



## **Inbound Receipts Guidelines & Information**

**Corporate Address:**

DermStore  
1960 E. Grand Avenue  
6<sup>th</sup> Floor  
El Segundo, CA 90245

**Warehouse/Distribution Address:**

DermStore Newgistics  
1200 Worldwide Boulevard  
Hebron, KY 41048

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## DermStore Shipping Account Instructions

DermStore will bear the cost of shipping on all purchase orders, provided vendor uses DermStore's shipping account. If you currently offer free shipping, you can continue to use your preferred shipping account.

- UPS Shipping Account  
Receiver UPS Account Number: A549A5  
Zip Code: 41048  
Bill shipping charges to: Bill the Receiver

All shipping activity must be entered using "Bill the Receiver" through UPS. **Do NOT choose "Bill Third Party". Failure to comply or unauthorized use of a non-listed carrier will result in a deduction of payment for additional costs charged to DermStore.**

Step 1: User will need to register in order to ship via UPS ([www.UPS.com](http://www.UPS.com))

Step 2: DermStore must appear in the "Company or Name" field

1 Where is this shipment going?

Address Book:  
Select One --- or enter a new address below

Enter a New Address

Company or Name:  
Dermstore Newgistics

Contact:  
Receiving

Country:  
United States

Address Line 1:  
1200 Worldwide Drive

Address Line 2:

Address Line 3:  
Department, suite, unit, building, floor, etc.

City:  
Hebron

State:  
Kentucky

ZIP Code:  
41048

Telephone: Ext.:

E-mail:

Validate this street address  
 Residential address

Step 3: Reference fields

- a. Reference Field #1 must indicate your vendor/brand name
- b. Reference Field #2 must indicate the PO# (example below)

5 Would you like to add reference numbers to this shipment?

UPS gives you the option to track your shipments using [references](#) that you define.

Reference#1  
YOUR VENDOR NAME

Reference#2  
PO# 12345

Add a bar code for Reference#1 to my Shipping label

Step 4: Ship "Bill the Receiver" using UPS account number **A549A5** and billing zip code is **41048**. This account number is only to be used by authorized DermStore vendors. **Do NOT choose "Bill Third Party" or you will be billed for the freight charge.**

5 How would you like to pay?

Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with \*

**Bill Shipping Charges to:**

Bill the Receiver \*

**Receiver UPS Account Number:**

A549A5 \*

**Country:**  
United States

**ZIP Code:**

41048 \*

- For shipments over 150 lbs, please contact [dermstorepurchasing@dsbeautygroup.com](mailto:dermstorepurchasing@dsbeautygroup.com)
- All orders must ship to the below address:  
DermStore – Newgistics  
Attn: Receiving  
1200 Worldwide Boulevard  
Hebron, KY 41048
- Please make sure to confirm the “Ship To” address on the PO prior to shipping. Any mis-shipped or duplicate orders will result in a \$100.00 fee per box.

## **DermStore Inbound Receipts Policy**

### **BACKORDERS**

- DermStore does NOT accept backorders.
- If vendor is not able to ship all products from a PO the vendor must contact the purchasing department immediately upon receiving a new purchase order.
- Vendor must cancel the items that will not be shipping and inform the purchasing department of the remaining items that will ship on the PO.
- Vendor must provide a tracking number for each PO when contacting the purchasing department.
- DermStore requests that the vendor alerts the purchasing department when the backordered products become available.

### **RETURNS**

- Please reference your vendor agreement.

### **INVOICES**

- All invoices must be emailed to [accountspayable@dsbeautygroup.com](mailto:accountspayable@dsbeautygroup.com)
- Invoice terms are 30 days from the date of receipt and processing of goods by DermStore.
- Vendor must indicate the PO# on the invoice.
- Invoices included in shipments to warehouse will not be processed for payment.

## DermStore Non-Compliance Policy

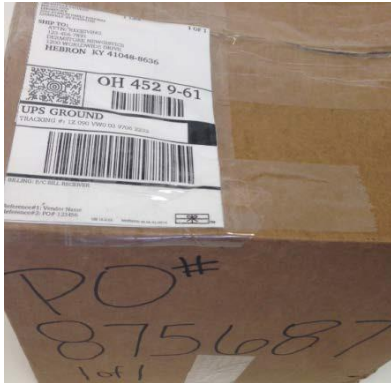
- Any acts or omissions by vendor that are not in strict compliance with the contract, including without limitation these vendor policies and procedures, are subject to non-compliance fees.
- Non-compliance fees are assessed at the rate(s) set forth below in the *Non-Compliance Fees Chart*, and subject to change from time to time at DermStore’s sole discretion.
- In the case of any non-compliance fees assessed to vendor, DermStore will provide written notice to vendor (email acceptable) outlining the non-compliant type, total fees, and then-current routing guidelines for each offense.
- Usually, non-compliance fees will be deducted from DermStore payments to vendor related to the next PO placed by DermStore after non-compliance fees are assessed. DermStore reserves all rights and remedies with respect to vendor payment of amounts owed to DermStore, including without limitation the right to invoice vendor for any such amounts.
- *Note*, waiver of the issuance of any non-compliance fees does not constitute a waiver of any other of DermStore’s rights and remedies. No waiver will be applicable other than for the specific instance in which it is given. Each of DermStore’s rights and remedies under these vendor policies and procedures is cumulative and in addition to other remedies provided in law or equity, including the uniform commercial code.
- *From and after the effective date of these vendor policies and procedures, vendor withdraws and disclaims its supply chain management policy, as previously in effect with certain vendors.*

NON-COMPLIANCE FEES CHART			
FEE CATEGORY	DETAIL	RATE	MEASUREMENT
Non-compliant inbound	Missing Packing Slip	.20	Unit
Non-compliant inbound	Missing PO number	.20	Unit
Non-compliant inbound	Short ship	.20	Unit
Non-compliant inbound	Overage	.20	Unit
Non-compliant inbound	Overweight	.20	Unit
Non-compliant inbound	Not labeled properly	.20	Unit
Non-compliant inbound	Outside DIM requirement	.20	Unit
Non-compliant inbound	Missing UPC	.20	Unit
Non-compliant inbound	Missing carton label (i.e. 1 of 3, 2 of 3)	.20	Unit
Barcode application	Missing barcode	.10	Unit
Barcode application	Invalid – does not scan	.10	Unit

## PACKAGING and LABELING

Purchase orders must be shipped and packaged separately.

- All packaging must not exceed 20 lbs.
- Each carton or skid must display an identity, item code and quantity
- Mixed Item cartons: Multiple item SKUs should not be sent in a single carton, skid or container unless noted thereon and on accompanying paperwork
- Each carton or skid must have only one product SKU, unless clearly marked for ease of segregation
- All products must be clearly grouped together according to SKU.
  - Shrink wrapped
  - Rubber banded together
  - Boxed separately
- All products must be accompanied by a human readable and scannable label.
  - Item UPC label in human readable form with visible description
- Multiple package shipments require identification on all cartons and packing slips (ex. 4 of 7)



## CASE PACK REQUIREMENTS

- Case packs must be clearly labeled with human readable and scannable label
  - Item UPC label
  - Item UPC label in human readable form
  - Quantity in case
  - Product description
- A case pack label must be affixed to at least one end of each box.

Example: (Case pack label)

Case Qty. 12

Facial Cleanser 6 oz.

SKU: 58795



## PACKING LIST REQUIREMENTS

Packing slip must be included with each shipment on **all** cartons/boxes and attached to the outside of each shipment or the inside of the box.

- Packing slip must match the exact contents of the shipment
- Each PO shipment must include its own packing slip.
- Packing slip must not include more than a single PO.

Packing slip **must** include the following (see example below):

- Vendor name, address and contact info
- Ship to address: 1200 Worldwide Boulevard, Hebron, KY 41048
- Vendor invoice number
- Vendor invoice date
- DermStore Beauty Group Purchase Order #
- Product Descriptions
- Item number (SKU)

Example: (Packing slip)

<p><b>Your Company Name</b></p> <p>Street Address City, ST ZIP Code Phone Number, Web Address, etc.</p>	<p><b>Packing Slip</b></p> <p>DATE: 3/14/2012 INVOICE #: 123546984</p>														
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Bill To:</b></p> <p>Name DermStore Beauty Group Address 2301 Rosecrans Ave Ste 2100 City, ST ZIP El Segundo, CA 90245 Country United States Phone 310-844-9391</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Ship To:</b></p> <p>Name DermStore Newgistics Address 1200 Worldwide Boulevard City, ST ZIP Hebron, KY 41048 Country United States Phone 310-844-9391</p> </td> </tr> </table>		<p><b>Bill To:</b></p> <p>Name DermStore Beauty Group Address 2301 Rosecrans Ave Ste 2100 City, ST ZIP El Segundo, CA 90245 Country United States Phone 310-844-9391</p>	<p><b>Ship To:</b></p> <p>Name DermStore Newgistics Address 1200 Worldwide Boulevard City, ST ZIP Hebron, KY 41048 Country United States Phone 310-844-9391</p>												
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## **PALLET REQUIREMENTS**

Attach (2) tags to the master shipper on adjacent sides; one short side, one long side

Tags are to contain ALL of the following information:

- Product Name/Description
- Item Number:
- P.O. Number:
- Quantity:

Maximum Case Weight: 40 lbs.

Palletize the Shippers on a standard 48" x 40" GMA pallet.

- Vendor shall NOT have any OVERHANG on pallets
- Pallets should be carefully and securely stretch wrapped
- Cartons must be numbered (eg., "1 of #")
- All cartons on mixed pallets must be clearly labeled
- Vendor shall NOT double stack pallets

Maximum Pallet Height (incl. pallet): 48"

Attach two pallet tags on adjacent sides of the shrink-wrapped pallet.

Pallet tags are to contain the following information in minimum of 1" high letters:

- Item Number:
- P.O. Number:
- Number of Master Shippers per pallet
- Ship to and Ship from addresses

Manifests of 8 pallets or more must be scheduled 2 business days prior to delivery to warehouse.