

BARNEYS NEWYORK

DOMESTIC 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. Reduced weight allowable on FedEx Ground to 250 Lbs; and 100 lbs. in the Metro NY areas.
3. How to ship FedEx Ground Collect or UPS Ground Collect without the need of our account number.
4. Store Listing revised for 2013.
5. Metropolitan NYC and NY Tri-state area Routing Grid (carrier selection)
6. Revised Routing Grid (carrier selection) for all areas outside NYC and NY Tristate area.

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

1201 Valley Brook Avenue, Lyndhurst, NJ 07071
(201)531-7731 pcaterina@barneys.com

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

DOMESTIC VENDOR ROUTING GUIDE INDEX

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PACKING INSTRUCTION

A. MERCHANDISE IDENTIFICATION/MARKINGS

1. All merchandise ordered must have a **Vendor Style Number** or **BARNEYS 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 PO if packing in bulk; one per store if packing by 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. The packing slip must contain the following information:
 - a. Each PO must have its' own packing slip when packing in bulk; one per store when packing by store
 - 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. **Combining multiple purchase orders in a single carton is not permitted.**

1. Bulk packaging
 - a. **Merchandise must be separated by style, color and size.**
 - b. All merchandise must be **poly-bagged** for protection. Exceptions are: cosmetics, glassware and shoes.
 - c. Stickers with **style number, color and size** must be placed on the **top right** corner of each bag.
 - d. Sizes shipped must correspond with the sizes shown on the packing materials such as poly bags.
 - e. 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 purchase order and store number (**Example: PO#/Store#/Carton# 1 of 3; 2 of 3; 3 of 3**).
 - e. All merchandise must be **poly-bagged** for protection. Exceptions: cosmetics, glassware, shoes.
 - f. Stickers with **style number, color and size** 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. No single-wire hangers or hangers with sharp ends will be accepted; use double-strand wire, solid plastic or wood, etc., with rounded ends.
 - c. All GOH must be **poly-bagged** for protection that extends 6" below the garment.
 - d. Stickers with **style number, color and size** 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
- 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, Giftware, 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 **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 THE CORPORATE ADDRESS AT 575 5TH AVE., NY. Violations will be subject to a chargeback.**
6. **UNLESS EXPLICITLY AUTHORIZED BY THE BARNEYS NEW YORK BUYING OFFICE, 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.

In order to ship via **FEDEX GROUND COLLECT** the following qualifications are required. Please note that Barneys New York no longer provides an account number:

1. The shipper must have a FedEx account
2. The shipper's FedEx account must be set up to ship FedEx Ground Collect.
3. Shippers should not ship "bill recipient" as this prompt will ask for the Barneys New York account number. Satisfying points 1 and 2 above will allow the shipper to ship "Collect" on their account.

In order to ship via **UPS "collect"** the vendor will need to designate, on their own account, that Barneys New York is a *consignee billing account*. The vendor can designate Barneys New York as a *consignee billing account* in their UPS WorldShip Address Book Editor under "Tools". Contact the UPS Technical Support Help Desk at 888-553-1118 with any additional questions.

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: gsotomayor@barneys.com and 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 250 lbs. must be sent via **FEDEX GROUND COLLECT**. Prepaying the freight and adding it to an invoice is not allowed when **BARNEYS** is responsible for the freight.
3. Shipments having a total combined weight over 250 lbs. but less than 6 pallets 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.
4. For shipments of 6 pallets or more contact pcaterina@barneys.com for instructions.
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 / 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. 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 by store
 - 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
5. 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 without prior written instructions from the **BARNEYS** buying office or Import Dept. 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.

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

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		
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

DOMESTIC SHIPMENTS

REFERENCE GUIDE

May 1, 2013

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 merchandise:

BARNEY'S, INC.

1201 Valley Brook Ave.

Lyndhurst, New Jersey 07071

DELIVERY APPOINTMENTS

BARNEY'S INC. DISTRIBUTION CENTER

Receiving Department

1201 Valley Brook Ave.

Lyndhurst, New Jersey 07071

Phone: 201-531-7711 or 7710 / Fax: 201-531-7742

gsotomayor@barneys.com

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

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

imports@barneys.com

QUESTIONS REGARDING PACKING INSTRUCTIONS CONTACT:

Michael Gumeny, Director Distribution Center Production, Allocation & Technical Operations

Phone: 201-531-7704

mgumeny@barneys.com

Bret Diaz, Director DC/Shipping/Receiving

Phone: 201-531-7720

bdiaz@barneys.com

TRANSPORTATION DEPARTMENT CONTACT:

Aida Guerrero

Phone: 201-531-7706

aguerrero@barneys.com

Paul Caterina, Vice President Imports, Transportation & Purchasing

Phone: 201-531-7731

pcaterina@barneys.com

imports@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 # 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 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 # 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)
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B A R N E Y S N E W Y O R K

State	1-250 Lbs.	251 Lbs. + Over and <6 Pallets
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NYC/Boroughs/Tri-State
Use Either
↓
For New York City, 5 boroughs of NY and the New York Tri State area
FedEx Ground Collect
1-800-GO-FEDEX
or
UPS Ground Collect

See NYC / Tri State Routing Grid 2
pages forward (borough/ county closeup)
➡ ➡ ➡

ALL STATES
Use Either
↓
Shipping from All OTHER STATES (except for New York City, 5 boroughs of NY and the New York Tri State area)
FedEx Ground Collect
1-800-GO-FEDEX
or
UPS GROUND COLLECT

See Inbound Routing Guide- next page
➡ ➡ ➡

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.

Carrier Contact Information *

Con-Way Freight - Toll Free 1-800-755-2728

Echo Global Logistics - Toll Free 1-800-597-6871 - or email- RaulPacheco@echo.com

Mark IV Fast Freight -908-624-0095 ext.201 - or email -Sean@markivfast.com

New England Motor Freight (NEMF) - 1-908-965-0100 (Dispatch)

NRS (National Retail Transportation) 1-888-466-5866 or 201-330-3677 option #1

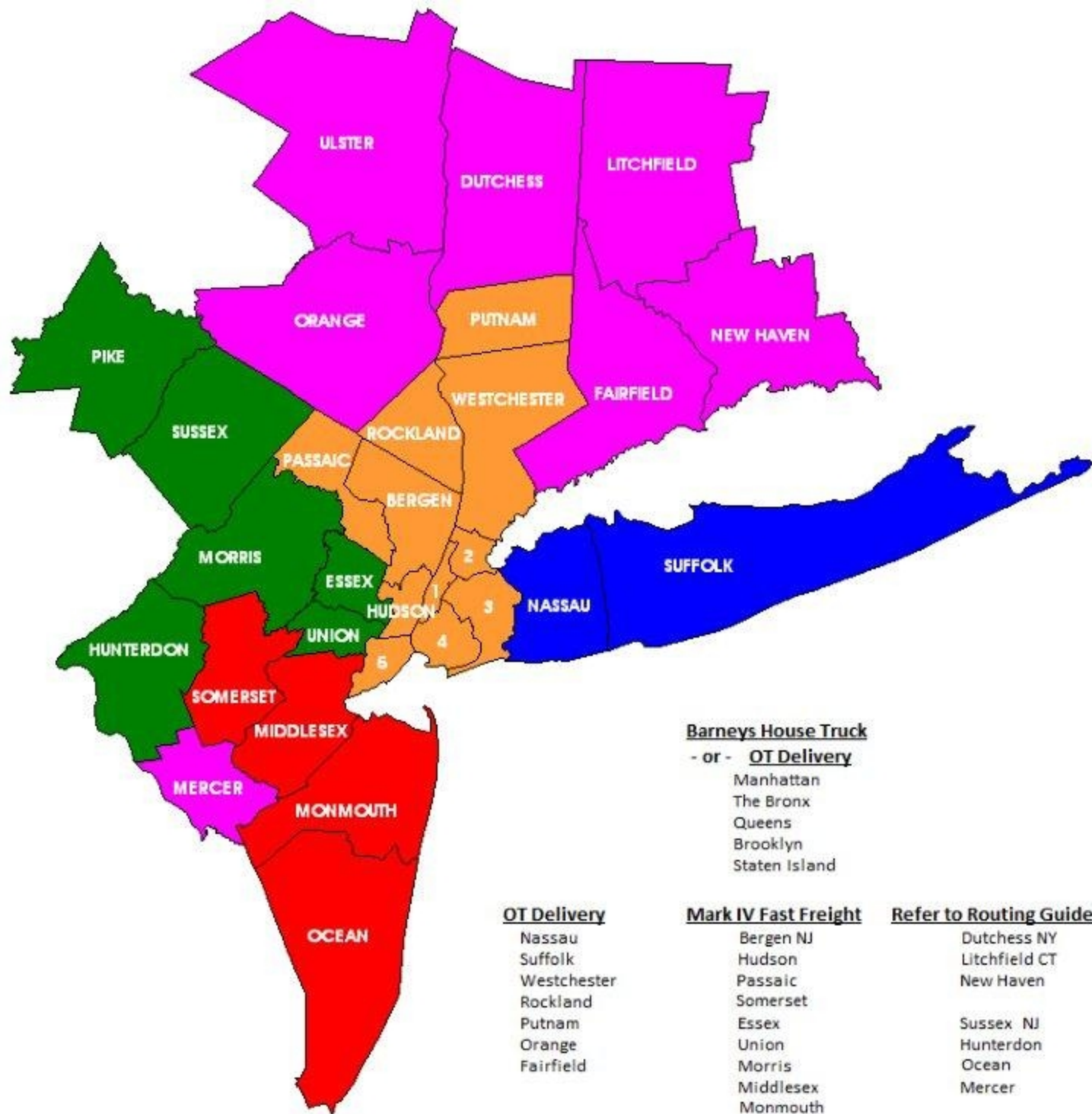
OT Delivery - 845-727-7260 - or email - nmontgomery@otdelivery.net

*Unauthorized use of any airfreight service will result in a chargeback.

BARNEYS NEW YORK - INBOUND ROUTING GUIDE (CARRIERS SHOWN IN ORDER OF PREFERENCE)		
ORIGIN STATE	1-250#	> 251# and < 6 pallets**
ALABAMA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
ARKANSAS	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
ARIZONA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
CALIFORNIA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight -or- NRT
COLORADO	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
CONNECTICUT	See Below and Next Page	See Below and Next Page
DELAWARE	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
FLORIDA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
GEORGIA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
IDAHO	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
ILLINOIS	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
INDIANA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
IOWA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
KANSAS	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
KENTUCKY	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
LOUISIANA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
MAINE	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
MARYLAND	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
MASSACHUSETTS	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
MICHIGAN	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
MINNESOTA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
MISSISSIPPI	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
MISSOURI	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
MONTANA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
NEBRASKA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
NEVADA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
NEW HAMPSHIRE	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
NEW JERSEY	See Below and Next Page	See Below and Next Page
NEW MEXICO	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
NEW YORK	See Below and Next Page	See Below and Next Page
NORTH CAROLINA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
NORTH DAKOTA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
OHIO	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
OKLAHOMA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
OREGON	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
PENNSYLVANIA	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
RHODE ISLAND	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
SOUTH CAROLINA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
SOUTH DAKOTA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
TENNESSEE	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
TEXAS	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
UTAH	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
VERMONT	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
VIRGINIA	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
WASHINGTON	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
WASHINGTON DC	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
WEST VIRGINIA	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
WISCONSIN	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight
WYOMING	FedEx Ground Collect	Echo Global Logistics -or- Con-Way Freight

NEW YORK except*	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
*Metro NYC, NJ,CT and surrounding counties	1-100# Fedex Ground Collect	see next page →
NEW JERSEY except*	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
*Metro NYC, NJ,CT and surrounding counties	1-100# Fedex Ground Collect	see next page →
CONNECTICUT except*	FedEx Ground Collect	New England Motor Freight -or- Echo Global Logistics
*Metro NYC, NJ,CT and surrounding counties	1-100# Fedex Ground Collect	see next page →

****Shipments of 6 pallets or more, please contact PCaterina@Barneys.com for instructions**



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		
Foreign Sources	FREIGHT FORWARDER WILL ARRANGE DELIVERY TO STORE		

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

Dear Vendor,

Unfortunately we are not allowed to provide our FEDEX or UPS account numbers. If you follow the instructions below you will be able to ship your merchandise.

FedEx instructions:

Vendors needing to make shipments to our Distribution Center will no longer need to input the account number when making FedEx Ground Collect shipments.

In order for vendors to ship FedEx Ground Collect, without the need for our account number, the following qualifications are required:

- The shipper must have a FedEx account
 - The shippers FedEx account must be set-up to ship FedEx Ground Collect.
 - Shippers should not ship "bill recipient" as this prompt will only ask for our account number.
- Satisfying the two bullet defaults above will allow the shipper to ship "Collect" on their account.

UPS Instructions:

Vendor to ship packages to Barney's New York (with Barney's New York paying for the transportation charges) without using the UPS Account number, you will need to designate Barney's New York as a consignee billing account.

You can designate Barney's New York as a ground collect account in your UPS WorldShip Address Book Editor under Tools.

If you have any questions about designating the account in your shipping system, you can contact the UPS Technical Support Help Desk at 888-553-1118.

Any questions should be directed to Aida Guerrero, Paul Caterina or the vendor's local FedEx or UPS representative.

Thank you for your continued cooperation and support in making BARNEYS NEW YORK what it is today.

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 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.

<u>PURCHASE ORDER NUMBER</u>	<u>VIOLATION CODE</u>	<u>UNITS</u>	<u>CARTONS</u>	<u>CHARGE</u>
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)

- | | |
|--------------------------------|-------------------|
| <input type="text" value="1"/> | P/O Number |
| <input type="text" value="2"/> | Number of cartons |

- | | |
|--------------------------------|-----------------------|
| <input type="text" value="3"/> | Quantity per carton |
| <input type="text" value="4"/> | Vendor name & address |

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

(Incomplete or missing)

- | | |
|--------------------------------|-----------------|
| <input type="text" value="1"/> | No packing slip |
| <input type="text" value="2"/> | Color code |
| <input type="text" value="3"/> | Ship To address |
| <input type="text" value="4"/> | P/O number |
| <input type="text" value="5"/> | Dept. number |
| <input type="text" value="6"/> | Style number |

- | | |
|---------------------------------|----------------------------|
| <input type="text" value="7"/> | Qty. per carton |
| <input type="text" value="8"/> | Vendor name & address |
| <input type="text" value="9"/> | Size breakdown |
| <input type="text" value="10"/> | Qty. per item, size, color |
| <input type="text" value="11"/> | Back order not indicated |

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

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

- | | | | | | |
|--------------------------------|---|----------------------|--------------------------------|-------------------------------------|----------------------|
| <input type="text" value="1"/> | Merchandise packed by store but
P/O input as bulk | <input type="text"/> | <input type="text" value="5"/> | Multiple dept. packed together | <input type="text"/> |
| <input type="text" value="2"/> | Merchandise packed by bulk but
P/O input as pre-pack | <input type="text"/> | <input type="text" value="6"/> | Merchandise w/out style numbers | <input type="text"/> |
| <input type="text" value="3"/> | Purchase orders packed together | <input type="text"/> | <input type="text" value="7"/> | Merchandise without sizes | <input type="text"/> |
| <input type="text" value="4"/> | Individual styles packed together | <input type="text"/> | <input type="text" value="8"/> | Merchandise w/out plastic packaging | <input type="text"/> |
| | | | <input type="text" value="9"/> | Merchandise w/out hangers | <input type="text"/> |

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

- | | | | |
|--------------------------------|--|--------------------------------|--|
| <input type="text" value="1"/> | \$100 Plus Freight Differential for Incorrect Carrier | <input type="text" value="5"/> | \$250 DDP Shipments Erroneously Billed to BNY |
| <input type="text" value="2"/> | \$100 Missed Appointment | <input type="text" value="6"/> | \$250 Plus Storage for Incomplete / Incorrect / Missing Documentation |
| <input type="text" value="3"/> | \$100 Prepaid freight added to commercial invoice | <input type="text" value="7"/> | \$250 Merchandise shipped direct to stores or the Corporate Office |
| <input type="text" value="4"/> | \$100 + \$5 carton or .50 cents per GOH + Freight Charges
for Concealed Damages | <input type="text" value="8"/> | \$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.**