

**B A R N E Y S  
N E W Y O R K**

**FOREIGN VENDOR**

**PACKING & ROUTING INSTRUCTIONS**

**Effective Date May 1, 2013**

B A R N E Y S  
N E W Y O R K

May 1, 2013

To Our Valued Vendors,

We are pleased to present to you our **Routing Guide for 2013**.

The guide remains unchanged for the most part.

However, there are some changes and additions which I would like to bring to your attention:

1. Pre-ticketing and *Direct to Store* program and instructions.
2. Fine jewelry carrier selection includes MALCA-AMIT as well as BRINKS.
3. Store Listing revised for 2013.

We welcome your comments and questions relating to any part of this guide.

Please direct those comments & questions to the appropriate departmental parties found in the guide.

Best Regards,

Paul C.Caterina  
Vice President of Imports, Transportation & Purchasing

# B A R N E Y S N E W Y O R K

## FOREIGN VENDOR ROUTING GUIDE INDEX

A.	PACKAGING-----	1,2
	A1. CARTON SECURITY-----	1
	A2. BULK PACKAGING-----	1
	A3. PRE-PACK BY STORE-----	1
	A4. HANGING MERCHANDISE / GARMENTS ON HANGERS-----	1,2
	A5. FRAGILE GOODS-----	2
B.	MARKING AND LABELING OF CARTONS-----	2,3
	B1. DISTRIBUTION CENTER LABEL REQUIREMENTS-----	2
	B2. PACKING SLIP REQUIREMENTS-----	2,3
C.	GENERAL ROUTING INSTRUCTIONS-----	3-5
	C1. GENERAL SHIPMENTS & STOCK ORDERS-----	3
	C2. DIRECT TO STORE SHIPMENTS-----	3
	C3. SAMPLE SHIPMENTS-----	3,4
	C4. FINE JEWELRY and FINE FUR INSTRUCTIONS-----	4,5
D.	LANDED SHIPMENT GUIDELINES (LDP or DDP)-----	5
E.	MERCHANDISE CANCELLATION POLICY-----	5
F.	DELIVERY REFUSALS-----	5
G.	INVOICING/PACKING SLIP/DOCUMENTATION REQUIREMENTS-----	5-8
	G4t. FISH & WILDLIFE (INCLUDING BUTTONS)	
H.	MARKING & LABELING OF MERCHANDISE-----	8,9
I.	LETTER OF CREDIT-----	9
J.	CHARGE BACK POLICY / US CUSTOMS VIOLATIONS-----	9,10
K.	RETURNS-----	11
L.	REPAIRED MERCHANDISE BEING RETURNED TO BARNEYS-----	11
M.	DIRECT TO STORE PROCEDURE AND SYSTEM QUICK REFERENCE GUIDE-----	12,15
N.	PRE-TICKET DIRECT TO STORE PROGRAM ROUTING INSTRUCTIONS-----	16

### BARNEYS NEW YORK REFERENCE GUIDE

BARNEYS NEW YORK CONTACTS	R1
BARNEYS STORE LISTING	R2
AUTHORIZED FREIGHT FORWARDERS LIST	R3/R4/R5/R6
UNITED KINGDOM COUNTY GRID	R7
ITALIAN POSTAL CODE GRID	R8
AUTHORIZED BROKERS LIST	R9
REGULATORY WEBSITE LINKS	R10

### FORMS

VENDOR CERTIFICATION FOR FUR PRODUCTS	F1
VENDOR CHARGEBACK NOTIFICATION	F2
PACKING AND ROUTING VIOLATIONS	F3
FEDERAL EXPRESS REPAIR DECLARATION	F4
TOXIC SUBSTANCE CONTROL ACT (TSCA) CERTIFICATION	F5
INTERIM FOOTWEAR INVOICE (SHOE SHEET)	F6
TEXTILE UPPER BODY GARMENT PRODUCT DETAIL SHEET	F7
LOWER BODY GARMENT PRODUCT DETAIL SHEET	F8
DRESSES/GOWNS PRODUCT DETAIL SHEET	F9
US IMPORT TEXTILE CHECKLIST	F10
OVERCOATS, JACKETS, CAPES, ETC. PRODUCT DETAIL SHEET	F11
WATCH/DETAIL SHEET	F12
DDP (DUTY DELIVERED PAID) QUESTIONS & ANSWERS	F13
JADE ACT - EXPORTER CERTIFICATION FORM	F14
PLANT & PLANT PRODUCT DECLARATION FORM (Lacey Act)	F15

## VENDOR INSTRUCTION PACKAGE

### A. PACKAGING:

Each Purchase Order placed for **BARNEYS** is considered an individual order. Each Purchase Order is to be packed and shipped separately as directed by the buyer. Only when specifically requested to do so, by the buyer, can merchandise be Pre-Packed rather than Bulk or GOH.

A carton **cannot** contain multiple Purchase Orders.

#### 1. Carton Security

- a. Cartons should be of the 3 wave corrugated construction in order to protect the merchandise.
- b. Carton tape should be a security type, and not simple clear or brown packing tape. It is recommended that vendor specific tape be used, without disclosing vendor's full name (i.e. abbreviations and address).

#### 2. Bulk Packaging

- a. All purchase orders must be packed and identified separately.
- b. **Styles must be packed individually by size and color.**
- c. All merchandise must be **poly-bagged** for protection. Exceptions are: cosmetics, glassware and shoes.
- d. Stickers with **size and style number** must be placed on the **top right** corner of each bag.
- e. Bulk Pack orders should not and cannot be packed with store specific (by store) goods.
- f. Sizes shipped must correspond with the sizes shown on your packing materials such as poly bags.
- g. All items must be marked with style number regardless of what is shown on your packaging material such as poly bags.

#### 3. Pre-Pack by Store (only when requested by the buyer)

- a. Pre-Pack merchandise by store only when specifically requested to do so by the buyer.
- b. Each purchase order must be packed and identified separately by store number with packing lists per store.
- c. Cartons must be labeled with
  - 1) **Purchase order Number**
  - 2) **Store Number**
  - 3) **Store Name**
- d. Cartons must be marked in lots by store number (**Example: Store#101, 1 of \_3\_; 2 of \_3\_; 3 of \_3\_**).
- e. All merchandise items must be **poly-bagged** for protection. Exceptions: Cosmetics, Glassware, Shoes.
- f. Stickers with **size and style number** must be placed on the **top right** corner of each bag.
- g. Sizes shipped must correspond with the sizes shown on your packing materials such as poly bags.
- h. All items must be marked with style number regardless of what is shown on your packaging material such as poly bags.

#### 4. Hanging Merchandise / Garments on Hangers (GOH)

- a. All hangable wearing apparel must be shipped Garments On Hanger (GOH).
- b. Check with our Freight Forwarder for the availability of GOH services. Hangable wearing apparel originating at points where GOH service is not available must be shipped flat and packed with a hanger inserted in each garment.
- c. A protective covering must be placed over all merchandise shipped GOH.

- d. Merchandise soiled or damaged during transportation due to protective covering requirements not being met, will be rejected and returned to the Vendor.
- e. GOH merchandise must be sorted by department, style, color and size.
- f. Total GOH count must be shown on all invoices and packing slips.
- g. Employ every measure possible when packing goods so as to minimize wrinkling (i.e. do not overstuff GOH cartons).
- h. The packing slip instructions:
  - 1) The packing slip is to be placed flat in a plastic bag. The slip must be readable through the plastic bag.
  - 2) Securely attach the plastic bag to the hanger neck of the lead garment.

5. **Fragile Goods**

- a. All cartons containing fragile goods **MUST** be clearly marked "**FRAGILE**".
- b. For maximum protection we suggest wrapping fragile merchandise in plastic bubble wrap. Use of styrofoam in the crate or carton is also suggested.
- c. Use of heavy wood enforced crates is advised.
- d. Do not use hay or straw in packing. This causes delays in customs.

**B. MARKING AND LABELING OF CARTONS**

1. **Distribution Center Label Requirements**

- a. Each carton must be labeled and each label must show the following:
  - 1) Purchase Order Number
  - 2) Vendor/Shipper Name and Address
  - 3) Complete Distribution Center Address

From: VENDOR NAME	P.O. NO. _____
ADDRESS	CARTON LOTS 1 of 3
CITY, PROVENCE	2 of 3
COUNTRY POSTAL CODE	
CONSIGNED TO: <b>BARNEY'S, INC.</b>	
1201 VALLEY BROOK AVENUE	
LYNDHURST, NEW JERSEY 07071 USA	

***UNDER NO CIRCUMSTANCES IS MERCHANDISE TO BE DELIVERED TO 575 5TH AVE., NY. ALL MERCHANDISE (INCLUDING SAMPLES) MUST BE DELIVERED TO: 1201 VALLEY BROOK AVE., LYNDHURST, NJ 07071 USA.***

2. **Packing Slip Requirements (Each shipment must have two packing slips. One inside and one outside of the lead carton or GOH garment.)**

- a. Each Purchase Order must be packed and identified separately by store number, with a packing slip for each store.
- b. As required by US Customs, entire content of **DOCUMENTS MUST READ IN ENGLISH.**
- c. The following information must appear on each packing list:

- 1) Vendor Name, **as shown on purchase order**
  - 2) Vendor Address and Postal Code
  - 3) Ship to/Sold to Address (warehouse, DC, or store)
  - 4) Merchandise Department Number
  - 5) Purchase Order Number
  - 6) Number of Cartons and weight of Shipment
  - 7) Vendor Style Number, Color Number and Size, (if applicable) as shown on the **BARNEYS** purchase order
  - 8) Description of merchandise being shipped
  - 9) Quantity of each item, color number or size.
- d. Packing slips and invoices must agree with the contents of total shipment.
- e. **PLACEMENT** - a packing slip must be placed on both the outside and the inside of the lead carton or GOH garment.
- 1) Cartons - place one copy of the packing slip on the inside and outside of the FIRST carton of the shipment. Example: carton #1 of a five (5) carton shipment.
  - 2) Hanging - place 1 copy of the packing slip flat in a clear plastic bag. Mark the bag Attn: **BARNEYS** DC. Attach the bag to the hanger neck of the lead garment. A second packing slip must be included in the original document package.

C. **GENERAL ROUTING INSTRUCTIONS FOR IMPORTS (Freight forwarders are to be notified prior to deliveries or pickups when the goods are ready to be shipped)**

1. **General Shipments to the Lyndhurst, Distribution Center**

- a. Only those freight forwarders listed in the Reference Guide, at the back of this booklet, are to be used. Use of any other freight forwarder will result in a chargeback for the full value of the freight. Written authorization must be obtained when shipping outside of the designated freight forwarder.
- b. **Stock Orders - Merchandise and Supplies (EXCEPT JEWELRY see item 4)** Merchandise being delivered against purchase orders, **must** be shipped utilizing one of the designated forwarders /consolidators listed in the "Reference Guide" at the end of this packet or as specified by a Letter of Credit. Any other modes of shipment **must** have written authorization from the Import Department.

2. **Direct to Store Shipments** - Refer to the "Direct to Store Procedure and System Quick Reference Guide" on pages 12 to 16.

3. **Sample Shipments** (Confer with the merchant to determine who is responsible for the freight charges on sample shipments)

- a. ***SAMPLE SHIPMENTS ARE NOT TO BE SHIPPED TO 575 5th AVE. NY. ALL SAMPLE MERCHANDISE MUST BE PACKED SEPERATELY FROM REGULAR PURCHASE ORDERS.***
- b. All documentation must state the purchase order number and buyer contact name.
- c. All sample shipments **MUST** be consigned to the respective buyer as follows:

(BUYER NAME)  
**BARNEYS, INC.**  
 1201 VALLEY BROOK AVENUE  
 LYNDHURST, NJ 07071 USA

- d. **All cartons must be labeled with the purchase order number and buyer's name.**

- e. **Except for JEWELRY SAMPLES**, sample shipments of one (1) to three (3) cartons can be shipped via courier. **FED EX AND UPS are the preferred SAMPLE carriers.** Do not declare insurance when **BARNEYS** is paying the freight charges.
- f. Sample shipments of four (4) or more cartons must be shipped through the designated freight forwarder (see the "Reference Guide").
- g. **SAMPLE JEWELRY** shipments must adhere to the special instructions as found in section C4.
- h. **UNDER NO CIRCUMSTANCES WILL C.O.D. SHIPMENTS BE ACCEPTED.**
- i. Non-compliance with these procedures will result in non-payment or delayed payment and charge back.
- j. Invoicing requirements for sample shipments is the same as for regular shipments. See section G.

Documents for Customs clearance must be directed to our Freight forwarder. Please refer to the **BARNEYS NEW YORK** Forwarder Listing found in the "Reference Guide".

- 4. **FINE JEWELRY AND FINE FUR VENDORS SPECIAL INSTRUCTIONS** (Fine jewelry is defined as any shipment containing any one unit with a first cost that exceeds \$500, including watches. Fine fur is described as any one item with a first cost exceeding \$5000.)

**THE FOLLOWING ROUTING GUIDELINES, SPECIFIC TO FINE JEWELRY, WATCHES AND FINE FUR VENDORS, SUPERSEDE THE GENERAL ROUTING INSTRUCTIONS OF THIS GUIDE. ALL FINE JEWELRY, WATCH AND FINE FUR VENDORS MUST ADHERE TO THE GUIDELINES DETAILED IN THIS SECTION.**

Questions regarding categorizing or determination of fine jewelry and fine furs should be directed to the Jewelry/Fur Contact found in the Reference Guide.

- a. **Fine Jewelry, Watches and Fine Furs (Refer to form F12 for watches)**
  - 1) All fine jewelry and fine furs must be consigned to **BARNEY'S, INC.** in Lyndhurst, NJ USA. Under no circumstances may fine jewelry, watches and/or fine furs be shipped direct to the store unless otherwise instructed.
  - 2) Fine jewelry valued under US\$10,000 must ship via **Federal Express International Priority Service. NO REFERENCE IS TO BE MADE TO THE CONTENT OF THE PACKAGE ON THE AIR WAYBILL OR CARTON.**
  - 3) **Fine jewelry** valued over US\$10,000 must ship via **BRINKS ARMORED COURIER SERVICES** or for (Italy only) **Malca-Amit Logistics**, contact Ivonne Freund at [Ivonne.Ita@malca-amit.com](mailto:Ivonne.Ita@malca-amit.com) or +39 (348) 1817480. For the BRINKS office nearest you, contact the **BARNEYS Imports Department.**
  - 4) **Fine Furs** valued over \$5000 must ship by **Brink's Armored Courier Service** or the **Malca-Amit (Italy) service** shown above. For the Brink's office nearest you, contact the Import Department.
  - 5) Documentation must be included on both the outside of the lead carton as well as one (1) set included inside the lead carton.
  - 6) A copy of the air waybill and commercial invoice must be sent to **BARNEY'S, INC., IMPORT DEPARTMENT** by Fax (201-531-7747) or e-mailed to [Imports@Barneys.com](mailto:Imports@Barneys.com).
  - 7) There can be no deviation from the routing instructions listed above (1-6). Any deviation from the guidelines set forth will result in a freight violation chargeback.

- b. **Imitation and Costume Jewelry (regardless of value) and Furs under \$5000** are to ship via **BARNEYS** forwarders. Refer to the Reference Guide for the correct forwarder.
- c. Refer all questions regarding categorizing or determination of jewelry to the Jewelry Contact found in the Reference Guide.

**D. LANDED SHIPMENT GUIDELINES**

**Purchases made Delivered Duty Paid (DDP)**

- 1. DDP shipments cannot be effected without prior authorization from **BARNEYS** buying office.
- 2. The following information **MUST** be e-mailed or faxed to the Import Department with a cover sheet and contact for your company.  
E-mail: [Imports@Barneys.com](mailto:Imports@Barneys.com) or Fax#: 201-531-7747
  - a. Copy of Master Air Waybill
  - b. Copy of Commercial Invoice
  - c. Forwarder's New York agent/office: Address, Phone Number and Contact.
  - d. Your designated Customs Broker's Address, Phone Number, and Contact.
  - e. Name of domiciled agent to be Importer of Record with U.S. Customs and responsible for any and all legal actions arising from any possible violations of U.S. import regulations and/or product liability claims.
  - f. **UNDER NO CIRCUMSTANCES IS BARNEYS TO BE NAMED AS THE IMPORTER OF RECORD FOR A DDP SHIPMENT.**
  - g. A Copy of US Customs Form 3461 or CF7501 evidencing payment of Import Duties to US Customs must be emailed to the Import Department at [imports@barneys.com](mailto:imports@barneys.com) or faxed to 201-531-7747.
- 3. Once the shipment has cleared U.S. Customs, delivering carrier must establish a delivery appointment **prior to** attempting delivery. Appointments can be made by calling the Receiving Department at 201-531-7710 or 7711.

**E. MERCHANDISE CANCELLATION POLICY**

- 1. All purchase orders have specific delivery dates. The vendor is responsible for shipping merchandise so that it will arrive within the delivery window specified on the purchase order.
- 2. Orders will **NOT** be accepted after the cancel date. Expenses will not be reimbursed.

**F. DELIVERY REFUSALS**

Shipments will be refused at the Distribution Center for the following violations. Refused deliveries will be at the vendor's expense until disposition of the freight and other charges are determined by the Shipper.

- 1. Attempts to deliver without a scheduled delivery appointment.
- 2. All C.O.D. shipments, including C.O.D. for postage on UPS and Parcel Post shipments.
- 3. Purchase Order not on file.
- 4. Shipment delivered past the cancel date.



G. INVOICING/PACKING SLIP/DOCUMENTATION REQUIREMENTS

For help with Regulatory Information, see Reference Guide, Web Site Links.

1. **REQUIRED** - The MID# (Manufacturers Identifications Number) and/or complete Manufacturers NAME and ADDRESS must be shown for every style on the invoice. Failure to provide the MID# or Manufacturers name and address may cause the shipment to be refused or returned to the vendor. All charges incurred due to missing MID# or Manufacturers name and address will be at the vendor's expense. Any problems caused by a missing MID# or Manufacturers name and address will be subject to a \$250 chargeback.
2. Failure to comply with these instructions may result in a delay in payment and/or chargeback.
3. **AS REQUIRED BY US CUSTOMS, THE ENTIRE CONTENT OF ALL DOCUMENTATION MUST READ ENTIRELY IN ENGLISH AND BE LEGIBLE.**
4. **ALL INVOICES MUST CONTAIN THE FOLLOWING INFORMATION:**

- a. Bill To or Ship To.
- b. If shipped to the Lyndhurst, DC, The "Ship to Address" must read:

**BARNEY'S, INC.  
1201 Valley Brook Ave.  
Lyndhurst, N.J. 07071 USA**

- c. **The Purchase Order Number for the merchandise being shipped** must be clearly shown on the invoice. **EACH PURCHASE ORDER MUST BE INVOICED SEPARATELY.** Do not include charges for more than one purchase order on the same invoice, even if multiple orders are shipped as a single shipment.
- d. Vendor Name, as shown on the purchase order must appear on the invoice.
- e. Vendor Style Number as shown on **BARNEYS** purchase order.
- f. Invoice Number - must be numeric and not repeated.
- g. Invoice Date
- h. Carton count or total GOH count (garments on hanger) per invoice
- i. Carrier Name
- j. Number of units (quantities) per style
- k. Price per unit in currency of settlement. Samples require a true declared value by law for Custom clearance
- l. Discount (if any)
- m. Payment Terms (30-60-90 day, sight)
- n. Payment Method (open, L/C or prepaid)
- o. Terms of Shipment (these are the only acceptable purchase terms). Any deviation **MUST** be approved by the Import Department.
  1. Ex-Works
  2. F.O.B./FCA
  3. D.D.P. or D.A.P. (JFK, NY)
  4. D.D.P. or D.A.P. (Lyndhurst, NJ)
- p. Wire transfers must have full bank details including the account name and account number.
- q. Unit Price, Extended Price and Total Invoice Value
- r. Currency of settlement must be clearly visible
- s. MID# (Manufacturers Identification Number) and/or manufacturers name and address, for each style.

- t. **FISH & WILDLIFE DETAILS:** Common name, Genus & Species, country where the wildlife came from and how bred (wild / captive / farmed). This includes exotic skins, feathers, furs, shells (mother of pearl), horn, any animal fibers and all types of leathers except calf, lamb or goat.

EXAMPLE:

Common Name - American Alligator  
Scientific Name (Genus & Species)- Alligator mississippiensis  
Country of Origin - U.S.A.  
How Bred (Captive/Wild) - Wild

**BUTTONS:** All buttons made of a Fish & Wildlife product must be declared on the invoices. The following information is required:

- 1) Common name
- 2) Scientific Name (Genus & Species)
- 3) Country of origin
- 4) How Bred (wild, captive, farmed)
- 5) Number of buttons per garment
- 6) Price per button

- u. CITES CERTIFICATE (when necessary)

v. **COUNTRY OF ORIGIN**

- w. Complete descriptions of merchandise being shipped must read in English.

- 1) Wearing Apparel (Recommend use of the Product Detail Sheets from the Reference Guide) **INCLUDES CHILDREN'S AND LEATHER GOODS**
  - a) Detailed description per style i.e. Blouse / T-shirt w/sleeves / T-shirt w/o sleeves etc.
  - b) Fiber Content by percentage (%) (includes collars, cuffs and trim)
  - c) Method of Manufacture (i.e. knit, Woven, Leather etc.)
  - d) Gender (men's, women's, infants, toddler, boy's or girl's)
- 2) Footwear (Refer to Form F6 / CF1188A)  
An Interim Footwear Invoice (aka: IFI or Shoe Sheet) is a required document used to properly determine the method of shoe construction for duty purposes.
- 3) Watches and Clocks (Refer to Form F11)  
The following components are dutiable and therefore require specific descriptions and component values:
  - a) Movement (including number of jewels, if any)
  - b) Case
  - c) Strap, Band or Bracelet
  - d) Battery
- 4) Chelsea Passage (Tableware, Giftware, Children's)
  - a) Composition of Merchandise (i.e. glass, earthenware, etc.)
  - b) Cutlery must state composition of handles.
  - c) Lead crystal must state percentage of lead.
  - d) Antique goods must indicate the production year, if available. Will need Certificate of Antiquity.
  - e) Tablecloths must indicate weave type and stitch count.

- 5) Cosmetics and Perfumery
  - a) Invoice must indicate whether goods are hazardous or non-hazardous.
  - b) Products containing alcohol must list the alcohol content by percentage.
  - c) Statement that items are in compliance with requirements of the U.S. Food and Drug Administration.
  - d) Instructions, directions, ingredients shown on item **must** be in English.
  - e) Invoice must indicate brand name
- 6) Sunglasses **VENDOR MUST BE REGISTERED WITH FDA**
  - a) Vendor's FDA registration number
  - b) Device listing number
  - c) Drop ball test results

5. Accounts Payable Invoices are to be mailed to the following address:

**BARNEY'S, INC.**  
P.O. Box 422  
Lyndhurst, New Jersey 07071 USA  
Attn: Accounts Payable - Foreign

- 6. All correspondence regarding an account should be mailed separately from the invoice, to the above address or E-mailed to [jjurczak@barneys.com](mailto:jjurczak@barneys.com).
- 7. Additional Documentation where required:  
Refer to the Reference Guide, Web Site Links, for regulatory information.
  - a. Interim Footwear Invoice\*
  - b. CITES Certificate\*
  - c. Jade Act Exporter Certification
  - d. Drop Ball Test\* and Device Listing Number(DSL)issued by FDA
  - e. Plant and Plant Product Declaration Form (Lacey Act)

Complete, original documents must be in a separate envelope and provided to the Freight Forwarder when turning the goods over.

**\*NOTE: any changes or corrections to an original document must be authenticated and endorsed by the issuing agency.**

**H. MARKING & LABELING OF MERCHANDISE (Country of Origin & Fabric Content)  
See Federal Trade Commission web site ([www.ftc.gov](http://www.ftc.gov))**

- 1. All terminology used **MUST** read in English.
- 2. All terms must be those accepted by U.S. Customs.
- 3. Must be marked legibly, permanently, and in a conspicuous place.
  - i.e. Nape of Neck
    - Jackets
    - Shirts
    - Sweaters
  - Inseam of the Waistband
    - Pants
    - Skirts (as close to the waistband as possible)
- 4. All merchandise labels must include country of origin, material used and fiber content.
- 5. Care instructions must be located so that it is clearly visible when packaged. Please refer to the Federal Trade Commission Guidelines, concerning care symbols.

6. **ITEMS NOT LEGALLY MARKED WILL BE SUBJECT TO A \$250 CHARGEBACK, PLUS ANY ADDITIONAL COSTS, INCLUDING THOSE INCURRED IN THE MARKING OR RE-EXPORTING OF MERCHANDISE.**

**I. LETTER OF CREDIT NOTE: REFER TO PAGE 6, REQUIREMENTS FOR MID INSTRUCTIONS (MANUFACTURERS IDENTIFICATION).**

1. Terms must be agreed to by the Buyer
2. Under no circumstances is merchandise covered by one L/C to be shipped against another L/C to expedite merchandise to **BARNEYS**. Doing so causes delays and problems with payment involving cancellations of L/C's and amendments. Letters of Credit must be established before shipment can be made.
3. Submit the following information and documentation to the Buyer at least **two months** prior to the first ship date:
  - a. Pro forma Invoice (conforming to Buyer's Purchase Order)
  - b. Full Banking details including:
    - 1) Bank Name
    - 2) Full Address
    - 3) Telex/Swift
4. Pro forma invoices must contain the following information:
  - a. Date
  - b. Shipment Terms i.e. Ex-Works, FOB/FCA, DDP (named airport), DDP (Lyndhurst)
  - c. Full Vendor Name and Address (no abbreviations)
  - d. Discounts (if any)
  - e. Complete information regarding merchandise (Refer to Invoice Instructions pages 6 - 8)
  - f. MID (manufacturer's complete name and address)
  - g. Country of origin
  - h. Start & Last Ship Dates
  - i. Cancel date
  - j. Payment terms (30,60,90 days, sight)
  - k. Unit Price, Extended Price and Total Invoice Value including Currency Type.
  - l. Prior to the Letter of Credit request, Pro forma invoice(s) must be emailed to the buyer or mailed to:

**BARNEYS NEW YORK**  
**Attn: (buyer's name)**  
575 5th Ave.  
New York, NY 10017 USA

**J. CHARGE BACK POLICY \ US CUSTOMS VIOLATIONS**

These Packing and Routing Instructions outline the requirements agreed to by your company. Expenses incurred as a result of not following these instructions will be charged to your company in the form of a chargeback. All chargebacks will be issued to the vendor on a Vendor Chargeback Form (see sample form in the Reference Guide at the back of this booklet). Vendors must respond in writing within (60) sixty days of the chargeback date with any questions.

All correspondence concerning chargebacks should be sent to:

**BARNEYS NEW YORK**  
**1201 Valley Brook Avenue**  
**Lyndhurst, New Jersey 07071 USA**  
**Attn: Chargeback Coordinator / Accounts Payable**

Violations are as follows:

1. **ANY FAILURE TO COMPLY WITH THE INSTRUCTIONS CONTAINED IN THIS PACKING & ROUTING GUIDE WILL RESULT IN A CHARGEBACK.**
2. **COMPLETE CONTENTS OF ALL DOCUMENTS MUST READ IN ENGLISH**
3. Insufficient Carton Markings (ICM) Handling Charges will be based on a \$30.00 per hour rate (minimum \$100)
4. Packing Slip Incomplete \ Incorrect \ Missing (PSI)\$5.00 per carton plus \$10.00 per order, minimum \$100.00
5. Packing Violations (PV)  
Handling Charges will be based on a \$30.00 per hour rate, minimum \$100 plus 15 cents per unit for the following infractions:
  - a. Merchandise packed by store when purchase order calls for bulk
  - b. Merchandise packed by bulk when purchase order calls for pre-pack
  - c. Failure to separate, on a trailer, individual purchase orders on a multiple purchase order shipment
  - d. Failure to separate, on a trailer, individual styles within a single purchase order
  - e. Merchandise without style numbers
  - f. Merchandise without sizes
  - g. Garments not poly-bagged or labeled
  - h. Hangable garments not on hangers
  - i. Merchandise pre-ticketed incorrectly or not ticketed
6. Routing Infractions (RI)  
Note: a **minimum charge of \$100.00** will be assessed on all violations that are as follows:
  - a. Freight violations will be charged a \$100 handling charge plus freight differential. Failure to comply with these instructions will be considered acceptance by the vendor to accept full responsibility for the freight differential and handling charges with regard to the shipment.
  - b. Missed appointments. Failure to keep delivery appointments without written notification of cancellation will result in a \$100 chargeback, per missed appointment.
  - c. All fines and penalties incurred from U.S. Customs due to improper documentation, handling or marking of merchandise will be charged back to the Vendor plus a \$250 chargeback fee.
  - d. Items not legally marked (NLM) are subject to a \$250 chargeback, plus any additional costs, including those incurred in the marking or re-exporting of the merchandise.
  - e. Duty Delivered Paid (DDP) orders that are shipped with incorrect documentation, causing **BARNEYS** any unauthorized expenses, will be issued a chargeback of \$250.00 handling charge, plus all unauthorized fees incurred.
  - f. Shipments held by U.S. Customs Officials or placed in government holding will be subject to any fines imposed by the agencies along with a violation fee of \$250.
  - g. Shipments delayed in the U.S. Customs process due to missing, incomplete or incorrect documentation will result in a chargeback of \$250 plus any interest and/or storage charges incurred.
  - h. **MERCHANDISE RETURNED TO THE VENDOR DUE TO MISSING DOCUMENTATION WILL RESULT IN A \$250 CHARGEBACK.**  
**Example: Cites Certificate, MID# (Manufacturers Identification Number) missing from the invoice, etc.**
  - i. Prepaid freight added to an invoice may result in a \$100.00 chargeback.

**K. RETURNS**

All communications and negotiations for returns must be directed through the buying office. Only **BARNEYS** buyers can authorize and initiate a return.

1. Returns (damages, defective, substitutions, and accommodations) will be negotiated by the buying office, and processed and shipped through the Distribution Center Return to Vendor (RTV) Department.
  - a. Concealed damage will be charged back for the cost of the damaged merchandise, a 3% freight charge plus a \$100 handling fee.
  - b. Additionally, merchandise returned due to concealed damage will be charged back .50 cents per GOH or \$5 per carton.
2. Vendors are required to provide contact information, routing instructions, and courier account numbers for the billing of freight, duties and taxes.
3. Every effort will be made to expedite the returns process so as to ensure a timely turnaround. It is important to provide all required information, to the buyer, at the time of agreement.

**L. REPAIRED MERCHANDISE (Repaired merchandise being returned to BARNEYS)**

1. All documents must clearly state:
  - a. Return of Repaired Merchandise
  - b. **BARNEYS** RFA number
  - c. **BARNEYS** contact name
  - d. Show a true and full value of the merchandise
  - e. State "True Value for Customs purposes only"
  - f. Show "Cost of Repair"
  - g. Include any required regulatory documentation i.e. CITES
2. Repaired merchandise, being returned via Federal Express, must include the REPAIR DECLARATION in the documentation. See sample Repair Declaration (form 3) found in the Reference Guide.

# **BARNEYS NEW YORK**

## **Direct to Store Procedure and System Quick Reference Guide 2013**

## ***Process for Direct to Store***

The following information details the process/procedure for Direct to Store Shipments.

1. Create Purchase Order  
**Buyer** Creates a separate Purchase Order for each store with a Ship Channel Code of “Direct Ship” and enters the appropriate “Store” number. Buyer enters their contact information in the **Buyer Notes** tab.  
**\*\*Important Note\*\* - In order to facilitate the Store Receiving process, a guideline has been set to limit the PO to a maximum of 200 SKUs.**
2. Notification of PO Completion  
**Buyer** notifies the DC via a e-mail of the PO number and Vendor contact information, Buyer carbon copies the Vendor.
3. Ticket Printing  
**DC** prints tickets for the entire PO based on the information entered on the PO:
  - a. Tickets are printed using the PO number
  - b. DC notifies buyer when done printing tickets
4. Shipping Tickets  
**DC** overnights the tickets with the printed PO to the Vendor.
5. Attaching the Tickets and Shipping Merchandise to Stores  
**Vendor:**
  - a. Affixes the tickets to the merchandise
  - b. Ships the ticketed merchandise to the appropriate store using the carriers in the BNY Routing Guide
  - c. Marks the Shipping cartons with “Direct Ship” and “ PO #”
6. **Vendor** now completes the following steps:  
Notifying the Stores  
**Stores** should look for cartons from the Vendor marked as “Direct Ship”.  
Notifying Corporate Office  
**Vendor** is to follow the carrier selection criteria shown in the BNY Domestic Vendor Routing Guide (most recent version). The Vendor is to notify the Merchant Contact as well as Paul Caterina providing both the Merchant and P. Caterina a copy of the Bill of Lading and Commercial Invoice.
7. Forwarding paper work to the Store  
**Merchant** and **Paul Caterina** forward the Bill of Lading and Commercial Invoice to the Store in advance of delivery.



8. Receipt of Merchandise

- a. Once the merchandise is received in the Store, the **Store** verifies the tickets by matching the Vendor SKU on each item with the Vendor SKU on the BNY price ticket to ensure that the ticket is on the correct item.
- b. **Store** checks the merchandise in against the Vendor Packing Slip:
  1. *Received as Completed*: Store indicates with a check-mark on the Vendor's packing slip each item is received (complete)
  2. *Received with Discrepancy*:
    - **Quantity Discrepancy**: Store notates actual quantity received where there are quantity discrepancies.
      - **Partial Shipment**: Store receives less than what is ordered. Store writes quantity received for each item.
      - **Overage**: store receives more than ordered. Store is to contact Buyer for direction.
    - **SKU Discrepancy**: SKU is received that is not on the PO. Store is to contact Buyer for direction.

*Note: Damaged Merchandise*: Store notates on the packing slip and notifies the Buyer

- c. **Store** receives the units into the system directly via the Mi9 Merchant Web Application (instructions follow).
- d. **Store** files the Vendor Packing Slip – will be used in any future inventory reconciliation or receiving questions that arise.

Additional Information:

- Stores receive into the system only what they received in the shipment.
- For any overages or substitutions, the Store contacts the Buyer immediately for advisement on whether to keep or send back to Vendor. ***Stores must contact the Buyer before receiving this Direct Ship order into the system.***
- Buyer contact information will be entered by the Buyer in the **Buyer Notes** tab on the PO

End

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# BARNEYS NEW YORK

Effective May 1, 2013

## PRE-TICKETED / DIRECT TO STORE PROGRAM

<u>Shipping From</u>	<u>Shipping To</u>	<u>1-4 CARTONS</u>	<u>5 or more cartons</u>
<u>DOMESTIC VENDORS</u>	<u>ANY STORE LOCATION</u>	Federal Express Ground Collect	Echo Logistics
<u>FOREIGN VENDORS</u>	<u>ANY STORE LOCATION</u>	Freight Forwarder in Country. See Foreign Vendor Routing	Freight Forwarder in Country. See Foreign Vendor Routing Guide

### \* \* CONTACT LIST \* \*

Domestic Sources

ECHO LOGISTICS  
1-800-597-6871  
[raulpacheco@echo.com](mailto:raulpacheco@echo.com)

Foreign Sources

FREIGHT FORWARDER WILL ARRANGE DELIVERY TO STORE

\* Only the following stores are authorized to receive Pre-Ticketed / Direct to Store

B A R N E Y S  
N E W Y O R K

**FOREIGN VENDOR**

**REFERENCE GUIDE**

**May 1, 2013**

# B A R N E Y S N E W Y O R K

## CONTACT LIST

### CORPORATE OFFICE

*Mailing invoices to the Corporate office may result in a Chargeback. See the Invoice address below.*

#### **BARNEY'S, INC.**

575 5th Avenue  
New York, N.Y. 10017  
Phone # (212) 450-8300 (Buyers)

### IMPORT DEPARTMENT

#### **BARNEY'S, INC.**

Import Department  
1201 Valley Brook Avenue  
Lyndhurst, New Jersey 07071  
Phone # (201) 531-0100 or (201)531-7733  
Fax # (201) 531-7747 or (201) 531-7810

Import Manager: Imports@barneys.com  
Import Coordinators: (201) 531-7707 or (201) 531-7733  
Vice President of Imports/Transportation/Purchasing:  
Paul Caterina: (201) 531-7731 e-mail pcaterina@barneys.com

### DISTRIBUTION CENTER SHIP TO ADDRESS

*Following is the appropriate address to ship ALL areas of Barneys New York Merchandise. Shipments to any other location without prior authorization, may result in a Chargeback*

#### **BARNEY'S, INC.**

1201 Valley Brook Avenue  
Lyndhurst, New Jersey 07071  
Phone #: (201) 531-7731 or 7701  
Fax#: (201) 531-7725

#### **Barneys New York Distribution Center/Receiving Department**

For appointments: Ph (201) 531-7710 or 7711 Fx (201) 531-7742  
e-mail gsotomayor@barneys.com or moquendo@barneys.com  
Vice President of Imports/Transportation/Purchasing:  
Paul Caterina e-mail pcaterina@barneys.com  
Vice President of Distribution Services:  
Michael Bilyk e-mail mbilyk@barneys.com  
Director DC/Prod/Alloc/TechOP  
Michael Gumeny e-mail mgumeny@barneys.com

### FINE JEWELRY and FINE FUR SHIPMENT CONTACT

#### **BARNEY'S, INC.**

Import Manager: imports@barneys.com  
Phone: (201)531-7733 or (201)531-7707  
Fax: (201)531-7747  
E-mail: imports@barneys.com

### INVOICE ADDRESS

*Invoices must be mailed separately. Failure to mail invoices to the P.O. Box listed below, may result in a payment delay and/or chargeback.*

#### **BARNEY'S, INC.**

P.O. Box 422  
Lyndhurst, New Jersey 07071  
Attn: Accounts Payable - Foreign  
Phone: (201)531-7974  
Fax: (201)531-7992 or 7994 Attn: Joyce Jurczak  
E-mail: jjurczak@barneys.com

# B A R N E Y S N E W Y O R K

## STORE LISTING

### Store # Division 1

003 660 Madison NY, NY  
007 Beverly Hills CA  
015 Backstock  
033 Madison Backstock  
151 Seattle WA  
252 Chicago IL  
254 Copley Place, Boston MA  
255 Las Vegas NV  
256 San Francisco CA  
260 Scottsdale AZ

### Store # Division 2

401 Harriman NY (Outlet)  
404 Cabazon CA (Outlet)  
406 Camarillo CA (Outlet)  
410 Riverhead NY (Outlet)  
411 Waikale HI (Outlet)  
412 Wrentham MA (Outlet)  
413 Carlsbad CA (Outlet)  
414 Orlando FL (Outlet)  
415 Napa CA (Outlet)  
419 Leesburg VA (Outlet)  
420 Sunrise FL (Outlet)  
423 Livermore CA (Outlet)  
424 Niagara Falls NY (Outlet)

### Store # COOP

319 SoHo, NY NY  
320 Miami Beach FL  
322 Broadway NY  
323 Costa Mesa CA  
326 Georgetown, Washington DC  
331 The Grove, Los Angeles CA  
332 Hackensack NJ  
333 Glendale CA  
335 Philadelphia PA  
338 Santa Monica CA  
339 Brooklyn NY

### Store # Division 6

006 The Web, Lyndhurst NJ  
061 Web Studio  
066 Web Fulfillment  
065 Warehouse Sale

### Store # New Store

425 Rosemont, Chicago IL (Outlet)  
(opening summer/fall 2013)

**BARNEYS NEW YORK  
FREIGHT FORWARDERS AND  
CORRESPONDING BROKERS GUIDE  
FREIGHT FORWARDERS MUST BE NOTIFIED PRIOR TO PICK UP OR DELIVERY**

<p><b>ARGENTINA:</b> Savino Del Bene Argentina S.A. Lima 355 / 369 2nd Floor - Of.D Buenos Aires - C1073AAG Argentina Phone: 55 11 43 83 17 68 Fax: 54 11 43 81 00 41 Contact: Julio Lerena - juliolerena@sdbarg.com Guillermo Sanguinetti gsanguinetti@sdbarg.com</p>	<p><b>CANADA - TORONTO</b> Savino Del Bene Corp. Canada 5915 Airport Road - Suite 610 Mississauga L4V 1T1 Phone: 1 905 672 5212 Fax: 1 905 672 3650 Contact: Jody Lazzerini, Branch Manager jodyl@yyz.sdbusa.com Catherine Hoang, Export Operator catherineh@yyz.sdsbusa.com</p>
<p><b>AUSTRIA:</b> Gebrüder Weiss Gesellschaft m.b.H. Wiener Straße 26 A-2326 Maria Lanzendorf / Austria Phone: 43 1 79799 7716 Fax: 43 1 79799 7711 Contact: Mr. Stephan Grabher, Customer Service Air &amp; Sea Terminal Vienna stephan.grabher@gw-world.com www.gw-world.com</p>	<p><b>CANADA - QUEBEC (MONTREAL)</b> Savino Del Bene Quebec Inc. 8770 Boul. Langelier - Suite 220 H1P 3C6 St. Leonard Montreal, Canada Phone: 1 514 312 7075 Fax: 1 514 419 8541 Contact: Eleonora Lutrario, Office Manager eleonora.lutrario@savinodelbene.com Maria Cortina, Operations maria.cortina@savinodelbene.com</p>
<p><b>AUSTRALIA</b> Albatrans International Freight Forwarders Pty Ltd. 11/1 Graphix Row , 160 Bourke Road Alexandria NSW Phone: 02 8338 0477 Fax: 02 8338 8433 Contact: Brian Dundon b.dundon@albatrans.com Connie Situ c.Situ@albatrans.com</p>	<p><b>CHINA - SHANGHAI</b> Contact Albatrans Hong Kong office  Contact: Claudia Wong Phone: 852 2212 9117 Fax: 852 2152 9880 Main Line: 852 275 66 033 claudia.wong@hkg.albatrans.com Website: www.albatrans.com</p>
<p><b>BELGIUM &amp; THE NETHERLANDS:</b> UTI Cargo Brucargo Bld.829A 1931 Zaventem - Belgium Phone:+322 610 4104 Contact: Mr.Luc DeFre Cellular: 0032 475 77 95 92 ldefre@go2uti.com Phone: 0032 2 610 4170 Alt.Contact Mr.Peter Marcelis pmarcelis@go2uti.com</p>	<p><b>DENMARK:</b> Marcair C/O Hecksher Sea &amp; Air A/S Sundkaj 9, Pakhus 48 Dk-2100 Copenhagen East Denmark Phone: 45 39 16 8134 Fax: 45 39 16 8101 Contact: Mr. Allan Auchenberg Cellular: 45 21 66 4035 Email: aau@Hecksher.com</p>
<p><b>(Reference - 3)</b></p>	

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FREIGHT FORWARDERS AND  
CORRESPONDING BROKERS GUIDE  
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<p>FRANCE: Marc Air B.P. 10377 95706 Roissy Aeroport Charles De Gaulle Cedex Paris, France Phone: (33) 1 48 62 58 60 Contact: Vidal</p>	<p>ITALY (NORTHERN): <b>(REFER TO ITALIAN POSTAL CODE GRID)</b> Savino Del Bene Via Cuneo, 18 Redecesio Di Segrate (Mi) Phone: 39 02 21665 219 fax: 39 02 26950013 Contacts: Davide Mazzola mazzola.davide@milano.sdb.it Deborah Giuffreda giuffreda.deborah@milano.sdb.it</p>
<p>GERMANY: L.W. Cretschmar GmbH &amp; Co.KG Block B - Raum 4660 - 4662 DUS Air-Cargo-Center 40474 Dusseldorf / Germany Contact: Christian Wolff christian.wolff@Cretschmar.de Internet: www.Cretschmar.de Phone: 49 211-90 79 813 Fax: 49 211-90-79 82</p>	<p>ITALY (CENTRAL/SOUTHERN): <b>(REFER TO ITALIAN POSTAL CODE GRID)</b> Albatrans SPA Via Del Botteghino 19 50018 Scandicci Florence, Italy Phone: 39 055 7311071 Fax: 39 055 7311072 Contact: Renzo Lunardi E-mail: alba01@albatrans.com</p>
<p>HONG KONG: Albatrans (Hong Kong) Ltd. Unit B, 2F CHT Tower, Terminal 8 East Container Port Road South Kwai Chung , N.T., Hong Kong Contact: Claudia Wong Phone: 852-2212 9117 Fax: 852-2152 9880 E-mail: claudia.wong@hkg.albatrans.com</p>	<p>INDIA: <u>Mumbai</u>: Savino Del Bene (India) Pvt.Ltd. Sahar Rd. Anderhi (East) Mumbai Ph 91-22 66 92 35 04 Fx 91-22 66 92 35 08 Attn:Anand ( anand.bom@sdb.in ) <u>New Delhi</u>: Savino Del Bene (India) Pvt.Ltd. 507-510 Imperial Tower C-Block Community Center New Delhi 110028 Ph 91-11 47 6000025 or 91-11 47600001 Attn: Avneesh Chadha - avneesh.del@sdb.in or Balbir Singh Negi - balbir.del@sdb.in</p>
<p>IRELAND: Maurice Ward &amp; Co. L.T.D. Head Office Unit J10, Swords Business Park Swords, County Dublin Ireland Contact: John Ward - Managing Director Email: john@mauriceward.com Phone: 353 1 840 9099 Fax: 353 1 840 9238</p>	<p>JAPAN: <u>Tokyo</u>: Savino Del Bene Japan Co. Ltd. 202 Hagino Bldg. 3-3-5 Jingumae Shibuya-Ku Tokyo 150 0001 Japan Ph: 81-3 3478 6638 Fx: 81-3 3478 6646 Attn: Miyuki Fukami (fukami@sdb.co.jp) <u>Osaka</u>: Savino Del Bene Japan Co.Ltd. 3F Kawara-Machi Takada Bldg. Kawara Machi 2-Chome Chou-ku Osaka 541 0048 Ph: 81-66 22 74 181 Fx: 81-66 22 74 183 Attn:Mari Kanamoto (kanamoto@sdb.co.jp)</p>

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FREIGHT FORWARDERS AND  
CORRESPONDING BROKERS GUIDE  
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<p><b>MEXICO:</b> Savino Del Bene Mexico S.A. de C.V Insurgentes Sur No. 800, P-15 Local 1 y 2 Col del Valle, Benito Juarez 03100 Mexico D.F. Phone: 52 555 286 3018 Fax: 52 555 212 0389 Dolores Escamilla, Operations Manager descamilla.mex@sdbmexico.net Isadora Urrutia, Air Export iurrutia.mex@sdbmexico.net</p>	<p><b>POLAND:</b> Savino Del Bene Poland Sp. z.o.o. Al.Slaska, 17 81-319 Gdynia Poland Contact: Przemyslaw Gadzialski przemek.gadzialski@sdb.com.pl or Pawel Sokol -pawel.sokol@sdb.com.pl Phone: 48 58 62 86 450 or 48 58 785 04 85 Fax: 48 58 62 86 579 or 48 58 785 05 79</p>
<p><b>NORWAY:</b> Marcair C/O Hecksher Linjeagenturer AS Rosenkrantz GT 22 - 3 ETG 0160 Oslo Norway Contact: Mr.Heike Heggelund Phone: 47 22 82 55 42 Fax: 47 22 82 55 49 Cellular: 47 99 79 09 69 h.heggelund@hecksher.com</p>	<p><b>PORTUGAL:</b> Savino Del Bene - Portugal, Lda Centro Empresarial AAA Rua Ponte da Pedra 240 Edificio Losa - Espaco DE - 8 - 3º Piso 4470-108 Gueifaes - Maia Phone: 351 229 997 300 or 351 229 997 3186 Fax: 351 229 997 326 Air/Ocean Export - Joel Ribeiro joel.ribeiro@savinodelbene.com Air/Ocean Export - Liliana Azevedo liliana.azevedo@savinodelbene.com</p>
<p><b>PERU:</b> Savino Del Bene del Peru S.A.C. Calle Grau, 273 Oficina 501 Miraflores Lima Peru Phone: +51 1 44 43 444 or 51 1 358 3800 Fax: +51 24 26 814 Contact: Martinez V. Antonio amartinez@sdbperu.com</p>	<p><b>SPAIN:</b> <u>Alicante:</u> Savino Del Bene Alicante Avenida Mare Nostrum, 6 03007 Alicante, Spain Phone: 34 96 51 15 159 Fax: 34 96 51 14 406 Contact: Jesus Gracia <u>Madrid:</u> Savino Del Bene Madrid Centro de Carga Aerea C/ Trespaderne, 23 28042 Madrid, Spain Contact: Carlota Sanchez - sanchez.carlota.mad@sdb.es Phone: 34 91 32 91 679 Fax: 34 91 32 90 844</p>
<p><b>PHILIPPINES</b> Albatrans c/o TGL Transglobal Logistics Ltd. GGB Bldg. Pascor Drive, Santo Nino Paranaque City 1700 Metro Manila, Philippines Phone: 632 852 7328 Fax: 632 852 1832 Contact: Export manager</p>	<p><b>SCOTLAND (GLA):</b> <b>FOR DELIVERY INFORMATION CONTACT:</b> Savino Del Bene UK Limited John McNerney - jmc@sdbuk.com Ann Marie Geoghan - amg@sdbuk.com Phone: 44 (0) 208 844 8550 Fax: 44 (0) 208 844 8555  Will be shipped by: Freightco Ltd., Glasgow</p>



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FREIGHT FORWARDERS AND  
CORRESPONDING BROKERS GUIDE  
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<p>SWEDEN: Marcair C/O Hecksher Linieagentur AB Forsta Langgatan 21 S-413 27 Gothenberg Sweden Phone: 46 31 720 28 92 Fax: 46 31 720 28 85 Cellular: 46 704 26 02 17 Contact : Mr.Jerry Nilsson J.Nilsson@hecksher.com</p>	<p>UNITED KINGDOM GREATER LONDON AREA: <b>(SEE UK COUNTY GRID for LHR)</b> Savino Del Bene UK Limited Frontier House, Pier Road North Feltham Trading Estate Feltham Middlesex TW14 0TW Contact: John McNerney or Ann Marie Geoghan e-mail: amg@sdbuk.com or jmc@sdbuk.com Phone: 44 (0) 208 844 8550 Fax: 44 (0) 208 844 8555</p>
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<p>SWITZERLAND: Albatrans Spa - Milano Office via Cuneo, 18 20090 Redecesio Di Segrate, Milano Phone: 39 02 2695 0206 Fax: 39 02 2695 0030 Contact: Mr. Andrea Capretti E-mail: almi102@albatrans.com a.capretti@albatrans.com</p>	<p>THE NORTH OF ENGLAND <b>(SEE UK COUNTY GRID for MAN)</b> <b>FOR DELIVERY INFORMATION CONTACT:</b> Savino Del Bene UK Limited Ann Marie Geoghan - amg@sdbuk.com John McNerney - jmc@sdbuk.com Phone: 44 (0) 208 844 8550 Fax: 44 (0) 208 844 8555</p> <p>Will be shipped by: Key Cargo International Ltd.</p>
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**FOR INSTRUCTIONS FOR COUNTRIES OR FORWARDERS NOT LISTED CONTACT:**

**Paul Caterina / Imports Department  
pcaterina@barneys.com or  
imports@barneys.com  
Phone: 201-531-7731  
Fax: 201-531-7747**

**USE ONLY AUTHORIZED FREIGHT CARRIERS  
NO UNAUTHORIZED FREIGHT FORWARDER WILL BE ALLOWED.  
USE OF ANY FREIGHT FORWARDER OUTSIDE OF THESE INSTRUCTIONS WILL RESULT IN A CHARGEBACK.**

**ANY QUESTIONS RELATING TO FOREIGN ROUTING SHOULD BE DIRECTED TO  
BARNEYS NEW YORK, IMPORT DEPARTMENT  
Phone: 201-531-7731 / 7733 or 7707  
e-mail: imports@barneys.com**

**BARNEYS  
NEWYORK**

**UK COUNTY GRID**

<b><u>COUNTY</u></b>	<b><u>OFFICE</u></b>	<b><u>COUNTY</u></b>	<b><u>OFFICE</u></b>
ANGLESEY	MAN	MERSEYSIDE	MAN
AVON	LHR	MIDDLESEX	LHR
BEDFORDSHIRE	LHR	MIDLANDS-WEST	LHR
BERKSHIRE	LHR	NORFOLK	LHR
BUCKINGHAMSHIRE	LHR	NORTHAMPTONSHIRE	LHR
CAMBRIDGESHIRE	LHR	NORTHUMBERLAND	MAN
CHESHIRE	MAN	NOTTINGHAMSHIRE	MAN
CLEVELAND	MAN	OXFORDSHIRE	LHR
CLWYD	MAN	POWYS	LHR
CORNWALL	LHR	SHROPSHIRE	LHR
CUMBRIA	MAN	SOMERSET	LHR
DERBYSHIRE	MAN	STAFFORDSHIRE	MAN
DEVON	LHR	SUFFOLK	LHR
DORSET	LHR	SURREY	LHR
DYFED	MAN	SUSSEX	LHR
DURHAM	MAN	TYNE AND WEAR	MAN
ESSEX	LHR	WARWICKSHIRE	LHR
GLAMORGAN	MAN	WILTSHIRE	LHR
GLOUCESTERSHIRE	LHR	WORCESTERSHIRE	LHR
GWENT	LHR	YORKSHIRE-NORTH	MAN
GWYNEDD	MAN	YORKSHIRE-WEST	MAN
HAMPSHIRE	LHR	YORKSHIRE-SOUTH	MAN
HEREFORDSHIRE	LHR		
HERTFORDSHIRE	LHR	SCOTLAND	GLA
HUMBERSIDE	MAN	BORDERS	GLA
KENT	LHR	CENTRAL	GLA
LANCASHIRE	MAN	DUNFRIES & GALLOW	GLA
LEICESTERSHIRE	MAN	FIFE	GLA
LINCOLNSHIRE	MAN	GRAMPIAN	GLA
LONDON	LHR	LOTHIANS	GLA
MANCHESTER	MAN	STRATHCLYDE	GLA
		TAYSIDE	GLA

**GREATER LONDON AREA (LHR) CONTACT SDB UK 44 (0) 208 844 8550**

**NORTH OF ENGLAND (MAN) CONTACT SDB UK - WILL SHIP THROUGH KEY CARGO INTERNATIONAL LTD.**

**SCOTLAND (GLA) CONTACT SDB UK - WILL SHIP THROUGH FREIGHTCO LTD.**

# ITALIAN POSTAL CODE GRID

	CITY	AREA CODE	ZIP CODE	F. FORWARDER		CITY	AREA CODE	ZIP CODE	F. FORWARDER
AG	Agrigento	0922	92100	Albatrans	ME	Messina	090	98100	Albatrans
AL	Alessandria	0131	15100	<i>Savino</i>	MI	Milano	02	20100	<i>Savino</i>
AN	Ancona	0171	60100	Albatrans	MO	Modena	059	41100	Albatrans
AO	Aosta	0165	11100	<i>Savino</i>	NA	Napoli	081	80100	Albatrans
AR	Arezzo	0575	52100	Albatrans	NO	Novara	0321	28100	<i>Savino</i>
AP	Ascoli pic.	0736	63100	Albatrans	NU	Nuoro	0784	08100	Albatrans
AT	Asti	0141	14100	<i>Savino</i>	OR	Oristano	0783	09170	Albatrans
AV	Avellino	0825	83100	Albatrans	PD	Padova	049	35100	Albatrans
BA	Bari	080	70100	Albatrans	PA	Palermo	091	90100	Albatrans
BL	Belluno	0437	32100	<i>Savino</i>	PR	Parma	0521	43100	Albatrans
BN	Benevento	0824	82100	Albatrans	PV	Pavia	0382	27100	<i>Savino</i>
BG	Bergamo	035	24100	<i>Savino</i>	PG	Perugia	075	06100	Albatrans
BI	Biella	015	13051	<i>Savino</i>	PS	Pesaro	0721	61100	Albatrans
BO	Bologna	051	40100	Albatrans	PE	Pescara	085	65100	Albatrans
BZ	Bolzano	0471	39100	<i>Savino</i>	PC	Piacenza	0523	29100	<i>Savino</i>
BS	Brescia	030	25100	<i>Savino</i>	PI	Pisa	050	56100	Albatrans
BR	Brindisi	0831	72100	Albatrans	PT	Pistoia	0573	51100	Albatrans
CA	Cagliari	070	09100	Albatrans	PN	Pordenone	0434	33170	<i>Savino</i>
CL	Caltanis	0934	93100	Albatrans	PZ	Potenza	0971	85100	Albatrans
CB	Campob.	0874	86100	Albatrans	PO	Prato	0574	50047	Albatrans
CE	Caserta	0823	81100	Albatrans	RG	Ragusa	0932	97100	Albatrans
CT	Catania	095	95100	Albatrans	RA	Ravenna	0544	48100	Albatrans
CZ	Catanzaro	0961	88100	Albatrans	RC	Reggio C.	0965	89100	Albatrans
CH	Chieti	0871	66100	Albatrans	RE	Reggio E.	0522	42100	Albatrans
CO	Como	031	22100	<i>Savino</i>	RI	Rieti	0746	02100	Albatrans
CS	Cosenza	0984	87100	Albatrans	RN	Rimini	0541	47037	Albatrans
CR	Cremona	0372	26100	<i>Savino</i>	ROMA	Roma	06	00100	Albatrans
KR	Crotone	0962	88074	Albatrans	RO	Rovigo	0425	45100	Albatrans
CN	Cuneo	0171	12100	<i>Savino</i>	SA	Salerno	089	84100	Albatrans
EN	Enna	0935	94100	Albatrans	SS	Sassari	079	17100	Albatrans
FE	Ferrara	0532	44100	Albatrans	SV	Savona	019	17100	<i>Savino</i>
FI	Firenze	055	50100	Albatrans	SI	Siena	0577	53100	Albatrans
FG	Foggia	0881	71100	Albatrans	SR	Siracusa	0931	96100	Albatrans
FO	Forli	0543	47100	Albatrans	SO	Sondrio	0342	23100	<i>Savino</i>
FR	Frosinone	0775	03100	Albatrans	TA	Taranto	099	74100	Albatrans
GE	Genova	010	16100	Albatrans	TE	Teramo	0861	64100	Albatrans
GO	Gorizia	0481	34170	<i>Savino</i>	TR	Terni	0744	05100	Albatrans
GR	Grosseto	0564	58100	Albatrans	TO	Torino	011	10100	<i>Savino</i>
IM	Imperia	0183	18100	<i>Savino</i>	TP	Trapani	0923	91100	Albatrans
IS	Isernia	0865	86170	Albatrans	TN	Trento	0461	38100	<i>Savino</i>
AQ	L'Aquila	0862	67100	Albatrans	TV	Treviso	0422	31100	<i>Savino</i>
SP	La Spezia	0187	19100	Albatrans	TS	Trieste	040	34100	<i>Savino</i>
LT	Latina	0773	04100	Albatrans	UD	Udine	0432	33100	<i>Savino</i>
LE	Lecce	0832	73100	Albatrans	VA	Varese	0332	21100	<i>Savino</i>
LC	Lecco	0341	22053	<i>Savino</i>	VE	Venezia	041	30100	<i>Savino</i>
LI	Livorno	0586	57100	Albatrans	VB	Verbania	0323	28048	<i>Savino</i>
LO	Lodi	0371	20075	<i>Savino</i>	VC	Vercelli	0161	13100	<i>Savino</i>
LU	Lucca	0583	55100	Albatrans	VR	Verona	045	37100	Albatrans
MC	Macerata	0733	62100	Albatrans	VV	Vibo Valentia	0963	88018	Albatrans
MN	Mantova	0376	46100	Albatrans	VI	Vicenza	0444	36100	Albatrans
MS	Massa C.	0585	54100	Albatrans	VT	Viterbo	0761	01100	Albatrans
MT	Matera	0835	75100	Albatrans					

# BARNEYS NEW YORK

## AUTHORIZED BROKER LISTING

ALBATRANS INC.  
149 - 10 183rd Street  
Jamaica, NY 11413 USA  
Phone: (718)917-6795  
Fax: (718)917-6747  
[l.santiago@alba-nyc.com](mailto:l.santiago@alba-nyc.com)  
[j.giovanniello@albatransusa.com](mailto:j.giovanniello@albatransusa.com)  
Contact: Brokerage Dept.

ALBA WHEELS UP INTERNATIONAL, INC.  
150-30 132nd Ave. Suite 208  
Jamaica, NY 11434  
Phone: (718)276-3000  
Fax: (718)712-1222  
[e.gardner@albawheelsup.com](mailto:e.gardner@albawheelsup.com)  
Contact: Import Dept.

NETWORK BROKERS INTERNATIONAL INC.  
145 Hook Creek Blvd. Bldg. C1D  
Valley Stream, NY 11581  
Phone: (516) 825-6623  
Fax: (516) 825-3942  
[judy.kearney@networkbrokers.com](mailto:judy.kearney@networkbrokers.com)  
[laura.mcevoy@networkbrokers.com](mailto:laura.mcevoy@networkbrokers.com)  
Contact: Import Dept.

SAVINO DEL BENE INC.  
149-10 183rd St.  
Jamaica, N.Y. 11413 USA  
Phone: (718) 906-2792 / 2793 / 2787  
Fax: (718) 244-1120  
[enriqued@nyc.sdbususa.com](mailto:enriqued@nyc.sdbususa.com)  
Contact: Brokerage Department

**USE ONLY AUTHORIZED FREIGHT FORWARDERS AND BROKERS.**

**NO UNAUTHORIZED FREIGHT FORWARDERS OR BROKERS WILL BE ALLOWED.**

**Useful Links that can be found on the web.**

U.S. Customs & Border Protection	www.cbp.gov
Importing & Exporting (Q&A)	www.cbp.gov
U.S. Food & Drug Administration	www.fda.gov
U.S. Fish & Wildlife Service	www.fws.gov
CITES	<a href="http://www.fws.gov/international/cites">www.fws.gov/international/cites</a>
Federal Trade Commission	www.ftc.gov

**A copy of this Guide can be obtained through:**

[www.barneys.com/history/HISTORY,default,pg.html](http://www.barneys.com/history/HISTORY,default,pg.html)

**PACKING & ROUTING INSTRUCTIONS**

**Click to download the Domestic Routing Guide PDF**

**Click to download the Foreign Routing Guide PDF**

An **e-mail** version of this guide can be obtained from:

1. Your buying office contact
2. [mgumeny@barneys.com](mailto:mgumeny@barneys.com)
3. [pvanholland@barneys.com](mailto:pvanholland@barneys.com)
4. [Imports@barneys.com](mailto:Imports@barneys.com)

## VENDOR CERTIFICATION FOR FUR PRODUCTS

The undersigned vendor of Barneys New York hereby certifies as follows:

1. The following product sold by the undersigned to Barneys New York

\_\_\_\_\_ [description of product] contains or consists of:

\_\_\_\_\_Fur          \_\_\_\_\_Faux Fur      [check one]

2. If "Fur", the undersigned certifies to the following: [fill in the blank space in each instance]

- Type of Fur                    \_\_\_\_\_
- Country of Origin            \_\_\_\_\_
- Fur has been:                \_\_\_\_\_Dyed                \_\_\_\_\_Not Dyed [check one]

3. The undersigned acknowledges that Barneys New York will be relying on the above information and represents that such information is accurate in every respect.

4. We guarantee that the fur products or furs specified herein are not misbranded nor falsely nor deceptively advertised or invoiced under the provisions of the United States Fur Products Labeling Act and rules and regulations thereunder.

\_\_\_\_\_  
Name of Vendor

Date: \_\_\_\_\_

**VENDOR PACKING & ROUTING CHARGEBACK NOTIFICATION**

PV#00000

Vendor # \_\_\_\_\_

Vendor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To whom it may concern:

On \_\_\_\_\_ our Distribution Center received a shipment from your company that violated our vendor packaging or routing regulations. A debit memo will be issued from our Accounts Payable Department in the amount of \$\_\_\_\_\_, which reflects the total cost for the violation(s) in question.

All charges have been prepared on a conservative assumption that a minimum of two additional man hours were necessary to process this receipt. All chargeback values are based on the "Barneys New York Packing & Routing Instructions", Section J.

Your company is being charged with the following coded violations: (Please see the next page for a specific breakdown of the violations.)

Please direct any inquiries to (201)531-7925.

<u>PURCHASE ORDER NUMBER</u>	<u>VIOLATION CODE</u>	<u>UNITS</u>	<u>CARTONS</u>	<u>CHARGE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	<b>TOTALS</b>	_____	_____	_____

Sincerely,

VP of Distribution Services  
Barneys New York

**BARNEYS NEW YORK DISTRIBUTION CENTER  
VENDOR PACKING AND ROUTING VIOLATIONS CHART**

**A INSUFFICIENT CARTON MARKINGS (ICM) (\$100.00 minimum)**

(Incomplete or missing)

P/O Number

Quantity per carton

Number of cartons

Vendor name & address

**B PACKING SLIP INCOMPLETE (PSI) (\$5.00 per carton plus \$10 per order - minimum \$100.00)**

(Incomplete or missing)

No packing slip

Qty. per carton

Color code

Vendor name & address

Ship To address

Size breakdown

P/O number

Qty. per item, size, color

Dept. number

Back order not indicated

Style number

**C PACKING VIOLATION (PV) (\$100.00 plus .15 cents per unit)**

(Please indicate the number of units in question in the space provided.)

Merchandise packed by store but  
P/O input as bulk

Multiple dept. packed together

Merchandise packed by bulk but  
P/O input as pre-pack

Merchandise w/out style numbers

Purchase orders packed together

Merchandise without sizes

Individual styles packed together

Merchandise w/out plastic packaging

Merchandise w/out hangers

**D ROUTING INFRACTIONS (RI) (\$100 minimum)**

\$100 Plus Freight Differential for Incorrect Carrier

\$250 DDP Shipments Erroneously Billed to BNY

\$100 Missed Appointment

\$250 Plus Storage for Incomplete / Incorrect / Missing Documentation

\$100 Prepaid freight added to commercial invoice

\$250 Merchandise shipped direct to stores or the Corporate Office

\$100 + \$5 carton or .50 cents per GOH + Freight Charges  
for Concealed Damages

\$250 Merchandise returned to vendor due to missing /  
incorrect or incomplete documentation

**FAILURE TO COMPLY WITH ANY OF THE INSTRUCTIONS CONTAINED IN THIS  
PACKING & ROUTING GUIDE WILL RESULT IN A MINIMUM \$100 CHARGEBACK.**



**FEDERAL EXPRESS  
SHIPPER'S DECLARATION OF REPAIR**

Date \_\_\_\_\_

I, \_\_\_\_\_ declare that the articles herein specified are to the best of my knowledge and belief, the articles which, in the condition in which they were exported from the United States, were received by me (us) on \_\_\_\_\_, from \_\_\_\_\_ they were received by me (us) for the sole purpose of being repaired, altered or processed; that only the repairs, alterations or processing described below were affected by me (us); that the full cost or (when no charge is made) fair market value of such repairs, alterations or processing and the value of the articles after repair, alteration or processing are correctly stated below; and that no substitution whatever has been made to replace any of the articles originally received by me (us) from the owner or exporter thereof mentioned above.

Marks & Description of articles and of repairs, alterations or processing	Dutiable repair cost	Total value of articles after repairs

**PURCHASE ORDER NUMBER:** \_\_\_\_\_

**FEDERAL EXPRESS AWB #400:** \_\_\_\_\_

\_\_\_\_\_  
Signature

TOXIC SUBSTANCE CONTROL ACT (TSCA)  
CERTIFICATION

COMPANY \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ INVOICE NO \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

POSITIVE CERTIFICATION:

\_\_\_\_\_ " I CERTIFY THAT ALL CHEMICAL SUBSTANCES IN THIS  
SHIPMENT COMPLY WITH ALL APPLICABLE RULES OR ORDERS  
UNDER TSCA AND THAT I AM NOT OFFERING A CHEMICAL  
SUBSTANCE FOR ENTRY IN VIOLATION OF TSCA OR ANY  
APPLICABLE RULE OR ORDER THEREUNDER"

AUTHORIZED NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

**INTERNATIONAL FOOTWEAR ASSOCIATION  
FOOTWEAR RETAILERS OF AMERICA  
INTERIM FOOTWEAR INVOICE**

**Instructions:** Complete Part A (questions 1 through 9) for all entries. The answers to questions 3 and 4 determine which of the remaining parts, B through E, must be completed. If the answers to questions 3 and 4 are rubber and/or plastics, complete part B only. If the answer to question 3 is textile materials and the answer to question 4 is not other materials, only complete Part C. If the answer to question 3 is leather and the answer to 4 is not other materials, only complete Part D. If the answer to question 3 or 4 is other materials, only complete Part E.

- A. 1. Manufacturer's style number, if any: \_\_\_\_\_  
 2. Importer's style and/or stock number, if any: \_\_\_\_\_  
 3. Identify which of the following materials make up the greatest portion of the external surface area of the upper (accessories, reinforcements, ornamentation, etc. excluded):  
 a. leather \_\_\_\_\_  
 b. rubber and/or plastics \_\_\_\_\_  
 c. textile materials \_\_\_\_\_  
 d. other materials \_\_\_\_\_  
 4. Identify which of the following materials makes up the greatest portion of the external surface area of the sole (accessories, reinforcements, spikes, etc. excluded):  
 a. leather or composition leather \_\_\_\_\_  
 b. rubber and/or plastics \_\_\_\_\_  
 c. other materials \_\_\_\_\_  
 5. Is the footwear designed for sports activity and does it have spikes, cleats, etc., or provision for the attachment of such?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 6. Is the footwear one of the following types?  
 a. skating boots, wrestling boots, boxing boots or cycling shoes \_\_\_\_\_  
 b. ski boots \_\_\_\_\_  
 c. cross-country ski boots \_\_\_\_\_  
 d. tennis shoes, basketball shoes, gym shoes, training shoes and the like \_\_\_\_\_  
 e. none of the above \_\_\_\_\_  
 7. Is the footwear exclusively for men, youths or boys?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 8. Does the footwear have a protective metal toe-cap?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 9. What is the height of the upper?  
 a. covers the knee or higher \_\_\_\_\_  
 b. covers the ankle but not the knee \_\_\_\_\_  
 c. does not cover the ankle \_\_\_\_\_
- B. (Uppers and soles are rubber and/or plastics)  
 10. Is the footwear waterproof and assembled by means other than stitching, nailing, riveting, screwing, plugging or similar processes? Yes \_\_\_\_\_ No \_\_\_\_\_  
 (If yes-complete questions 11-15; if no-complete questions 13-18)  
 11. Are the external surface areas of the upper and the sole (accessories reinforcements, etc. included) over 90% PVC?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 12. Is the footwear designed for use without closures?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 13. Is the external surface area of the upper (accessories, reinforcements, etc. included) over 90% rubber and/or plastic?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 14. Is the footwear protective in nature (i.e., designed to be worn over or in lieu of, other footwear as a protection against, water oil, grease or chemicals or cold or inclement weather)?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
15. Does the footwear have a foxing or foxing-like band applied or molded at the sole and overlapping the upper?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 16. If the answer to 15 is yes, is the foxing or foxing-like band wholly or almost wholly of rubber or plastics?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 17. Which of the following characteristics does the footwear possess:  
 a. zoris \_\_\_\_\_  
 b. made on a base or platform of wood \_\_\_\_\_  
 c. made on a base or platform of cork \_\_\_\_\_  
 d. open toes or open heels \_\_\_\_\_  
 e. exclusively adhesive construction \_\_\_\_\_  
 f. slip-on type \_\_\_\_\_  
 g. none of the above \_\_\_\_\_
18. If the answer to question 14 is yes, are the uppers entirely of non-molded construction from a point 3cm above the top of the outer sole?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
- C. (Uppers are textile materials; soles are leather, composition leather, rubber or plastics.)  
 19. Is the external surface area of the upper more than 50% leather (leather accessories, reinforcements, etc. included)?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 (If yes-stop; if no-complete questions 14,15,16,17 and 20.)  
 20. Which of the following characteristics does the footwear possess?  
 a. less than 10% by weight of rubber and plastics or not over 50% by weight of textile materials, rubber and plastics \_\_\_\_\_  
 b. uppers of vegetable fibers (cotton, flax, etc.) \_\_\_\_\_  
 c. soles which overlap the upper except at the toe or heel \_\_\_\_\_
- D. (Uppers are leather, soles are leather, composition leather, rubber or plastics.)  
 21. Which of the following characteristics does the footwear possess?  
 a. welt construction \_\_\_\_\_  
 b. turn or turned construction \_\_\_\_\_  
 c. uppers consisting of leather straps across the instep and around the big toe \_\_\_\_\_  
 d. made on a base or platform of wood \_\_\_\_\_  
 e. none of the above \_\_\_\_\_
- E. (Other)  
 22. Which of the following characteristics does the footwear possess?  
 a. uppers of leather or composition leather \_\_\_\_\_  
 b. uppers of textile materials \_\_\_\_\_  
 c. uppers and soles of wool felt \_\_\_\_\_  
 d. disposable footwear \_\_\_\_\_  
 e. none of the above \_\_\_\_\_

(SIGNATURE)

(DATE)

**TEXTILE UPPER BODY GARMENT  
PRODUCT DETAIL SHEET**

**Instructions:**

Complete the form below for all textile garments worn to cover the upper body in the style of shirts, blouses, tops, t-shirts, sweaters, sweatshirts, pullovers or other similar items.

Please type the information in the area provided. For "Yes" or "No" answers, please select the appropriate box.

For each garment style, please provide a sketch along with the completed form:

<p>1. Name of garment _____</p> <p>2. Style/Lot number _____</p> <p>3. Purchase Order number _____</p> <p>4. Identify gender of wearer (check one box):          Men's <input type="checkbox"/>          Women's <input type="checkbox"/>          Boys <input type="checkbox"/>          (Must be in U.S. size range 2T-4T, 4-7, 8-20)          Girls <input type="checkbox"/>          (Must be in U.S. size range 2T-4T, 3-6X, 7-16, 10-16)          Infants <input type="checkbox"/>          (Must be in U.S. size range 0-24 months)          body length must not exceed 88 cm)          Unisex <input type="checkbox"/></p> <p>5. Identify fiber content/materials in percentage by weight:          (example-cotton 50%, wool 50%): _____</p> <p>6. For garments that are composed of both textile and non-textile (example-textile garments trimmed with leather), please identify the following:          a. Identify percentage of components by value: _____          b. Identify percentage of components by surface area: _____</p> <p>7. Identify construction:          Knit <input type="checkbox"/> Woven <input type="checkbox"/></p> <p>8. Does the garment(s) have any of the following features:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Yes <input type="checkbox"/></th> <th>No <input type="checkbox"/></th> <th>Fiber content/location _____</th> </tr> </thead> <tbody> <tr> <td>Lining</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Interlining</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Trim</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Beading</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> </tbody> </table> <p>9. Does the garment have a closure at the neck?          Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>a. If yes, describe the type of closure:          Full <input type="checkbox"/> (example: Button down shirt)          Partial <input type="checkbox"/> (example: Polo type shirt)</p> <p>b. Give the location of the closure:          Front <input type="checkbox"/>          Back <input type="checkbox"/>          Side <input type="checkbox"/> (example: buttons on the shoulder)</p> <p>c. Method of fastening:          Buttons <input type="checkbox"/> Do buttons contain mother of pearl?          Zippers <input type="checkbox"/> If yes, please fill in question 17.          Tie <input type="checkbox"/>          Other <input type="checkbox"/> If Other, please describe _____</p> <p>d. If closure by buttons, does garment          Button left over right as garment is worn <input type="checkbox"/>          Button right over left as garment is worn <input type="checkbox"/></p> <p>10. Does the garment extend at least to the waist of the wearer?          Yes <input type="checkbox"/> No <input type="checkbox"/>          If No, give the length of top in centimeters: _____</p> <p>11. Does the garment have pockets below the waist?          Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>12. Does the garment have a tightening at the waist?          Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>13. What type of finish is found at the bottom of the garment?          Hemmed <input type="checkbox"/>          Rib-knit <input type="checkbox"/>          Drawstring <input type="checkbox"/>          Other <input type="checkbox"/></p> <p>14. Is the garment fleece or does it otherwise have raised or napped fibers? (example: like a sweatshirt or corduroy)          Yes <input type="checkbox"/> No <input type="checkbox"/></p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fiber content/location _____	Lining	<input type="checkbox"/>	<input type="checkbox"/>	_____	Interlining	<input type="checkbox"/>	<input type="checkbox"/>	_____	Trim	<input type="checkbox"/>	<input type="checkbox"/>	_____	Beading	<input type="checkbox"/>	<input type="checkbox"/>	_____	<p>15. What type of sleeves does the garment have?          Long <input type="checkbox"/> Short <input type="checkbox"/> Sleeveless <input type="checkbox"/></p> <p>a. For garments with long or short sleeves, what type of cuffs are on the sleeves?          Hemmed <input type="checkbox"/>          Rib <input type="checkbox"/>          Other, please describe _____</p> <p>b. Does the garment have very large oversized armholes?          Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>c. For sleeveless garments, what is the width of the SIDE to SIDE seam of the upper back of the garment in centimeters?          _____ (example: 24 centimeters)</p> <p>d. For sleeveless garments, does the garment have straps (example: ribbon-type)          Yes <input type="checkbox"/> No <input type="checkbox"/>          If Yes, give width of the strap in centimeters _____</p> <p>16. Does the garment cover the neck and shoulder of the wearer?          Yes <input type="checkbox"/> No <input type="checkbox"/>          If No, is the garment one of the following:          Bustier <input type="checkbox"/>          Halter <input type="checkbox"/></p> <p>17. Does the garment contain any of the following? (If no, skip to question 18)          Exotic skins <input type="checkbox"/> (example: alligator, lizard, snake)          Fur skins <input type="checkbox"/> (example: mink, fox, chinchilla, rabbit)          Shells <input type="checkbox"/> (example: mother of pearl, nautilus)          Animal fibers <input type="checkbox"/> (example: camel, alpaca, sheep, goat)          For each animal product, please provide:          Common Name _____          Scientific Name _____          Country of Origin _____          Source _____          (wild or farm raised)          _____          Common Name _____          Scientific Name _____          Country of Origin _____          Source _____          (wild or farm raised)</p> <p>18. For all KNIT garments, please complete the following          (for woven garments skip to 19):          a. Number of Horizontal stitches per centimeter _____          b. Number of Vertical stitches per centimeter _____          c. Is the garment worn as underwear?          Yes <input type="checkbox"/> No <input type="checkbox"/>          d. Is the garment color white?          Yes <input type="checkbox"/> No <input type="checkbox"/>          e. What is the weight of fabric in grams as measured in square meters?          (example: 200 grams per square meter) _____          f. Does the garment have any of the following?          Appliques <input type="checkbox"/>          Embroidery <input type="checkbox"/>          Heat transfers <input type="checkbox"/>          Shoulder pads <input type="checkbox"/>          Side slits <input type="checkbox"/></p> <p>19. For all WOVEN garments, please complete the following:          a. Does the garment contain 2 or more colors in the warp or filling?          Yes <input type="checkbox"/> No <input type="checkbox"/>          b. Is the garment a man's dress shirt (example: shirt to be worn with necktie)          Yes <input type="checkbox"/> No <input type="checkbox"/>          c. Is the garment made from blue denim?          Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fiber content/location _____																		
Lining	<input type="checkbox"/>	<input type="checkbox"/>	_____																		
Interlining	<input type="checkbox"/>	<input type="checkbox"/>	_____																		
Trim	<input type="checkbox"/>	<input type="checkbox"/>	_____																		
Beading	<input type="checkbox"/>	<input type="checkbox"/>	_____																		

## LOWER BODY GARMENT PRODUCT DETAIL SHEET

Instructions: This sheet is for the following types of items:

- ◇ **Pants, trousers, breeches, shorts, skirts, divided skirts, capri's, skorts, or overalls**
- ◇ Please type the information in the area provided. For "Yes" or "No" answers, please select the appropriate box.
- ◇ For each garment style, please provide a sketch along with the completed form.

<p>1. Name of garment _____</p> <p>2. Vendor Style Number _____</p> <p>3. Purchase Order number _____</p>	<p>11. Please indicate the type of garment:</p> <p><input type="checkbox"/> Pants / trousers / breeches    <input type="checkbox"/> skirt    <input type="checkbox"/> divided skirt</p> <p><input type="checkbox"/> shorts    <input type="checkbox"/> skort    <input type="checkbox"/> overalls</p>																												
<p>4. Identify gender or wearer (check only one box):</p> <p>Men's <input type="checkbox"/></p> <p>Women's <input type="checkbox"/></p> <p>Boys <input type="checkbox"/> (Must be U.S. size range 2T-4T, 4-7, 8-20)</p> <p>Girls <input type="checkbox"/> (Must be U.S. size range 2T-4T, 3-6X, 7-16)</p> <p>Infants <input type="checkbox"/> (Must be U.S. size range 0-24 months; body length must not exceed 86 cm)</p> <p>Unisex <input type="checkbox"/></p>	<p>12. For items containing leather, fur or other wildlife product, please indicate species:</p> <p>a. Does the garment contain fur skin (leather with hair attached)?</p> <p style="text-align: center;">Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Common Name _____</p> <p>Scientific Name _____</p> <p>Country of Origin _____</p> <p>Source (wild or farm raised) _____</p> <p>Common Name _____</p> <p>Scientific Name _____</p> <p>Country of Origin _____</p> <p>Source (wild or farm raised) _____</p>																												
<p>5. Identify textile fiber content / materials in percentage by weight; (example--cotton 50%, wool 50%):</p> <p>_____</p>	<p>13. For all KNIT garments, please complete the following (for women garments skip to 14):</p> <p>a. What direction do the stitches run?</p> <p style="text-align: center;">Horizontal <input type="checkbox"/>      Vertical <input type="checkbox"/></p> <p>b. What is the stitch count in the direction the stitches are made? _____</p>																												
<p>6. For garments that are composed of both textile and non-textile (example--textile garments trimmed with leather), please identify the following:</p> <p>a. Identify percentage of components by value:</p> <p>_____</p> <p>b. Identify percentage of components by surface area:</p> <p>_____</p>	<p>14. For all WOVEN garments, please complete the following:</p> <p>a. Does the garment contain 2 or more colors in the warp or filling?</p> <p style="text-align: center;">Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>b. Is the garment made from Worsted Wool?</p> <p style="text-align: center;">Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p style="text-align: center;">If yes, what is the average diameter of the fiber as measured in microns?</p> <p style="text-align: center;">_____ microns (For example, 18.5 microns: or 16.2 microns)</p> <p>c. Is the garment made from blue denim?</p> <p style="text-align: center;">Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>d. Is the garment made from corduroy?</p> <p style="text-align: center;">Yes <input type="checkbox"/>      No <input type="checkbox"/></p>																												
<p>7. Identify construction:</p> <p style="text-align: center;">Knit <input type="checkbox"/>      Woven <input type="checkbox"/>      Leather / Fur <input type="checkbox"/></p>	<p>8. Does the garment(s) have any of the following features:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 65%;">Fiber content / location</th> </tr> </thead> <tbody> <tr> <td>Lining</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Interlining</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Trim</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Beading</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Padding for Warmth</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Water resistant</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> </tbody> </table>		Yes	No	Fiber content / location	Lining	<input type="checkbox"/>	<input type="checkbox"/>	_____	Interlining	<input type="checkbox"/>	<input type="checkbox"/>	_____	Trim	<input type="checkbox"/>	<input type="checkbox"/>	_____	Beading	<input type="checkbox"/>	<input type="checkbox"/>	_____	Padding for Warmth	<input type="checkbox"/>	<input type="checkbox"/>	_____	Water resistant	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Yes	No	Fiber content / location																										
Lining	<input type="checkbox"/>	<input type="checkbox"/>	_____																										
Interlining	<input type="checkbox"/>	<input type="checkbox"/>	_____																										
Trim	<input type="checkbox"/>	<input type="checkbox"/>	_____																										
Beading	<input type="checkbox"/>	<input type="checkbox"/>	_____																										
Padding for Warmth	<input type="checkbox"/>	<input type="checkbox"/>	_____																										
Water resistant	<input type="checkbox"/>	<input type="checkbox"/>	_____																										
<p>9. Does the garment have raised or napped fibers?</p> <p style="text-align: center;">Yes <input type="checkbox"/>      No <input type="checkbox"/></p>	<p>10. What is the country of origin of the article?</p> <p style="text-align: center;">_____</p>																												

**DRESSES / GOWNS  
PRODUCT DETAIL SHEET**

Instructions: Fill out this sheet for the following types of items:

◇ **Dresses, gowns.**

◇ Please write or type the information in the areas provided. For "Yes" or "No" answers, please select the appropriate box.

◇ For each style, please provide a sketch along with the completed form.

1. Name of garment	_____
2. Style / Lot number	_____
3. Purchase Order number	_____

4. Identify gender or wearer:

Women's

Girls  (Must be U.S. size range 2T-4T, 3-6X, 7-16, 10-16)

Infants  (Must be U.S. size range 0-24 months;  
body length must not exceed 86 cm)

Unisex

5. Identify fiber content / materials in percentage by weight:  
(example--cotton 50%, wool 50%):

\_\_\_\_\_

6. For garments that are composed of both textile and non-textile  
(example--textile garments trimmed with leather),  
please identify the following:

a. Identify percentage of components by value:  
\_\_\_\_\_

b. Identify percentage of components by surface area:  
\_\_\_\_\_

7. Identify construction:  
Knit  Woven  Leather / Fur

8. Does the garment(s) have any of the following features:

	Yes	Fiber content / location
Lining	<input type="checkbox"/>	_____
Interlining	<input type="checkbox"/>	_____
Trim	<input type="checkbox"/>	_____
Beading	<input type="checkbox"/>	_____

9. Does the garment have raised or napped fibers?  
Yes  No

10. What is the country of origin of the article?  
\_\_\_\_\_

11. For items containing leather, fur, or other wildlife product, please indicate species:

Exotic Skins  (example: alligator, lizard, snake)

Fur skins  (example: lippi cat, mink, fox, chinchilla, rabbit)

Feathers  (example: ostrich, pheasant, peacock, chicken, duck)

Shells  (example: mother of pearl, nautilus)

Animal fibers  (example: camel, alpaca, sheep, goat)

For each animal product, please provide:

Common Name \_\_\_\_\_

Scientific Name \_\_\_\_\_

Country of Origin \_\_\_\_\_

Source (wild or farm raised) \_\_\_\_\_

**If buttons**, please indicate value \_\_\_\_\_ per button

**If buttons**, how many per garment? \_\_\_\_\_

Common Name \_\_\_\_\_

Scientific Name \_\_\_\_\_

Country of Origin \_\_\_\_\_

Source (wild or farm raised) \_\_\_\_\_

**If buttons**, please indicate value \_\_\_\_\_ per button

**If buttons**, how many per garment? \_\_\_\_\_

12. For all **KNIT** garments, please complete the following (for woven garments skip to 13):

a. Number of Horizontal stitches per centimeter \_\_\_\_\_

b. Number of Vertical stitches per centimeter \_\_\_\_\_

13. For all **WOVEN** garments, please complete the following:

a. Does the garment contain 2 or more colors in the warp or filling?  
Yes  No

b. Is the garment made from Worsted Wool?  
Yes  No

**If yes**, what is the average diameter of the fiber as measured in microns?  
\_\_\_\_\_ microns (for example, 18.5 microns; or 16.2 microns)

c. Is the garment made from blue denim?  
Yes  No

d. Is the garment made from corduroy?  
Yes  No

# **US Import Textile Checklist**

(Use one checklist per commodity on invoice)

**AWB Number**

\_\_\_\_\_

Detailed Description  
(What is it?)

\_\_\_\_\_

Material Content (up to 100%)  
(What is it made of?)

\_\_\_\_\_

Gender  
(if wearing apparel)

\_\_\_\_\_

Knit or Woven?  
(for wearing apparel)

\_\_\_\_\_

Knit Details  
(stitches per cm)

\_\_\_\_\_

Knotted / Tufted / Woven  
(for carpets / rugs)

\_\_\_\_\_

Measurements in cm or m<sup>2</sup>  
(for fabrics / carpets / rugs)

\_\_\_\_\_

Quantity

\_\_\_\_\_

**Manufacturers Information:**

Manufacturer's name

\_\_\_\_\_

Street address

\_\_\_\_\_

City, State / Province

\_\_\_\_\_

Country

\_\_\_\_\_

**Purpose of shipment (check one):**

\_\_\_\_\_ Commercial goods

\_\_\_\_\_ Sample, not for resale

\_\_\_\_\_ Marked Sample, not for resale

\_\_\_\_\_ Mutilated Sample, not for resale

\_\_\_\_\_ Unsolicited gift, not for resale

\_\_\_\_\_ Personal use, not for resale

\_\_\_\_\_ Personal Effects

**OVERCOATS, JACKETS, CAPES, CLOAKS, ETC.  
PRODUCT DETAIL SHEET**

Instructions: Fill out this sheet for the following types of items:  
 ♦ **Garments for warmth or protection against the elements such as anoraks, overcoats, capes, cloaks or other similar items. Also for garments meant for business or social occasions when some degree of formality is required such as a suit-type jacket or blazer.**  
 ♦ Please write or type the information in the areas provided. For "Yes" or "No" answers, please select the appropriate box.  
 ♦ For each style, please provide a sketch along with the completed form.

1. Name of garment \_\_\_\_\_  
 2. Vendor Style Number \_\_\_\_\_  
 3. Purchase Order number \_\_\_\_\_

11. Describe the length of the garment as it will be worn:  
 Extends to the waist of the wearer   
 Extends beyond the waist of the mid-thigh   
 Extends beyond the mid-thigh to the ankle   
 Bolero style (short jacket)

4. Identify gender or wearer (check one box):  
 Men's   
 Women's   
 Boys  (Must be U.S. size range 2T-4T, 4-7, 8-20)  
 Girls  (Must be U.S. size range 2T-4T, 3-6X, 7-16)  
 Infants  (Must be U.S. size range 0-24 months;  
 body length must not exceed 86 cm)  
 Unisex

12. Please list the number of vertical panels:  
 \_\_\_\_\_ Vertical Panels (example: 6 Vertical Panels)

5. Identify fiber content / materials in percentage by weight;  
 (example--cotton 50%, wool 50%)  
 \_\_\_\_\_

13. Is the garment fleece or does it otherwise have raised or napped fibers? (example: like a sweatshirt)  
 Yes  No

6. For garments that are composed of both textile and non-textile (example--textile garments trimmed with leather), please identify the following:  
 a. Identify percentage of components by value:  
 \_\_\_\_\_  
 b. Identify percentage of components by surface area:  
 \_\_\_\_\_

14. Is this garment designed to be worn over another garment for warmth and protection?  
 Yes  No

15. Is this garment designed to be worn with another garment for business or social occasions?  
 Yes  No

7. Identify construction:  
 Knit  Woven  Leather / Fur

16. For items containing leather, fur, or other wildlife product, please indicate species:  
 a. Does the garment contain furskin (leather with hair attached)?  
 Yes  No   
 Common Name \_\_\_\_\_  
 Scientific Name \_\_\_\_\_  
 Country of Origin \_\_\_\_\_  
 Source (wild or farm raised) \_\_\_\_\_  
 \_\_\_\_\_  
 Common Name \_\_\_\_\_  
 Scientific Name \_\_\_\_\_  
 Country of Origin \_\_\_\_\_  
 Source (wild or farm raised) \_\_\_\_\_

8. Does the garment(s) have any of the following features:

	Yes <input type="checkbox"/>	Fiber content (if applicable)
Lining	<input type="checkbox"/>	_____
Interlining	<input type="checkbox"/>	_____
Trim	<input type="checkbox"/>	_____
Quilting or Padding	<input type="checkbox"/>	_____
Elastic cuff on sleeve	<input type="checkbox"/>	_____
Hood	<input type="checkbox"/>	_____
Tightening at the waist	<input type="checkbox"/>	_____
Water resistant	<input type="checkbox"/>	_____
Lapels	<input type="checkbox"/>	_____
Buttons*	<input type="checkbox"/>	_____
Zippers*	<input type="checkbox"/>	_____

\*If button or zipper, please indicate the type of closure for the garment.  
 Full  Partial

17. For all KNIT garments, please complete the following (for woven garments skip to 18):  
 a. What direction do the stitches run?  
 Horizontal  Vertical   
 b. What is the stitch count in the direction the stitches are made? \_\_\_\_\_  
 c. What is the weight of fabric in grams as measured in square meters? \_\_\_\_\_  
 (example: 200 grams per square meter)

9. What is the length of the garment in centimeters?  
 centimeters: \_\_\_\_\_

18. For all WOVEN garments, please complete the following:  
 a. Is the garment made from blue denim?  
 Yes  No   
 b. Is the garment made from corduroy?  
 Yes  No   
 c. Are the garments made from worsted wool?  
 Yes  No   
 If yes, what is the average diameter of the fiber as measured in microns?  
 \_\_\_\_\_ microns (for example, 18.5 microns; or 16.2 microns)

10. What type of sleeves does the garment have?  
 Long   
 Short   
 Sleeveless   
 a. For sleeveless garments, please identify the type of garment:  
 Cape (arm slits with coverage extending to the elbow)  
 Padded Vest  
 b. Does the garment cover the neck and shoulder of the wearer?  
 Yes  No

19. Is the garment tailored to fit the wearer or made to measure?  
 Yes  No

20. What is the country of origin of the article?  
 \_\_\_\_\_



## WATCH / DETAIL SHEET

### TYPE OF WATCH

WRIST WATCH \_\_\_\_\_ POCKET WATCH \_\_\_\_\_ OTHER WATCH \_\_\_\_\_

### MATERIAL MADE OF:

STRAP: \_\_\_\_\_

CASE: \_\_\_\_\_

### POWER

BATTERY OPERATED \_\_\_\_\_ AUTOMATIC WINDING \_\_\_\_\_ MANUAL \_\_\_\_\_

### DISPLAY

MECHANICAL \_\_\_\_\_ OPTO-ELECTRONIC DISPLAY \_\_\_\_\_

### JEWELS

NUMBER OF JEWELS \_\_\_\_\_

### VALUE BREAKDOWN

MOVEMENT \_\_\_\_\_

CASE \_\_\_\_\_

STRAP \_\_\_\_\_

BATTERY \_\_\_\_\_

COUNTRY OF ORIGIN (MOVEMENTS) \_\_\_\_\_

# B A R N E Y S N E W Y O R K

## **DDP / DUTY DELIVERED PAID WHAT IS IT AND WHO QUALIFIES?**

### **WHAT DOES DDP MEAN?**

DDP means Duty Delivered Paid. That means the vendor is responsible to get the shipment to the Distribution Center door.

### **WHO HAS A RIGHT TO MAKE DECISIONS REGARDING A SHIPMENT WHILE EN ROUTE?**

Only the vendor. They are the OWNER of the merchandise.

### **WHO IS RESPONSIBLE FOR THE MERCHANDISE?**

The vendor is the OWNER of the merchandise until it reaches the designated destination, which is usually the Distribution Center in Lyndhurst.

### **WHO CLEARS US CUSTOMS AND FISH & WILDLIFE?**

The OWNER (vendor).

### **WHO PAYS THE DUTY, BROKERAGE & FREIGHT CHARGES?**

The vendor pays all duty, brokerage and freight charges. This includes the foreign trucker from the factory to the overseas air or ocean port. It also includes the foreign Customs formalities, the air or ocean freight, US Customs duty, all brokerage charges and the trucking from the air or ocean port to the DC.

### **WHAT DOES A VENDOR NEED TO DO TO QUALIFY AS A DDP VENDOR?**

1. The vendor must have a US Customs Broker here in the United States who can act on their behalf.
2. The vendor must provide **their** US Customs Broker with their **POWER OF ATTORNEY**.
3. The vendor must provide **their** US Customs Broker with a **BOND** securing the duty payment.
4. The vendor must be able to act as the "Importer of Record".

**Barney's Inc. should never be named as the "Importer of Record" on a DDP shipment.**

Barney's Inc. should be named as the "Ultimate Consignee".

5. Refer to the "Landed Shipment Guidelines" found on page 4 section D of the Barneys New York Foreign Vendor Packing & Routing Instructions.

### **WHAT WILL HAPPEN IF MY VENDOR TRIES TO SHIP DDP BUT IS NOT QUALIFIED?**

Freight forwarders will be instructed to go back to the vendor to:

1. contact the buyer to renegotiate the freight terms to FCA (fob) or Ex Works. This will require new invoices with FCA (fob) or Ex Works prices.
2. **OR** have the vendor secure their own US Customs Broker (with a bond and power of attorney) who can clear US Customs on their behalf.
3. The vendor's broker should arrange the trucking from the air or ocean port to Barneys Distribution Center.
4. A \$250 chargeback will be written for lost time in the delivery and lost time on the selling floor.
5. **BARNEYS WILL NOT ACCEPT ANY CHARGES RELATING TO A DDP SHIPMENT**

# JADE Act - Exporter Certification

Ruby or jadeite exported to the United States requires the following certification to be completed by the exporter or the merchandise is prohibited from entry into the United States per the Tom Lantos Block Burmese JADE Act of 2008.

I certify that the jadeite or ruby gemstones that are the subject of this exportation, whether they are exported as loose stones or incorporated in articles of jewelry, are subject to a system of verifiable controls from mine to place of exportation or final finishing which demonstrates that such gemstones were not mined in or extracted from Burma (Myanmar).

I further certify that I will maintain records for all transactions involving the importation and exportation of rubies and jadeite from countries other than Burma (Myanmar) and that such records will be made available to the relevant government authorities upon request.

---

(Printed Name of Exporter)

---

(Signature of Exporter)

---

(Name of Exporting Company)

---

(Date)

**SECTION 1 - Shipment Information**

1. ESTIMATED DATE OF ARRIVAL: (MM/DD/YYYY)
2. ENTRY NUMBER:
3. CONTAINER NUMBER: <input type="checkbox"/> See Attachment
4. BILL OF LADING:
5. MID:

# Plant and Plant Product Declaration Form

**Section 3: Lacey Act Amendment (16 U.S.C. 3372)**



**U.S. DEPARTMENT OF AGRICULTURE**  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

10. DESCRIPTION OF MERCHANDISE:
---------------------------------

6. IMPORTER NAME:
7. IMPORTER ADDRESS:
8. CONSIGNEE NAME:
9. CONSIGNEE ADDRESS:

**SECTION 2 - Compliance with Lacey Act Requirements (16 U.S.C. 3372(f))**

For each article or component of an article, provide the following:								
11. HTSUS NUMBER: (no dashes/symbols)	12. ENTERED VALUE:	13. ARTICLE/ COMPONENT OF ARTICLE	14. PLANT SCIENTIFIC NAME: <u>Genus</u> <u>Species</u>		15. COUNTRY OF HARVEST:	16. QUANTITY OF PLANT MATERIAL:	17. UNIT:	18. PERCENT RECYCLED:

I certify under penalty of perjury that, to the best of my knowledge and belief, the information furnished is true and correct:

Preparer's Phone Number and Area Code	Signature	Type or Print Name	Date
---------------------------------------	-----------	--------------------	------

Knowingly making a false statement in this Declaration for Importation may subject the declarant to criminal penalties in accordance with 16 U.S.C. 3373(d).

1. **Estimated Date of Arrival:** Enter the date (MM/DD/YYYY) that the product is expected to enter the United States of America.
2. **Entry Number:** Enter the U. S. Customs entry number assigned to this shipment. (Format: xxx-xxxxxxx-x)
3. **Container Number:** Enter the number of the shipping container in which the product is being shipped - available from your shipping company. If you have more than container number in your shipment, check the "see attachment" box, and list all of the containers on a separate sheet. Attach the container list to the PPQ 505. If there is no container number, please leave this section blank.
4. **Bill of Lading:** Enter the Bill of Lading (BOL) number assigned to this shipment - available from the shipping company. If there is no Bill of Lading number, please leave this section blank.
5. **MID:** Manufacturer Identification Code - available from the manufacturer or customs broker (19 CFR Appendix to Part 102).
6. **Importer Name:** Enter the name of the import company or individual for the product.
7. **Importer Address:** Enter the address of the import company or individual in #6.
8. **Consignee Name:** Name of the individual or company who ordered and will ultimately receive the shipment.
9. **Consignee Address:** Enter the address of the individual or company in #8.
10. **Description of the Merchandise:** Enter the name of the plant or plant product, and its use (example: wooden spoons for kitchenware). If the use is unknown, enter only the name of the product(example: lumber). If the product is protected under CITES also input CITES permit number here. If product was manufactured prior to the Lacey Act Amendment also input "Manufactured Prior to May 22, 2008".
11. **HTSUS Number:** Enter the Harmonized Tariff Code for the merchandise described in #10 - available at <http://www.usitc.gov/tata/hts/>.
12. **Entered Value (in U.S. Dollars):** Write the entered value of the imported merchandise described in #10 in U.S. Dollars.
13. **Article/Component of Article:** Enter a brief description of each article, or component of an article, that is manufactured from plants or plant parts. (Example: A decorative item including a wood frame and 100 % recycled paperboard - enter the frame as a line item, and record the percent recycled material in the paperboard in section #18.)
14. **Plant Scientific Name:** For each article/component in #13 enter the scientific name (example: See next page). If the species of plant used to produce the product varies, and the species used to produce the product is unknown, enter each species that may have been used to produce the product. If product was manufactured prior to the Amendment and you cannot determine species, enter "Special" for Genus and "PreAmendment" for Species. The Scientific Name is NOT the trade/common name of the plant.

- 15. Country of Harvest:** Enter the country where the plant was harvested (example: See below). If the country of harvest varies, and is unknown, enter all countries from which the plant material in the product may have been harvested. This is NOT the country of manufacture/origin.
- 16. Quantity of Material:** How much plant material is in the shipment (example: See below).
- 17. Unit:** This is the Unit of Measure of the Plant Material. Use the drop down box on the form to enter the units for #17. (example: See below).
- kg - kilograms  
m - meter  
m<sup>2</sup> - square meters  
m<sup>3</sup> - cubic meters
- 18. % Recycled Material:** If the product is paper or paperboard, enter the percentage of recycled material it contains (0 - 100%). If the percentage of recycled material varies, enter the average percentage of recycled material used in the product (example: If the percentage of recycled material used is between 25% and 45%, enter 35%).

11. HTSUS Number	12. Entered Value	13. Article/Component of Article	14. Plant Scientific Name		15. Country of Harvest	16. Quantity of Plant Material	17. Unit	18. Percent Recycled
			Genus	Species				
9401692010	1354	Bentwood Seats Made of Oak	Quercus	lineata	Indonesia	500	kg	0
4407950000	8442	European ash lumber (2" x 4")	Fraxinus	excelsior	Switzerland	52	M3	0

**Submission of Paper Declaration:** Importers should have a copy of the form available for Customs and Border Protection (CBP) to review at the port of entry. After CBP clears the shipment, the importer must mail the original form to the USDA at the following address:

The Lacey Act  
c/o U.S. Department of Agriculture  
Box 10  
4700 River Road  
Riverdale, MD 20737

**Note:** You may use Form PPQ 505B should more space be required. Make as many copies as necessary.  
Failure to include any and all of the required information will result in the rejection of your declaration.

**SPECIAL NOTE:** IF YOU HAVE FILED A LACEY ACT DECLARATION ELECTRONICALLY THROUGH THE CUSTOMS SYSTEM, THERE IS NO NEED TO FILE A PAPER DECLARATION.