



October 20, 2025

Dear Valued V Opco Supplier,

As some of you may know, by summer 2026, the U.S. Consumer Product Safety Commission (CPSC) will require all importers of regulated consumer products to electronically file (E-File) certain data from the Certificate of Compliance (COC) with U.S. Customs and Border Protection (CBP). While the E-Filing requirement does not change any of V Opco's current safety or product certification requirements (which have been in place since 2008), beginning **November 1, 2025**, V Opco will be submitting all COCs via the CPSC E-Filing process.

To support our transition to E-Filing, we request your support in following the submission process described below for all future shipments.

**At least 3 WEEKS before the ex-factory date, email [cpsc@vince.com](mailto:cpsc@vince.com) with the following information:**

- Subject line: **COC, Lab Test Report, Style, PO #, Ex-Factory Date.**
  - Example: [COC, Lab Test Report, Style#V156531082, PO-00035769 Ex-Factory 10/20/25]
- Please provide the following attachments:
  1. **Certificate of Compliance (COC)**
    - Use the attached updated COC template for all future shipments. A copy of this updated COC template can also be found on the Vince Supplier Portal at [vincesupplierportal.vince.com](http://vincesupplierportal.vince.com).
    - Ensure all products, factories, and testing information are accurate.
  2. **Lab Test Report**
    - Provide a valid third-party lab test report that matches the product(s) on the COC.
    - Flammability information is required (whether exempt or not).

Please review your internal processes and make updates as needed. For any questions, contact Ponci Alarcon at [palarcon@vince.com](mailto:palarcon@vince.com). With your partnership, we are looking forward to ensuring a smooth transition to full compliance with CPSC's mandatory E-Filing requirement!

Best Regards,  
Ponci Alarcon-Claudio  
V Opco, LLC, A Vince Operating Company  
Social Compliance Manager