



DESIGNER
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REQUIRED DOCUMENTS GUIDE

Following is a guide to all of shipping documents to be presented to the nominated Freight Forwarder (and documentary phrases) required by Designer Brands INC.

Updates of this guide will be provided as they occur.

Please also note that this guide contains a list of our Nominated Freight Forwarders/Consolidators. If you have any questions, please do not hesitate to contact Designer Brands INC. – (Lynda Berg), email: lyndaberg@dswinc.com

1) COMMERCIAL INVOICE - BASIC

A signed *Commercial Invoice* in English that references the PO number, country of origin, manufacturer name and address, shipping terms, quantity, price per individual unit (in US dollars), SKU number(s), HTS # full 10 digit and a full description of the merchandise. All discounts must be stated separately from the per-unit cost of merchandise. All rebates, drawbacks and bounties granted upon the exportation of merchandise must be itemized separately. Items considered ‘free of charge’ must have a commercial value listed for Customs purposes.

INVOICE PHRASES

1B) INVOICE – BUYING AGENT’S COMMISSION (if applicable)

Said *Commercial Invoice* must contain the statement:

‘A Buying Agent’s commission was invoiced separately and paid to (insert Agent’s name) under a separate invoice.’



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2) PACKING LIST

A signed, detailed *Packing List* in English, referencing the PO number(s) against which the merchandise was shipped. All PO numbers, quantities, weights, measurements, and item numbers must match those on the Commercial Invoice.

3) MANUFACTURER'S LETTER OF GUARANTEE

An original signed *Letter of Guarantee* on official factory letterhead from the manufacturer that produced goods stating:

'I (Individuals Name), a duly authorized representative of (Factory Name) located at (Address including Country) do hereby verify that the following information pertains to the merchandise on invoice number (Invoice Number) for PO Number (PO Number). Said *Letter of Guarantee* must contain the following information: Name of producing factory, contact person, e-mail address, address where the goods were produced (including city, state or province, postal code and country), and the style numbers produced at this factory. Said *Letter of Guarantee* must also contain either the above information about any subcontractors that were used, or the phrase 'No subcontractors were used'.

4.) INTERIM FOOTWEAR INVOICE

An *Interim Footwear Invoice* signed by the manufacturer of the goods, stated in English and referencing the PO number of this transaction. Must also include U.S. 10 digit tariff that is associated with each PO if more than one.

5) INSPECTION CERTIFICATE

A copy of an *Inspection Certificate* issued by an authorized representative of the buyer's agent (or if no agent, then beneficiary or an authorized representative) certifying that the merchandise covered under this transaction has been inspected and approved for quality.

6) SUPPLIER QUESTIONNAIRE

A supplier questionnaire must be presented with the shipping documentation. This form outlines the handling/loading/stuffing/inspection of the container at all intervals.



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7) CERTIFICATE OF ORIGIN

- **Country of Finish Goods Product – MUST be indicated on the commercial invoice for all origins.**
- **Duty Free countries such as: Mexico, Ethiopia, Dominican Republic and certain items from India, Cambodia under GSP Vietnam and EU for shipments to Canada require FORM A and other additional documentation to substantiate the duty- free claim. Check the Preferential Tariff Treatment section of this guide.**

8) FISH AND WILDLIFE PRODUCT

Product made of fish and wildlife (ex: snake skin, shell) NON CIITIES product must indicate the following detail on the invoice.

- **Genus**
- **Species**
- **Common Name**
- **Price per unit**
- **Cost per unit**
- **Country or Origin**
- **Farm Raised OR Taken from the Wild**

All fish and wildlife must be vetted by the TRADE compliance team to ensure that the article does not require CIITIES. Contact SandyPray@camutogroup.com and ChristineStasny@camutogroup.com

FORWARDER'S CARGO RECEIPT / AIRWAY BILL

A Freight Forwarder's Cargo Receipt / AIRWAY BILL issued by the nominated freight/air forwarder showing that the merchandise is consigned to: DESIGNER BRANDS INC.

and marked 'Notify:

EURO CARGO EXPRESS INC
20 EAST SUNRISE HIGHWAY SUITE # 305
VALLEY STREAM, NY 11581-1260
PH: 718-978-0808
FAX: 718-276-5443

and marked 'Notify:

Designer Brands INC, 810 DSW Dr., Columbus, Ohio 43219 attn: Lynda Berg. Freight is marked COLLECT. The date of the receipt of the cargo shown on the *Freight /AIR Forwarders Cargo Receipt* shall be considered 'the date of shipment' for this particular transaction.



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The goods and a full set of documents should be delivered to the appropriate Forwarder listed below, who will then issue the *Forwarder's Cargo Receipt / Airway Bill*. Please contact DSW INC., lyndaberg@dswinc.com (Lynda Berg) if the port you need does not appear in this list.

NOMINATED FREIGHT / AIR FORWARDERS

AIR FORWARDER:

To be determined at time of booking

OCEAN FORWARDERS:

HK / SHENZHEN

Tungya Freight (Asia) Ltd.
Room 1505 , 15/F. Wing Kwok Centre,
182 Woosung Street, Jordan, Kowloon
香港九龍佐敦 吳松街182號榮國中心15樓1505室

Booking & Operation Main ctc:

Wanda Lui
Dir: +852 2629 0007
Email: wandalui@netvigator.com

SHANGHAI/ QINGDAO / NINGBO / DALIAN

Tungya Freight (Asia) Ltd. C/O
Shanghai Hetai Solutions Co., Ltd.
04- B56, No.1318, North Sichuan Road, Shanghai International Plaza, ATLAS Workplace
Zip Code: 200080

上海市虹口区四川北路1318号盛邦国际大厦寰图4楼B56

Booking & Operation Main ctc:

Iris Chen
Dir: +86 13801755268
Email: iris@ht-solutions.cn; irischen@tungya.com.tw

Revised: May 2022



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XIAMEN /FUZHOU

Xiamen Penavico Tungya Freight (Asia) Ltd.

2F, No. 9 Jian Gang Rd.

Xiamen Penavico Tungya Building,

Warehouse Area of Haicang Port, Xiamen 361026, PRC

廈門市海滄區健港路倉儲區, 外代東亞物流2樓 郵編361026

Booking & Operation Main ctc:

Sammy Yang

Dir.: +86 592 6089825

Email: sammy_yang@tungyaxmn.com

CAMBODIA:

Tungya Freight (Asia) Ltd. C/O

Honour Lane Logistics (Cambodia) Co., Ltd.

Unit 11, 11F, No.79, Street Kampuchea Krom (128), Sangkat Monorom, Khan 7 Makara, Phnom

Penh, Cambodia

Booking & Operation Main ctc:

Taipei Office :

Li-Hisn Cheng

Tel: +886 2 8648 2111 ext.318

Email: tpeb05@mail.tungya.com.tw

Booking Team

Email: ty_ebook@mail.tungya.com.tw



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INDONESIA:

JAKARTA – SURABAYA

Jakarta office and CFS

PT. Tungya Collins Terminal

JL. Cakung Industri Selatan I No 12, Kawasan Industri

Cakung Cilincing Jakarta Utara, 14140, Indonesia

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Taipei Office :

Li-Hisn Cheng

Tel: +886 2 8648 2111 ext.318

Email: tpeb05@mail.tungya.com.tw

Booking Team

Email: ty_ebook@mail.tungya.com.tw

INDIA

Tungya Freight (Asia) Ltd. C/O

Phoenix Logistics India PVT. Ltd.

B-226, Balaji Bhavan, Sector-11

C.B.D. Belapur, Navi Mumbai - 400 614

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THAILAND:

Tungya Logistics Co., Ltd. C/O
Evergreen Logistics (Thailand) Co., LTD.
No. 3656/15, 6th Floor, Green Tower, RAMA 4 Road,
Klongton, Klongtoey, Bangkok 10110, Thailand

Booking & Operation Main ctc:

Taipei Office :
Li-Hisn Cheng
Tel: +886 2 8648 2111 ext.318
Email: tpeb05@mail.tungya.com.tw
Booking Team
Email: ty_ebook@mail.tungya.com.tw

KOREA

Tungya Freight (Asia) Ltd. C/O
G Link Logistics Co., Ltd.
2FL. 133, Dongkyo-Ro, Mapo-Gu, Seoul, 04002, Korea

Booking & Operation Main ctc:

Taipei Office :
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VIETNAM:

Tungya Freight (Asia) Ltd. C/O

Evergreen Logistics Vietnam Company Limited

6th Floor, Women Newspaper Building, No. 311, Dien Bien Phu Street, Ward 4, District 3, Ho Chi Minh City, Vietnam

Booking & Operation Main ctc:

Taipei Office :

Li-Hisn Cheng

Tel: +886 2 8648 2111 ext.318

Email: tpeb05@mail.tungya.com.tw

Booking Team

Email: ty_ebook@mail.tungya.com.tw

PAKISTAN

Tungya Freight (Asia) Ltd. C/O

M.R.Traders (PVT) LTD.

Suite#1206-1210, 12F, Chapal Plaza, Hasrat Mohani Road, Karachi 74000, Pakistan

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Julie Ebert

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Fax: +351 - 252-650218

export@alpiportugal.com

GERMANY

Egetrans Internationale Spedition GMBH

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71672 Marbach A.N. Germany

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ETHIOPIA

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Viale Marconi No 46
59100 Prato
Phone: +39 0574 573756
Fax: +39 0574 571791

BANGLADESH:

Scanwell Logistics Bangladesh (Pvt) Ltd
Mobarak Saleha Heights, Flat 5Cm House 30 CWN (A),
Road 42/43, Gulshan 2m Dhaka 1212 Bangladesh
Phone: +880 2-410808 84/85/86
Fax: +880 2-9820584
Email: dac-sales@scanwell.com

MOROCCO

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Casablanca 20250 Morocco
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