May 1, 2013

To Our Valued Vendors,

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

The guide remains unchanged for the most part.

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

1. Pre-ticketing and Direct to Store program and instructions.
2. Fine jewelry carrier selection includes MALCA-AMIT as well as BRINKS.

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
FOREIGN VENDOR ROUTING GUIDE

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BARNEYS NEW YORK REFERENCE GUIDE

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A. PACKAGING:

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

A carton cannot contain multiple Purchase Orders.

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

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

3. Pre-Pack by Store (only when requested by the buyer)
   a. Pre-Pack merchandise by store only when specifically requested to do so by the buyer.
   b. Each purchase order must be packed and identified separately by store number with packing lists per store.
   c. Cartons must be labeled with
      1) Purchase order Number
      2) Store Number
      3) Store Name
   d. Cartons must be marked in lots by store number (Example: Store#101, 1 of _3_; 2 of _3_; 3 of _3_).
   e. All merchandise items must be poly-bagged for protection.
   f. Stickers with size and style number must be placed on the top right corner of each bag.
   g. Sizes shipped must correspond with the sizes shown on your packing materials such as poly bags.
   h. All items must be marked with style number regardless of what is shown on your packaging material such as poly bags.

4. Hanging Merchandise / Garments on Hangers (GOH)
   a. All hangable wearing apparel must be shipped Garments On Hanger (GOH).
   b. Check with our Freight Forwarder for the availability of GOH services. Hangable wearing apparel originating at points where GOH service is not available must be shipped flat and packed with a hanger inserted in each garment.
   c. A protective covering must be placed over all merchandise shipped GOH.
d. Merchandise soiled or damaged during transportation due to protective covering requirements not being met, will be rejected and returned to the Vendor.
e. GOH merchandise must be sorted by department, style, color and size.
f. Total GOH count must be shown on all invoices and packing slips.
g. Employ every measure possible when packing goods so as to minimize wrinkling (i.e. do not overstuff GOH cartons).
h. The packing slip instructions:

1) The packing slip is to be placed flat in a plastic bag. The slip must be readable through the plastic bag.
2) Securely attach the plastic bag to the hanger neck of the lead garment.

5. Fragile Goods

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

B. MARKING AND LABELING OF CARTONS

1. Distribution Center Label Requirements

a. Each carton must be labeled and each label must show the following:

1) Purchase Order Number
2) Vendor/Shipper Name and Address
3) Complete Distribution Center Address

<table>
<thead>
<tr>
<th>From: VENDOR NAME</th>
<th>P.O. NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>CARTON LOTS 1 of 3</td>
</tr>
<tr>
<td>CITY, PROVENCE</td>
<td>2 of 3</td>
</tr>
<tr>
<td>COUNTRY POSTAL CODE</td>
<td></td>
</tr>
</tbody>
</table>

CONSIGNED TO: BARNEY’S, INC.
1201 VALLEY BROOK AVENUE
LYNDHURST, NEW JERSEY 07071 USA

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

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

a. Each Purchase Order must be packed and identified separately by store number, with a packing slip for each store.
b. As required by US Customs, entire content of DOCUMENTS MUST READ IN ENGLISH.
c. The following information must appear on each packing list:
1) Vendor Name, as shown on purchase order
2) Vendor Address and Postal Code
3) Ship to/Sold to Address (warehouse, DC, or store)
4) Merchandise Department Number
5) Purchase Order Number
6) Number of Cartons and weight of Shipment
7) Vendor Style Number, Color Number and Size, (if applicable) as shown on the BARNEYS purchase order
8) Description of merchandise being shipped
9) Quantity of each item, color number or size.

d. Packing slips and invoices must agree with the contents of total shipment.
e. PLACEMENT - a packing slip must be placed on both the outside and the inside of the lead carton or GOH garment.

1) Cartons - place one copy of the packing slip on the inside and outside of the FIRST carton of the shipment. Example: carton #1 of a five (5) carton shipment.
2) Hanging - place 1 copy of the packing slip flat in a clear plastic bag. Mark the bag Attn: BARNEYS DC. Attach the bag to the hanger neck of the lead garment. A second packing slip must be included in the original document package.

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

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

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

3. Sample Shipments (Confer with the merchant to determine who is responsible for the freight charges on sample shipments)
   a. SAMPLE SHIPMENTS ARE NOT TO BE SHIPPED TO 575 5th AVE, NY. ALL SAMPLE MERCHANDISE MUST BE PACKED SEPERATELY FROM REGULAR PURCHASE ORDERS.
   b. All documentation must state the purchase order number and buyer contact name.
   c. All sample shipments MUST be consigned to the respective buyer as follows:

   (BUYER NAME)
   BARNEYS, INC.
   1201 VALLEY BROOK AVENUE
   LYNDHURST, NJ 07071 USA
   
   d. All cartons must be labeled with the purchase order number and buyer’s name.
e. **Except for JEWELRY SAMPLES**, sample shipments of one (1) to three (3) cartons can be shipped via courier. **FED EX AND UPS are the preferred SAMPLE carriers.** Do not declare insurance when BARNEYS is paying the freight charges.

f. Sample shipments of four (4) or more cartons must be shipped through the designated freight forwarder (see the "Reference Guide").

g. **SAMPLE JEWELRY** shipments must adhere to the special instructions as found in section C4.

h. **UNDER NO CIRCUMSTANCES WILL C.O.D. SHIPMENTS BE ACCEPTED.**

i. Non-compliance with these procedures will result in non-payment or delayed payment and charge back.

j. Invoicing requirements for sample shipments is the same as for regular shipments. See section G.

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

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

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

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

a. **Fine Jewelry, Watches and Fine Furs** (Refer to form F12 for watches)

1) All fine jewelry and fine furs must be consigned to BARNEY’S, INC. in Lyndhurst, NJ USA. Under no circumstances may fine jewelry, watches and/or fine furs be shipped direct to the store unless otherwise instructed.

2) Fine jewelry valued under US$10,000 must ship via Federal Express International Priority Service. **NO REFERENCE IS TO BE MADE TO THE CONTENT OF THE PACKAGE ON THE AIR WAYBILL OR CARTON.**

3) Fine jewelry valued over US$10,000 must ship via BRINKS ARMORED COURIER SERVICES or for (Italy only) Malca-Amit Logistics, contact Ivonne Freund at Ivonne.Ita@malca-amit.com or +39 (348) 1817480. For the BRINKS office nearest you, contact the BARNEYS Imports Department.

4) **Fine Furs** valued over $5000 must ship by Brink’s Armored Courier Service or the Malca-Amit (Italy) service shown above. For the Brink’s office nearest you, contact the Import Department.

5) Documentation must be included on both the outside of the lead carton as well as one (1) set included inside the lead carton.

6) A copy of the air waybill and commercial invoice must be sent to BARNEY’S, INC., IMPORT DEPARTMENT by Fax (201-531-7747) or e-mailed to Imports@Barneys.com.

7) There can be no deviation from the routing instructions listed above (1-6). Any deviation from the guidelines set forth will result in a freight violation chargeback.
b. **Imitation and Costume Jewelry (regardless of value) and Furs under $5000** are to ship via BARNEYS forwarders. Refer to the Reference Guide for the correct forwarder.

c. Refer all questions regarding categorizing or determination of jewelry to the Jewelry Contact found in the Reference Guide.

D. **LANDED SHIPMENT GUIDELINES**

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

1. DDP shipments cannot be effected without prior authorization from BARNEYS buying office.

2. The following information MUST be e-mailed or faxed to the Import Department with a cover sheet and contact for your company. 
   E-mail: Imports@Barneys.com or Fax#: 201-531-7747
   a. Copy of Master Air Waybill
   b. Copy of Commercial Invoice
   c. Forwarder's New York agent/office: Address, Phone Number and Contact.
   d. Your designated Customs Broker's Address, Phone Number, and Contact.
   e. Name of domiciled agent to be Importer of Record with U.S. Customs and responsible for any and all legal actions arising from any possible violations of U.S. import regulations and/or product liability claims.
   f. **UNDER NO CIRCUMSTANCES IS BARNEYS TO BE NAMED AS THE IMPORTER OF RECORD FOR A DDP SHIPMENT.**

G. A Copy of US Customs Form 3461 or CF7501 evidencing payment of Import Duties to US Customs must be emailed to the Import Department at imports@barneys.com or faxed to 201-531-7747.

3. Once the shipment has cleared U.S. Customs, delivering carrier must establish a delivery appointment **prior to** attempting delivery. Appointments can be made by calling the Receiving Department at 201-531-7710 or 7711.

E. **MERCHANDISE CANCELLATION POLICY**

1. All purchase orders have specific delivery dates. The vendor is responsible for shipping merchandise so that it will arrive within the delivery window specified on the purchase order.

2. Orders will **NOT** be accepted after the cancel date. Expenses will not be reimbursed.

F. **DELIVERY REFUSALS**

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

1. Attempts to deliver without a scheduled delivery appointment.
2. All C.O.D. shipments, including C.O.D. for postage on UPS and Parcel Post shipments.
4. Shipment delivered past the cancel date.
G. INVOICING/PACKING SLIP/DOCUMENTATION REQUIREMENTS
For help with Regulatory Information, see Reference Guide, Web Site Links.

1. REQUIRED - The MID# (Manufacturers Identifications Number) and/or complete Manufacturers NAME and ADDRESS must be shown for every style on the invoice. Failure to provide the MID# or Manufacturers name and address may cause the shipment to be refused or returned to the vendor. All charges incurred due to missing MID# or Manufacturers name and address will be at the vendor’s expense. Any problems caused by a missing MID# or Manufacturers name and address will be subject to a $250 chargeback.

2. Failure to comply with these instructions may result in a delay in payment and/or chargeback.

3. AS REQUIRED BY US CUSTOMS, THE ENTIRE CONTENT OF ALL DOCUMENTATION MUST READ ENTIRELY IN ENGLISH AND BE LEGIBLE.

4. ALL INVOICES MUST CONTAIN THE FOLLOWING INFORMATION:
   a. Bill To or Ship To.
   b. If shipped to the Lyndhurst, DC, The “Ship to Address” must read:
      BARNEY’S, INC.
      1201 Valley Brook Ave.
      Lyndhurst, N.J. 07071 USA
   c. The Purchase Order Number for the merchandise being shipped must be clearly shown on the invoice. EACH PURCHASE ORDER MUST BE INVOICED SEPARATELY. Do not include charges for more than one purchase order on the same invoice, even if multiple orders are shipped as a single shipment.
   d. Vendor Name, as shown on the purchase order must appear on the invoice.
   e. Vendor Style Number as shown on BARNEYS purchase order.
   f. Invoice Number - must be numeric and not repeated.
   g. Invoice Date
   h. Carton count or total GOH count (garments on hanger) per invoice
   i. Carrier Name
   j. Number of units (quantities) per style
   k. Price per unit in currency of settlement. Samples require a true declared value by law for Custom clearance
   l. Discount (if any)
   m. Payment Terms (30-60-90 day, sight)
   n. Payment Method (open, L/C or prepaid)
   o. Terms of Shipment (these are the only acceptable purchase terms). Any deviation MUST be approved by the Import Department.
      1. Ex-Works
      2. F.O.B./FCA
   p. Wire transfers must have full bank details including the account name and account number.
   q. Unit Price, Extended Price and Total Invoice Value
   r. Currency of settlement must be clearly visible
   s. MID# (Manufacturers Identification Number) and/or manufacturers name and address, for each style.
t. **FISH & WILDLIFE DETAILS**: Common name, Genus & Species, country where the wildlife came from and how bred (wild / captive / farmed). This includes exotic skins, feathers, furs, shells (mother of pearl), horn, any animal fibers and all types of leathers except calf, lamb or goat.

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

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

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

u. **CITES CERTIFICATE** (when necessary)

v. **COUNTRY OF ORIGIN**

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

1) **Wearing Apparel** (Recommend use of the Product Detail Sheets from the Reference Guide) **INCLUDES CHILDREN’S AND LEATHER GOODS**
   a) Detailed description per style i.e. Blouse / T-shirt w/sleeves / T-shirt w/o sleeves etc.
   b) Fiber Content by percentage (%) (includes collars, cuffs and trim)
   c) Method of Manufacture (i.e. knit, Woven, Leather etc.)
   d) Gender (men’s, women’s, infants, toddler, boy’s or girl’s)

2) **Footwear** (Refer to Form F6 / CF1188A)
   An Interim Footwear Invoice (aka: IFI or Shoe Sheet) is a required document used to properly determine the method of shoe construction for duty purposes.

3) **Watches and Clocks** (Refer to Form F11)
   The following components are dutiable and therefore require specific descriptions and component values:
   a) Movement (including number of jewels, if any)
   b) Case
   c) Strap, Band or Bracelet
   d) Battery

4) **Chelsea Passage** (Tableware, Giftware, Children’s)
   a) Composition of Merchandise (i.e. glass, earthenware, etc.)
   b) Cutlery must state composition of handles.
   c) Lead crystal must state percentage of lead.
   d) Antique goods must indicate the production year, if available. Will need Certificate of Antiquity.
   e) Tablecloths must indicate weave type and stitch count.
5) **Cosmetics and Perfumery**
   
b) Products containing alcohol must list the alcohol content by percentage.

c) Statement that items are in compliance with requirements of the U.S. Food and Drug Administration.

d) Instructions, directions, ingredients shown on item must be in English.

e) Invoice must indicate brand name

6) **Sunglasses** **VENDOR MUST BE REGISTERED WITH FDA**
   
b) Vendor’s FDA registration number

c) Device listing number

d) Drop ball test results

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

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

6. All correspondence regarding an account should be mailed separately from the invoice, to the above address or E-mailed to jjurczak@barneys.com.

7. Additional Documentation where required:
   Refer to the Reference Guide, Web Site Links, for regulatory information.
   
a) Interim Footwear Invoice*
b) CITES Certificate*
c) Jade Act Exporter Certification
d) Drop Ball Test* and Device Listing Number (DSL) issued by FDA
e) Plant and Plant Product Declaration Form (Lacey Act)

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

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

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

1. All terminology used MUST read in English.
2. All terms must be those accepted by U.S. Customs.
3. Must be marked legibly, permanently, and in a conspicuous place.
   
i.e. **Nape of Neck**
   - Jackets
   - Shirts
   - Sweaters

   **Inseam of the Waistband**
   - Pants
   - Skirts (as close to the waistband as possible)

4. All merchandise labels must include country of origin, material used and fiber content.
5. Care instructions must be located so that it is clearly visible when packaged. Please refer to the Federal Trade Commission Guidelines, concerning care symbols.
6. ITEMS NOT LEGALLY MARKED WILL BE SUBJECT TO A $250 CHARGEBACK, PLUS ANY ADDITIONAL COSTS, INCLUDING THOSE INCURRED IN THE MARKING OR RE-EXPORTING OF MERCHANDISE.

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

1. Terms must be agreed to by the Buyer

2. Under no circumstances is merchandise covered by one L/C to be shipped against another L/C to expedite merchandise to BARNEYS. Doing so causes delays and problems with payment involving cancellations of L/C's and amendments. Letters of Credit must be established before shipment can be made.

3. Submit the following information and documentation to the Buyer at least two months prior to the first ship date:

   a. Pro forma Invoice (conforming to Buyer's Purchase Order)
   b. Full Banking details including:
      1) Bank Name
      2) Full Address
      3) Telex/Swift

4. Pro forma invoices must contain the following information:

   a. Date
   b. Shipment Terms i.e. Ex-Works, FOB/FCA, DDP (named airport), DDP (Lyndhurst)
   c. Full Vendor Name and Address (no abbreviations)
   d. Discounts (if any)
   e. Complete information regarding merchandise (Refer to Invoice Instructions pages 6 - 8)
   f. MID (manufacturer’s complete name and address)
   g. Country of origin
   h. Start & Last Ship Dates
   i. Cancel date
   j. Payment terms (30,60,90 days, sight)
   k. Unit Price, Extended Price and Total Invoice Value including Currency Type.
   l. Prior to the Letter of Credit request, Pro forma invoice(s) must be emailed to the buyer or mailed to:

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

J. CHARGE BACK POLICY / US CUSTOMS VIOLATIONS

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

All correspondence concerning chargebacks should be sent to:

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

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

2. **COMPLETE CONTENTS OF ALL DOCUMENTS MUST READ IN ENGLISH**

3. Insufficient Carton Markings (ICM) Handling Charges will be based on a $30.00 per hour rate (minimum $100)

4. Packing Slip Incomplete \ Incorrect \ Missing (PSI)$5.00 per carton plus $10.00 per order, minimum $100.00

5. **Packing Violations (PV)**
   Handling Charges will be based on a $30.00 per hour rate, minimum $100 plus 15 cents per unit for the following infractions:
   a. Merchandise packed by store when purchase order calls for bulk
   b. Merchandise packed by bulk when purchase order calls for pre-pack
   c. Failure to separate, on a trailer, individual purchase orders on a multiple purchase order shipment
   d. Failure to separate, on a trailer, individual styles within a single purchase order
   e. Merchandise without style numbers
   f. Merchandise without sizes
   g. Garments not poly-bagged or labeled
   h. Hangable garments not on hangers
   i. Merchandise pre-ticketed incorrectly or not ticketed

6. **Routing Infractions (RI)**
   Note: a **minimum charge of $100.00** will be assessed on all violations that are as follows:
   a. Freight violations will be charged a $100 handling charge plus freight differential. Failure to comply with these instructions will be considered acceptance by the vendor to accept full responsibility for the freight differential and handling charges with regard to the shipment.
   b. Missed appointments. Failure to keep delivery appointments without written notification of cancellation will result in a $100 chargeback, per missed appointment.
   c. All fines and penalties incurred from U.S. Customs due to improper documentation, handling or marking of merchandise will be charged back to the Vendor plus a $250 chargeback fee.
   d. Items not legally marked (NLM) are subject to a $250 chargeback, plus any additional costs, including those incurred in the marking or re-exporting of the merchandise.
   e. Duty Delivered Paid (DDP) orders that are shipped with incorrect documentation, causing BARNEYS any unauthorized expenses, will be issued a chargeback of $250.00 handling charge, plus all unauthorized fees incurred.
   f. Shipments held by U.S. Customs Officials or placed in government holding will be subject to any fines imposed by the agencies along with a violation fee of $250.
   g. Shipments delayed in the U.S. Customs process due to missing, incomplete or incorrect documentation will result in a chargeback of $250 plus any interest and/or storage charges incurred.
   h. **MERCHANDISE RETURNED TO THE VENDOR DUE TO MISSING DOCUMENTATION WILL RESULT IN A $250 CHARGEBACK.**
      Example: Cites Certificate, MID# (Manufacturers Identification Number) missing from the invoice, etc.
   i. Prepaid freight added to an invoice may result in a $100.00 chargeback.
K. RETURNS

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

1. Returns (damages, defective, substitutions, and accommodations) will be negotiated by the buying office, and processed and shipped through the Distribution Center Return to Vendor (RTV) Department.
   a. Concealed damage will be charged back for the cost of the damaged merchandise, a 3% freight charge plus a $100 handling fee.
   b. Additionally, merchandise returned due to concealed damage will be charged back .50 cents per GOH or $5 per carton.

2. Vendors are required to provide contact information, routing instructions, and courier account numbers for the billing of freight, duties and taxes.

3. Every effort will be made to expedite the returns process so as to ensure a timely turnaround. It is important to provide all required information, to the buyer, at the time of agreement.

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

1. All documents must clearly state:
   a. Return of Repaired Merchandise
   b. BARNEYS RFA number
   c. BARNEYS contact name
   d. Show a true and full value of the merchandise
   e. State “True Value for Customs purposes only”
   f. Show “Cost of Repair”
   g. Include any required regulatory documentation i.e. CITES

2. Repaired merchandise, being returned via Federal Express, must include the REPAIR DECLARATION in the documentation. See sample Repair Declaration (form 3) found in the Reference Guide.
**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 an email 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**

**PRE-TICKETED / DIRECT TO STORE PROGRAM**

**Effective May 1, 2013**

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

* * 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
CONTACT LIST

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

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

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

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

IMPORT DEPARTMENT
BARNEY'S, INC.
Import Department
1201 Valley Brook Avenue
Lyndhurst, New Jersey  07071
Phone # (201) 531-0100 or (201)531-7733
Fax # (201) 531-7747 or (201) 531-7810

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

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

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

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

FINE JEWELRY and FINE FUR SHIPMENT CONTACT
BARNEY'S, INC.
Import Manager:  imports@barneys.com
Phone:  (201)531-7733 or (201)531-7707
Fax:  (201)531-7747
E-mail: imports@barneys.com
## STORE LISTING

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<td>425</td>
<td>Rosemont, Chicago IL (Outlet) (opening summer/fall 2013)</td>
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</table>
**ARGENTINA:**
Savino Del Bene Argentina S.A.
Lima 355 / 369 2nd Floor - Of.D
Buenos Aires - C1073AAG
Argentina
Phone: 55 11 43 83 17 68
Fax: 54 11 43 81 00 41
Contact:
Julio Lerena - juliolerena@sdbarg.com
Guillermo Sanguinetti - gsanguinetti@sdbarg.com

**AUSTRIA:**
Gebrüder Weiss Gesellschaft m.b.H.
Wiener Straße 26
A-2326 Maria Lanzendorf / Austria
Phone: 43 1 79799 7716
Fax: 43 1 79799 7711
Contact: Mr. Stephan Grabher, Customer Service
Air & Sea Terminal Vienna
stephan.grabher@gw-world.com
www.gw-world.com

**AUSTRALIA:**
Albatrans International Freight Forwarders Pty Ltd.
11/1 Graphix Row , 160 Bourke Road
Alexandria NSW
Phone: 02 8338 0477
Fax: 02 8338 8433
Contact: Brian Dundon
b.dundon@albatrans.com
Connie Situ
c.Situ@albatrans.com

**BELGIUM & THE NETHERLANDS:**
UTI Cargo
Brucargo Bld.829A
1931 Zaventem - Belgium
Phone:+322 610 4104
Contact: Mr.Luc DePre
Cellular: 0032 475 77 95 92
ldefre@go2uti.com
Phone: 0032 2 610 4170
Alt.Contact Mr.Peter Marcelis
pmarcelis@go2uti.com

**CANADA - TORONTO**
Savino Del Bene Corp. Canada
5915 Airport Road - Suite 610
Mississauga L4V 1T1
Phone: 1 905 672 5212
Fax: 1 905 672 3650
Contact: Jody Lazzerini, Branch Manager
jodyl@yyz.sdsbusa.com
Catherine Hoang, Export Operator
catherineh@yyz.sdsbusa.com

**CANADA - QUEBEC (MONTREAL)**
Savino Del Bene Quebec Inc.
8770 Boul. Langelier - Suite 220
H1P 3C6 St. Leonard
Montreal, Canada
Phone: 1 514 312 7075
Fax: 1 514 419 8541
Contact: Eleonora Lutrario, Office Manager
eleonora.lutrario@savinodelbene.com
Maria Cortina, Operations
maria.cortina@savinodelbene.com

**CHINA - SHANGHAI**
Contact Albatrans Hong Kong office
Contact: Claudia Wong
Phone: 852 2212 9117
Fax: 852 2152 9880
Main Line: 852 275 66 033
claudia.wong@hkg.albatrans.com
Website: www.albatrans.com

**DENMARK:**
Markair C/O Hecksher Sea & Air A/S
Sundkaj 9, Pakhus 48
Dk-2100 Copenhagen East
Denmark
Phone: 45 39 16 8134
Fax: 45 39 16 8101
Contact: Mr. Allan Auchenberg
Cellular: 45 21 66 4035
Email: aau@ Hecksher.com

(Reference - 3)
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<tr>
<th>Country</th>
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<tr>
<td>France</td>
<td></td>
<td>Marc Air</td>
<td>B.P. 10377 95706 Roissy Aeroport Charles De Gaulle Cedex Paris, France</td>
<td>Vidal</td>
<td>Phone: (33) 1 48 62 58 60</td>
</tr>
<tr>
<td>Italy (Northern)</td>
<td></td>
<td>Savino Del Bene</td>
<td>Via Cuneo, 18 Redecesio Di Segrate (Mi)</td>
<td>Davide Mazzola</td>
<td>Phone: 39 02 21665 219 fax: 39 02 26950013</td>
</tr>
<tr>
<td>Germany</td>
<td></td>
<td>L.W. Cretschmar GmbH &amp; Co.KG</td>
<td>Block B - Raum 4660 - 4662 DUS Air-Cargo-Center 40474 Dusseldorf / Germany</td>
<td>Christian Wolff</td>
<td>Phone: 49 211-90 79 813 Fax: 49 211-90-79 82</td>
</tr>
<tr>
<td>Italy (Central/Southern)</td>
<td></td>
<td>Albatrans SPA</td>
<td>Via Del Botteghino 19 50018 Scandicci Florence, Italy</td>
<td>Renzo Lunardi</td>
<td>Phone: 39 055 7311071 Fax: 39 055 7311072</td>
</tr>
<tr>
<td>Hong Kong</td>
<td></td>
<td>Albatrans (Hong Kong) Ltd.</td>
<td>Unit B, 2F CHT Tower, Terminal 8 East Container Port Road South Kwai Chung , N.T., Hong Kong</td>
<td>Claudia Wong</td>
<td>Phone: 852-2212 9117 Fax: 852-2152 9880 E-mail: <a href="mailto:claudia.wong@hkg.albatrans.com">claudia.wong@hkg.albatrans.com</a></td>
</tr>
<tr>
<td></td>
<td>New Delhi</td>
<td>Savino Del Bene (India) Pvt.Ltd.</td>
<td>507-510 Imperial Tower C-Block Community Center New Delhi 110028 Ph 91-11 47 600025 or 91-11 4760001</td>
<td>Avneesh Chadha or Balbir Singh Negi</td>
<td>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></td>
</tr>
<tr>
<td>Ireland</td>
<td>Maurice Ward &amp; Co. L.T.D. Head Office</td>
<td></td>
<td>Unit J10, Swords Business Park Swords, County Dublin Ireland</td>
<td>John Ward - Managing Director</td>
<td>Email: <a href="mailto:john@mauriceward.com">john@mauriceward.com</a> Phone: 353 1 840 9099 Fax: 353 1 840 9238</td>
</tr>
<tr>
<td>Japan</td>
<td>Tokyo</td>
<td>Savino Del Bene Japan Co. Ltd.</td>
<td>202 Hagino Bldg. 3-3-5 Jingumae Shibuya-Ku Tokyo 150 0001 Japan Ph: 81-3 3478 6630 Fx: 81-3 3478 6646</td>
<td>Miyuki Fukami</td>
<td>Fax: 81-3 3478 6646</td>
</tr>
<tr>
<td></td>
<td>Osaka</td>
<td>Savino Del Bene Japan Co.Ltd.</td>
<td>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</td>
<td>Mari Kanamoto</td>
<td>Attn: Mari Kanamoto (<a href="mailto:kanamoto@sdb.co.jp">kanamoto@sdb.co.jp</a>)</td>
</tr>
</tbody>
</table>

(Reference - 4)
## Freight Forwarders and Corresponding Brokers Guide

**Freight Forwarders Must Be Notified Prior to Pick Up or Delivery**

### MEXICO:

Savino Del Bene Mexico S.A. de C.V
Insurgentes Sur No. 800, P-15
Local 1 y 2 Col del Valle,
Benito Juarez
03100 Mexico D.F.
Phone: 52 555 286 3018 Fax: 52 555 212 0389
Dolores Escamilla, Operations Manager
descamilla.mex@sdbmexico.net
Isadora Urrutia, Air Export
iurrutia.mex@sdbmexico.net

### POLAND:

Savino Del Bene Poland Sp. z.o.o.
Al.Slaska, 17
81-319 Gdynia Poland
Contact: Przemyslaw Gadzialski
przemek.gadzialski@sdb.com.pl
or Pawel Sokol -pawel.sokol@sdb.com.pl
Phone: 48 58 62 86 450 or 48 58 785 04 85
Fax: 48 58 62 86 579 or 48 58 785 05 79

### NORWAY:

Marcair C/O Hecksher Linjeagenturer AS
Rosenkrantz GT 22 - 3 ETG
0160 Oslo
Norway
Contact: Mr. Heike Heggelund
Phone: 47 22 82 55 42
Fax: 47 22 82 55 49
Cellular: 47 99 79 09 69
h.heggelund@hecksher.com

### PORTUGAL:

Savino Del Bene - Portugal, Lda
Centro Empresarial AAA
Rua Ponte da Pedra 240
Edificio Losa - Espaco DE - 8 - 3º Piso
4470-108 Gueifaes - Maia
Phone: 351 229 997 300 or 351 229 997 3186
Fax: 351 229 997 326
Air/Ocean Export - Joel Ribeiro
joel.ribeiro@savinodelbene.com
Air/Ocean Export - Liliana Azevedo
liliana.azevedo@savinodelbene.com

### 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

### SPAIN:

Alicante: Savino Del Bene Alicante
Avenida Mare Nostrum, 6
03007 Alicante, Spain
Phone: 34 96 51 15 159 Fax: 34 96 51 14 406
Contact: Jesus Gracia
Madrid: Savino Del Bene Madrid
Centro de Carga Aerea
C/ Trespaderne, 23
28042 Madrid, Spain
Contact: Carlota Sanchez - sanchez.carlota.mad@sdb.es
Phone: 34 91 32 91 679 Fax: 34 91 32 90 844

### PHILIPPINES:

Albatrans c/o TGL Transglobal Logistics Ltd.
GGB Bldg. Pascor Drive, Santo Nino
Metro Manila, Philippines
Phone: 632 852 7329
Fax: 632 852 1832
Contact: Export Manager

### SCOTLAND (GLA):

For Delivery Information Contact:
Savino Del Bene UK Limited
John McNerney - jmc@sdbuk.com
Ann Marie Geoghan - amg@sdbuk.com
Phone: 44 (0) 208 844 8550
Fax: 44 (0) 208 844 8555

Will be shipped by:
Freightco Ltd., Glasgow
### Sweden:
- Marcair C/O Hecksher Linieagenturer 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

### United Kingdom
#### Greater London Area:
- (SEE UK COUNTY GRID for LHR)
- Savino Del Bene UK Limited
- Frontier House, Pier Road
- North Feltham Trading Estate
- Feltham
- Middlesex TW14 0TW
- Contact: John McNerney or Ann Marie Geoghan
- e-mail: amg@sdbuk.com or jmc@sdbuk.com
- Phone: 44 (0) 208 844 8550
- Fax: 44 (0) 208 844 8555

### 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

### The North of England
#### (SEE UK COUNTY GRID for MAN)
- Savino Del Bene UK Limited
- Ann Marie Geoghan - amg@sdbuk.com
- John McNerney - jmc@sdbuk.com
- Phone: 44 (0) 208 844 8550
- Fax: 44 (0) 208 844 8555
- Will be shipped by:
- Key Cargo International Ltd.

### For instructions for countries or forwarders not listed contact:
- Paul Caterina / Imports Department
- pcaterina@barneys.com or imports@barneys.com
- Phone: 201-531-7731
- Fax: 201-531-7747

### Use only authorized freight carriers
No unauthorized freight forwarder will be allowed.
Use of any freight forwarder outside of these instructions will result in a chargeback.

### Any questions relating to foreign routing should be directed to Barneys New York, Import Department
- Phone: 201-531-7731 / 7733 or 7707
- e-mail: imports@barneys.com
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GREATER LONDON AREA (LHR) CONTACT SDB UK 44 (0) 208 844 8550
NORTH OF ENGLAND (MAN) CONTACT SDB UK - WILL SHIP THROUGH KEY CARGO INTERNATIONAL LTD.
SCOTLAND (GLA) CONTACT SDB UK - WILL SHIP THROUGH FREIGHTCO LTD.

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(Reference - 8)
ALBATRANS INC.
149 - 10 183rd Street
Jamaica, NY 11413 USA
Phone: (718)917-6795
Fax: (718)917-6747
lsantiago@alba-nyc.com
j.giovanniello@albatransusa.com
Contact: Brokerage Dept.

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

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

SAVINO DEL BENE INC.
149-10 183rd St.
Jamaica, New York, 11413 USA
Phone: (718) 906-2792 / 2793 / 2787
Fax: (718) 244-1120
enriqued@nyc.sdbusa.com
Contact: Brokerage Department

USE ONLY AUTHORIZED FREIGHT FORWARDERS AND BROKERS.
NO UNAUTHORIZED FREIGHT FORWARDERS OR BROKERS WILL BE ALLOWED.
Useful Links that can be found on the web.

- U.S. Customs & Border Protection  www.cbp.gov
- Importing & Exporting (Q&A)     www.cbp.gov
- U.S. Food & Drug Administration www.fda.gov
- U.S. Fish & Wildlife Service    www.fws.gov
- CITIES                         www.fws.gov/international/cites
- Federal Trade Commission       www.ftc.gov

A copy of this Guide can be obtained through:

www.barneys.com/history/HISTORY.default.pg.html

PACKING & ROUTING INSTRUCTIONS
Click to download the Domestic Routing Guide PDF
Click to download the Foreign Routing Guide PDF

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

1. Your buying office contact
2. mgumeny@barneys.com
3. pvanholland@barneys.com
4. Imports@barneys.com
VENDOR CERTIFICATION FOR FUR PRODUCTS

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

1. The following product sold by the undersigned to Barneys New York
   ______________________[description of product] contains or consists of:
   _______Fur               _______Faux Fur       [check one]

2. If "Fur", the undersigned certifies to the following: [fill in the blank space in each instance]
   • Type of Fur ____________________________________
   • Country of Origin ____________________________________
   • Fur has been: _______Dyed             _______Not Dyed [check one]

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

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

_____________________________________
Name of Vendor

Date:_______________________________
VENDOR PACKING & ROUTING CHARGEBACK NOTIFICATION

Vendor # ____________________________________________

Vendor ____________________________________________

To whom it may concern:

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

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

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

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

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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)**
  - 1 P/O Number
  - 2 Number of cartons
  - 3 Quantity per carton
  - 4 Vendor name & address

### B  PACKING SLIP INCOMPLETE (PSI) ($5.00 per carton plus $10 per order - minimum $100.00)
- **(Incomplete or missing)**
  - 1 No packing slip
  - 2 Color code
  - 3 Ship To address
  - 4 P/O number
  - 5 Dept. number
  - 6 Style number
  - 7 Qty. per carton
  - 8 Vendor name & address
  - 9 Size breakdown
  - 10 Qty. per item, size, color
  - 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.)**
  - 1 Merchandise packed by store but P/O input as bulk
  - 2 Merchandise packed by bulk but P/O input as pre-pack
  - 3 Purchase orders packed together
  - 4 Individual styles packed together
  - 5 Multiple dept. packed together
  - 6 Merchandise w/out style numbers
  - 7 Merchandise without sizes
  - 8 Merchandise w/out plastic packaging
  - 9 Merchandise w/out hangers

### D  ROUTING INFRACTIONS (RI) ($100 minimum)
  - 1 $100 Plus Freight Differential for Incorrect Carrier
  - 2 $100 Missed Appointment
  - 3 $100 Prepaid freight added to commercial invoice
  - 4 $100 + $5 carton or .50 cents per GOH + Freight Charges for Concealed Damages
  - 5 $250 DDP Shipments Erroneously Billed to BNY
  - 6 $250 Plus Storage for Incomplete / Incorrect / Missing Documentation
  - 7 $250 Merchandise shipped direct to stores or the Corporate Office
  - 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.**
FEDERAL EXPRESS
SHIPPER'SDECLARATION OF REPAIR

Date ____________________________

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

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<th>Dutiable repair cost</th>
<th>Total value of articles after repairs</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

PURCHASE ORDER NUMBER: ____________________________________________

FEDERAL EXPRESS AWB #400: ____________________________________________

__________________________________________
Signature
TOXIC SUBSTANCE CONTROL ACT (TSCA) 
CERTIFICATION

COMPANY ___________________________ DATE ____________

ADDRESS ___________________________ INVOICE NO ____________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

POSITIVE CERTIFICATION:

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

_________________________________________________________________

AUTHORIZED NAME ________________________________________________

AUTHORIZED SIGNATURE __________________________________________

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

(SIGNATURE)                                          (DATE)

(This form replaces U.S. Customs form 5523.)

Reproduction of form CF1188A
## Textile Upper Body Garment

**Product Detail Sheet**

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

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

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

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

**PRODUCT DETAIL SHEET**

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

◊ Pants, trousers, breeches, shorts, skirts, divided skirts, capri’s, skorts, or overalls

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

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

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

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

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

   □ Common Name ____________________________________
   □ Scientific Name ____________________________________
   □ Country of Origin ____________________________________
   □ Source (wild or farm raised) __________________________

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

   □ ________________
   b. Identify percentage of components by surface area:

   □ ________________

7. Identify construction:
   - Knit □
   - Woven □
   - Leather / Fur □

8. Does the garment(s) have any of the following features:
   - Yes □
   - No □
   - Fiber content / location

   - Lining □
   - Interlining □
   - Trim □
   - Beading □
   - Padding for Warmth □
   - Water resistant □

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

10. What is the country of origin of the article?
    ____________________________________________

11. Please indicate the type of garment:
    - □ Pants / trousers / breeches
    - □ skirt
    - □ divided skirt
    - □ shorts
    - □ skort
    - □ overalls

12. For items containing leather, fur or other wildlife product, please indicate species:
    a. Does the garment contain fur skin (leather with hair attached)?
       □ Yes
       □ No

    □ Common Name ____________________________________
    □ Scientific Name ____________________________________
    □ Country of Origin ____________________________________
    □ Source (wild or farm raised) __________________________

13. For all KNIT garments, please complete the following (for women garments skip to 14):
    a. What direction do the stitches run?
       □ Horizontal
       □ Vertical

    b. What is the stitch count in the direction the stitches are made? _______________

14. For all WOVEN garments, please complete the following:
    a. Does the garment contain 2 or more colors in the warp or filling?
       □ Yes
       □ No

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

    If yes, what is the average diameter of the fiber as measured in microns? __________ microns (For example, 18.5 microns: or 16.2 microns)

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

    d. Is the garment made from corduroy?
       □ Yes
       □ No
**DRESSES / GOWNS**

**PRODUCT DETAIL SHEET**

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

◊ Dresses, gowns.

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

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

1. Name of garment

2. Style / Lot number

3. Purchase Order number

4. Identify gender or wearer:
   - Women’s □
   - Girls (Must be U.S. size range 2T-4T, 3-6X, 7-16, 10-16) □
   - Infants (Must be U.S. size range 0-24 months; body length must not exceed 86 cm) □
   - Unisex □

5. Identify fiber content / materials in percentage by weight:
   (example—cotton 50%, wool 50%):
   
6. For garments that are composed of both textile and non-textile (example—textile garments trimmed with leather), please identify the following:
   a. Identify percentage of components by value:
   ________________________________
   b. Identify percentage of components by surface area:
   ________________________________

7. Identify construction:
   - Knit □
   - Woven □
   - Leather / Fur □

8. Does the garment(s) have any of the following features:
   Yes Fiber content / location
   - Lining □
   - Interlining □
   - Trim □
   - Beading □

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

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

11. For items containing leather, fur, or other wildlife product, please indicate species:
   - Exotic Skins □ (example: alligator, lizard, snake)
   - Fur skins □ (example: lippi cat, mink, fox, chinchilla, rabbit)
   - Feathers □ (example: ostrich, pheasant, peacock, chicken, duck)
   - Shells □ (example: mother of pearl, nautilus)
   - Animal fibers □ (example: camel, alpaca, sheep, goat)
   For each animal product, please provide:
   - Common Name ________________________________
   - Scientific Name ________________________________
   - Country of Origin ________________________________
   - Source (wild or farm raised) ________________________________
   If buttons, please indicate value _______ per button
   If buttons, how many per garment? _______

12. For all KNIT garments, please complete the following (for woven garments skip to 13):
   a. Number of Horizontal stitches per centimeter ______________
   b. Number of Vertical stitches per centimeter ______________

13. For all WOVEN garments, please complete the following:
   a. Does the garment contain 2 or more colors in the warp or filling?
      Yes □ No □
   b. Is the garment made from Worsted Wool?
      Yes □ No □
      If yes, what is the average diameter of the fiber as measured in microns?
      ___________ microns (for example, 18.5 microns; or 16.2 microns)
   c. Is the garment made from blue denim?
      Yes □ No □
   d. Is the garment made from corduroy?
      Yes □ No □
### US Import Textile Checklist
(Use one checklist per commodity on invoice)

<table>
<thead>
<tr>
<th>AWB Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Detailed Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(What is it?)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Content (up to 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(What is it made of?)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if wearing apparel)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knit or Woven?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(for wearing apparel)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knit Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(stitches per cm)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knotted / Tufted / Woven</th>
</tr>
</thead>
<tbody>
<tr>
<td>(for carpets / rugs)</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Measurements in cm or m²</th>
</tr>
</thead>
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<td>(for fabrics / carpets / rugs)</td>
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<tr>
<th>Quantity</th>
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</table>

#### Manufacturers Information:

<table>
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<tr>
<th>Manufacturer's name</th>
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<table>
<thead>
<tr>
<th>Street address</th>
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<thead>
<tr>
<th>City, State / Province</th>
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<tr>
<th>Country</th>
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#### Purpose of shipment (check one):

- [ ] Commercial goods
- [ ] Sample, not for resale
- [ ] Marked Sample, not for resale
- [ ] Mutilated Sample, not for resale
- [ ] Unsolicited gift, not for resale
- [ ] Personal use, not for resale
- [ ] Personal Effects
## OVERCOATS, JACKETS, CAPES, CLOAKS, ETC.

**PRODUCT DETAIL SHEET**

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

### 1. Name of garment

### 2. Vendor Style Number

### 3. Purchase Order number

### 4. Identify gender or wearer (check one box):

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

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

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

a. Identify percentage of components by value:

b. Identify percentage of components by surface area:

### 7. Identify construction:

- Knit □
- Woven □
- Leather / Fur □

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>Fiber content (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td>Lining</td>
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<tr>
<td></td>
<td>Interlining</td>
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<tr>
<td></td>
<td>Trim</td>
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<tr>
<td></td>
<td>Quilting or Padding</td>
</tr>
<tr>
<td></td>
<td>Elastic cuff on sleeve</td>
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<tr>
<td></td>
<td>Hood</td>
</tr>
<tr>
<td></td>
<td>Tightening at the waist</td>
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<tr>
<td></td>
<td>Water resistant</td>
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<tr>
<td></td>
<td>Lapels</td>
</tr>
<tr>
<td></td>
<td>Buttons*</td>
</tr>
<tr>
<td></td>
<td>Zippers*</td>
</tr>
</tbody>
</table>

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

- Full □
- Partial □

### 9. What is the length of the garment in centimeters?

- centimeters: ____________________________

### 10. What type of sleeves does the garment have?

- Long □
- Short □
- Sleeveless □

a. For sleeveless garments, please identify the type of garment:
- Cape (arm slits with coverage extending to the elbow)
- Padded Vest

b. Does the garment cover the neck and shoulder of the wearer?

- Yes □
- No □

### 11. Describe the length of the garment as it will be worn:

- Extends to the waist of the wearer □
- Extends beyond the waist of the mid-thigh □
- Extends beyond the mid-thigh to the ankle □
- Bolero style (short jacket) □

### 12. Please list the number of vertical panels:

- __________ Vertical Panels (example: 6 Vertical Panels)

### 13. Is the garment fleece or does it otherwise have raised or napped fibers? (example: like a sweatshirt)

- Yes □
- No □

### 14. Is this garment designed to be worn over another garment for warmth and protection?

- Yes □
- No □

### 15. Is this garment designed to be worn with another garment for business or social occasions?

- Yes □
- No □

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

a. Does the garment contain furskin (leather with hair attached)?

- Common Name ________________________________
- Scientific Name ________________________________
- Country of Origin ________________________________
- Source (wild or farm raised) ________________________________

b. Does the garment contain fur (animal hair with undercoat removed)?

- Common Name ________________________________
- Scientific Name ________________________________
- Country of Origin ________________________________
- Source (wild or farm raised) ________________________________

### 17. For all KNIT garments, please complete the following (for woven garments skip to 18):

a. What direction do the stitches run?

- Horizontal □
- Vertical □

b. What is the stitch count in the direction the stitches are made? __________

c. What is the weight of fabric in grams as measured in square meters? __________

(example: 200 grams per square meter)

### 18. For all WOVEN garments, please complete the following:

a. Is the garment made from blue denim?

- Yes □
- No □

b. Is the garment made from corduroy?

- Yes □
- No □

c. Are the garments made from worsted wool?

- Yes □
- No □

If yes, what is the average diameter of the fiber as measured in microns?

- __________ microns (for example, 18.5 microns; or 16.2 microns)

### 19. Is the garment tailored to fit the wearer or made to measure?

- Yes □
- No □

### 20. What is the country of origin of the article?

__________________________
WATCH / DETAIL SHEET

TYPE OF WATCH
WRIST WATCH_______ POCKET WATCH_______ OTHER WATCH_______

MATERIAL MADE OF:
STRAP:________________________________________________________________
CASE:_________________________________________________________________

POWER
BATTERY OPERATED_______ AUTOMATIC WINDING_______ MANUAL_______

DISPLAY
MECHANICAL__________ OPTO-ELECTRONIC DISPLAY__________

JEWELS
NUMBER OF JEWELS________

VALUE BREAKDOWN
MOVEMENT____________________
CASE________________________
STRAP_______________________
BATTERY_____________________
COUNTRY OF ORIGIN (MOVEMENTS)_______________________________

SNY IMPORT DEPT 7/08
DDP / DUTY DELIVERED PAID
WHAT IS IT AND WHO QUALIFIES?

WHAT DOES DDP MEAN?

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

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

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

WHO IS RESPONSIBLE FOR THE MERCHANDISE?

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

WHO CLEARS US CUSTOMS AND FISH & WILDLIFE?

The OWNER (vendor).

WHO PAYS THE DUTY, BROKERAGE & FREIGHT CHARGES?

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

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

1. The vendor must have a US Customs Broker here in the United States who can act on their behalf.
2. The vendor must provide their US Customs Broker with their POWER OF ATTORNEY.
3. The vendor must provide their US Customs Broker with a BOND securing the duty payment.
4. The vendor must be able to act as the "Importer of Record".
   Barney's Inc. should never be named as the "Importer of Record" on a DDP shipment.
   Barney's Inc. should be named as the "Ultimate Consignee".
5. Refer to the "Landed Shipment Guidelines" found on page 4 section D of the Barneys New York Foreign Vendor Packing & Routing Instructions.

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

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

1. contact the buyer to renegotiate the freight terms to FCA (fob) or Ex Works. This will require new invoices with FCA (fob) or Ex Works prices.
2. OR have the vendor secure their own US Customs Broker (with a bond and power of attorney) who can clear US Customs on their behalf.
3. The vendor's broker should arrange the trucking from the air or ocean port to Barneys Distribution Center.
4. A $250 chargeback will be written for lost time in the delivery and lost time on the selling floor.
5. BARNEYS WILL NOT ACCEPT ANY CHARGES RELATING TO A DDP SHIPMENT
Ruby or jadeite exported to the United States requires the following certification to be completed by the exporter or the merchandise is prohibited from entry into the United States per the Tom Lantos Block Burmese JADE Act of 2008.

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

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

(Printed Name of Exporter)

(Signature of Exporter)

(Name of Exporting Company)

(Date)
SECTION 1 - Shipment Information

1. ESTIMATED DATE OF ARRIVAL: (MM/DD/YYYY)

2. ENTRY NUMBER:

3. CONTAINER NUMBER: [ ] See Attachment

4. BILL OF LADING:

5. MID:

6. IMPORTER NAME:

7. IMPORTER ADDRESS:

8. CONSIGNEE NAME:

9. CONSIGNEE ADDRESS:

10. DESCRIPTION OF MERCHANDISE:

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

For each article or component of an article, provide the following:

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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: ______________________

[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 18 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 one 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".


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 "Pre-Amendment" 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
   - m² - square meters
   - m³ - 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%).

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</thead>
<tbody>
<tr>
<td>9401692010</td>
<td>1354</td>
<td>Bentwood Seats Made of Oak</td>
<td>Quercus lineata</td>
<td>Indonesia</td>
<td>500</td>
<td>kg</td>
<td>0</td>
</tr>
<tr>
<td>4407950000</td>
<td>8442</td>
<td>European ash lumber (2&quot; x 4&quot;)</td>
<td>Fraxinus excelsior</td>
<td>Switzerland</td>
<td>52</td>
<td>M³</td>
<td>0</td>
</tr>
</tbody>
</table>

**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.