

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

DOMESTIC VENDOR

PACKING & ROUTING INSTRUCTIONS

Effective Date April 15, 2011

BARNEYS NEW YORK

DOMESTIC VENDOR ROUTING GUIDE INDEX

PACKING INSTRUCTIONS

A. MERCHANDISE IDENTIFICATION AND MARKINGS	3
A4. CARTON CONSTRUCTION	3
A5. CARTON LABELING	3
B. PACKING SLIP	3 - 4
C. PACKING INSTRUCTIONS	4 - 5

SHIPPING INSTRUCTIONS

A. GENERAL INSTRUCTIONS	6
B. FINE JEWELRY AND FINE FUR SHIPMENTS	6
C. DELIVERY APPOINTMENTS	7
D. DELIVERY REFUSALS	7
E. SAMPLES	7
F. ROUTING INSTRUCTIONS	8
G. AIR FREIGHT	8
H. CHARGEBACKS	8 - 9
I. RETURN TO VENDOR POLICY	9 -10

REFERENCE GUIDE

- CONTACT LIST
- STORE LISTING
- ROUTING GUIDE CARRIER SELECTION BY STATE OF ORIGIN
- CHARGEBACK NOTIFICATION FORM
- PACKING AND ROUTING VIOLATIONS FORM

PACKING INSTRUCTION

A. MERCHANDISE IDENTIFICATION/MARKINGS

1. All merchandise ordered must have a **Vendor Style Number** or **BARNEYS NEW YORK Style Number** affixed to the outside of each product. This number must correspond to the style number specified on the **BARNEYS purchase order**.
2. One packing list per store
3. Packing lists must agree with the contents of the total shipment.
4. All purchase orders that are designated as **Pre-Ticket Orders** will be provided with the appropriate tickets and instruction package, 20 days prior to the start ship date. Tickets must be affixed to the merchandise prior to shipment.
5. Carton Construction
 - a. Cardboard must have a minimum test weight of 175 lbs.; double ply.
 - b. Maximum dimensions per carton should not exceed 30"W x 36"L x 30"H
6. Carton Labeling
 - a. Each carton must be side marked with the following information:
 - 1) **BARNEYS** purchase order number
 - 2) Total number of units in each carton
 - 3) Cartons in lot (ex. 1 of __, 2 of __, etc.)

B. PACKING SLIP

1. Each order must have its own **packing slip** attached to the lead carton (even when the style information is written on the outside of the cartons). The packing list must contain the following information:
 - a. Each store must have its' own packing slip
 - b. Vendor name and address
 - c. **BARNEYS** purchase order number
 - d. Vendor invoice number
 - e. Total units by style, size & color (MUST MATCH PURCHASE ORDER DETAILS)
 - f. Total number of cartons & weight of shipment
 - g. Carrier name
2. **PLACEMENT** - one packing slip must be placed in a clear plastic envelope on the outside of the lead carton. A second copy must be placed inside the lead carton or GOH garment. Sticker style packing lists are not acceptable under these requirements.
 - a. 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.

- b. 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.
3. When shipping via **FedEx Ground Collect or UPS Ground Collect**, each carton must have its own packing list.

C. PACKING INSTRUCTIONS

All purchase orders placed for **BARNEYS** are considered individual orders. Each purchase order must be packed and identified separately. **No single carton is to contain multiple purchase orders.**

1. 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 the packing materials such as poly bags.
 - g. All items must be marked with style number regardless of what is shown on the packaging material such as poly bags.
2. Pre-Pack by Store (see Reference Guide for store listing)
 - 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 the 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.
3. Hanging Merchandise/Garments on Hangers (GOH)
 - a. All hangable wearing apparel must be shipped **Garments On Hangers (GOH)**.
 - b. Hangers must be double strand wire or solid plastic, which is 1/4" wide with rounded ends.
 - c. All GOH must be **poly-bagged** for protection that extends 6" below the garment.

- d. Stickers with **size and style number** must be placed on the **top right** corner of each bag. All sets must be packed together and marked accordingly as a set.
- e. GOH must be sorted by **style, size and color** when tendered to a carrier.
- f. If GOH service is not available from your area, merchandise must be shipped flat packed in cartons with hangers inserted in products. GOH merchandise is NOT to be packed without hangers.
- g. Contact **BARNEYS** Transportation Dept. for routing of all GOH merchandise.
- h. Employ every measure possible when packing goods so as to minimize wrinkling (i.e. do not overstuff GOH cartons).

4. Special Orders

Special order purchase orders start with the letter "S" and are followed by a six-digit number.

- a. All special order merchandise must have special order self-adhesive tickets.
- b. Special purchase order number, style number and customer name must appear on the outside of the carton.
- c. Protective packaging must accompany specials (**poly bag**).
- d. **DO NOT MIX** special orders with any other merchandise ordered.
- e. The special order number is to be clearly shown on all documentation.
- f. Special Orders are subject to these same routing guidelines unless authorized by Corporate Transportation.

5. Glassware, Gift Ware, and Cosmetics

- a. All tester merchandise must be segregated, packed and denoted by store.
- b. **Purchase order number** must be on the outside of each carton.
- c. All fragile merchandise must be bubble wrapped for protection.
- d. All linens, tableware, etc. must be in plastic packaging for protection.
- e. Style numbers must appear on merchandise, i.e. glassware (sticky tickets on bottom, all else must have style numbers visible). All sets must be packed together and marked accordingly as a set.
- f. To protect the integrity of the merchandise, only new boxes can be used.
- g. No paper, newspaper or straw should be used for fillers. Use styro chips **ONLY**.
- h. Mark glassware cartons with fragile stickers.
- i. Maximum weight per carton is (30) thirty pounds (excluding linens).
- j. Cosmetic style/item number changes should refer back to the original style/item number on all paperwork.
- k. Care must be taken in packing liquid items, such as gels, lotions & creams, in order to avoid damaging adjacent material in the event of breakage or leakage.

6. Crated items

- a. All crated items must clearly show style or item numbers on the outside of crates along with required Purchase order and store information.

SHIPPING INSTRUCTIONS

A. GENERAL INSTRUCTIONS

1. All purchase orders must be listed on the **Bill of Lading**.
2. Purchase orders must not be physically mixed when freight is tendered to carrier.
3. Goods must be shipped in accordance with the **Delivery Start Ship Date** and the **Complete/Cancel Date**.
4. Routing instructions (F) apply only to purchase orders where **BARNEYS** is responsible for the freight charges.
5. **UNDER NO CIRCUMSTANCES IS MERCHANDISE TO BE DELIVERED TO: 575 5TH AVE., NY. or INDIVIDUAL STORES. Violations will be subject to a chargeback.**
6. **ALL MERCHANDISE (INCLUDING SAMPLES) MUST BE DELIVERED TO:**

BARNEY'S, INC.
1201 VALLEY BROOK AVE.
LYNDHURST, NJ 07071

7. INSURANCE or declaring value for insurance purposes is not allowed (see exception for Fine Jewelry and Fine Furs in section B).

B. FINE JEWELRY AND FINE FUR SHIPMENTS (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). All questions regarding the determination of fine jewelry and fine fur should be directed to the Fine Jewelry/Fine Fur Contact found in the Reference Guide.

1. All fine jewelry and fine fur must be shipped to the Lyndhurst NJ Distribution Facility.
2. Shipments of any fine jewelry or fine fur, sent direct to the stores, are prohibited and will be subject to a chargeback.
3. All fine jewelry shipments **under \$25,000** must be shipped with Federal Express DVX. Vendors must utilize the **FedEx DVX program** whenever available in their shipping area. Call the local FedEx office for further details on DVX. **FedEx Standard Overnight Service** is only allowed in those areas where FedEx DVX is not available.
4. Call your **BARNEYS** buying contact for a DVX assignment number if you do not already have one.
5. Shipments with a combined value **exceeding \$25,000** must be shipped through **Brink's Global Services** (phone # 1-800-825-8332). Additional assistance can be obtained through the **BARNEYS Transportation Department** at aguerrero@barneys.com or pcaterina@barneys.com or 201-531-7706.
6. Carton marking must include Purchase Order Number. **THE WORD(S) "JEWELRY, WATCHES, ETC." MUST NOT BE ON THE OUTSIDE OF THE CARTON OR ON THE FEDEX AIR WAYBILL.** See Packing Instructions A-E for further details.
7. Any deviation from these fine jewelry and fine fur instructions will be cause for a chargeback.
8. Imitation or costume jewelry should ship via UPS, Federal Express Ground or through the designated courier for your state (refer to the Carrier Selection in the Reference Guide)

C. DELIVERY APPOINTMENTS

EXCEPT FOR FEDEX GROUND COLLECT and UPS GROUND COLLECT, APPOINTMENTS MUST BE MADE for ALL incoming SHIPMENTS, 24 HOURS PRIOR TO DELIVERY. Both vendor deliveries and common carriers must contact our Receiving Department with all appropriate purchase order numbers referring to the delivery. Receiving hours are between 7:00am and 3:00pm, Monday through Friday.

BARNEYS Receiving Department must receive all delivery cancellations in writing, no later than 3:00pm the day prior to the scheduled appointment.

Failure to keep delivery appointments without written notification of cancellation will result in a \$100 chargeback per missed appointment.

Direct all communications to:

**BARNEYS Distribution Center
1201 Valley Brook Avenue
Lyndhurst, New Jersey 07071
Ph 201-531-7710 or 201-531-7711 ;Fax 201-531-7742
e-mail: njreceiving@barneys.com or moquendo@barneys.com**

D. DELIVERY REFUSALS

Shipments will be refused for the following reasons:

1. Attempts to deliver without a scheduled appointment, except for **FEDEX GROUND COLLECT or UPS GROUND COLLECT.**
2. Purchase orders are not on file.
3. Shipment delivered past cancellation or prior to start ship date.
4. **NO C.O.D. SHIPMENTS** will be accepted. This includes C.O.D. for postage on UPS and Parcel Post shipments.

E. SAMPLES

1. **SAMPLE SHIPMENTS ARE NOT TO BE SHIPPED TO 575 5TH AVE. NY.**
2. All samples must be packed separately from regular purchase orders.
3. All documentation must show the sample purchase order number and buyer contact name.
4. All sample shipments **MUST** be consigned to the respective buyer as follows:

**(BUYER NAME)
BARNEYS NEW YORK
1201 Valley Brook Ave.
Lyndhurst, NJ 07071**

5. **UNDER NO CIRCUMSTANCES WILL C.O.D. SHIPMENTS BE ACCEPTED.**
6. When shipping sample jewelry, **vendors must adhere to the instructions** found on page 7, section B "Jewelry Shipments".
7. **NON-COMPLIANCE WITH THESE PROCEDURES WILL RESULT IN NON-PAYMENT OR DELAYED PAYMENT AND A CHARGEBACK.**

F. ROUTING INSTRUCTIONS (Only applies when BARNEYS is paying for the freight)

1. Shipments made within a two (2) day time frame should be consolidated on one Bill of Lading whenever possible and whenever the shipping window allows. A shipping manifest must accompany a consolidated shipment. Failure to consolidate may result in a freight chargeback.
2. Shipments having a total combined weight of less than 300 lbs. must be sent via **FEDEX GROUND COLLECT** or **UPS GROUND COLLECT**.
3. Prepaying the freight and adding it to an invoice is not allowed when **BARNEYS** is responsible for the freight.
4. Shipments having a total combined weight over 300 lbs. must be shipped via **BARNEYS** preferred common carrier (refer to the Routing Chart in the Reference Guide found in the back of this booklet). Our routing chart designating carrier by state of origin, **MUST** be utilized when **BARNEYS** is responsible for any part of the freight charges.
5. If a designated carrier does not service your area, please contact **BARNEYS** Traffic Department for special routing instructions at 201-531-7706 or 7731.

G. AIR FREIGHT

Under **NO** circumstance, where **BARNEYS** is responsible for all or any part of the freight charges, are **air shipments** to be made without proper authorization*.

*Air authorization consists of written approval from the Buying Office and the Traffic Department.

An air authorization number will be assigned by the Traffic Department. **Failure to obtain an authorization number will be considered as an agreement on the shippers part to assume full responsibility for all freight and handling charges.**

H. CHARGEBACKS

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 Packing & Routing 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
Attn: Chargeback Coordinator**

Violations are as follows:

1. **ANY FAILURE TO COMPLY WITH THE INSTRUCTIONS CONTAINED IN THIS PACKING & ROUTING GUIDE WILL RESULT IN A CHARGEBACK.**

2. Insufficient Carton Markings (ICM)
Handling Charges will be based on a \$30.00 per hour rate (minimum \$100).
3. Packing Slip Incomplete \ Incorrect \ Missing (PSI)
\$5.00 per carton plus \$10.00 per order, minimum \$100.00.
4. Packing Violations (PV)
Handling Charges will be charged \$100 plus \$.15 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
7. Routing Infractions
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 follow these instructions will be considered as acceptance by the vendor of full responsibility for any freight differential and handling charges with the shipment guidelines incurred due to noncompliance.
 - b. Missed appointments. Failure to keep delivery appointments without written notification of cancellation will result in a \$100 chargeback, per missed appointment.
 - c. A fee of \$100 will be charged when any prepaid freight is added to the commercial invoice (merchandise invoice).
 - d. Merchandise shipped direct (drop shipped) to stores or the corporate office will be subject to a \$250 chargeback.

I. RETURN TO VENDOR POLICY

1. Any shipment or portion thereof, which must be returned to a vendor, due to shipping errors or concealed damages, will be assessed an **estimated 3% inbound charge plus the actual outbound freight costs**, Additionally, there will be a fee of **\$5.00 per carton or \$.50 per GOH unit plus a \$100 handling fee.**
2. Merchandise will be returned to a vendor for the following reasons:
 - a. Merchandise was not ordered
 - b. Over-shipments
 - c. Duplicate Shipments
 - d. Substitutions
 - e. Defective Merchandise
 - f. Incomplete Sets
 - g. Concealed Damages

3. Unauthorized substitutions will be returned or disposed of at the discretion of **BARNEYS**. **BARNEYS** will not accept payment responsibility for substitutions.
4. All returns will be shipped freight collect. Risk of loss passes to the consignee.

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

DOMESTIC SHIPMENTS

REFERENCE GUIDE

April 15, 2011

BARNEYS NEW YORK

CONTACT LIST

CORPORATE OFFICE

BARNEY'S, INC.

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

DISTRIBUTION CENTER SHIP TO ADDRESS

*Following is the appropriate address to ship ALL areas of
BARNEYS NEW YORK merchandise:*

BARNEY'S, INC.

1201 Valley Brook Ave.
Lyndhurst, New Jersey 07071

DELIVERY APPOINTMENTS

BARNEYS NEW YORK DC

Receiving Department
1201 Valley Brook Ave.
Lyndhurst, New Jersey 07071
Phone: (201) 531-7711 or 7710
Fax: (201) 531-7742
E-mail: njreceiving@barneys.com or moquendo@barneys.com

INVOICE ADDRESS

*Invoices may be mailed or emailed. Please do not include invoice in cartons with merchandise
These will not be delivered to the Accounts Payable Dept. and will result in payment delay.*

BARNEY'S, INC.

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

FINE JEWELRY and FINE FUR SHIPMENT CONTACT

BARNEY'S, INC.

Paul Caterina, Vice President Imports, Transportation & Purchasing
Phone: 201-531-7731
Fax: 201-531-7747
E-mail: imports@barneys.com

QUESTIONS REGARDING PACKING INSTRUCTIONS CONTACT:

Michael Gumeny, Manager DC Technical Operations
Phone: 201-531-7704
E-mail: mgumeny@barneys.com

TRANSPORTATION DEPARTMENT CONTACT:

Aida Guerrero
Phone: 201-531-7706
E-mail: aguerrero@barneys.com

Paul Caterina, Vice President Imports, Transportation & Purchasing
Phone: 201-531-7731
E-mail: pcaterina@barneys.com or imports@barneys.com







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

STORE LISTING

<u>Store #</u>	<u>Division 1</u>	<u>Store #</u>	<u>COOP</u>
003	660 Madison NY, NY	318	18th St. NY NY
006	The Web, Lyndhurst NJ	319	SoHo, NY NY
007	Beverly Hills CA	320	Miami Beach FL
151	Seattle WA	321	Chicago IL
252	Chicago IL	322	Broadway NY
254	Copley Place, Boston MA	323	Costa Mesa CA
255	Las Vegas NV	324	Atlanta GA
256	San Francisco CA	325	Chevy Chase MD
257	Dallas TX	326	Georgetown, Washington DC
260	Scottsdale AZ	330	Austin TX
		331	The Grove, Los Angeles CA
		332	Hackensack NJ
		333	Glendale CA
		335	Philadelphia PA
		336	San Diego CA
		338	Santa Monica CA (Fall 2010)
		339	Brooklyn NY (Fall 2010)
			<u>Other</u>
		015	Backstock
			<u>New Stores</u>
		424	Niagara Falls NY (spring 2011)
<u>Store #</u>	<u>Division 2</u>		
401	Harriman NY (Outlet)		
404	Cabazon CA (Outlet)		
406	Camarillo CA (Outlet)		
408	Clinton CT (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)		
421	San Marcos TX (Outlet)		

BARNEYS NEW YORK

Effective April 15, 2011

State	0-300 lbs	301 lbs + Over
Alabama Alaska Arizona Arkansas California Colorado Connecticut Delaware Dist. of Columbia Florida Georgia Hawaii Idaho Illinois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey / New York (*Except Metro NY/NJ) New Mexico North Carolina North Dakota Ohio Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas Utah Vermont Virginia Washington State West Virginia Wisconsin Wyoming	<p>ALL STATES Use Either</p>  <p>FedEx Ground Collect 1-800-GO-FEDEX or UPS GROUND COLLECT</p> <p>ALL STATES Use Either</p>  <p>FedEx Ground Collect 1-800-GO-FEDEX or UPS GROUND COLLECT</p> <p>ALL STATES Use Either</p>  <p>FedEx Ground Collect 1-800-GO-FEDEX or UPS GROUND COLLECT</p>	<p>ALL STATES (In order of Preference)</p>  <p>Echo Global Logistics or NRT (National Retail Transportation) or Old Dominion</p> <p>ALL STATES (In order of Preference)</p>  <p>Echo Global Logistics or NRT (National Retail Transportation) or Old Dominion</p> <p>ALL STATES (In order of Preference)</p>  <p>Echo Global Logistics or NRT (National Retail Transportation) or Old Dominion</p>

*New York/New Jersey Metro Area <small>Area Codes 201-212-718-973-646</small>	FedEx Ground Collect or UPS Ground Collect	Call 201.531.7710 or 7711 for Barneys Truck Pickup
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Questions (201)531-7706 / 7709 / 7711 or 7731 *Pickups (201)531-7710 or 7711

Shipments of Garments on Hangers, contact the Transportation Dept. for routing.

Echo Global Logistics - Toll Free 1-800-597-6871 or email RaulPacheco@echo.com
NRS (National Retail Transportation) 1-888-466-5866 or 201-330-3677 option #1
Old Dominion 1-800-228-6335

*Unauthorized use of any airfreight service will be grounds for a chargeback.

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 H.

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.

PURCHASE ORDER NUMBER	VIOLATION CODE	UNITS	CARTONS	CHARGE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	TOTALS	_____	_____	_____

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.**