of goods whichever is later. However, the due date could be extended, without a loss of discount, until the invoice is received. Invoices dated later than the 24th of the month with EOM terms will be paid as though dated the first of the following month.

When Gottschalks assumes any portion of the transportation cost, ship freight collect. Invoices should not include freight or other non-merchandise related charges. Any separate invoices for these charges will be returned as not payable.

To request payment on an unpaid invoice, the vendor must mail the proof of delivery along with the corresponding invoice to the Accounts Payable post office box indicated above. To ensure timely resolution, the POD must be received within 90 days of the original request date.

A valid POD is defined as a freight bill stamped and signed by an authorized representative of Gottschalks. We do not accept a bill of lading as a valid form of POD. The freight bill must also include:

1. Purchase order number
2. Carton count (if multiple orders, provide carton count by purchase order)

Vendor disputes on deductions will only be addressed if the deduction has occurred within six months. State your reason for the dispute in writing and mail to the Accounts Payable post office box indicated above.

810 INVOICES

- **Effective May 1, 2001 the 810 (Invoice) document for merchandise purchases will be required.**
- **Contact QRS to begin testing at 1(800) 872-8255 or Gottsedi@QRS.com.**
- **The 810s must be accurate and match the 856s for the same PO/shipment.**
- **An invoice number should only be used one time.**
- **A vendor should not retransmit invoices without first getting approval by sending an email to EDI@Gottschalks.com**
- **Submitted 810s must be accurate and comply with all mapping standards.**
- **During testing, test 810s needs to be received with all shipments to remain compliant.**
- **Gottschalks will communicate invoice problems the following workday. The corrected invoice must be transmitted under a new ISA control number in order to receive payment.**
- **An expense offset will be assessed for all paper invoices.**

PURCHASE ORDER TERMS AND CONDITIONS

GENERAL CONDITIONS

1. If the buyer has agreed upon substitutions, you must request a retransmission of the P.O., indicating those changes. If your system cannot accept a retransmission without duplicating the order, you must request a faxed copy of the P.O. verifying that the change has been made.
2. Merchandise shipped before scheduled ship date and and/or not shipped before cancellation date can be returned at the option of Gottschalks Inc., at the seller's expense.
3. The return of any merchandise because of failure to deliver on time or conform to the specifications of this order shall be at the seller's expense.
4. No shipment will be permitted at prices higher than those specified without prior written approval.
5. Delivery of merchandise shall constitute the seller's acceptance of the prices, terms and conditions of this purchase order.
6. The seller warrants by the delivery of merchandise for this order that the merchandise so delivered conforms to and the seller has complied with all federal and state laws and regulations relating to its manufacture, sale, and delivery in interstate and intrastate commerce.
7. **Full compliance with all Gottschalks' Vendor Standards is required on all containers, off price merchandise and special purchase buys.**
8. **All Vendors, including those vendors who are set up on a domestic letter of credit, are required to be in full compliance with all the floor ready merchandise standards.**

PACKING INSTRUCTION

1. All cartons must be marked as follows: Gottschalks' purchase order number, department number, style number, color, size, total number of units in carton, store name if applicable.
2. Pre-Distributed Merchandise: Pack and label each store separately. Indicate store number and number on address label. Number each carton as part of total for store, i.e., 1 of 3, 2 of 3, etc. Separate packing slips for each store are required.
3. Post-Distributed Merchandise: Pack in cartons by style, color and size. Indicate "Bulk" on address label and mark style, size, and color on each carton. Number each carton as part of total, i.e., 1 of 10, 2 of 10, etc. Separate packing slip required for each purchase order.
4. All packing slips must be in an envelope attached to and removable from the outside of the lead carton and clearly marked.
5. All merchandise must be in cartons not to exceed 36" x 30" x 30" and maximum carton weight may not exceed 70 pounds.

SHIPPING INSTRUCTIONS

1. Combine all cartons into one shipment on one Master Bill of Lading
2. Each Bill of Lading and Freight Bill must contain:
Gottschalks' purchase order number(s), Gottschalks' store number(s), Gottschalks' department number(s), vendor name, number of cartons per store and/or PO (whichever is applicable), and total weight of goods. If palletized, show number of pallets, cartons and weight as follows: (Ex: 6 pallets containing 1,200 cartons 3,865 lbs).

3. For articles subject to release value, declare in writing the lowest applicable released value in accordance with governing tariff.
4. If articles are subject to density rating, indicate the density in pounds per cubic foot for each commodity.
5. When terms of purchase are FOB origin, do not insure shipments unless authorized in writing by Gottschalks Traffic Department.
6. When Gottschalks assumes any portion of the transportation cost, ship freight collect. All freight, insurance and handling charges indicated on the merchandise invoice will be deducted. Separate invoices for transportation, insurance or handling charges only will be returned as not payable.
7. Shipments via an unauthorized carrier will result in a full freight and/or charge back to your company.
8. Contact Traffic Department at (559) 434-4800, ext. 4627 if instructions are not understood.

**GOTTSCHALKS' CHARGES TO VENDORS FOR NON-COMPLAIANCE OF
PURCHASE ORDER AND TERMS AND CONDITIONS**

Charges of \$25.00 to \$450.00 and up to 3% of the merchandise invoiced will be assessed against the vendor and deducted from invoice payment for any violation of Gottschalks' packing, routing, shipping and invoicing instructions. Multiple violations will incur multiple charges.

Requests for copies of remittance advises, cancelled checks or claims may result in an expense-offset fee of \$25 per item requested.

RETAIL PRICE MARKING REQUIREMENTS BY FAMILY OF BUSINESS

REQUIRES A RETAIL PRICE	DOES NOT REQUIRE A RETAIL PRICE
<p style="text-align: center;">APPAREL</p> <p>MEN'S/YOUNG MEN'S APPAREL MEN'S/BOYS' FURNISHINGS WOMEN'S/JUNIORS' APPAREL COATS/FURS ALL SWIMWEAR INFANTS'/CHILDREN'S APPAREL INTIMATE APPAREL</p> <p style="text-align: center;">CENTER CORE</p> <p>WOMEN'S/MEN'S/CHILDREN'S ACCESSORIES COSMETIC ACCESSORIES JEWELRY (FASHION/BRIDAL/FINE) HOSIERY</p> <p style="text-align: center;">TABLETOP/DECORATIVE ACCESSORIES</p> <p>DECORATIVE ACCESSORIES/GIFTS CHRISTMAS TRIM SERVEWARE/HOLLOWARE SILVER/CRYSTAL GIFTWARE COLLECTIBLES</p> <p style="text-align: center;">HOUSEWARES</p> <p>OPEN STOCK DINNERWARE/FLATWARE GADGETS/KITCHEN ACCESSORIES CUTLERY SETS/OPEN STOCK PERSONAL CARE/SMALL ELECTRICS</p> <p style="text-align: center;">TEXTILES</p> <p>BATH ACCESSORIES KITCHEN TEXTILES/TABLE LINENS DECORATIVE PILLOWS ASST. BEDDING:BED-IN-A-BAG, COMFORTER SETS, SHEET SETS</p> <p style="text-align: center;">OTHER HOME STORE</p> <p>FLOOR CARE PICTURE FRAMES STATIONARY GREETING CARDS/GIFT WRAP PACKAGED FOOD/CANDY CALENDARS/BOOKS/PUZZLES CLOSET SHOP/NOTIONS ELECTRONIC ACCESSORIES LAMPS TOYS BACKPACKS & DUFFLES</p>	<p style="text-align: center;">CENTER CODE</p> <p>SHOE DEPTS ONLY COSMETIC/FRAGRANCES</p> <p style="text-align: center;">TABLETOP</p> <p>STEMWARE CHINA PLACE SETTINGS/SETS/OPEN STOCK ALL FLATWARE SETS: 20 PC. PLACE SETTINGS HOSTESS SETS, COMPLETER SETS STERLING ALL SPECIAL ORDERS</p> <p style="text-align: center;">HOUSEWARES</p> <p>DINNERWARE/FLATWARE SETS COOKWARE SETS/OPEN STOCK</p> <p style="text-align: center;">OTHER HOME STORE</p> <p>LUGGAGE HOME TEXTILES (SHEETS, TOWELS, ETC.) BEDDING FURNITURE ELECTRONICS MATTRESSES ALL SPECIAL ORDERS</p> <p style="text-align: center;">(vendors may opt to provide a retail or a manufacturer's suggested retail for any product listed above.)</p>


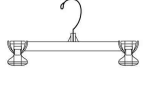
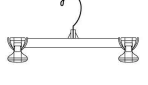

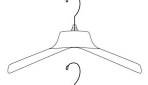

All merchandise shipped to Gottschalks must include an industry standard UPC barcode ticket.

Place our retail in zone 6 , or your manufacturer's suggested retail in zone 7 of the UPC ticket. Home store resources contact buyer.

This listing is intended to be used as a general rule. If you have questions as to whether your merchandise requires a aretail, contact the buyer. Call (559) 661-4431 ext. 4953 for more information on the Gottschalks' Floor Ready Program.

GOTTSCHALKS VICS FLOOR READY HANGER REQUIREMENTS

All merchandise to be hung on our selling floor (including sweaters),
Must be shipped on VICS standard hangers following these guidelines.

Family of Business	Hanger Description	Color	Style No.	Hanger Style
All Men's, Young Men's, Junior's, Women's: Dresses, blouses, tops, sleepwear, robes, Women's jackets, 1-pc. Misses' swimwear	17" Top	Clear	484	
All large size women's tops & dresses	19" Top	Clear	479	
All Children's dresses, blouses, tops, robes, sleepwear, jackets, 1-pc. swimwear & outerwear	12" Top	Clear	498	
Children's top hanger to be used when Style 498 is too small	15" Top	Clear	485	
All Men's, Young Men's Juniors', Women's: Pants, skirts, shorts, 2-pc. swimwear	12" Bottom	Clear	6012 6212 (Soft Pad)	  Also available in Soft Pad
Women's bottom hanger to be used when Style 6012 is too small	14" Bottom	Clear	6014 6214 (Soft Pad)	
All Children's pants, skirts, shorts, 2-pc. swimwear	10" Bottom	Clear	6010 6210 (Soft Pad)	
Children's bottom hanger to be used when Style 6010 is too large	8" Bottom	Clear	6008 6208 (Soft Pad)	
Used for all Intimate Apparel	10" Bra/Panty	Clear	GS-19	
All Men's & Women's outerwear coats	17" Heavyweight	Clear	3329 (5.25" Hook)	 
All Children's outerwear coats	15" Heavyweight	Clear	3316 (5.25" Hook)	
All Men's & Women's jackets	17" Heavyweight	Clear	3328 (3.75" Hook)	
All Children's jackets	15" Heavyweight	Clear	3315 (3.75" Hook)	
<ul style="list-style-type: none"> • Use a combination of #484 & #6012 for all 2-pc. Men's & Women's coordinates/sets • Use a combination of #498 & #6010 for all 2-pc. Children's coordinates/sets • Use white foam covers (#F600) on top hangers for all merchandise if garment slippage is a problem • Bottom hangers (#6012 & #6010) available with padding if needed • Infant sets on frames – use <i>white</i> plastic molded hook infant set frame hanger in common use today • Infant separates – use <i>white</i> plastic hanger with turnable metal hook • All Men's Sportswear (except shorts, swim and fancy fleece) ship flat in cartons 				
<p>This listing is intended to be used as a general guide. If you have any questions regarding hanger requirements, contact the Vendor Relations Manager at (559) 661-4431 ext. 4953 or our buyer.</p>				
<p>Approved Hanger Suppliers</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>A&E Products Group L.P. East Coast: Frackville, PA (800)655-0214 West Coast: Santa Fe, CA (800) 462-3843</p> </div> <div style="text-align: center;"> <p>Hanger's Unlimited (Hanger re-use) East Coast: (800) 558-5525 West Coast: (800) 558-5525</p> </div> </div>				

EXPENSE OFFSET POLICY

Our expense offset policy is intended to recover the cost incurred by Gottschalks due to vendors that do not meet our standards. Below you will find a complete listing of non-compliance issues and the corresponding expense offset charge.

UPC TICKETING EXPENSE OFFSET CHARGES

NON COMPLIANCE	EXPENSE OFFSET
Merchandise not UPC marked or mismarked	\$50 plus .50 cents per unit
Non-scannable UPC tickets	\$50 plus .50 cents per unit
No retail on UPC tickets (when provided)	\$50 plus .50 cents per unit
TECHNOLOGY EXPENSE OFFSET CHARGES	
UCC-128/SSCC-18	
NON-COMPLIANCE	EXPENSE OFFSET
No UCC-128 Shipping Container Label	\$5 per carton
Non-scannable UCC-128 label	\$5 per carton
UCC-128 Barcode located incorrectly on cartons	\$5 per carton
UCC-128 label not industry standard	\$5 per carton
EDI	
Duplicate UCC-128 label	\$5 per carton
Ship Notice does not match carton contents, missing or incorrect store location, ship to location, carton count, pack data, purchase order no., bill lading, UPC number not transmitted.	\$50 per shipment plus .50 cents per unit
No EDI Invoice-810	*\$ 100 per incident or \$5/invoice whichever is greater
Not on QRS catalog/failure to grant access	*\$ 100 per incident or \$5/invoice whichever is greater
EDI transmissions via Interconnect	*\$ 100 per incident or \$5/invoice whichever is greater
No EDI Purchase order-850	*\$ 250 per shipment
No/Late/Unusable Ship notice - 856	\$ 5 per carton
Correctable 856 document	\$ 250 per shipment
	*effective 5/01/2001

DISTRIBUTION EXPENSE OFFSET CHARGES

NON-COMPLIANCE	EXPENSE OFFSET
SHIPPING ERRORS	
Merchandise shipped early, late and/or cancelled	\$ 250 per shipment
Merchandise shipped to the wrong Distribution Center	\$ 450 per shipment + freight or \$ 5 per carton, whichever is greater
BILL OF LADING ERRORS	
No packing slip and/or no extra copy of the Bill of Lading or packing slip when required	\$ 150 per shipment
Incorrect information contained on the Bill of Lading or packing slip	\$ 150 per shipment
Multiple purchase orders with respective carton count not listed on Bill of Lading or freight bill	\$ 150 per shipment
PACKING ERRORS	
Unauthorized Bulk shipment to DC North Unauthorized Bulk shipment to DC South 8/1/01	\$ 450 per shipment + freight or \$ 5 per carton, whichever is greater
Multiple purchase orders per carton	\$ 150 per shipment
No itemized carton count by store per purchase order listed on Bill of Lading or freight bill	\$ 100 per shipment
Cartons larger than 36"X30" (70lbs)	\$ 150 per shipment
External carton smaller than 9"X9" (5lbs)	\$ 150 per shipment
Unauthorized style, color or sized substitutions	\$ 250 per shipment
Unauthorized overshipment	\$ 250 per shipment
Merchandise received with concealed damage, unfinished or defective	\$ 250 per shipment
CARTON IDENTIFICATION ERRORS	
Missing or incorrect store number, purchase order number or address on each carton	\$ 150 per shipment
On Post-Distributed merchandise only, no style number, size or color listed on each carton	\$ 100 per shipment
MASTERPACK ERRORS	
Outer carton not labeled masterpack, inner carton not packed/labeled by store	\$ 150 per shipment
PACKING ERRORS	
Missing/unusable packing slip (no/incorrect: PO number, store name/number, number of cartons per store), packing slip detail does not match shipment, multiple POs/stores per packing slip, missing/incorrect total units per store, packing slips not on exterior of carton	\$ 150 per shipment
FLOOR READY ERRORS	
No/incorrect VICS floor ready hangers	\$ 100 per shipment plus 35 cents per piece

ACCURACY AUDIT EXPENSE OFFSETS

NON-COMPLIANCE	EXPENSE OFFSET
Removal from Cross-Dock to manual processing 100% QA	\$ 10 per carton
CD error % applied to unaudited portion of shipment	_____ % (X) unaudited units \$ 25 per ASN plus 50 cents per unit

ACCOUNTS PAYABLE OFFSETS

NON-COMPLIANCE	EXPENSE OFFSET
Failure to adhere to invoicing instructions	*\$ 100 per incident or \$ 5/inv., whichever is greater
Invalid terms on EDI invoice	*\$ 100 per incident or \$ 5/inv., whichever is greater
No/invalid/wrong Store #, P.O. # or Carton Count on Invoice	*\$ 100 per incident or \$ 5/inv., whichever is greater
Not on EDI Invoices/Paper Invoices received	*\$ 100 per incident or \$ 5/inv., whichever is greater
Duplicate Invoices Received	*\$ 100 per incident or \$ 5/inv., whichever is greater
Multiple Invoices per store for same shipment	*\$ 100 per incident or \$ 5/inv., whichever is greater
Error on EDI transmission of invoice	*\$ 100 per incident or \$ 5/inv., whichever is greater
Request for copy of check remittance or cancelled check, or copy of claim	\$ 25 per incident
Other discrepancies hindering invoice processing	*\$ 100 per incident or \$ 5/inv., whichever is greater
	*EFFECTIVE May 1, 2001

RETURN TO VENDOR HANDLING CHARGES

NON-COMPLIANCE	EXPENSE OFFSET
Un-ordered Merchandise	\$ 250 per shipment plus transportation
Defective/damage/unusable return	\$ 250 per shipment plus transportation

TRANSPORTATION EXPENSE OFFSET CHARGES

NON-COMPLIANCE	EXPENSE OFFSET
Carrier not authorized on our routing guide	\$ 150 plus full freight charges
Not calling our Traffic Department for trailerload (overweight) authorization when your shipment meets trailerload criteria	\$ 150 plus full freight charges
Shipping air freight without authorization from our Traffic Department	\$ 150 plus full freight charges
Failing to consolidated same day shipment	\$ 150 plus full freight charges
Failing to ship UPS consignee billing	\$ 150 plus full freight charges
Excess and/or duplicate freight charge including unauthorized insurance	\$ 150 plus full freight charges
Unauthorized merchandise shipped directly to stores	\$ 150 plus full freight charges