

9.0 Inbound Shipping Documentation

- 9.1 General Packing List Information -

The packing list (or shipment manifest) provides detailed information concerning the shipment at the item level. It is imperative that the packing list is complete and accurate.

Individual packing lists per carton are NOT permitted. Each packing list must list the shipment by PO, Style, Color, Size, with total quantities per item.

Without this detail, receipt of your merchandise could be delayed, and chargebacks may be assessed.

The Packing List must state the actual quantity shipped, NOT the quantity originally ordered in cases where this differs.

Vendors can use any existing pre-formatted packing list as long as it provides the following detail:

- Ship from (vendor) name, address, and phone number (shipping facility preferred)
- Ship to name, address, and phone number (physical address receiving shipment)
- Bill of Lading (BOL) number(s) (if available at time of merchandise pick-up)
- Ship date (date of carrier pick-up, not BOL date)
- PO number
- Vendor item style, color and size
- Individual carton quantity (i.e. case pack = 12 pr)
- Total cartons per item (listed by style and color)
- Total cartons
- Total weight
- Delivery date (per PO)

If the vendor's system automatically generates a packing list or shipment manifest, the vendor may attach it to the last carton loaded.

Each PO number should be listed on a separate packing list to ensure accuracy when confirming packing list information at the Company's DC (NLS).

Any questions pertaining to the packing list requirements should be forwarded, via e-mail or phone, to the Company's Merchandise Operations Vendor Relations team (see Section 12).

- 9.2 Bill of Lading (BOL) Information -

BOL's must have the driver's signature, PRO number, TMS SID, seal number, and the trailer number visible.

Any changes and or additions due to overflow or creating the BOL before loading must be clearly marked.

Any costs associated with the merchandise or transport must not be shown on the BOL.

All master BOL's will list all individual BOL numbers, quantities and have copies attached to the master BOL.

Shipment cube must appear clearly on Bill of Lading, failure to do so may result in chargeback for any excessive costs.

Vendors can use any existing pre-formatted BOL as long as the following information is provided:

- Name and address of shipper, including phone number (shipping facility preferred)
- Name and address of ship to location
- Unique BOL number
- Date of shipment (date of carrier pick-up, not date BOL was written)
- PO number
- Freight terms (all terms are "FOB Origin – Collect" unless written exception has been authorized by Transportation)
- Total carton and pair quantities shipped
- Total weight of shipment
- Commodity Classification of freight
- Driver or carrier's agent signature

Any questions pertaining to BOL requirements will need to be forwarded, via e-mail or phone, to the Company's Merchandise Operations Vendor Relations team (see Section 12).