



Introduction Letter

Dear Valued Footwear Manufacturer,

This is a supplemental guide to the DXL Group vendor manual which is available in its entirety at <http://www.destinationxl.com/media/content/vendors/>. Go to section II, appendix II for footwear manual.

Vendor Manual Objective

The DXL Group Vendor Manual is the common document where suppliers will locate DXL Group requirements for manufacturing of a quality product deemed acceptable to be merchandised by DXL Group, Inc. This invaluable tool is updated and enhanced to ensure that our commitment to deliver merchandise to our customers is consistently met. All suppliers must fully read this vendor manual in the interest of best business practices with DXL Group.

Note

For the purposes of this document the term “vendor” and “manufacturer” are used interchangeably.

Brand Protection Policy and Confidentiality Clause

THIS MATERIAL IS INTENDED ONLY FOR USE BY THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND CONTAINS INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT OR THE EMPLOYEE OR AGENT RESPONSIBLE FOR DELIVERING THE MATERIAL TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS MATERIAL IS STRICTLY PROHIBITED.

Collaboration

Providing the contact information for appropriate individuals in your company that must be proficient and knowledgeable of the vendor manual contents will ensure future communications are sent to the most key individuals. Email this information to the Director of Vendor Compliance and cc Robert Murphy, VP/Merchandise Manager for Shoes XL and Accessories.

Thank you with regards,

Sandy Sherman
Senior Director
Vendor Compliance & Quality Assurance
Global Sourcing
ssherman@dxlg.com
781 821 2500 x3356

SECTION I – PURPOSE OF FOOTWEAR GUIDE

Purpose of the DXL Group Footwear Guide

- Outline general specifications for footwear products manufactured and/or sold to DXL Group
- Specify the company's packaging, packing, shipping and loading requirements for Footwear.
- Provide guidelines for Footwear program requirements
 - Each **Brand** manufacturer/vendor **must have internal and comprehensive quality assurance program** that includes but is not limited to comprehensive product testing and reporting, product quality assurance Final Random inspection at minimum, social accountability monitoring with Social Compliance Audit, CAP and follow up Audits on record and full compliance all regulations required in the markets where the product is distributed.
 - DXL Group Director of Vendor Compliance & Quality Assurance and Merchandising Team for Footwear at any level of management may ask you to provide documentation of the same above mentioned and/or on an as-needed basis. In the event that a Brand does not have an established internal QA process and/or a vendor is manufacturing **DXL Group Private Label** production the vendor **must also refer to the DXL Group Vendor Manual for the above mentioned DXL Group Program requirements at <http://www.destinationxl.com/media/content/vendors/>.**
 - **Vendor Set Up Forms** must be completed to initiate system set up with Finance Department. Use the appropriate Domestic or Import Set Up Forms, contact DXLvendorsetup@dxlg.com for set up instructions and package.
 - **EDI Technology** DXL Group is committed to supporting the Universal Product Code (UPC), Electronic Data Interchange (EDI), Voluntary Inter-industry Commerce Standards (VICS) and the Uniform Code Council (UCC) standards. By implementing these standards and technologies DXL Group can expedite merchandise through the supply chain thus insuring an expedited flow from our trading partners to the selling floor, better management of inventories, increased sales and enhanced customer service. It is our goal to have all Vendors fully compliant with EDI production.

DXL
GROUP
Footwear Guide

Vendor Compliance Requirements are applicable to ALL merchandise shipped unless otherwise mentioned or specified. Here you will find information to assist in properly packaging, packing, loading and shipping DXL Group merchandise. It has been documented to ensure the most cost effective and efficient movement of merchandise from vendors to our customers through our distribution channels.

Checklist for Compliance at Receiving

The below highlighted excerpts are found in following pages of requirements

- ✓ **Trailer Loading - Logistics**
 - a. Cargo must be loaded into container by **Purchase Order and DXL Group SKU number**
 - b. PO and DXL Group SKU integrity must be maintained when loading a trailer or a pallet therefore cartons must be loaded simultaneously by PO# and SKU# to ensure that all cartons for each PO and DXL Group SKU are loaded together.
 - c. Whether floor loaded into a trailer or stacked on pallets, the cartons must be uniformly stacked in a block configuration with the **CARTON label clearly visible**.
 - d. When pallet loading it is important to ship as few pallets as possible to reduce freight charges therefore we permit and encourage multiple DXL Group SKUs on a pallet as long as they are stacked simultaneously ensuring any cartons of the same DXL Group SKU are next to each other on the pallet.

- ✓ **Carton Labeling – Packing and Shipping**
 - e. DXL Group requires that all cartons be labeled with a **UCC128 Carton Label**
 - f. UCC128 label must be placed on the smaller end of the carton.
 - g. The UCC128 must be bar code readable, human readable and **MUST include the DXL Group SKU#**
 - h. **Non EDI cases must have a PID applied to the outside of each case beside the UCC128 label.**

- ✓ **Merchandise Preparation – Packaging**
 - i. Each merchandise unit must be **boxed** individually.
 - j. Each merchandise unit must have one combined sticker (A combined sticker is a product identification sticker and a Price sticker in one) affixed to the side/front of shoe box. See Diagram enclosed in manual.
 - k. Each case must be of single DXL Group SKU and consistent in quantity.

- ✓ **Top Five (5) potential pitfalls for compliance:**
 - 1. Loading trucks by PO, by DXL Group SKU.
 - 2. Correct retails on ticket, double check the retail on the ticket to the PO.
 - 3. Case Labels placed on wrong cartons.
 - 4. 1 size and 1 color per carton.
 - 5. Location of PID sticker on box, and location of case labels

EDI Technology Guidelines

OBJECTIVE

DXL Group is committed to supporting the Universal Product Code (UPC), Electronic Data Interchange (EDI), Voluntary Interindustry Commerce Standards (VICS) and the Uniform Code Council (UCC) standards. By implementing these standards and technologies DXL Group can expedite merchandise through the supply chain thus insuring an expedited flow from our trading partners to the selling floor, better management of inventories, increased sales and enhanced customer service. It is DXL Group's goal to have all Vendors fully compliant with EDI production.

SUMMARY OF VENDOR EXPECTATIONS

- Supply DXL Group with access to vendor's UPC catalog if DXL Group will be using the vendors UPC.
- Initiate contact with DXL Group's EDI department (781-828-9300 ext 2651 or 2509) or EDIdepartment@dxlg.com to begin testing process.
- Return a test ASN within 30 days of receiving a test PO.
- Using test data and within 30 days, send an actual UCC128 label to vendorcompliance@dxlg.com for approval.

SUMMARY OF STANDARDS

- Merchandise should be marked with quality, industry standard; vendor generated UPC bar-code ticket including vendor style and size.
- Provide accurate, updated UPC via Quick Response Service Catalog (QRS).
- Required EDI documents
 - A) 850 Purchase Order and 855 (optional) Purchase Order Acknowledgment
 - B) Accurate carton level EDI Advance Ship Notice (856)
 - C) UCC-128 Shipping Container label related to a valid ASN
 - D) Functional Acknowledgment (997)
 - E) 810 Invoice

EDI DOCUMENTATION AND TRANSMISSION

A. Qualifications for Becoming and EDI Partner with DXL Group

- To qualify as an EDI partner, your company must be 100% UPC marked and provide us with access to your UPC catalog. EDI is a requirement of doing business with DXL Group. As vendors, you are expected to comply and contact us to start testing.
- You must be capable of transmitting the necessary EDI documents required by DXL Group.

DXL
GROUP
Footwear Guide

A. EDI Document Requirements

- #850 Purchase Order
- #855 Purchase Order Acknowledgment (Optional)
- #856 Advanced Ship Notice (ASN) with accurate carton level information.
- UCC-128 Shipping Container Label (856 ASN)
- #997 Functional Acknowledgment
- #810 Invoice

B. EDI Transmission Standards

Transmission of Advance Invoices, Packing Slips and #856 Advance Shipping Notices must contain the following information:

- Your Name, Address and phone number
- Your invoice number
- Factor information
- Our Purchase Order Number
- UCC-128 with SKU and quantity associated with that UCC-128
- Total weight of Shipment
- Total number of cartons in your shipment
- The freight carrier
- The exact quantity (in units) by style, color and size
- We will only accept one ASN per purchase order.

Advance Shipping Notices (ASN's) must match the shipment and be transmitted to DXL Group the same day you tender the shipment to the carrier.

C. Non Compliance / Charge Backs

DXL Group will issue charge backs for any and all EDI non compliance issues including but not limited to: unable to receive 850 purchase order; no 856 ASN transmission; 856 transmission is incorrect or was not received prior to the arrival of the shipment at DXL Group's distribution center; failure to consolidate ASN's on one BOL at the rate of \$250.00 per purchase order plus \$5.00 per carton. Failure to transmit an 810 invoice or transmitting an 810 invoice with errors will result in a charge back of \$100.00 per invoice.

New May 1, 2010: If the ASN transmission date and carrier signed BOL date do not match a 5% merchandise invoice deduction up to a maximum of \$2,000 per ASN will be taken.

DXL
GROUP
Footwear Guide

Vendor Contact Information Please take a moment to complete this vendor profile. When complete, please email to Maria Freitas, Vendor Compliance Coordinator at vendorcompliance@dxlg.com. We will use this form to set you up in our Vendor Compliance Department.

ATTN: VENDOR COMPLIANCE

Vendor Number _____

Vendor Name _____

Compliance mailing address:

Vendor Compliance Contact:

Name: _____

Email Address: _____

Telephone number: _____

EDI and Product Identification Coordinator Contact:

Name: _____

Email Address: _____

Telephone number: _____

SECTION II – MERCHANDISE PREPARATION

Packaging – footwear box and materials

	Footwear box shall be sufficiently sized to hold footwear without deforming the footwear or the retail box.
	Each box shall either have a separate top or if it is a single piece box it shall have a finger opening to provide for ease of opening.
	Each footwear box shall be well constructed, so as not to fall apart, deform or crush when stacked.
	Packaging shall include a sufficient amount of tissue paper inside each shoe to prevent crushing/deforming of the footwear.
	<p>Each shoe shall be encased in a plastic bag or tissue paper to prevent any scratching / marring / damage or rubbing of shoes against each other. General industry standards for plastic bag apply</p> <ul style="list-style-type: none"> • Factory sourced • Tissue must meet industry standard quality, construction and regulatory requirements • Poly bag Material of linear low-density polyethylene of a minimum thickness of 1.0 mil • Poly bag Suffocation warning (English, French, Spanish): <small>WARNING: TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN. DO NOT USE IN CRIBS, BEDS, CARRIAGES, OR PLAYPENS. THIN FILM MAY CLING TO NOSE AND MOUTH AND PREVENT BREATHING. THIS BAG IS NOT A TOY.</small>

Packaging – footwear box general markings

	Each footwear box may have a picture of the footwear.
	Each footwear box shall include name of brand of footwear.
	Each footwear box shall include country of origin marked in a conspicuous and legible way.
	<p>INNER BOX LABEL (see illustration that follows for general placement) = Each footwear box for retail shall be marked (manufacturer’s markings) as follows but not limited to:</p> <ol style="list-style-type: none"> a. Description b. Size of shoe c. Width of shoe d. Style # e. UPC markings

DXL GROUP Footwear Guide

Packaging – footwear hanging materials

	
	<p>Hanger and Attachment method factory sourced unless other indicated or requested from DXL Group Merchandising Buyer</p>
	<p>Poly bag – factory sourced and must meet minimum industry standards as above mentioned</p>

Packaging – footwear hanging price ticket and PID placement

	<p>Price Ticket – not actual size</p> 
	<p>PID placement on poly bag should be closest to center front without covering private label or brand logo if present of footwear hanging</p>

DXL
GROUP
Footwear Guide

Packing - Carton standards and quality

- All cartons must be labeled with a DXL Group approved UCC128 label
- All cartons must be of a high quality corrugated and be delivered to DXL Group in re-shippable condition
- Cartons must not exceed 40 lbs. in weight
- All cartons must have a bursting weight of 200 lbs (90.72 kg) per square inch
- All cartons must have top opening flaps
- Bands or straps are strictly prohibited from being used on cartons
- All cartons must be securely taped in an “I” or “H” pattern with a high quality clear tape
- DXL Group minimum expectation is 100% compliance of the order packed by one size, one color per carton. Odd amounts of each SKU can be added to the last case. As an example a SKU calls for 17 pcs; pack 2 cases of 6 and one case of 5. The goal is to create as many full cases with the same quantity in a SKU.
- Email questions on packing to vendorcompliance@dxlg.com.

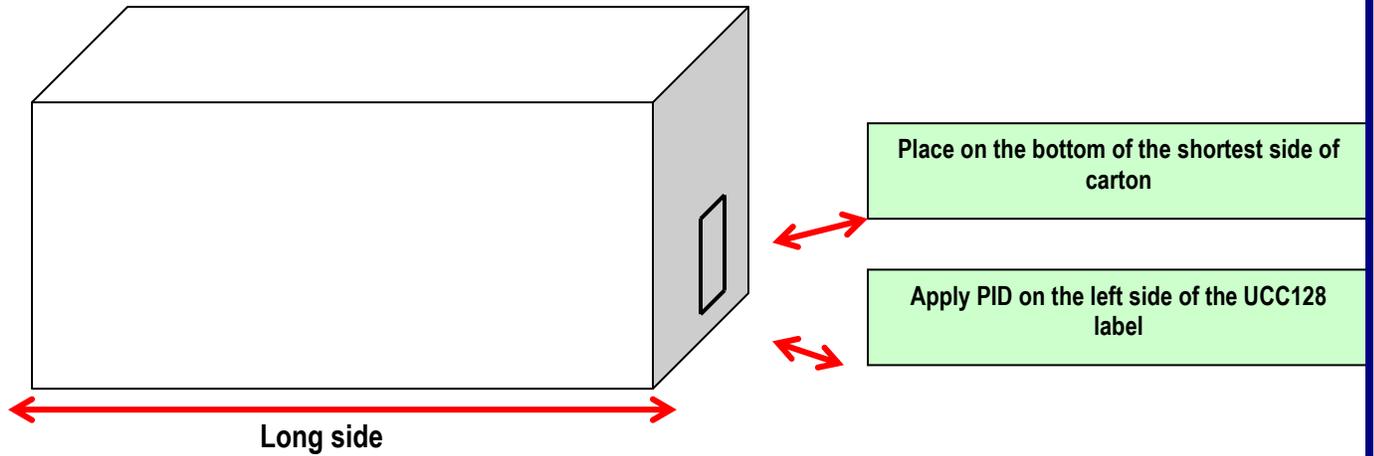
Packing - Carton label and placement

- **UCC128 Carton Labels**
 - DXL Group requires that all cartons be labeled with a UCC128 Carton Label. The UCC128 label illustration follows with specifications and requirements must be strictly adhered to according to the information shown.
 - Supplier must have DXL Group approval for EDI Technology (as found in the Preface: Vendor Set Up and in Chapter 10: Logistics-Routing Requirements) in order to proceed with the Standard Operating Procedure that follows:
- **DXL Group Standardized Placement**
 - Place UCC128 label narrowest side of carton.
 - determined by carton dimensions:
 - Cartons under 4” in height dimension, fold label over to adhere to top of carton. Bottom portion **MUST** clearly indicate the UCC128 bar code if utilizing UCC128 carton label
- **PID Placement for NON EDI cases**
 - Apply PID to the left of the UCC128 lab

DXL GROUP Footwear Guide

UCC128 Case Label Placement Location

Correct Location



Incorrect Location



Example of UCC128 Case Label



DXL GROUP Footwear Guide

Required
Ship FROM: Address
Add lines as needed

FROM:
MANHATTAN ASSOCIATES
2300
ATLANTA GA 30062

Carr: 12345
PRO#:
BOL#:

Required
Fields for ASN

TO: DDDDDDDDDDDDDDDDDDDDDDDDDDDDD
CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC
EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE
FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF

Required
Ship TO: address
Add lines as needed

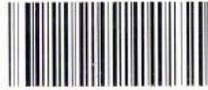
GGGGGGGGGGGGGGGGGG GA 30339

Required:
Postal Zip Code

(420) SHIP TO POSTAL CODE
(420) 30339

PO#:

Required PO#



DEPT#:

CI#: 000000025

Not Required:
Store Dept and Event Code

CARTON 15 OF 20

Required: Carton # in Sequence

Store Dept:
Event Code:

SKU: SKU0001
LOCN:

QTY: 20

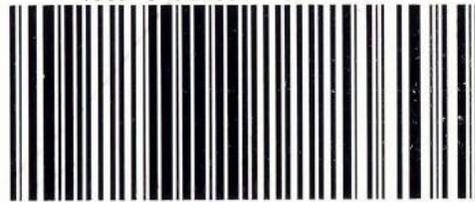
Required:
Carton Pack Quantity

Required: CMRG SKU:

(00) Serial Shipping Container

(00) 0 0999999 000000556 4

Required:
UCC128 Serial Container #



PKMS/U221/AS/212140X112/SHLBL01

UCC128 Bar Code must be a 20 digit numeric Bar Code*. Bar Code is as follows:

- Bytes 1 thru 4...all zeros
- Bytes 5 thru 10...Your UCC Vendor prefix. A unique company identifier obtained from the UCC Council.
- Bytes 11 thru 19...Unique sequential number for each carton (value 000000001 thru 999999999) label. Even with subsequent orders, the sequence number should not recycle back to "000000001" until all numbers have been utilized for the given Vendor prefix.
- Bytes 20...Check digit

*Bar Code is the human readable representation of what is in the Bar Code. There are no spaces within the Bar Code.



DXL
GROUP
Footwear Guide

All Tickets/Stickers/PIDs are vendor paid and can only be produced by FineLine Technologies.

Tickets/Stickers/PIDs

Tickets/ Stickers/Jokers/PIDs

All merchandise must be marked with uniform tickets and/or stickers to enhance the presentation in our stores. **ALL** merchandise intended for DXL Group (Rochester retail stores and catalog) must adhere to packaging specifications and requirements.

Standard Operating Procedures (SOP)

All ticket orders (overseas and domestic) are initiated by DXL Group sending the data file created from our MMS and sent to FineLine Technologies' Fast Trak system. Orders are created and shipped by FineLine Technologies' Fast Trak system to the ticket address provided by the vendor (refer to Critical Process Information below).

Should you have any issues or concerns with ticket orders, please contact VendorCompliance@DXLG.com.

Critical Process Information

When a purchase order is authorized the information is sent on a nightly basis to FineLine, our nominated supplier. New vendors must create an account on Fast Track to order tickets.

Appropriate approver contact information:

Vendors ordering tickets thru FineLine that have questions or concerns should contact support@finelinetech.com

New branded vendors must contact Vendorcompliance@dxlg.com for approval.

Label Supplier Information

Refer to your specific Tech Pack for contact information to order labels. Private label brand garment labeling packages should be sourced from DXL Group nominated supplier.

Supplier must attain written approval from Global Sourcing prior to order confirmation for any deviation from nominated supplier. We continue to consider and facilitate practical solutions as needed and requested.

*additional features for marketing purposes may be indicated in the Tech Pack and therefore special attention should be given to these details such as on specialty apparel products i.e. outerwear, accessories- socks, belts and footwear.

Chargeback Policy

DXL Group will issue charge backs for any and all ticket and/or sticker discrepancies such as un-ticketed merchandise; or any other non compliance issues, refer to chargeback assessment chart for applicable fees.

Loading – Container, Trailer and Pallet

These requirements must be read and fully understood by the personnel responsible for trailer/container and pallet loading. Ensure that any questions are presented to DXL Group Traffic and Logistics Dept at 718-828-9300 ext. 2255 or 2665 prior to any loading.

NO EXCEPTIONS

- **Containers and Trailers must be loaded by PO and SKU in numerical order**
 - Must always be packed together by PO and also by SKU in consecutive order when loading a trailer or a pallet
 - Whether floor loaded into a trailer / container or stacked on pallets; there are absolutely no exceptions to loading together by PO and SKU #
 - Ensures an efficient unloading process at DXL Group's distribution center
- **Cartons must be loaded on a pallet by PO and SKU**
 - The cartons must be uniformly stacked in a block configuration with the carton label clearly visible.
 - When pallet loading it is important to ship as few pallets as possible to reduce freight charges
 - Multiple PO's and SKU's are allowed on a pallet only if stacked together in order by PO and also in order by SKU with like sku's together and in numerical order

How to load by Purchase Order# and Sku#

All Vendors must load carton keeping PO# and SKU# integrity in order. Therefore, all cartons (whether floor or pallet loaded) must be loaded by po# and sku# to ensure a smooth and efficient unloading process at DXL Group. If shipments are not loaded in this manner resulting in additional handling at DXL Group a chargeback will be issued.

This is applicable for PO's shipping to all DXL Group Companies including ThinkBig Direct, Rochester Big & Tall Stores, Rochester Catalog and ShoesXL.

Please contact DXL Group Logistics Dept. at Phone # 781-828-9300, ext 2528 if you have any questions or concerns regarding loading requirements.

Shipping – Routing Instructions

DXL Group (Retail & Direct)

RBT (Retail & Direct)

Revised: May 1, 2009

The routing and shipping instructions contained in this guide must be strictly adhered to when shipping merchandise to **all divisions** of the DXL Group distribution center located in Canton, MA. Only carriers authorized by DXL Group can be used. Violations or non compliance resulting in incremental freight, handling or administrative costs being incurred by DXL Group will be charged back in full (minimum charge \$100.00). The policies contained herein supersede any and all prior publications of the DXL Group Merchandise Vendor Routing Guide. Please discard all prior versions of this guide and ensure that all customer service, logistics and shipping associates in your company receive a copy of this routing guide and fully comply with its instructions.

All DXL Group Merchandise Vendors must EMAIL or FAX a completed Vendor Routing Authorization Form (VRAF) for the appropriate division to the DXL Group Logistics Department for an authorization number and carrier routing 48 hours prior to shipping. VRAF forms for each division are located at the end of this guide which are only SAMPLE COPIES and cannot be used .

To obtain an original VRAF, contact DXL Group Logistics either by phone 781-828-9300 ext. 2528 or 2223; Email address: traffic@dxlg.com or by fax 781-828-5035.

DXL Group Logistics Dept. Hours: Monday – Thursday 8am-4pm / Friday 8am-2pm EST

Email: traffic@dxlg.com / Fax: (781) 828 – 5035

Telephone: (781) 828 – 9300 Ext. 2528 or 2223

DXL GROUP VENDOR ROUTING STANDARDS AND REQUIREMENTS

Any and all routing guide, shipping and/or freight related violations will be charged back at the associated rate found in the Schedule of Charge Back Fees for Routing Violations included in this routing guide.

- Vendor must provide DXL Group Logistics Department a minimum of 48 hours prior notice for merchandise pick-up.
- Vendor must EMAIL or FAX a completed Vendor Routing Authorization Form (VRAF) to the DXL Group Logistics Dept. 48 hours prior to your “Ready to Ship Date”. The DXL Group Logistics Dept. will assign an authorization number, carrier routing and fax the VRAF back to the vendor.



DXL
GROUP
Footwear Guide

- Create ONE Bill of Lading (BOL) when shipping MULTIPLE PURCHASE ORDERS (P.O.) and/or MULTIPLE DIVISIONS on the same day.
- All P.O.'s must be shipped complete and on time. Partial, early or late shipments are not permitted without pre-approval from DXL Group's Divisional Merchandise Manager (DMM).
- PO and SKU integrity must always be maintained when loading a trailer or a pallet therefore cartons must always be loaded simultaneously by PO # and SKU # to ensure that all cartons for each PO and SKU are loaded together. Whether floor loaded into a trailer / container or stacked on pallets loading simultaneously by PO and SKU # must be adhered to in order to ensure an efficient unloading process at DXL Group's distribution center. When cartons are loaded on a pallet by PO and SKU the cartons must be uniformly stacked in a block configuration with the carton label clearly visible. When pallet loading it is important to ship as few pallets as possible to reduce freight charges therefore we permit and encourage multiple SKU's on a pallet as long as they are stacked simultaneously insuring each SKU is kept together on the pallet.
- DXL Group encourages pallet loading unless the cubic measurement of the cartons will prohibit all of the cartons from fitting on one trailer then the cartons must be loaded loose on the floor of the trailer to maximize the space in the trailer. DXL Group will issue instructions on the VRAF whether to pallet load or floor (loose cartons) load.
- Regarding Landed (LDP) Shipments, vendor must EMAIL or FAX a completed VRAF to the DXL Group Logistics Department for inland routing and authorization 48 Hours Before shipments arrive and clear U.S. Customs. Failure to comply resulting in any subsequent pier related charges such as but not limited to detention, per diem and demurrage will be charged back.
- LDP terms: (A) Except for FOB Boston, DXL Group does not pick up full LDP container shipments. (B) Non FOB Boston full containers and all LCL LDP shipments must be tendered to DXL Group's carrier as loose freight.
- Carrier loading (detention) at vendor warehouse or shipping location cannot exceed two hours. Any detention charged by a carrier exceeding two hours will be charged back.
- When authorized, UPS Ground shipping must be on a collect or 3rd Party basis. Do not prepay and add the freight charges to your merchandise invoice. DXL Group does not pay freight on merchandise invoices. Contact the DXL Group Logistics Department for the applicable UPS Shipper number to be applied to your shipment.
- Air Freight can only be authorized by the DXL Group Logistics Dept.

DXL GROUP Footwear Guide

Sample Only of Routing for DXL Group – Do Not Use

ALL SHADED AREAS TO BE USED BY DXL GROUP'S TRAFFIC ONLY

VENDOR ROUTING AUTHORIZATION FORM
 EMAIL TO: traffic@dxlg.com or FAX TO: 1 - 781 - 828 - 5035

AUTHORIZATION #:
DXL

VENDOR CONSIGN FREIGHT TO :	DXL GROUP ANCHOR 555 TURNPIKE STREET, CANTON, MASS. 02021
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DATE/TIME : _____
 VENDOR : _____
 SHIPPING : _____
 ADDRESS : _____
 CITY, STATE & ZIP CODE : _____
 VENDOR'S DATE READY TO SHIP: _____
 SHIPPING HOURS : _____

VENDOR CONTACT: _____
 PHONE NUMBER : _____
 FAX NUMBER : _____
 EMAIL ADDRESS : _____
 IF LANDED CONTAINER, PROVIDE VESSEL : _____
 CONTAINER # : _____

CIRCLE ONE : VENDOR LOAD // DRIVER COUNTS
F. O. B. :

ROUTED VIA :
CARRIER
CONTACT :
CARRIER'S PHONE # :
TRAILER SIZE :
CARRIER'S FAX # :
VOLUME QUOTE # :
MILES :
COST :

DXL GROUP'S E T A :

P. O. #	TYPE	BUYER (S)	PLAN DLVR	PACK	STATUS	CASES	UNITS/PCS.	WGT /LBS.	CUBIC FEET	DXL GROUP'S TRAFFIC COMMENTS
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
VENDOR'S SHIPMENT TOTALS										DXL GROUP'S TRAFFIC INITIAL :

Sample Only of Routing for Rochester – Do not Use

DXL GROUP Footwear Guide

ALL SHADED AREAS TO BE USED BY DXL GROUP'S TRAFFIC ONLY

AUTHORIZATION #:
RBTR

VENDOR ROUTING AUTHORIZATION FORM
EMAIL TO: traffic@dxlg.com or FAX TO: 1 - 781 - 828 - 5035

VENDOR CONSIGN FREIGHT TO :	ROCHESTER BIG & TALL STORES (U S A) 555 TURNPIKE STREET, CANTON, MASS. 02021
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DATE/TIME : _____ VENDOR : _____ SHIPPING ADDRESS : _____ CITY, STATE _____ & ZIP CODE : _____ VENDOR'S DATE _____ READY TO SHIP: _____ SHIPPING HOURS: _____ CIRCLE ONE : VENDOR LOAD // DRIVER COUNTS <div style="background-color: #ffffe0; border: 1px solid black; padding: 2px; width: fit-content;">F. O. B. :</div>	VENDOR CONTACT: _____ PHONE NUMBER : _____ FAX NUMBER : _____ EMAIL ADDRESS : _____ IF LANDED CONTAINER, PROVIDE VESSEL : _____ CONTAINER # : _____ E. T. A. : _____
--	---

ROUTED
VIA :
CARRIER
CONTACT :
CARRIER'S
PHONE # :
TRAILER
SIZE :
CARRIER'S
FAX # :
VOLUME
QUOTE # :
MILES :
COST :

DXL GROUP'S E T A :

P. O. #	TYPE	BUYER (S)	PLAN DLVR	PACK	STATUS	CASES	UNITS/PCS.	WGT / LBS.	CUBIC FEET	RBTR's TRAFFIC COMMENTS
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
					RELEASED OPEN WORK					
VENDOR'S SHIPMENT TOTALS										RBTR/DXL GROUP'S TRAFFIC INITIAL :

BILL OF LADING (BOL) PREPARATION

It is mandatory that your BOL contain all of the following:

DXL
GROUP
Footwear Guide

1. Ship to: Consigned to the appropriate DXL Group Division (if multiple divisions, ship on one BOL and consign to DXL Group)
2. Ship from: Complete vendor name and address
3. The total number of cartons and weight
4. All DXL Group P.O. Number(s) and Authorization Number(s); Authorization # must include prefix (DXL Group, RBTR or TBD)
5. An itemized breakdown of cartons and units by P.O. #
6. Applicable National Motor Freight Classification (NMFC) Code
7. **Carrier's Volume Quote ID# when assigned by DXL Group Logistics Dept on the VRAF**
8. Carrier name and date shipped
9. Freight terms are "collect" unless otherwise specified on the P.O.

SCHEDULE OF CHARGE BACK FEES FOR ROUTING VIOLATIONS

UNAUTHORIZED CARRIER: *The charge back will be the additional freight expense incurred; minimum charge \$100.00.*

LESS THAN 48 HOUR NOTICE FOR ROUTING: *If DXL Group's Logistics Dept. was not contacted for authorization and carrier routing 48 hours prior to shipping resulting in a more expensive carrier routing, the additional freight expense incurred will be charged back; minimum charge \$100.00*

LATE SHIPMENTS: *5% merchandise invoice deduction*

CARTONS ARE NOT LOADED ON TRAILER OR PALLET IN PO AND SKU ORDER: *charge back rate is \$250.00 per purchase order plus \$5.00 per carton.*

LABELS ARE NOT VISIBLE ON PALLET LOAD: *charge back rate is \$250.00 per purchase order plus \$5.00 per carton.*

BILL OF LADING VIOLATIONS (BOL): *The charge back is \$250.00 per purchase order.*

VOLUME QUOTE VIOLATIONS: *When instructed by DXL Group Logistics, the Volume Quote ID # must be written on the BOL. Any incremental freight costs will be charged back in full; minimum charge \$100.00.*

WEIGHT or CUBIC FOOT VIOLATIONS: *Whenever the actual shipped weight or cubic footage is either less than or greater than the weight or cubic footage noted on the Vendor Routing Authorization Form*

(VRAF) resulting in higher freight charges, the incremental freight expense caused by the weight or cubic footage discrepancy will be charged back in full; minimum charge \$100.00.

SHIPMENT IS PALLET LOADED INSTEAD OF FLOOR LOADED OR TOO MANY PALLETS ARE SHIPPED: *Any incremental freight charges incurred due to pallet loading large volume shipments or carrier invokes cubic capacity rule charges will be charged back in total; minimum charge \$100.00*

DXL
GROUP
Footwear Guide

SHIPPING MULTIPLE PURCHASE ORDERS AND/OR MULTIPLE DXL GROUP DIVISIONS ON THE SAME DAY ON MULTIPLE BILLS OF LADING: *The amount of the charge back will be the difference of the combined higher freight charges of the multiple BOL's and the lower freight charges had they been properly shipped on one BOL; minimum charge \$100.00.*

INCORRECT NMFC CODE: *Incremental freight charges incurred; minimum charge \$100.*

AIR FREIGHT: Any shipment for which air freight has not been authorized by the DXL Group Logistics Dept. *The difference between the air charges and ground transport charges will be charged back in total; minimum charge \$100.00.*

SHOULD HAVE DROP SHIPPED (direct to stores): *The charge back will be for the incremental freight expenses and DC handling incurred; minimum charge \$100.00.*

TRAILER DETENTION AT VENDOR SHIPPING POINT (LOADING ORIGIN): *Any and all carrier charges incurred for detention beyond the allowed two hour loading limit will be charged back in total; minimum charge \$100.00.*

LANDED (LDP) SHIPMENTS: (A).Except for FOB Boston, DXL Group does not pick up full container shipments; any drayage charges incurred by DXL Group for full containers (except FOB Boston) will be *charged back in total, minimum charge \$100.00* (B). Non FOB Boston full containers or LCL LDP shipments must be tendered to DXL Group's carrier as loose freight. Any container and/or CFS related charges incurred by DXL Group such as but not limited to ocean or air freight, inland drayage, stripping, handling, storage, detention, per diem, demurrage, broker or customs related charges and fees, *will be charged back in total; minimum charge \$100.00*

If you have any questions or desire further clarification regarding the content of this routing guide, please contact the DXL Group Logistics Dept. Email traffic@dxlg.com; Fax # (781)-828-5035 or Telephone # (781)-828-9300, Ext. 2528 or 2223.

Standard Shipping Terms:

LDP Shipments for both Domestic Vendors and Direct Sourcing Suppliers

Supplier's confirmation of purchase orders is acceptance of shipping terms.



DXL
GROUP
Footwear Guide

Suppliers must plan properly to have goods at fob point location in time to **call for routing** within the shipping window which is set forth on the purchase order. Product must be called for routing within the ship window on the purchase orders in the section containing “Do Not Ship Before” and the “Do Not Ship After” in order to achieve the expected delivery date. Supplier must contact the DXL Group Traffic Department for routing and documentation instructions. Designated in each purchase order there are eight (8) days in the shipping window allowed by Logistics Department requirements.

Note: Although extensions may be granted, this requires authorization from buyer a minimum 10 business days prior to “cancel date”.

Definitions of associated terms:

“Do Not Ship Before”: first date supplier must call for routing

“Do Not Ship After”: last date supplier must call for routing no later than this date

“Cancel Date”: this is the date following the “Do Not Ship After” date, purchase order is considered cancelled if the supplier has not called for routing

“Early or “Late”: the status of purchase order that does not comply with the authorized shipping terms and is considered Unauthorized shipment unless written approval is obtained from merchandising buyer or executive level of management.

Authorization for Late Shipment

Merchant team may elect on exception basis only to choose one of the following for disposition of late shipments:

LDP Shipments for both Domestic Vendors and Direct Sourcing Suppliers

- Cancel all or part of the purchase order
- Impose financial penalty and allow the purchase order to ship
- Purchase order shipped via air freight at the supplier’s expense

In the event of DXL Group concedes to early or late shipment, supplier must have obtained authorized approval in writing from the merchandising buyer or executive management team and must include the details of the negotiated disposition of the purchase order(s) such as but not limited to; discount for reduced cost, reduced quantity, charges for expedited shipping and/or distribution center handling or participation in markdown exposure, marketing fees for copy.

Unauthorized Shipment

Purchase order(s) shipped prior to the Do Not Ship Before date or after the Do Not Ship After date *without prior written approval* are deemed unauthorized shipments. Unauthorized shipments will not be received by the Distribution Center and are subject to supplier non compliance chargeback policy and procedures on average but not limited to assessment fee of 5.0%

SECTION III - LABELING GUIDELINE OVERVIEW



DXL
GROUP
Footwear Guide

Country of Origin Marking (COO)

For footwear other than slippers, US Customs requires that the COO be permanently marked either by molding on the outer sole, imprinting inside the shoe or a sewn-in label. Slippers may be labeled with stickers or hangtags.

The COO must be conspicuous and legible. The phrase “Made in XXX” is acceptable in English and does not require translating into any other national language. However, if the phrase is varied in any way, then translation is required.

Importer Identification

In the USA, Europe and Canada, Brand logo is sufficient business identification for unpackaged footwear. Packaging is defined as any material used to contain, surround or confine the product – the most common package type being a shoebox.

Size

Size must be indicated in the US numerical sizing convention regardless of market. Other national conventions may be used in addition to the US numerical sizing convention since market laws do not restrict sizing. Note: If letters or words are used such as “M/L” translations must be provided for in all EU labels.

Composition

There is a European Footwear Directive that details the labeling of materials used in the main components of footwear for sale to the consumer. Footwear must be labeled with the generic composition of the following 3 parts: Upper, Lining and Sock, and Outer Sole.

The appropriate generic composition for any of these parts is: Leather, Coated Leather, Textile or Other Materials.

Upper: Outside upper parts of footwear. Ankle patches, edgings, hardware and ornamentation. Composition is based on 80% of the surface area of the upper excluding ankle patches, edgings, hardware and ornamentation.

DXL
GROUP
Footwear Guide



Lining and Sock: Inside lining of the upper and insole. Composition is based on 80% of the surface area of the Lining and Sock.



Outer Sole: Outside bottom part of footwear. Composition is based on 80% of the volume of the outer sole. It is measured on the visible portion only and excludes extensions concealed by the upper.



Composition Terms

Leather: Natural leather with no applied surface coating greater than 0.15 mm

Coated Leather: Surface coating greater than 0.15 mm but less than 1/3 of the product's total finish. This designation is typically intended for performance footwear designed to resist water or lesser grades of leather that have thick, plasticized coatings. It does not refer to typical leather finishes.

Textile: Natural, synthetic or non-woven textile materials such as cotton, rayon, hemp, felt and the like.

Note: When footwear contains wool, or if there is an insulating lining, the actual fiber content must be called out. Using the term "Textile" is not sufficient in this case.

EXAMPLE I - Part contains wool:

Upper: 100% Wool

EXAMPLE II - Insulating or warm lining:

DXL
GROUP
Footwear Guide

*Lining and Sock: Shell: 100% Nylon
Fill: 100% Polyester*

Other Materials: Refers to materials such as cork, plastic, rubber, synthetic leather, etc.

Canada Stuffed Articles

Footwear such as slippers that have stuffing material in the upper must display a Canada Stuffed Articles Label. Further information may be obtained from:

Offices Dealing with the Provincial Requirements for Upholstered and Stuffed Articles

Quebec

Ministère du Développement économique, de l'Innovation et de l'Exportation
(Ministry of Economic Development, Innovation and Export Trade)
Government of Quebec
www.mdeie.gouv.qc.ca

Ontario

Technical Standards and Safety Authority
www.tssa.org

Manitoba

Consumers' Bureau
Government of Manitoba
www.gov.mb.ca/finance/cca/consumb

Performance Claims

Statements such as "Water Resistant" or "Waterproof" are performance claims and as such must be substantiated by laboratory testing. There are laws and directives requiring that all claims be accurate and not misleading or deceptive in any way.

Label Placement

COO marking must be permanent by means of molding on the outer sole, imprinting inside the shoe, or by a sewn-in label.

All other labeling may be on a sticker or hangtag and must be visible, accessible, legible and securely affixed. At least one shoe of the pair must bear the label

Drop Ship Guide

Overview: Drop ship processing thru DXL Group is a combined effort between the customer service team, the buyer and the vendor to ship items to our customer in an efficient manner. In order to be successful, information should be obtained prior to offering drop ship items on our websites/catalog. Here is some information that we will need from the vendor in order to process drop ship orders.

The buyer should coordinate a meeting with the drop ship team to discuss the vendor information and information provided in the check list.

DXL Group Order Processing:

- All communication with DXL Group and the drop ship vendor will be via e-mail using Dropship@dxlg.com
- EDI is not available for Drop Ship Vendors currently but will be available through a vendor net program by October 2010, let Buyer know if you are interested otherwise, DXL Group will email you new orders via .txt files twice a day (morning/afternoon) Here is an example of our .txt file that you will receive:

DXL GROUP Footwear Guide

SAMPLE.TXT - Notepad							
File Edit Format View Help							
C							
A							
0	From: BIG & TALL	Division 04	To: HARDWICK	JGSILVA, JGSILVA, BTLIVE	Pg: 12		
0				Vendor# 50003926	Date: 08/23/10		
0	-----						
Purchase	Customer	Customer	Ship Meth	Vendor Item	Qty	Cost	Extension
Ord No	Ord No	Name/Addr		Description			
0400167243	P1597922	SALLY SMART CASUAL MALE XL SUITE 1206 3435 WRIGHTSBORO ROAD AUGUSTA, GA 30909	UPS Ground	9500-3 BLAC 62 L HW SUIT SEP COAT 62-66 BLACK 62 LONG	1	99.00	75.00
0400167244			UPS Ground	9500-3 BLAC 58 L HW Pleated Suit Pant BLACK 58 LONG	1	99.00	32.00
0400167245	P1598304	MAT SMITH CASUAL MALE XL STE 815 2700 STATE ROAD 16 SAINT AUGUSTINE, FL 32092	UPS Ground	9500-7 TAN 46 R HW FF SUIT PANT TAN 46 REG	1	99.00	32.00
0400167246			UPS Ground	9500-7 TAN 54 PR HW Suit Sep Coat TAN 54 PRTLYR	1	99.00	65.00
0400167247	W2097817	BOB JONES BIG & TALL 555 Turnpike Street CANTON, MA 02021	UPS Ground	9500-9 OLTI 60 L HW Pleated Suit Pant OLIVE TIC 60 LONG	1	99.00	32.00
Alterations							
0400167248	W2097887	GLENN CLOSE CASUAL MALE XL 17 W 180 22ND STREET OAKBROOK TERRACE, IL 60181	UPS BLUE 2ND DAY AIR	7125-6 CABL 50 R Hardwick Houndsth Spcoat CAMEL BLK 50 REG	1	99.00	77.00
0400167249	W2097930	MARY MURPHY BIG & TALL 555 Turnpike Street CANTON, MA 02021	UPS Ground	9500-3 BLAC 62 PR HW SUIT SEP COAT 62-66 BLACK 62 PRTLYR	1	99.00	75.00
0400167250			UPS Ground	9500-3 BLAC 62 R HWK SUIT PLT PANT 62-66 BLACK 62 REG	1	99.00	37.00
Alterations							
0400167251	W2098125	DOROTHY STREET CASUAL MALE XL 1041 WEST BAY AREA BLVD WEBSTER, TX 77598	UPS Ground	9500-7 TAN 50 R HW Suit Sep Coat TAN 50 REG	1	99.00	65.00
0400167252			UPS Ground	9500-7 TAN 48 R HW FF SUIT PANT TAN 48 REG	1	99.00	32.00
0400167253	W2098128	ANDREW JONES CASUAL MALE XL 700 N JOHNSON AVENUE EL CAJON, CA 92020	UPS Ground	69-9 BLWH 54 PS Hardwick Houndsth Spcoat BLKWHITE 54 PRTLYS	1	77.00	77.00
0400167254	W2098153	ROSS JONES CASUAL MALE XL 7615 WEST FAIRVIEW AVENUE BOISE, ID 83704	UPS RED AIRSAVER	13-1 NAVY 66 PL HW HOPSACK BLAZER 62-66 NAVY 66 PRTLYL	1	67.50	67.50



DXL
GROUP
Footwear Guide

Buyer Requirements:

Here is the information the Drop Ship team will need from the Buyer before processing orders for the Drop Ship Vendor.

Product/Vendor information:

- Buyer should provide the drop ship team with the Vendor name, Vendor #, Ecometry Item #, Vendor Model #, and UPC
- Buyer should submit the above information to Merchandise Support for set up in Ecometry

Shipment Requirements:

All catalog/web orders are sent using DXL Group's UPS account. TBD/ or Shoesxl, DXL Group catalog/websites please use 0RA161 * Rochester catalog/website please use 2RV709. For Direct to store orders, please email traffic@dxlg.com and she will provide you with routing and the UPS #.

- Provide expected ship time beyond 3-7 business days.
- Provide information on International Shipments including:
 - Restrictions if any(i.e. leather shoes)
 - Vendor Limitations to ship internationally
- Provide any Shipping Restrictions if any:
 - HI, AK, US Territories
- Provide ability to ship expedited (next day, 2nd day, & Saturday delivery)

Returns/Warranties:

- Buyer should ensure that vendor is responsible for Damaged Products during shipment process.
- All returns are shipped to Canton, MA and are processed with the 90 day return/exchange policy. Buyer should notify drop ship team if there are any special conditions (i.e. bikes) that would vary from the return policy and location.
- Is there a Warranty Period provided by the vendor beyond DXL Group's 90 day policy.
- Buyer should provide information on repair policy and vendor responsibility for item after 90 days. Buyer should provide part replacement policy.

Other requirements:

- Need any other product requirements such as the ability to set up the item at the customer's home (i.e. Pride Mobility Chair)
- Is item shipped fully assembled or partially? Buyer should provide assembly instructions if needed.

Vendor Requirements:

Here is the information the Drop Ship team will need from the Drop Ship Vendor.

Contact information:

- Provide an E-mail address to email orders
- Provide contact person(s) & telephone number and back-up contact.
- Fill our vendors check list and sent to dropship@dxlg.com
- For all direct to store drop ship orders please contact traffic@dxlg.com and request routing, she will then supply the UPS account #'s as they are different from the catalog numbers.

Order confirmation:

- Vendor is required to notify DXL Group when an item is not available within 1 business day.
- Vendor is required to notify DXL Group when an item is on back order and include expected ship date within 1 business day.

Shipment notification:

- Shipment Notifications should be emailed to Dropship@dxlg.com within 1 business days via:
 - File format (UPS Quantum View) or via vendor website access. The DXL Group Order # or PO # must be included

DXL
GROUP
Footwear Guide

Example of Quantum View:



This message was sent to you at the request of Specialties to notify you that the electronic shipment information below has been transmitted to UPS. The physical package (s) may or may not have actually been tendered to UPS for shipment. To verify the actual transit status of your shipment, click on the tracking link below or contact Specialties directly.

Important Delivery Information

Message from PO# 400181206. Specialties: Order # 1009926

Scheduled Delivery: 01-April-2010

Shipment Detail

Ship To:
PATRICIA
99 MORELAND GREEN DR
WORCESTER
MA
01609
US

Number of Packages: 1
UPS Service: GROUND
Weight: 2.1 LBS

Tracking Number: [122172200369193388](#)
Reference Number 1: 1009926
Reference Number 2: 400181206

* Next page is Vendor Checklist please fill it out

Drop Ship New Vendor Checklist

Vendor information:

Vendor Name: _____
Vendor Email Address: _____
Vendor Contact Person: _____
Vendor telephone number: _____
Vendor Contact back up: _____

Vendor communication:

- _____ Vendor communicated order confirmation process (NLA/BO) within 1 business day.
- _____ Vendor communicated shipment confirmation requirement (UPS Quantum View or website via 1 business day.)
- _____ Vendor has been provided with DXL Group's Email address Dropship@dxlg.com
- _____ Vendor has been provided with DXL Group sample .TXT file and frequency

Product/Vendor Information:

- _____ Buyer has coordinated a meeting with the drop ship team to review vendor info
- _____ Vendor Name, Vendor #, Ecometry Item #, Vendor Model#, UPC provided to Drop Ship team.
- _____ Merchandise Support has completed set up in Ecometry

Shipment Requirements:

- _____ Vendor has confirmed method of shipment
- _____ Vendor has been provided with DXL Group UPS account number if needed
- _____ Vendor has provided expected ship time if it is beyond 3-7 business days
- _____ Vendor has provided International shipment information
- _____ Vendor has provided shipping restrictions
- _____ Vendor has provided expedited shipping information.

Returns/Warranties:

- _____ If not using DXL Group UPS account, has provided return shipment process
- _____ Vendor is responsible for Damaged products during shipment
- _____ Vendor returns are shipped to Canton, MA with 90-day return policy. Special return conditions identified and communicated.
- _____ Warranty information provided
- _____ Repair policy/parts after 90 days identified and communicated

Other:

- _____ Any product requirements identified and communicated (i.e. setup)
- _____ Item shipped partial/assembled identified and communicated with instructions.

Drop Ship – contact list

Our contact information:

DXL Group
555 Turnpike Street
Canton, MA 02021
781-828-9300

Drop Ship Coordinator:

Amy Buckley
781-828-9300 ext 2964
Abuckley@dxlg.com

Any questions on Drop Ship
please email
Dropship@dxlg.com

Call Center Supervisor:

Helena Dickenson Pyne
781-828-9300 ext 2933
HDickenson-Pyne@dxlg.com

SECTION IV - GLOSSARY OF TERMS

Back Stay	A piece of material covering and reinforcing the heel seam. Also called a back strap
Bluchers	The part of the upper to which the eyelets are attached
Bottom Filler	Leather, felt or granulated cork mixture that is used to fill the cavity between the insole and the sole or midsole
Box Toe	A stiffener that gives body, shape and style to the toe of a shoe
Components	Items that are incorporated in the shoe
Cookie	Small pad inside shoe under the arch of the foot
Counter	A stiffener inside the upper arch of the heel that give the back of the shoe firmness and support
Counter Pocket	Counter inside lining
Eyelets	Plastic or metal reinforcement inserted into lace holes
Eye Facing	On oxford shoes – a separate piece of material stitched to the quarter through which eyelets are attached
Foxing	A separate strip of material that secures the joint between the sole and upper.
Gore	An elastic insert that makes slip-on shoes easier to slip on and off. It's inserted under the vamp, or at the sides, or under the buckles, or at the ends of straps
Grade	The change between shoe sizes and/or widths
Grub Hole	Hole in leather created by penetration of a grub or insect
Heel Pad	Material that covers the heel portion of the insole
Heel	Underpart of the shoe that supports the heel of the foot
Insole	Inside sole of the shoe where the foot rests
Instep Strap	Strap that lies over the instep of the foot
Last	Plastic or wooden material in the shape of a foot from which the shoe is made
Lasting	Manufacturing process where the upper is secured and pulled over the last
Lasting Allowance	The portion of the upper that is secured to the bottom of the insole – typically found in construction footwear.
Midsole	Intermediate sole between the insole and outer sole. Typically found

DXL
GROUP
Footwear Guide

	in hiking boots and heavy walking shoes.
Mitre Strap Ends	Beveled edge of the strap
Mocc Stitch	Decorative stitch around the vamp plug edge
Outsole	Layer of material that covers the bottom of the shoe. Walking surface of the shoe.
Oxford	A shoe that is secured to the foot with shoe laces.
Padded Collar	A topline finish that is comprised of a strip of material stitched on the outside of the topline, filled with a cushioned material, and stitched down on the outside. Typically found in sport footwear.
Pinked Edge	Saw-tooth edge
Plug	The part of the vamp that covers the top of the foot
Pull Tab	Material loop found on the sides of boots and back of high-cut shoes.
Quarter	Rear portion of upper
Quarter Lining	Inside lining of quarter
Roughing	Process that removes the grain and finish from the lasting allowance by wire brush or abrasive. Aids in strong adhesion of upper to sole.
Sandal Quarter	Rear portion of the upper on a sandal
Shaft	Leg portion of a boot
Shank	Strip of plastic/wood/steel that is attached to the bottom of the insole and rests between the insole and outsole. It gives shape, support and fit to shoes.
Socklining	Single piece of material shaped to cover the entire length of the insole. Typically bears the brand or private label name.
$\frac{3}{4}$ Socklining	Single piece of material that covers approximately $\frac{3}{4}$ of the insole beginning at the heel
Sole Flap	Portion of the outsole that covers the inside of a full-breasted heel.
Steel Toe	A safety feature inserted between the upper and the vamp lining to provide protection to the toes
T Strap	"T" shaped strap that lies over the instep of the foot
Tassel	Ornamental tuft of material or leather that hangs loosely from a knot
Toe Cap	Forward portion of a 2 piece vamp set squarely across the shoe. Also called a "tip"
Tongue	The part of the vamp that extends over the instep of the foot. It may be separate from the vamp or the vamp and tongue could be one piece
Topline	Entire top edge of a shoe quarter
Topline Binding	Finished edge around topline
Toplift	Top surface of the walking surface of the heel. Also called a heel lift
True Moccasin Construction	When the insole and sides of the upper are one piece and the outsole is then sewn to the insole. Results in a very flexible shoe.
Unit Bottom	One piece plastic, rubber or wood that forms the entire walking surface of a shoe
Uppers	Entire outside of the shoe above the sole

DXL
GROUP
Footwear Guide

Vamp	Forward portion of upper
Vamp Lining	Inside lining of vamp
Wedge	Triangular heel section between the upper and outsole
Welt	Narrow strip of leather or plastic sewn around the insole edge of shoe

Section V: Chargeback Policy & Assessment Fees

Chargeback Policy

- This vendor manual is published with intent of ensuring that first quality merchandise will move efficiently and with best possible presentation to our customers. Vendors are responsible for full and effective implementation of the enclosed guidelines and requirements.
- When not followed service to our customer is disrupted and incurs additional costs. Therefore chargeback offsets the costs incurred by DXL Group.
- Strict discipline for full compliance is routinely assessed and enforced in the DXL Group Distribution Center through a fully effective Chargeback discipline program.
- Assessment fees chart can be found on the next page.

Chargeback Assessment Fees

VIOLATION NUMBER	NON-COMPLIANCE ISSUE	NON-COMPLIANCE ASSESSMENT	DEPARTMENT RESPONSIBLE
FW1	ASN NOT AVAILABLE AT TIME OF RECEIVING	5% OF INVOICE, MAX OF \$2,000.00	FINANCE
FW2	NON EDI VENDOR	5% REDUCTION OFF FIRST COST / \$500 MINIMUM	EDI and FINANCE
FW3	NO 856 ASN CARTON LEVEL DETAIL TRANSMISSION OR ASN DOES NOT CONFORM TO SPECIFICATIONS AND IS INCORRECT OR UNUSABLE	\$250 PER PURCHASE ORDER PLUS \$5 PER CARTON	EDI
FW4	ADMIN FEE PER SHIPMENT (TRAILER OR CONTAINER)	\$100.00	DISTRIBUTION CENTER
FW5	ONE ASN PER DOMESTIC TRAILER SHIPMENT; CONSOLIDATE ALL POS ONTO ONE ASN	\$1 PER CASE	DISTRIBUTION CENTER
FW6	TRAILER / CONTAINER / PALLET LOADING VIOLATION	\$3 PER CASE	DISTRIBUTION CENTER
FW7	UCC128 LABEL NOT APPLIED	\$5 PER CASE	DISTRIBUTION CENTER
FW8	UCC128 CARTON LABEL CAN NOT BE SCANNED	\$3 PER CASE	DISTRIBUTION CENTER
FW9	PIDS MISSING ON NON EDI CASES	\$1 PER CASE	DISTRIBUTION CENTER
FW10	UCC128 LABEL APPLIED TO THE WRONG SIDE OF THE CASE OR APPLIED TO THE WRONG CASE	\$5 PER CASE	DISTRIBUTION CENTER
FW11	UCC128 LABEL HAS INCORRECT AND/OR IS MISSING PRINTED PO, SKU AND/OR QUANTITY	\$5 PER CASE	DISTRIBUTION CENTER
FW12	CASE QUALITY (CRUSHED CASES UPON REC)	\$1 PER CASE	DISTRIBUTION CENTER
FW13	MIXED SKU CASES	\$5 PER CASE	DISTRIBUTION CENTER
FW14	SKU NOT ON ASN OR PO AT TIME OF RECEIVING	\$1.00 PER UNIT	DISTRIBUTION CENTER
FW15	TICKETS PLACED ON WRONG MERCHANDISE	\$0.75 PER UNIT	DISTRIBUTION CENTER
FW16	TICKETS WITH EITHER WRONG OR NO RETAIL	\$0.75 PER UNIT	DISTRIBUTION CENTER
FW17	POLYBAG AND MERCHANDISE STANDARD VIOLATION	\$0.75 PER UNIT	DISTRIBUTION CENTER
FW18	UNTICKETED MERCHANDISE	\$0.75 PER UNIT	DISTRIBUTION CENTER
FW19	UNAUTHORIZED LATE SHIPMENT	5% REDUCTION OFF MERCHANDISE INVOICE	TRAFFIC DEPARTMENT
FW20	ROUTING GUIDE / FREIGHT VIOLATIONS	ADDITIONAL FREIGHT INCURRED / MIN CHARGE \$100	TRAFFIC DEPARTMENT
LABOR	TOTAL COST OF LABOR HOURS USED TO PROCESS 100% INSPECTIONS IN DC	\$29.32 PER HOUR	DISTRIBUTION CENTER

Rework charges will be based on the amount of actual cases and or units with infractions.



**DXL
GROUP**
Footwear Guide



Appendix – Footwear Test Protocols

DXL Group – Performance Specifications
Boots and Shoes

Page 1 of 3

Test Property	Test Method	DXL Group Requirement
Labeling		
Textile Fiber Products Identification Act (If claimed) Wool Products Labeling Act Guide for Select Leather and Imitation Leather Products EU Footwear Labeling Directive (EU distribution only) Canada Stuffed Articles Act (Canada distribution)	Visual	Fiber Content Label Care Label Country of Origin RN # or WPL # Size
Fabric Construction		
Fiber Analysis* (If claimed)	AATCC 20A/ASTM D629	0% Single Fiber +3% Blends
Fabric Weight (oz/sq yd)	ASM D3776	+ 5% from contracted weight
Thread Count	ASTM D3775	+5% from contracted weight
Yarn Size* (If requested)	ASTM D1059	+ 5% from contracted weight
Defects	Visual assessment	Report all defects
Appearance		
General appearance	Visual assessment	No distortion, defects, damaged components, excessive shrinkage/puckering between components
Colorfastness		
CF to Crocking <ul style="list-style-type: none"> • General • Dark leather/suede 	AATCC 8/116	Dry: Class 4 Wet: Class 3 Dry: Class 3 Wet: Class 2
Colorfastness to water: Color block/Contrast trims	AATCC 107	Color change: class 4 Staining: class 3 Self-staining: class 4.5
Colorfastness to perspiration: Inner components	AATCC 15	Color change: class 4 Staining: class 3 Self-staining: class 4.5
Performance		
Heel attachment: heels >5 cm	ASTM D1683 modified	150 lb minimum
Heel strength: heels >5 cm	BS 5131	No bending or cracking after 5 cycles of 4 ft-lbs
Slip Resistance	MTS	0.40 minimum static 0.30 minimum kinetic
Sole wearing resistance	DIN 53516	No more than 350 cubic mm volume loss
Flex Resistance (Upper component only)	MTS/SATRA	No cracking @35,000 cycles
Sole Bond durability	MTS	10 lb minimum
Toe Bond durability	MTS	30 lbs @ 1/2" circular sector
Reinforcement strength	MTS	25 lb minimum
Tongue strength	ASTM D1683 modified	30 lb minimum

DXL GROUP Footwear Guide



DXL Group – Performance Specifications
Boots and Shoes

Page 2 of 3

Lace strength	ASTM D1683 modified	75 lb minimum
Lace durability	ASTM D3885 modified	100 cycles
Eyelet strength	ASTM D1683 modified	30 lb minimum
Component attachment strength	ASTM D7142	Functional: 15 lbs @ 10 secs Non-Functional: 5 lbs @ 10 secs
Waterproofing if claimed	MTS	No leakage after 100,000 cycles
Analytical		
Lead in surface coatings*	ASTM E 1613/1645	Shall not exceed 90 ppm (0.09% by weight)
Nickel * (For EU distribution only)	Spot Test	None present
Formaldehyde – skin contact areas* (For EU distribution only)	Spot Test	None present
Azocolorants* (For EU distribution only)	EN14362	Less than 30 ppm
* Dimethyl Furmarate (DMF) (For EU Distribution Only) * Any fabric, leather, wood and desiccant (silica gel) packets. * When product comes in contact with skin, test up to 3 like materials of the largest surface area. NOTE: Vendor to provide PKG Desiccant document and testing should only be completed if vendor cannot provide signed document	MTS In house method (Document Review)	Products placed or made available on the market shall comply with the requirements of Directive 2009/251/EC. Max limit: 0.1 mg DMF per kg of the product or part of product. Effective date: 01 May 2009. NOTE: - If the form is not filled out and attached in the TRF, please ask the vendor to return this form - If the form is not returned within 5 days of sending the vendor the document, please proceed with testing - If the vendor cannot or will not return the form, please proceed with testing

DXL GROUP Footwear Guide



DXL Group – Performance Specifications
Boots and Shoes

Page 3 of 3

Sample Submission		USA	Asia
Darkest colorway – Full testing Including 2 common fibers	3 pair	\$295.00	\$195.00
Additional colorway – Colorfastness only	2 pair	95.00	60.00
Fabric (If requested by DXL Group)	1 ½ yards	N/A	N/A
Turnaround time (TAT)	3-4 working days excluding analytical		
Chemical fiber content per fiber		45.00	14.00
Microscopic fiber content			
• Two cellulosic fiber blend		95.00	65.00
• Additional cellulosic fiber		50.00	22.00
• One specialty hair fiber		100.00	32.00
• Two specialty hair fiber blend		150.00	60.00
• Additional specialty fiber		60.00	32.00
• Lambs wool per yarn/per fiber		150.00	32.00
Lead Content		65.00	25.00
Nickel Qualitative		Spot	15.00 each
Nickel Quantitative		EN12471/EN1811	Coated - \$128.00 Uncoated - \$83.00
Azocolourants		EN 14362	70.00
Formaldehyde Qualitative		A056	15.00
Formaldehyde Quantitative		ISO 14184	20.00

Note: Protocol base price includes fiber identification of 2 common fibers

**Additional charge*

Individual test discount: 35% off local prices

DXL GROUP Footwear Guide



DXL Group – Performance Specifications Sandals

Page 1 of 3

Test Property	Test Method	DXL Group Requirement
Labeling		
Textile Fiber Products Identification Act (If claimed) Wool Products Labeling Act Guide for Select Leather and Imitation Leather Products EU Footwear Labeling Directive (EU distribution only) Canada Stuffed Articles Act (Canada distribution)	Visual	Fiber Content Label Care Label Country of Origin RN # or WPL # Size
Fabric Construction		
Fiber Analysis* (If claimed)	AATCC 20A/ASTM D629	0% Single Fiber +3% Blends
Fabric Weight (oz/sq yd)	ASM D3776	+ 5% from contracted weight
Thread Count	ASTM D3775	+5% from contracted weight
Yarn Size* (If requested)	ASTM D1059	+ 5% from contracted weight
Defects	Visual assessment	Report all defects
Appearance		
General appearance	Visual assessment	No distortion, defects, damaged components, excessive shrinkage/puckering between components
Colorfastness		
CF to Crocking <ul style="list-style-type: none"> • General • Dark leather/suede 	AATCC 8/116	Dry: Class 4 Wet: Class 3 Dry: Class 3 Wet: Class 2
Colorfastness to water: Color block/Contrast trims	AATCC 107	Color change: class 4 Staining: class 3 Self-staining: class 4.5
Colorfastness to perspiration: Inner components	AATCC 15	Color change: class 4 Staining: class 3 Self-staining: class 4.5
Performance		
Heel attachment: heels >5 cm	ASTM D1683 modified	150 lb minimum
Heel strength: heels >5 cm	BS 5131	No bending or cracking after 5 cycles of 4 ft-lbs
Slip Resistance	MTS	0.40 minimum static 0.30 minimum kinetic
Sole wearing resistance	DIN 53516	No more than 350 cubic mm volume loss
Flex Resistance (If applicable)	MTS/SATRA	No cracking @35,000 cycles
Sole Bond durability	MTS	10 lb minimum
Reinforcement strength	MTS	25 lb minimum
Toe strap break	MTS	25 lb minimum
Component attachment strength	ASTM D7142	Functional: 15 lbs @ 10 secs Non-Functional: 5 lbs @ 10 secs

DXL GROUP Footwear Guide



DXL Group – Performance Specifications Sandals

Page 2 of 3

Analytical		
Lead in surface coatings*	ASTM E 1613/1645	Shall not exceed 90 ppm (0.09% by weight)
Nickel * (For EU distribution only)	Spot Test	None present
Formaldehyde – skin contact areas* (For EU distribution only)	Spot Test	None present
Azocolorants* (For EU distribution only)	EN14362	Less than 30 ppm
* Dimethyl Furmarate (DMF) (For EU Distribution Only) * Any fabric, leather, wood and desiccant (silica gel) packets. * When product comes in contact with skin, test up to 3 like materials of the largest surface area. NOTE: Vendor to provide PKG Desiccant document and testing should only be completed if vendor cannot provide signed document	MTS In house method (Document Review)	Products placed or made available on the market shall comply with the requirements of Directive 2009/251/EC. Max limit: 0.1 mg DMF per kg of the product or part of product. Effective date: 01 May 2009. NOTE: - If the form is not filled out and attached in the TRF, please ask the vendor to return this form - If the form is not returned within 5 days of sending the vendor the document, please proceed with testing - If the vendor cannot or will not return the form, please proceed with testing

DXL GROUP Footwear Guide



DXL Group – Performance Specifications
Sandals

Page 3 of 3

Sample Submission		USA	Asia
Darkest colorway – Full testing Including 2 common fibers	3 pair	\$295.00	\$195.00
Additional colorway – Colorfastness only	2 pair	\$95.00	\$60.00
Fabric (If requested by DXL Group)	1 ½ yards	N/A	N/A
Turnaround time (TAT)	3-4 working days excluding analytical		
Chemical fiber content per fiber		45.00	14.00
Microscopic fiber content			
• Two cellulosic fiber blend		95.00	65.00
• Additional cellulosic fiber		50.00	22.00
• One specialty hair fiber		100.00	32.00
• Two specialty hair fiber blend		150.00	60.00
• Additional specialty fiber		60.00	32.00
• Lambs wool per yarn/per fiber		150.00	32.00
Lead Content		65.00	25.00
Nickel Qualitative		Spot	15.00 each
Nickel Quantitative		EN12471/EN1811	Coated - \$128.00 Uncoated - \$83.00
Azocolourants		EN 14362	70.00
Formaldehyde Qualitative		A056	15.00
Formaldehyde Quantitative		ISO 14184	20.00

Note: Protocol base price includes fiber identification of 2 common fibers

**Additional charge*

Individual test discount: 35% off local prices

DXL GROUP Footwear Guide



DXL Group – Performance Specifications
Athletic Wear

Page 1 of 3

Test Property	Test Method	DXL Group Requirement
Labeling		
Textile Fiber Products Identification Act (If claimed) Wool Products Labeling Act Guide for Select Leather and Imitation Leather Products EU Footwear Labeling Directive (EU distribution only) Canada Stuffed Articles Act (Canada distribution)	Visual	Fiber Content Label Care Label Country of Origin RN # or WPL # Size
Fabric Construction		
Fiber Analysis* (If claimed)	AATCC 20A/ASTM D629	0% Single Fiber +3% Blends
Fabric Weight (oz/sq yd)	ASM D3776	+ 5% from contracted weight
Thread Count	ASTM D3775	+5% from contracted weight
Yarn Size* (If requested)	ASTM D1059	+ 5% from contracted weight
Defects	Visual assessment	Report all defects
Appearance		
General appearance	Visual assessment	No distortion, defects, damaged components, excessive shrinkage/puckering between components
Colorfastness		
CF to Crocking <ul style="list-style-type: none"> • General • Dark leather/suede 	AATCC 8/116	Dry: Class 4 Wet: Class 3 Dry: Class 3 Wet: Class 2
Colorfastness to water: Color block/Contrast trims	AATCC 107	Color change: class 4 Staining: class 3 Self-staining: class 4.5
Colorfastness to perspiration: Inner components	AATCC 15	Color change: class 4 Staining: class 3 Self-staining: class 4.5
Atmospheric fumes (white only)	AATCC 23	Class 4 minimum
Performance		
Slip Resistance	MTS	0.40 minimum static 0.30 minimum kinetic
Sole wearing resistance	DIN 53516	No more than 350 cubic mm volume loss
Flex Resistance (Upper component only)	MTS/SATRA	No cracking @35,000 cycles
Sole Bond durability	MTS	10 lb minimum
Toe Bond durability	MTS	30 lbs @ ½" circular sector
Reinforcement strength	MTS	25 lb minimum
Tongue strength	ASTM D1683 modified	30 lb minimum
Lace strength	ASTM D1683 modified	75 lb minimum

DXL GROUP Footwear Guide



DXL Group – Performance Specifications
Athletic Wear

Page 2 of 3

Lace durability	ASTM D3885 modified	100 cycles
Eyelet strength	ASTM D1683 modified	30 lb minimum
Component attachment strength	ASTM D7142	Functional: 15 lbs @ 10 secs Non-Functional: 5 lbs @ 10 secs
Waterproofing if claimed*	MTS	No leakage after 100,000 cycles
Analytical		
Lead in surface coatings*	ASTM E 1613/1645	Shall not exceed 90 ppm (0.09% by weight)
Nickel * (For EU distribution only)	Spot Test	None present
Formaldehyde – skin contact areas* (For EU distribution only)	Spot Test	None present
Azocolorants* (For EU distribution only)	EN14362	Less than 30 ppm
* Dimethyl Furmarate (DMF) (For EU Distribution Only) * Any fabric, leather, wood and desiccant (silica gel) packets. * When product comes in contact with skin, test up to 3 like materials of the largest surface area. NOTE: Vendor to provide PKG Desiccant document and testing should only be completed if vendor cannot provide signed document	MTS In house method (Document Review)	Products placed or made available on the market shall comply with the requirements of Directive 2009/251/EC. Max limit: 0.1 mg DMF per kg of the product or part of product. Effective date: 01 May 2009. NOTE: - If the form is not filled out and attached in the TRF, please ask the vendor to return this form - If the form is not returned within 5 days of sending the vendor the document, please proceed with testing - If the vendor cannot or will not return the form, please proceed with testing

DXL GROUP Footwear Guide



DXL Group – Performance Specifications
Athletic Wear

Page 3 of 3

Sample Submission		USA	Asia
Darkest colorway – Full testing Including 2 common fibers	3 pair	\$295.00	\$195.00
Additional colorway – Colorfastness only	2 pair	\$95.00	\$60.00
Fabric (If requested by DXL Group)	1 ½ yards	N/A	N/A
Turnaround time (TAT)	3-4 working days excluding analytical		
Chemical fiber content per fiber		45.00	14.00
Microscopic fiber content			
• Two cellulosic fiber blend		95.00	65.00
• Additional cellulosic fiber		50.00	22.00
• One specialty hair fiber		100.00	32.00
• Two specialty hair fiber blend		150.00	60.00
• Additional specialty fiber		60.00	32.00
• Lambs wool per yarn/per fiber		150.00	32.00
Lead Content		65.00	25.00
Nickel Qualitative		Spot	15.00 each
Nickel Quantitative		EN12471/EN1811	Coated - \$128.00 Uncoated - \$83.00
Azocolourants		EN 14362	70.00
Formaldehyde Qualitative		A056	15.00
Formaldehyde Quantitative		ISO 14184	20.00

Note: Protocol base price includes fiber identification of 2 common fibers

**Additional charge*

Individual test discount: 35% off local prices

DXL GROUP Footwear Guide



DXL Group – Performance Specifications Slippers

Page 1 of 3

Test Property	Test Method	DXL Group Requirement
Labeling		
Textile Fiber Products Identification Act (If claimed) Wool Products Labeling Act Guide for Select Leather and Imitation Leather Products EU Footwear Labeling Directive (EU distribution only) Canada Stuffed Articles Act (Canada distribution)	Visual	Fiber Content Label Care Label Country of Origin RN # or WPL # Size
Fabric Construction		
Fiber Analysis* (If claimed)	AATCC 20A/ASTM D629	0% Single Fiber +3% Blends
Fabric Weight (oz/sq yd)	ASM D3776	+ 5% from contracted weight
Thread Count	ASTM D3775	+5% from contracted weight
Yarn Size* (If requested)	ASTM D1059	+ 5% from contracted weight
Defects	Visual assessment	Report all defects
Appearance		
General appearance	Visual assessment	No distortion, defects, damaged components, excessive shrinkage/puckering between components
Colorfastness		
CF to Crocking <ul style="list-style-type: none"> • General • Indigo dye, Pigment dye, Garment dye, Lightly brushed or piled surface 	AATCC 8/116	Dry: Class 4 Wet: Class 3 Dry: Class 3 Wet: Class 2
Colorfastness to water: Color block/Contrast trims	AATCC 107	Color change: class 4 Staining: class 3 Self-staining: class 4.5
Colorfastness to perspiration: Inner components	AATCC 15	Color change: class 4 Staining: class 3 Self-staining: class 4.5
Performance		
Slip Resistance (Traditional non-textile sole)	MTS	0.40 minimum static 0.30 minimum kinetic
Sole Bond durability	MTS	10 lb minimum
Toe Bond durability	MTS	30 lbs @ ½" circular sector
Reinforcement strength	MTS	25 lb minimum
Component attachment strength	ASTM D7142	Functional: 15 lbs @ 10 secs Non-Functional: 5 lbs @ 10 secs
Analytical		
Lead in surface coatings*	ASTM E 1613/1645	Shall not exceed 90 ppm (0.09% by weight)
Nickel * (For EU distribution only)	Spot Test	None present
Formaldehyde – skin contact areas* (For EU distribution only)	Spot Test	None present
Azocolorants* (For EU distribution only)	EN14362	Less than 30 ppm

DXL GROUP Footwear Guide



DXL Group – Performance Specifications
Slippers

Page 2 of 3

Analytical - continued		
<p>* Dimethyl Furmarate (DMF) (For EU Distribution Only)</p> <p>* Any fabric, leather, wood and desiccant (silica gel) packets.</p> <p>* When product comes in contact with skin, test up to 3 like materials of the largest surface area.</p> <p>NOTE: Vendor to provide PKG Desiccant document and testing should only be completed if vendor cannot provide signed document</p>	<p>MTS In house method (Document Review)</p>	<p>Products placed or made available on the market shall comply with the requirements of Directive 2009/251/EC.</p> <p>Max limit: 0.1 mg DMF per kg of the product or part of product.</p> <p>Effective date: 01 May 2009.</p> <p>NOTE:</p> <ul style="list-style-type: none"> - If the form is not filled out and attached in the TRF, please ask the vendor to return this form - If the form is not returned within 5 days of sending the vendor the document, please proceed with testing - If the vendor cannot or will not return the form, please proceed with testing

DXL GROUP Footwear Guide



Sample Submission		USA	Asia
Darkest colorway – Full testing Including 2 common fibers	3 pair	\$275.00	\$180.00
Additional colorway – Colorfastness only	2 pair	\$95.00	\$60.00
Fabric (If requested by DXL Group)	1 ½ yards	N/A	N/A
Turnaround time (TAT)	3-4 working days excluding analytical		
Chemical fiber content per fiber		45.00	14.00
Microscopic fiber content			
• Two cellulosic fiber blend		95.00	65.00
• Additional cellulosic fiber		50.00	22.00
• One specialty hair fiber		100.00	32.00
• Two specialty hair fiber blend		150.00	60.00
• Additional specialty fiber		60.00	32.00
• Lambs wool per yarn/per fiber		150.00	32.00
Lead Content		65.00	25.00
Nickel Qualitative		Spot	15.00 each
Nickel Quantitative		EN12471/EN1811	Coated - \$128.00 Uncoated - \$83.00
Azocolourants		EN 14362	70.00
Formaldehyde Qualitative		A056	15.00
Formaldehyde Quantitative		ISO 14184	20.00

Note: Protocol base price includes fiber identification of 2 common fibers

**Additional charge*

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DXL
GROUP
Footwear Guide