

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

**Packing and Routing Guide**

(Foreign Vendor)

July 16, 2019

## **DOCUMENTS AND LABELS**

***As required by US Customs, entire content of DOCUMENTS MUST READ IN ENGLISH.***

*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."*

### **Packing Lists:**

#### **EDI Vendors:**

EDI vendors who receive our purchase orders electronically are **NOT REQUIRED** to include packing slips with shipments.

**EXCEPTION: Special Orders and Direct shipments must include a packing list placed inside each carton. The packing list must be specific to the contents inside the carton.**

#### **Non-EDI Vendors:**

**All shipments must include a packing list placed inside each carton. The packing list must be specific to the contents inside the carton. Pack lists for GOH shipments should be specific to each PO and attached to the lead garment of each PO.**

### **Packing Slip Requirements**

1. A single purchase order and single store per packing list/carton.
2. The packing slip should list only the contents of that carton.
3. Multiple stores, purchase orders, and/or departments cannot be on a single packing slip.

#### **All packing slips must include the following information**

- Vendor name and address
- Barneys PO number
- Barneys Department number
- Barneys Store number
- Packing slip number and date
- Vendor Style and description
- BNY style number on PO

- Size description (when ordered by size)
- Color description (when ordered by color)
- Quantity shipped per style/color/size
- Total quantity of items shipped by packing slip

## **Bill of Lading**

### **EDI and Non-EDI Vendors**

All common carrier shipments require a BOL. FedEx shipments do not require a BOL.

### **Bill of Lading should include the following information**

- Date of shipment
- Shipper name & address
- Consignee name & address
- Unique bill of lading number
- Freight terms
- 3rd party billing address when is applicable
- Corresponding department number(s)
- Corresponding purchase order number(s)
- Special Instructions when is applicable
- Carrier name
- Carrier PRO number
- Commodity description
- Freight class determinate by the NMFC #
- Total number of cartons
- Total weight
- Total pallets
- Dimension pallets
- Date & signature of the party preparing the shipment for transport
- Date & signature of the driver including acknowledgement of the # of cartons tendered to the carrier

## **Carton Labeling**

### **EDI Vendors:**

1. All EDI approved vendors need to send 856.
2. The ASN needs to include the following:
  - Ship from address
  - Ship to address
  - Store# or DC#
  - DC#, PO# ( This has to be unique combination)
  - For e.g. of PO 1234 was shipping to DC# 088 & PO 1235 was shipping to DC# 076 then we need 2 separate ASNs
  - BOL number
  - Carrier name
  - Total number of cartons
  - Weight
  - Carton number
  - Dept#

### **EDI and Non-EDI Vendors:**

1. **Carton markings and carton labels must be placed on side of carton/crate to include GS1-128 labels, all carrier labeling, address labels, etc.**
2. Each carton **MUST** be clearly labeled with the following information:
  - a. Purchase order number
  - b. Department number
  - c. Store number
  - d. Address of consignee "shipped to"
  - e. Address of vendor "shipped from"
3. Carton label placement:
  - a. Cartons more than 6 inches tall
    - i. Carton labels must be placed a minimum of 1" from bottom right corner on side of carton
    - ii. Carton label must be a minimum of 1.5"-3.0" from side of carton
  - b. Cartons less than 6 inches tall

- i. Carton label should be placed in the same dimensional area as listed above with the excess of the label folded over the top of the carton
  - ii. Do not cover taped seams with the label
- c. Palletized cartons should have outward-facing labels
- 4. Do not place any labels over the GS1-128 label
- 5. Mark glassware cartons with “fragile” stickers.

## **Special Orders**

- 1. All special order merchandise must have special order self-adhesive adhered to the outside carton.
- 2. PO number, style number, and customer name must appear on the outside of the carton.
- 3. DO NOT MIX special orders with any other merchandise ordered.
- 4. PO/special PO number must appear on the carton and all documentation.
- 5. *Buyer contact name and phone number must be in the documents: (Name, Phone, Department)*

## **PACKING**

### **Carton Requirements**

#### **(EDI and Non-EDI Vendors):**

Cartons shipped should be a maximum of 50 lbs. with dimensions no larger than 48” x 48” x 48”.

Cartons should be packed and sealed in such a way as to ensure the security and well-being of the contents within: **Fillers should be used in cartons that are not completely full, to eliminate voids and prevent crushing cartons during transit.**

### **Merchandise Packing Requirements**

#### **(EDI Vendors): Cross Dock PO**

1. Pack by Store – merchandise for multiple stores cannot be packed in the same carton (see Reference Guide for store listing)
2. GOH Pack/ship by store.

### **(Non-EDI Vendors): Flow Through / Bulk PO**

1. Flat merchandise must be packed by style, color and size.
2. GOH Pack/ship by style, color, and size.

### **(EDI and Non-EDI Vendors):**

1. All ready to wear and accessories must be poly-bagged for protection. (Exceptions: cosmetics, glassware, furniture, and shoes.)
2. Tickets must be attached to both merchandise and polybags/protective outer covering- see ticketing guidelines.
3. Hanging garments must be packed/shipped as garments on hangers (GOH)
4. All GOH must be poly-bagged for protection that extends 6" below the garment.
5. All garments should be packed in a manner to minimize wrinkling and prevent damages (i.e. do not overstuff GOH cartons).
6. No single-wire hangers or hangers with sharp ends can be used.
7. No newspaper or straw should be used for fillers.
8. *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.*

### **Cosmetics**

1. All tester merchandise must be packed separately from merchandise and packed by store.
2. Style numbers must appear on merchandise.
3. All sets must be packed together and marked as a set.
4. Care must be taken when packing liquid items such as gels, lotions, and creams in order to avoid damaging adjacent material in the event of breakage or leakage.

### **Dinnerware, Glassware, Giftware**

1. All fragile merchandise must be bubble wrapped for protection.
2. All linens, tableware, etc. must be in plastic packaging for protection.
3. Style numbers must appear on merchandise, i.e. glassware (sticky tickets on bottom, and visible)
4. All sets must be packed together and marked as a set.

## Jewelry

1. Each item must be packed by SKU in a poly bag, bubble wrap, or presentation box.
  - Vendor style information must be visible on the outside of the poly bag, bubble wrap or presentation box.
2. Accompanying items such as pouches, warranty cards, polishing cloths, presentation boxes, etc. must be packed with corresponding merchandise.

## TICKETING

### Ordering tickets

All merchandise must be ticketed with a Barneys price ticket before shipping to a Barneys location. Barneys has selected industry leader FineLine Technologies as our ticketing supplier. See the instructions below for registering online at the exclusive BNY web portal. Once registered, tickets may be ordered directly by entering the BNY PO Numbers. Ticket orders are placed at your convenience via the BNY *FastTrak* web portal.



As a vendor of Barneys, we invite you to experience the many benefits of working with FineLine:

- Standard two-day turn-around time for ticket production
- Exceptional customer service
- Innovative technologies
- Global capabilities via all available service types
- 24/7 order tracking and order status

To begin, simply register your company on *FastTrak*, FineLine's web-based ordering system.

Add your Barneys vendor ID. Barneys will upload your purchase orders to *FastTrak*, where you can then select the necessary PO's from the list provided and begin ordering. Click the following link to register: <https://www.finelineglobal.com/fasttrak/NewRegistration.aspx>

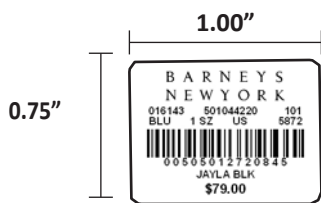
To download a full copy of the *FastTrak* User Guide visit  
[http://www.finelinetech.com/fasttrak\\_userguide/](http://www.finelinetech.com/fasttrak_userguide/)



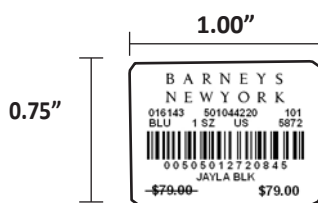


#11 Full-Price  
Hang-Tag

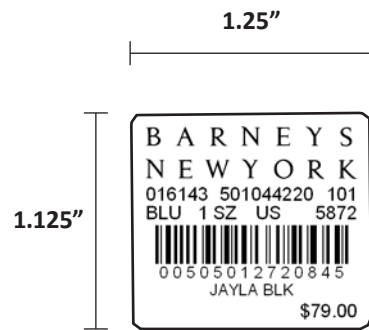
#12 Mark-Down  
Hang-Tag



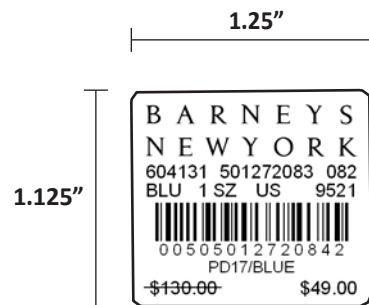
#3 Full-Price  
Small Label



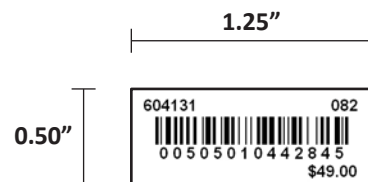
#8 Mark-Down  
Small Label



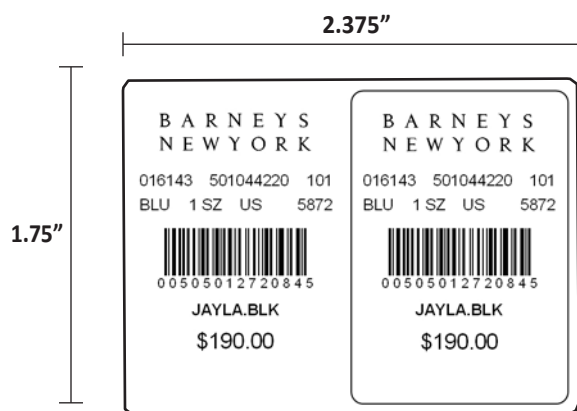
#2 Full-Price  
Large Label



#17 Mark-Down  
Large Label



#10 Jewelry  
Label



#14 Regular Shoe Label



#15 Mark-Down Shoe Label

## Ticket Placement

TYPE OF PRODUCT	TICKET TYPE & PLACEMENT
<b>Women's</b>	
Jackets, Robes, Outerwear, Sweaters, Blouses, Dresses, Evening Gowns	Hang-Tag (#11, #12): Attach with plastic barb to brand or size label on neck.
Dress Shirts	Hang-Tag (#11, #12): Attach with plastic barb to third button hole from the bottom.
Skirts, Pants, Shorts	Hang-Tag (#11, #12): Attach with plastic barb to inside brand label.
Denim	Hang-Tag (#11, #12): Attach with plastic barb to inside care label in waistband.
Lingerie, Swimwear	Hang-Tag (#11, #12): Attach with plastic barb to inside garment label.
Hats, Scarves	Hang-Tag (#11, #12): Attach with plastic barb to inside label or band.
Socks	Large Label (#2, #17): Affix to product tag next to vendor label.
<b>Men's</b>	
Sport Shirts, Tees, Robes	Hang-Tag (#11, #12): Attach with plastic barb to garment label.
Dress Shirts	Hang-Tag (#11, #12): Attach with plastic barb to third button hole from the bottom.
Jackets, Suits, Coats, Outerwear	Hang-Tag (#11, #12): Attach with plastic barb to the underside of the left lapel—attach to liner only.
Trousers, Shorts, Swimwear	Hang-Tag (#11, #12): Attach with plastic barb to brand label on waistband.
Denim	Hang-Tag (#11, #12): Attach with plastic barb to inside care label in waistband.

Ties, Bowties, Cumberbunds	Hang-Tag (#11, #12): Attach with plastic barb to loop or garment label.
Socks	Large Label (#2, #17): Affix to product tag next to vendor label.
Belts	Hang-Tag (#11, #12): Attach with plastic barb to first inside hold (furthest from end).
Cuff Links	Silver Jewelry Label (#10) on silver string-tag tied to piece.
<b>Children's</b>	
Clothing	Hang-Tag (#11, #12): Attach with plastic barb to garment label.
Toys, Games	Large Label (#2, #17): Affix to bottom of box.
<b>Shoes</b>	
Shoes	Shoe Label (#14, #15): Affix to shoe box next to vendor label, but <i>not</i> covered by lid.
<b>Jewelry</b>	
Fine Jewelry	Silver Jewelry Label (#10) on silver string-tag tied to piece.
Watches	Silver Jewelry Label (#10) on string-tag tied to loop on band; if no loop tied to band.
Earrings	Silver Jewelry Label (#10) on string-tag enclosed in plastic bag with piece.
<b>Cosmetics</b>	
Skin Care	Small Label (#3, #8) on bottom of packaging.
Lips, Hair	For store 066 (Web): Large Label (#2, #17) on product box next to vendor UPC.  For all other locations: Small Label (#3, #8) on product box next to vendor UPC.

Accessories	
Handbags (all types) - requires inside ticket and carton ticket	<p>Hang-Tag (#11, #12): Attach with plastic barb to zipper pull of inside pocket. If no inside pocket then affix to available hardware on outside of bag (zipper pull, etc.).</p> <p>Large Label (#2, #17): Affix to product carton next to vendor label.</p>
Gloves	Hang-Tag (#11, #12): Attach with plastic barb to label inside glove.
Sunglasses	Silver Jewelry Label (#10) on string-tag tied to hinge.
Small leather	Hang-Tag (#11, #12): Slide inside pocket.
Chelsea Passage (Home)	
Furniture	Hang-Tag(#11, #12): Place tickets in pouch and affix to shipping container. (crate, carton)
Books, Stationary, Frames, Candles, Paper Box Products	Large Label (#2, #17): Affix to back, bottom-right, above or next to vendor barcode.
Food, Tea, Spice	Large Label (#2, #17): Affix to bottom.
Dinnerware	Small Label (#3, #8): Affix next to Vendor UPC.
Pillows, Throws, Scarves, Umbrellas	Hang-Tag (#11, #12): Attach with plastic barb to brand label.
Napkins, Placemats, Cloths	Ticket with Tag (#2 and #17)
Napkin Rings	Ticket with Tag (#10)

# **SHIPPING INSTRUCTIONS**

## **General Instructions**

### **(EDI and Non-EDI Vendors):**

GENERAL ROUTING INSTRUCTIONS FOR IMPORTS (Freight forwarders are to be notified prior to deliveries or pickups when the documents and cartons are ready to be shipped)

1. General Shipments to the Barneys New York Distribution Center, Lyndhurst, New Jersey:
  - 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. Goods must be shipped in accordance with the Delivery Start Ship Date and the Cancel Date.
3. Routing instructions apply only to purchase orders where BARNEYS is responsible for the freight charges.
4. UNLESS EXPLICITLY AUTHORIZED BY THE BARNEYS NEW YORK BUYING OFFICE, ALL MERCHANDISE (INCLUDING SAMPLES) MUST BE DELIVERED TO:

BARNEYS, INC.

PO# \_\_\_\_\_

1201 VALLEY BROOK AVE.

LYNDHURST, NJ 07071

5. INSURANCE or declaring value for insurance purposes is not allowed when Barneys is paying the freight charges.

## **Samples**

(Confer with the merchant to determine who is responsible for the **duty and freight** charges on sample shipments). **SAMPLES REQUIRE A TRUE DECLARED VALUE BY LAW FOR U.S. CUSTOMS CLEARANCE.**

1. **ALL SAMPLE MERCHANDISE MUST BE PACKED SEPERATELY FROM REGULAR PURCHASE ORDERS.**
2. All documentation must state the Purchase Order number and Buyer's contact name.
3. All sample shipments **MUST** be consigned to the respective buyer as follows:

(BUYER NAME)  
BARNEYS, INC.  
PO# \_\_\_\_\_  
1201 VALLEY BROOK AVENUE  
LYNDHURST, NJ 07071 USA

4. All cartons must be labeled with the Purchase Order number, Buyer's name and carton count.
5. Except for JEWELRY SAMPLES, sample shipments of one (1) to three (3) cartons can be shipped via courier. FED EX is the preferred SAMPLE carrier.
6. Do not declare insurance when BARNEYS is paying the freight charges.
7. Sample shipments of four (4) or more cartons must be shipped through the designated freight forwarder (see the "Reference Guide").
8. SAMPLE JEWELRY shipments must adhere to the special instructions as found in section **"Fine Jewelry and Fine Fur Shipments."**
9. **UNDER NO CIRCUMSTANCES WILL C.O.D. SHIPMENTS BE ACCEPTED.**
10. Non-compliance with these procedures will result in non-payment or delayed payment and charge back.
11. Invoicing and document requirements for sample shipments are the same as for regular shipments. See section **"Invoice and Packing Requirements."**
12. Documents for Customs clearance must be sent to the designated Freight Forwarder. Please refer to the BARNEYS NEW YORK Forwarder Listing found in the "Reference Guide".

## **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.)

**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 may be directed to [Imports@barneys.com](mailto:Imports@barneys.com).

1. Fine Jewelry, Watches and Fine Furs (Refer reference guide for watches)
  - a. All fine jewelry and fine furs must be consigned to BARNEYS, 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.
  - b. Fine jewelry valued under US\$10,000 must ship via Federal Express International Priority Service. **NO REFERENCE TO BE MADE AS TO THE CONTENT OF THE PACKAGE ON THE AIR WAYBILL OR CARTON.** P.O # must be on Airway Bill and cartons.
  - c. Fine jewelry valued over US\$10,000 must ship via BRINKS ARMORED COURIER SERVICES or for (Italy only) Malca-Amit Logistics, contact Sabrina Marsic at [sabrina.marsic@malca-amit.com](mailto:sabrina.marsic@malca-amit.com) or +39 (013) 1950964. For the BRINKS office nearest you, contact the BARNEYS Imports Department.
  - d. Fine Furs valued over \$5000 must ship via BRINKS ARMORED COURIER SERVICES. For the BRINKS office nearest you, contact the BARNEYS Imports Department.
  - e. Documentation must be included on both the outside of the lead carton as well as one (1) set included inside the lead carton.
  - f. The Air Way Bill and Commercial Invoice must be sent to BARNEYS, INC., IMPORT DEPARTMENT by e-mail to [Imports@barneys.com](mailto:Imports@barneys.com).
  - g. There can be no deviation from the Routing Instructions listed above. Any deviation from the guidelines set forth will result in a freight violation chargeback.
2. 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.

## **LANDED SHIPMENT GUIDELINES/DDP**

Purchases made Delivered Duty Paid (DDP) - **Barney's is the Ultimate Consignee; not the "Importer of Record"**.

1. DDP shipments cannot be affected without prior authorization from BARNEYS buying office. Confirmation of the U.S. Customs Broker and Invoices must be emailed to [imports@barneys.com](mailto:imports@barneys.com), at least 1 week prior to shipment.
2. The following information MUST be e-mailed to the Import Department with a cover sheet and contact for your company.  
E-mail: [Imports@barneys.com](mailto:Imports@barneys.com)
  - a. Copy of Master Air Waybill

- b. Copy of Commercial Invoice(s)
  - c. Forwarder's USA agent/office: Address, Phone Number and Contact.
  - d. **Your designated U.S. Customs Broker's Name, Address, Phone Number and Contact.**
  - e. **Name of Domiciled Agent to be Importer of Record with U.S. Customs and responsible for 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 7501 evidencing payment of Import Duties to US Customs must be e-mailed to the Import Department at [imports@barneys.com](mailto:imports@barneys.com).
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 emailing the Receiving Department at [Njreceiving@barneys.com](mailto:Njreceiving@barneys.com).

## **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.

## **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.
- 3. Purchase Order not on file.
- 4. Shipment delivered past the cancel date.

## **INVOICING/PACKING SLIP/DOCUMENTATION REQUIREMENTS**

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

Complete material composition is required for all items.



1. **REQUIRED** – The MID# (Manufacturers Identification Number) and/or complete Manufacturers NAME and ADDRESS must be shown for every style on the Invoice. Failure to provide the MID# or Manufacturers' complete 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 U.S. 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 Consignee address is:

BARNEYS, INC.  
1201 Valley Brook Ave.  
Lyndhurst, N.J  
07071 USA

- b. Ship to address as designated by the Purchase Order number.
- c. The Purchase Order Number for the merchandise being shipped must be clearly shown on the Invoice and Packaging List. **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 U.S. Customs 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. D.D.P. or D.A.P.
  3. F.O.B./F.C.A.

- 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 – White-lipped Peccary

Scientific Name (Genus & Species)– Tayassu Pecari

Country of Origin – Brazil

How Bred (Captive/Wild) – Wild

- u. BUTTONS: All buttons made of a Fish & Wildlife product must be declared on the invoices. The following information is required:
  - Common name
  - Scientific Name (Genus & Species)
  - Country of origin
  - How Bred (wild, captive, farmed)
  - Number of buttons per garment
  - Price per button
- v. C.I.T.E.S. CERTIFICATE (when necessary)
  - CITES Address must read:
  - Barneys Inc.
  - 1201 Valley Brook Avenue
  - Lyndhurst, NJ 07071 US
- w. COUNTRY OF ORIGIN per style
- x. Complete descriptions of merchandise being shipped must read in English.
  - i. Wearing Apparel (Recommend use of the Product Detail Sheets from the Reference Guide) INCLUDES CHILDREN’S AND LEATHER GOODS
    - 1. Detailed description per style i.e. Blouse / T-shirt w/sleeves / Vest, Dress, etc.
    - 2. Fiber Content by percentage totaling 100% (includes collars, cuffs and trim)

3. Method of Manufacture (i.e. Knit or Woven)
  4. Gender (Men, Women, Boy Girl, Infant, Toddler)
- ii. Footwear (Refer to Form CF1188A)  
An Interim Footwear Invoice (aka: IFI or Shoe Sheet) is a required document used to properly determine the method of shoe construction for U.S. Customs Duty purposes.
- iii. Watches and Clocks  
The following components are dutiable and therefore require specific descriptions and component values:
  1. Movement (including number of jewels, if any)
  2. Case
  3. Strap, Band or Bracelet
  4. Battery
- iv. Tableware, Giftware, Children's
  1. Composition of Merchandise (i.e. glass, earthenware, etc.)
  2. Cutlery must state composition of handles.
  3. Lead crystal must state percentage of lead.
  4. Antique goods must indicate the production year, if available.  
Must supply Certificate of Antiquity.
  5. Tablecloths must indicate weave type and stitch count.
- v. Cosmetics and Perfumery
  1. Invoice must indicate whether goods are hazardous or non-hazardous.
  2. Products containing alcohol must list the alcohol content by percentage.
  3. Statement that items are in compliance with requirements of the U.S. Food and Drug Administration.
  4. Instructions, directions, ingredients shown on item must be in English.
  5. Invoice must indicate brand name.
- vi. Sunglasses Vendor must be registered with FDA
  1. Vendor's FDA Registration Number
  2. Device Listing Number
  3. Drop Ball test results
5. Accounts Payable Invoices are to be scanned or mailed to the following address:

BARNEYS, 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 [Aplyndhurst@barneys.com](mailto:Aplyndhurst@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 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.

## **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.

Examples:

### 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 (FTC) concerning care symbols.

6. ITEMS NOT LEGALLY MARKED WILL BE SUBJECT TO A \$500 CHARGEBACK, PLUS ANY ADDITIONAL COSTS, INCLUDING THOSE INCURRED IN THE MARKING OR RE-EXPORTING OF MERCHANDISE.

## LETTER OF CREDIT

REFER TO 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:

Bank Name  
Full Address  
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. MID (Manufacturer's complete name and address)
  - f. Country of Origin
  - g. Start and Last Ship dates
  - h. Cancel date
  - i. Payment terms (30, 60, 90 days or sight)
  - j. Unit Price, Extended Price and Total Invoice Value including Currency Type.
  - k. 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

## **RETURNS**

All communications and negotiations for returns must be directed through the buying office. Only a BARNEY's buyer 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 to ensure a timely turnaround. It is important to provide all required information, to the buyer, at the time of agreement.

## **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, etc.)
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.

## **CHARGE BACK POLICY \ US CUSTOMS VIOLATIONS**

1. Vendor compliance with the instructions contained within this guide is vital to ensure merchandise is efficiently processed to the intended Barneys New York selling channel for maximum selling opportunity. Failure to follow the instructions in this guide will cause processing delays and expenses. As such, vendors will be subject to the chargebacks listed here when in violation of the instructions contained within this guide.
2. 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.
3. All chargebacks will be issued to the vendor on a Vendor Packing & Routing Chargeback Form. Vendors must respond in writing within (60) sixty days of the chargeback date with any questions.
4. All correspondence concerning chargebacks should be sent via email to [routing@barneys.com](mailto:routing@barneys.com).
5. Violations can be found in the following table:

<b>INSUFFICIENT CARTON MARKINGS (ICM)</b>	
P/O Number	\$30/hr handling - \$100 min
Number of cartons	\$30/hr handling - \$100 min
Quantity per carton	\$30/hr handling - \$100 min
Vendor name & address	\$30/hr handling - \$100 min
<b>PACKING SLIP INCOMPLETE (PSI)</b>	
No packing slip	\$5 per carton plus \$10 per order - \$100 min
Color code	\$5 per carton plus \$10 per order - \$100 min
Ship To address	\$5 per carton plus \$10 per order - \$100 min
P/O number	\$5 per carton plus \$10 per order - \$100 min
Dept. number	\$5 per carton plus \$10 per order - \$100 min
Style number	\$5 per carton plus \$10 per order - \$100 min
Qty. per carton (carbon count)	\$5 per carton plus \$10 per order - \$100 min
Vendor name & address	\$5 per carton plus \$10 per order - \$100 min
Size breakdown	\$5 per carton plus \$10 per order - \$100 min
Qty. per item, size, color	\$5 per carton plus \$10 per order - \$100 min
Back order not indicated	\$5 per carton plus \$10 per order - \$100 min
<b>PACKING VIOLATION (PV)</b>	
Merchandise packed by store but P/O input as bulk	\$100 plus 15 cents per unit
Merchandise packed by bulk but P/O input as pre-pack	\$100 plus 15 cents per unit
Purchase orders packed together	\$100 plus 15 cents per unit
Individual styles packed together	\$100 plus 15 cents per unit
Multiple dept. packed together	\$100 plus 15 cents per unit
Merchandise w/out style numbers	\$100 plus 15 cents per unit
Merchandise without sizes	\$100 plus 15 cents per unit
Merchandise w/out plastic packaging	\$100 plus 15 cents per unit
Merchandise w/out hangers	\$100 plus 15 cents per unit
Merchandise pre-ticketed incorrectly or not ticketed	\$100 plus 15 cents per unit
<b>ROUTING INFRACTIONS (RI)</b>	
Incorrect Carrier	\$100 Plus Freight Differential
Missed Appointment	\$100
Prepaid freight added to Commercial Invoice	\$100
Concealed Damages	\$100 + \$5/carton or 50 cents/GOH + Freight
DDP Shipments Erroneously Billed to Barneys NY	\$500
Incomplete / Incorrect / Missing Documentation	\$250+ Storage
Merchandise shipped direct to stores or the Corporate Office	\$250
Merchandise returned to vendor due to missing / incorrect or incomplete documentation	\$250



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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):  <i>(REFER TO ITALIAN POSTAL CODE GRID)</i>  Savino Del Bene  Via Cuneo, 18  Redecesio Di Segrate Milano  Ph +39 0221665219 - Fax +39 02 26950110  Contacts: Davide Mazzola  <a href="mailto:davide.mazzola@savinodelbene.com">davide.mazzola@savinodelbene.com</a>  <a href="http://www.savinodelbene.com">www.savinodelbene.com</a></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  <a href="http://www.Cretschmar.de">www.Cretschmar.de</a>  Phone: 49 211-90 79 813  Fax: 49 211-90-79 82</p>	<p>ITALY (CENTRAL/SOUTHERN):  <i>(REFER TO ITALIAN POSTAL CODE GRID)</i>  Albatrans SPA  Via Del Bottegghino 19  50018 Scandicci  Florence, Italy  Phone: 39 055 7223259  Fax: 39 055 7311072  Contact: : <a href="http://www.albatrans.com/">http://www.albatrans.com/</a>  Ilaria Lunardi <a href="mailto:i.lunardi@albatrans.com">i.lunardi@albatrans.com</a></p>

<p><b>HONG KONG:</b>  Albatrans (Hong Kong) Ltd.  Room 3205, 32/F Cable TV Tower Terminal  9 Hoi Shing Road  Tsuen Wan, N.T. Hong Kong  Contact: Claudia Wong  Phone: 852-2212 9117  Fax: 852-2152 9880  E-mail: <a href="mailto:c.wong@albatrans.com">c.wong@albatrans.com</a></p>	<p><b>INDIA:</b>  <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 (<a href="mailto:anand.bom@sdb.in">anand.bom@sdb.in</a>)  <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 - <a href="mailto:avneesh.del@sdb.in">avneesh.del@sdb.in</a>  or Balbir Singh Negi - <a href="mailto:balbir.del@sdb.in">balbir.del@sdb.in</a></p>
<p><b>IRELAND:</b>  Maurice Ward &amp; Co. L.T.D. Head Office  Unit J10,  Swords Business Park  Swords, County Dublin  Ireland  Contact: John Ward - Managing Director  Email: <a href="mailto:john@mauriceward.com">john@mauriceward.com</a>  Phone: 353 1 840 9099  Fax: 353 1 840 9238</p>	<p><b>JAPAN:</b>  <u>Tokyo:</u> Savino Del Bene Japan Co. Ltd.  12F Shinbashi Enter Bldg. 5-8-11 Shinbashi, Minato-ku  Tokyo 150 0004 Japan  Ph: 81-3 3478 6638 Fx: 81-3 3478 6646  Attn: <a href="mailto:Shuichi.inoue@savinodelbene.com">Shuichi.inoue@savinodelbene.com</a>)  <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 (<a href="mailto:kanamoto@sdb.co.jp">kanamoto@sdb.co.jp</a>)</p>
<p><b>MEXICO:</b>  Savino Del Bene Mexico S.A. de C.V  Insurgentes Sur No. 800, P-15  Local 3 y 4 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. - Gdynia  Ul. Slaska, 17  81-319 – Gdynia  <b>Ph.</b>+48 58 628 6450  +48 58 785 0450  <b>Fax</b>+48 58 628 6579  <b>Email</b><a href="mailto:gdynia@savinodelbene.com">gdynia@savinodelbene.com</a>    Savino Del Bene Poland Sp. z o.o. Warsaw  Ul. Poleczki 23, 02-822 Warszawa  tel: +48 22 545 0880  fax: +48 58 785 05 79  e-mail: <a href="mailto:janusz.wrzecion@sdb.com.pl">janusz.wrzecion@sdb.com.pl</a>  <a href="http://www.savinodelbene.com">www.savinodelbene.com</a>;  <a href="http://www.sdb.com.pl">www.sdb.com.pl</a></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  <a href="mailto:h.heggelund@hecksher.com">h.heggelund@hecksher.com</a>  <a href="mailto:marcair@aol.com">marcair@aol.com</a></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 Gueifães - Maia  Phone: 351 229 997 300 or 351 229 997 3186  Fax: 351 229 997 326  Air/Ocean Export - Joel Ribeiro  <a href="mailto:joel.ribeiro@savinodelbene.com">joel.ribeiro@savinodelbene.com</a>  Air/Ocean Export - Liliana Azevedo  <a href="mailto:liliana.azevedo@savinodelbene.com">liliana.azevedo@savinodelbene.com</a></p>

<p>PERU: 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>SPAIN: <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  <u>Madrid</u>: Savino Del Bene Madrid Centro de Carga Aerea C/ Trespaderne, 23 28042 Madrid, Spain Phone: 34 91 32 91 679 Fax: 34 91 32 90 844</p>
<p>PHILIPPINES 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>SCOTLAND (GLA): <b>FOR DELIVERY INFORMATION CONTACT:</b> Savino Del Bene UK Limited Diljeet Kaur <a href="mailto:diljeet.kaur@savinodelbene.com">diljeet.kaur@savinodelbene.com</a>  Phone: 44 (0) 208 844 8550 Fax: 44 (0) 208 844 8555  Will be shipped by: Freightco Ltd., Glasgow</p>
<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>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 NETHERLANDS DSV Solutions Nederland B.V. 5902 RC VENLO Netherlands Contact: Leon Jonker Leon.jonker@nl.dsv.com</p>	<p>UNITED KINGDOM Savino Del Bene UK Limited 610 River Gardens, North Feltham Trading Estate Feltham, TW14 0RB, UK Ph +44 208 844 8550 - Fax +44 208 844 8555  Contact: Diljeet Kaur <a href="mailto:diljeet.kaur@savinodelbene.com">diljeet.kaur@savinodelbene.com</a> Paulo De Freitas <a href="mailto:paulo.defreitas@savinodelbene.com">paulo.defreitas@savinodelbene.com</a> Lloyd Poole <a href="mailto:lloyd.poole@savinodelbene.com">lloyd.poole@savinodelbene.com</a> Luke Garrod <a href="mailto:luke.garrod@savinodelbene.com">luke.garrod@savinodelbene.com</a> <a href="mailto:london@savinodelbene.com">london@savinodelbene.com</a></p>
<p><b>FOR INSTRUCTIONS FOR COUNTRIES OR FORWARDERS NOT LISTED CONTACT:</b></p> <p><b>imports@barneys.com</b> <b>Phone: 201-531-7733 / 7707</b></p>	
<p><b>USE ONLY AUTHORIZED FREIGHT CARRIERS</b> <b>NO UNAUTHORIZED FREIGHT FORWARDER WILL BE ALLOWED.</b> <b>USE OF ANY FREIGHT FORWARDER OUTSIDE OF THESE INSTRUCTIONS WILL RESULT IN A CHARGEBACK.</b></p>	

**ITALY (CENTRAL/SOUTHERN):**

Florence and South

Albatrans SRL

Via Del Botteghino 19

50018 Scandicci

Florence, Italy

**ITALY (NORTHERN):**

North of Florence

Savino Del Bene

Via Cuneo, 18

Redecesio Di Segrate (MI)

Refer to Postal Grid to determine Freight Forwarder in Italy



<b>ITALY (CENTRAL/SOUTHERN):</b> Florence and South <b>(see zip code listing)</b> Albatrans SRL Via Del Bottegghino 19 50018 Scandicci Florence, Italy Contact: Sanna Phone: (3955) 7311071 Broker: Tower Group International					<b>ITALY (NORTHERN):</b> North of Florence <b>(see zip code listing)</b> Savino Del Bene Via Cuneo, 18 Redecesio Di Segrate (Mi) Contact: Giorgio Garvardi Phone: 39 02 21665 262 fax: 39 02 26952596 Broker: Wolf D. Barth Co. Inc.				
	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	Savino	MI	Milano	02	20100	Savino
AN	Ancona	0171	60100	Albatrans	MO	Modena	059	41100	Albatrans
AO	Aosta	0165	11100	Savino	NA	Napoli	081	80100	Albatrans
AR	Arezzo	0575	52100	Albatrans	NO	Novara	0321	28100	Savino
AP	Ascoli pic.	0736	63100	Albatrans	NU	Nuoro	0784	08100	Albatrans
AT	Asti	0141	14100	Savino	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	Savino	PR	Parma	0521	43100	Albatrans
BN	Benevento	0824	82100	Albatrans	PV	Pavia	0382	27100	Savino
BG	Bergamo	035	24100	Savino	PG	Perugia	075	06100	Albatrans
BI	Biella	015	13051	Savino	PS	Pesaro	0721	61100	Albatrans
BO	Bologna	051	40100	Albatrans	PE	Pescara	085	65100	Albatrans
BZ	Bolzano	0471	39100	Savino	PC	Piacenza	0523	29100	Savino
BS	Brescia	030	25100	Savino	PI	Pisa	050	56100	Albatrans
BR	Brindisi	0831	72100	Albatrans	PT	Pistoia	0573	51100	Albatrans
CA	Cagliari	070	09100	Albatrans	PN	Pordenone	0434	33170	Savino
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	Savino	RI	Rieti	0746	02100	Albatrans
CS	Cosenza	0984	87100	Albatrans	RN	Rimini	0541	47037	Albatrans
CR	Cremona	0372	26100	Savino	ROMA	Roma	06	00100	Albatrans
KR	Crotone	0962	88074	Albatrans	RO	Rovigo	0425	45100	Albatrans
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EN	Enna	0935	94100	Albatrans	SS	Sassari	079	17100	Albatrans
FE	Ferrara	0532	44100	Albatrans	SV	Savona	019	17100	Savino
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	Savino
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>
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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
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MT	Matera	0835	75100	Albatrans					

## U.S. Customs Broker Contacts

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149-10 183 Street | Jamaica, NY 11413 USA

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Email: [l.santiago@albatrans.com](mailto:l.santiago@albatrans.com)

Email: [airimports.nyc.@albatrans.com](mailto:airimports.nyc.@albatrans.com)

ALBA WHEELS UP INTERNATIONAL, INC.

Team Leader/Brokerage Department

Alba Wheels Up Int'l, Inc.

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149-10 183<sup>rd</sup>. St.

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SOBEL NETWORK SHIPPING CO., INC.

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Fax: 516-740-2883

Contact Brokerage Department

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(212) 450-8300 (Buying Office)

### **Distribution Center, Barneys New York**

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Lyndhurst, New Jersey 07071

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(201) 531-7707 or 7733
- **Invoices**  
Accounts Payable, Barneys New York  
P.O. Box 422  
Lyndhurst, New Jersey 07071  
(201 )531-7974  
[APLyndhurst@barneys.com](mailto:APLyndhurst@barneys.com)
- **General Labeling, Packing, Ticket inquiries:**  
[BNY.EDI@BARNEYS.com](mailto:BNY.EDI@BARNEYS.com)

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#### **001 Downtown**

101 7th Ave, New York, NY 10011

T/(646) 264-6400

#### **003 Madison**

660 Madison Avenue, New York, NY 10065

T/212-826-8900 F/212-833-2293

#### **007 Beverly Hills**

9570 Wilshire Boulevard, Beverly Hills, CA 90212

T/310-276-4400 F/310-777-5742

#### **151 Seattle**

600 Pine Street, Seattle, WA 98101

T/206-622-6300 F/206-622-5421

#### **252 Chicago**

15 East Oak Street, Chicago, IL 60611

T/312-587-1700 F/312-587-0113

#### **254 Copley**

100 Huntington Avenue, Boston, MA 02116

T/617-385-3300 F/617-385-3391

#### **255 Las Vegas**

3327 Las Vegas Boulevard, South Las Vegas, NV 89109

T/702-629-4200 F/702-629-4235

#### **256 San Francisco**

77 O'Farrell Street, San Francisco, CA 94108

T/415-268-3500 F/415-268-3501

#### **331 The Grove**

189 The Grove Drive, Suite S-10, Los Angeles, CA 90036

T/323-761-5255 F/323-761-5263

**333 Glendale**

869 Americana Way, Glendale, CA 91210

T/818-254-3170 F/818-254-3178

**335 Philadelphia**

1811 Walnut Street, Philadelphia, PA 19103

T/215-563-5333 F/215-563-2289

**338 Santa Monica**

395 Santa Monica Place, Suite #146, Santa Monica, CA 90401

T/310-260-4715 F/310-458-3035

**339 Brooklyn**

194 Atlantic Avenue, Brooklyn, NY 11201

T/718-637-2234 F/718-637-2242

**401 Woodbury**

240 Hudson Valley, Central Valley, NY 10917

T/845-928-4455 F/845-928-4458

**404 Cabazon**

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T/951-849-1600 F/951-849-0149

**406 Camarillo**

849 East Ventura Blvd, Suite 710, Camarillo, CA 93010

T/805-445-1123 F/805-445-9062

**410 Riverhead**

912 Tanger Mall Drive, Riverhead, NY 11901-7400

T/631-369-7700 F/631-369-8814

**411 Waikale**

94-790 Lumiaina Street, Suite 103, Waipahu HI 96796

T/808-680-0808 F/808-680-0691

**413 Carlsbad**

5629 Paseo del Norte, Space 100, Carlsbad, CA 92008

T/760-929-9600 F/760-929-9605

**420 Sawgrass**

1840 Sawgrass Mills Circle, Suite 4100, Sunrise, FL 33323

T/954-331-1260 F/954-331-1268

**423 Livermore**

2626 Livermore Outlets Drive, Suite 880, Livermore, CA 94551

T/925-443-4447 F/925-443-4774

**425 Rosemont**

5220 Fashion Outlets Way, Suite 2095, Rosemont, IL 60018

T/847-678-9127 F/847-678-8835

**Warehouse Locations:**

**088 Division 1 (Full Price)**

**044 Division 2 (Off Price)**

**076 Division 6 (Barneys.com)**

**075 Division 7 (BarneysWarehouse.com)**

**034 Backstock Division 1**

**035 Backstock Division 2**

1201 Valley Brook Avenue

Lyndhurst, NJ 07071

**Corporate Locations**

**051 Publicity**

**053 Buying Office**

575 5th Ave.

New York, N.Y. 10017

(212) 450-8300 (Buying Office)

**Photo Studio Locations**

**061 Photo Studio Division 6**

**071 Photo Studio Division 7**

**011 Photo Studio Division 1**  
**064 Photo Studio Props Division 6**  
**074 Photo Studio Props Division 7**

Barneys New York  
36-36 33rd Street, Suite #401

Long Island City, NY 11106



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DATE \_\_\_\_\_

**Toxic Substance Control Act (TSCA) VI Certification for Formaldehyde  
Emission Standards Composite Wood Products**

**Applies to composite wood products (i.e., panels of hardwood  
plywood, particleboard, medium density fiberboard, and thin-medium  
density fiberboard), component parts containing such composite  
wood products, and finished goods containing such composite wood  
products that are imported in the U.S. beginning March 22, 2019.**

**(x) Check one of the following boxes:**

**Disclaim**

[ ] “Product is not regulated by the EPA agency”

OR

**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 under TSCA”

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature:

**Useful Links that found on the Web**

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

## Vendor Certification

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]

x Common name \_\_\_\_\_

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

x Type of Fur \_\_\_\_\_

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

x 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: \_\_\_\_\_

REPAIR DECLARATION

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.

<b>Marks &amp; Description of articles and of repairs, alterations or processing</b>	<b>Dutiable repair cost</b>	<b>Total value of articles after repairs</b>

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

FEDERAL EXPRESS AWB #: \_\_\_\_\_

Signature \_\_\_\_\_

# 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.

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(Printed Name of Exporter)

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(Signature of Exporter)

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(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:					14. PLANT SCIENTIFIC NAME: <i>Genus</i>	<i>Species</i>	15. COUNTRY OF HARVEST:	16. QUANTITY OF PLANT MATERIAL:	17. UNIT:	18. PERCENT RECYCLED:
11. HTSUS NUMBER: (no dashes/symbols)	12. ENTERED VALUE:	13. ARTICLE/COMPONENT OF ARTICLE								

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.