

# VINCE.

## Distribution Vendor Compliance Standards

Updated July 30, 2019

# VINCE.

## Distribution Vendor Compliance Standards

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### UPC Compliance

1. Retail customer UPC Ticket or Label must meet specifications per product technical package submitted by the Vince team.
2. Vince UPC sticker on polybag must meet specifications per Vince Supplier Handbook.

### Product Packaging

1. Packaging must meet specifications per the product technical package submitted by the Vince team.
2. Packaging includes hangers, polybags, hangtags, etc. – Polybags must include appropriate warning notices imprinted on the bag.

### Carton Marking

All cartons must include a color adhesive label (3"x 6") to identify packaging method:

- For Garments on Hanger Flat (GOHF) use a **YELLOW** label marked "HANGING"
- For Garments Flat Pack without hanger (FP) use an **ORANGE** label marked "FLAT"

Color label must be placed on the longest side of the carton above or beside the GS1 label/Carton markings (see page #3 for example). This change will affect all Purchase Orders starting with Spring 2019 and onward.

For Domestic shipments within the United States - Shipping marks should be printed on both ends and one side of each carton with the following information:

#### Shipping Mark (Side)

Vince  
P.O. No:  
Style No:  
Color: (i.e. 666RAS/Raspberry)  
Qty: \_\_\_\_\_ pcs  
Size:  
Ctn ### of ###  
Destination (Port Logistics Group or other DC/location)  
Carton Dimensions:  
Made in Country of Origin  
Dye Lot No. (to designate Customer, Shade, etc.)

#### Shipping Mark (End)

P.O. No:  
Style No:  
Color: (i.e. 666RAS/Raspberry)  
Qty: \_\_\_ pcs  
Size:  
Gross Wt:  
Net Wt:

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### GS1 Labels

*For international shipments: Effective September 17, 2018, suppliers can generate a GS1 carton label in Hecny Transportation Purchase Order Management system (POM). Suppliers must be fully compliant with GS1 carton label requirements before November 30, 2018; but suppliers need to continue to print the carton markings on both ends and one side of the carton and include a GS1 label on every single carton until further notice.*

GS1-128 shipping labels are required for all international POs/shipments. In accordance with GS1 global standards, Vince's label requirements shall follow GS1/EAN SSCC-18 common label formats. For detailed information about SSCC-18 data structure and associated GS1/EAN-128 symbol, please visit: [www.gs1us.org](http://www.gs1us.org).

### GS1/EAN 128 Requirements

GS1/EAN 128 labels must have the following information:

- Ship to Address must include:
  - Receiving DC# and DC Address
  - Supplier name and address
  - Ship-to postal code
  - Carrier name
  - Pro-number (preferred, but optional)
  - Vince PO # or Customer PO # (Vendor Reference # for Nordstrom & Neiman Marcus direct shipments)
  - Bill of Lading: If unavailable, leave blank; required in EDI 856 Data
  - Division ID (for Neiman Marcus only)
  - Department number (for Neiman Marcus/Nordstrom only)
- Made in (Country of Origin)
- Case quantity
- Carton X of Y (by DC)
- Mark-for Location (30 pt. bold font): Store Pack requires Store number; Bulk Pack requires DC number
- Store barcode
- 20 Digit SSCC number: include barcode and human readable
- Label must be 4" x 6" conforming to GS1 standard

### Label Placement

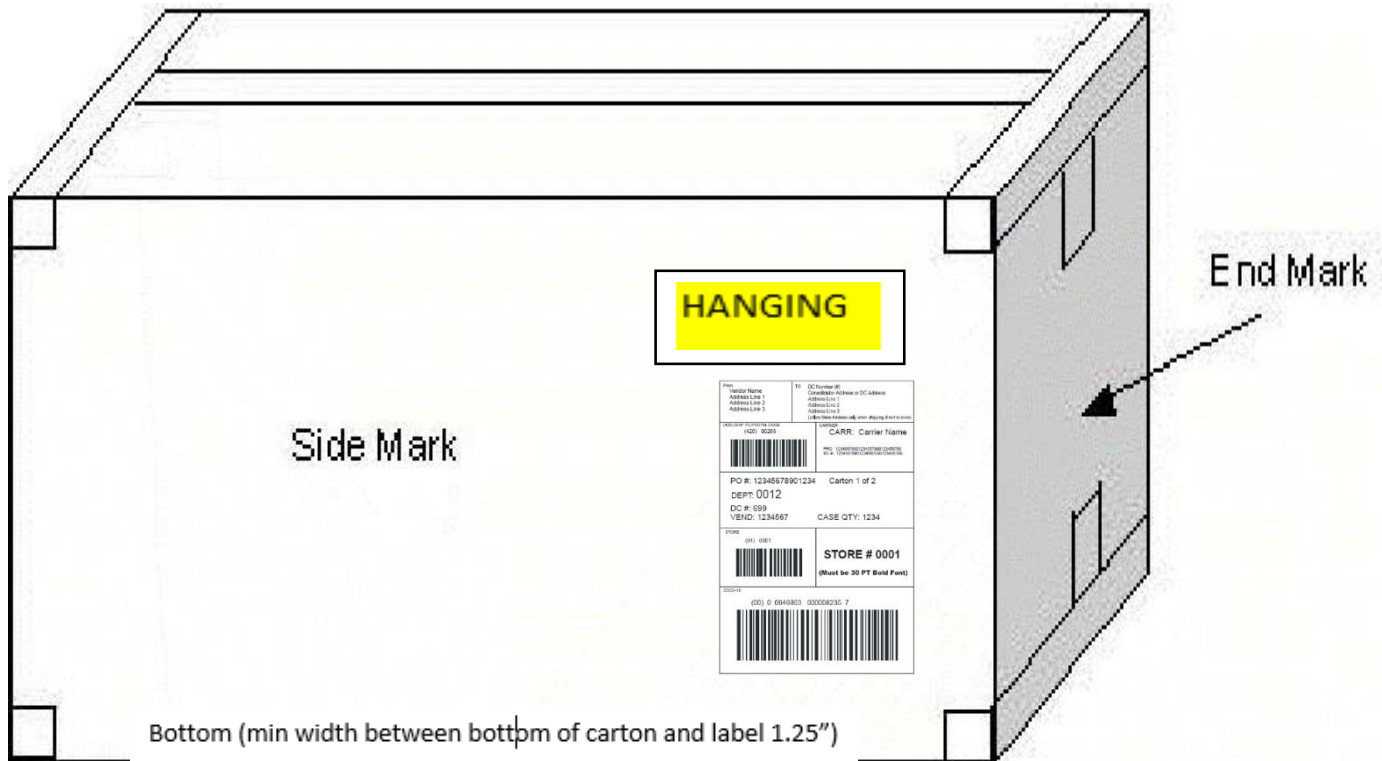
- GS1-128 labels must be placed on the longest side of the carton and must be at least 1.25" from the bottom of the shipping container.
- The outermost bar of the barcode cannot be closer than 1.25" from any edge of the shipping carton.
- If the carton is too small, place the label on the top of the carton; do not tape over the label.
- **\*\*IMPORTANT\*\*** Cartons must contain only one unique GS1-128 label

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### Symbol Quality

- Minimum print quality is 1.5 (C)
- Recommended print quality is 2.5 (C)
- Measurement aperture is 0.01" (0.254mm)
- Inspection wavelength is 670 nm (+/- 10 nm)



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### GS1 Label Format and Sample

#### GS1-128 Label Format and Sample

(Actual size of label is 4" x 6"; sample below is enlarged.)

<b>From</b> Vendor Name Address Line 1 Address Line 2 Address Line 3	<b>TO</b> DC Number (#) Consolidator Address or DC Address Address Line 1 Address Line 2 Address Line 3 ( <b>Use Store Address only</b> when shipping direct to store)
(420) SHIP TO POSTAL CODE (420) 90266 	<b>CARRIER</b> <b>CARR: Carrier Name</b>  PRO: 12345678901234567890123456789 B/L #: 12345678901234567890123456789
PO #: 12345678901234 DEPT: 0012 DC #: 699 VEND: 1234567	Carton 1 of 2 Made in: VNC PO# CASE QTY: 1234
<b>STORE</b> (91) 0001 	<b>STORE # 0001</b> <b>(Must be 30 PT Bold Font)</b>
SSCC-18 (00) 0 0046863 000008235 7 	

#### For delivery to Nordstrom and Neiman Marcus Port of Entry (POE) program:

- Under "PO #" it will print customer PO # (Vendor Reference Number) Under "VNC PO#" it will print Vince PO # (i.e. PO-00002020)
- For delivery to Port Logistics Group, Bleckmann N.V., and Yangkee Logistics Hong Kong Logistics PO # and VNC PO# will print Vince PO # (i.e. PO-00002020) under both fields

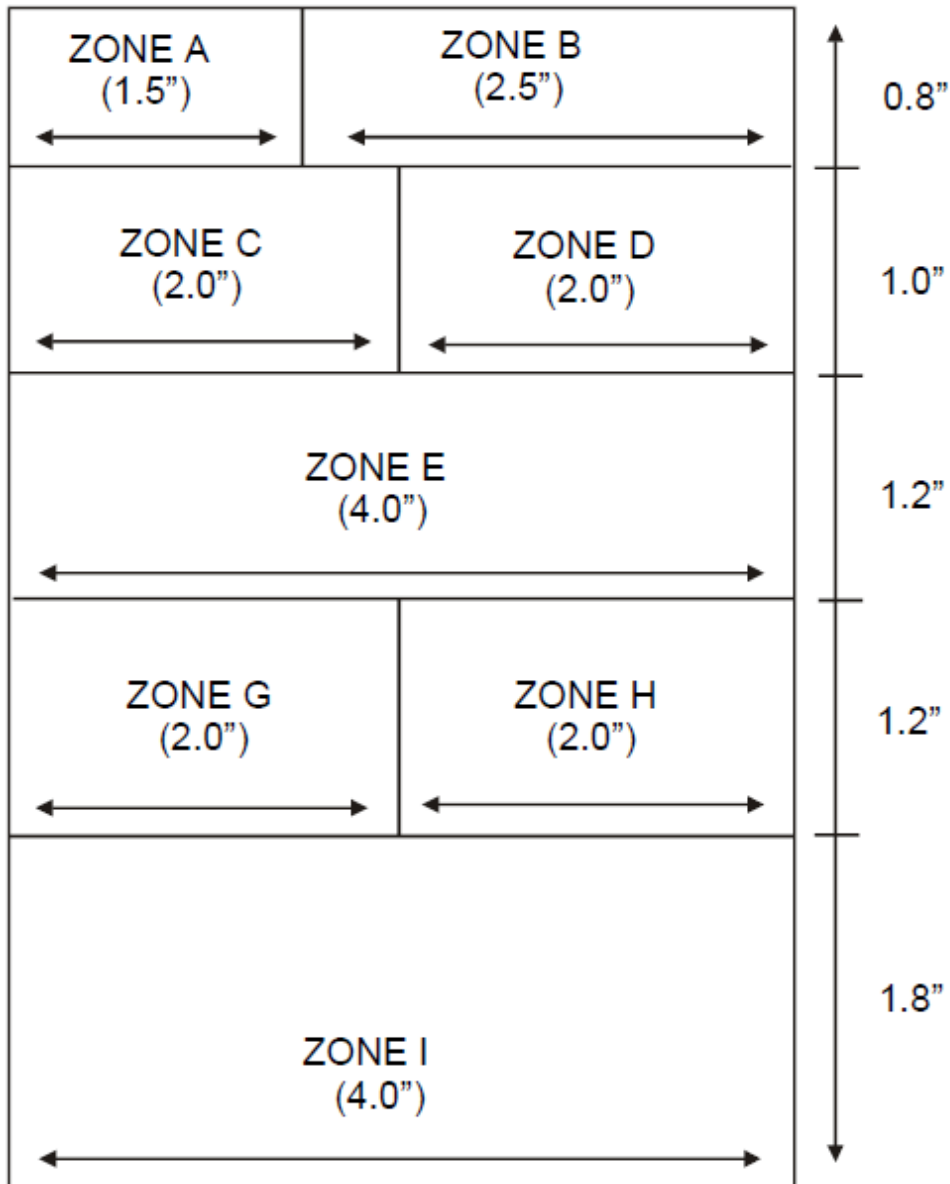
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### GS1 Label Zones and Dimensions

#### GS1/EAN 128 Label Zones and Dimensions

The label is formatted into several information zones. Each zone contains a zone title (placed in the upper-left hand corner in 6 pt. text) indicating the information contained in that zone.



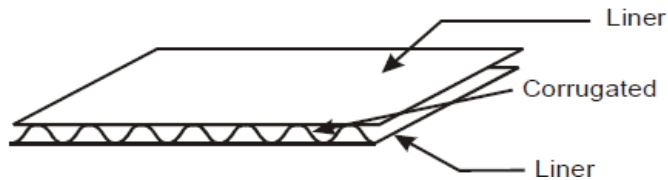
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### Carton Specifications

- Use a single piece of cardboard on top and bottom of each carton for protection when opening.
- Nylon straps are not allowed.
- Shipping cartons must be constructed of corrugated cardboard with a minimum bursting strength of 275 lbs. per square inch (19.33 kg/cm) and 44 ECT (Edge Crush Test) to prevent crushing.

275 lbs./Sq. Inch (1896 kPa) Single-wall (3 Ply) Corrugated



- Mixed SKU's in cartons are not allowed other than planned Pre-pack assortments.
- Solid SKU cartons (i.e. one style/color/size/dye lot per carton). There can be one odd carton with mixed sizes at the end that is identified clearly on the packing list and carton. Must insert tissue or paper to separate different styles.
- Incomplete or Partial quantity not allowed for either Pre-pack or Bulk pack cartons.
- Carton contents must match carton labels and markings.
- Needle/Metal Detection Sticker Requirements:
  - All items shipping to warehouse 108 (**Yangkee Logistics Hong Kong Distribution Center**) must have a sticker placed on the outside of the carton. This shows that each garment has had metal and needle detection completed. Two stickers should be placed upright on both ends of the carton (side mark- upper right-hand corner and end mark upper right-hand corner). Image of sticker and placement is below for reference. This is vendor supplied, a round sticker with black print, 3 by 3 inches in size.





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## Distribution Vendor Compliance Standards

### Maximum Carton Dimensions and Weight

Dimensions are variable by product category. Shipping carton may not exceed maximum dimension and weight listed below for all “Ship To” destinations.

Dimension	Maximum
Length	36" (91.44cm)
Width	27" (68.58cm)
Height	30" (76.20cm)
Weight	50 lbs (22.68kg)

*\*\*\*For Leather, Suede and Shearling products, supplier may use larger cartons if required. Please coordinate with Vince Production Department for specific carton dimensions and packing method.*

### Carton Sealing

To enhance the security of our cargo and minimize the risk of pilferage, cartons must be sealed as follows:

- Cartons (top and bottom) must be sealed with ONE KIND of tape; patterned security tape preferred.
- Use 2" or 3" patterned plastic, vinyl, or paper reinforced security tape (No cellophane or clear tape).



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- Security tape should be of durable quality, not easily ripped or torn by hand. We recommend using tape that minimum 1.9mil, 22 lb. tensile strength.
- Do not consolidate or seal with bands, string, staples, straps or any sealant other than tape.
- All tapes must be moisture/temperature resistant and have an adhesive quality that resists drying in transit.
- All seams of cartons should be sealed; "H" format recommended.

The "H" Taping Method



## Garment-on-Hanger Flat (GOHF) Packing Method

All garments shipped on hangers GOHF must be packed in GOH flat lock boxes. The garments should be laid in alternating directions, ensuring the hanger hook is securely fastened inside the lockbox, taking care not to overstuff the carton.



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## Distribution Vendor Compliance Standards

### Container Loading – Garment-on-Hanger (GOH)

#### Condition and Preparation of Containers and Garments

##### 1. Condition of Containers

All containers should be inspected for cleanliness and defects of all interior surfaces and for the condition of the crossbars and hanging knotted ropes. Defects should be repaired before use.

##### 2. Preparation of Container

All interior surfaces of the container must be lined with plastic sheeting to protect the garments from moisture and dirt. Plastic sheeting should have a nominal thickness of 0.002 in (0.005cm)

##### 3. Hanging Knotted Ropes

Each crossbar should have at least twenty knotted ropes across the width of the container. The ropes should be made of nylon, twisted or braided, one quarter inch in diameter. The first knot should be approximately three inches below the crossbar and succeeding knots should be approximately eight inches apart, providing ten loops per rope.

##### 4. Preparation of Garments

All garments must be individually bagged for protection against moisture and soiling. Specific type and size of bag will be specified in purchase order and/or product technical package. The bottom of the bag must be folded and sealed with pressure sensitive tape.

- Garments should not be bundled or rubber banded together, unless noted otherwise in Product Technical Package submitted by the Vince team.

##### 5. GOH Container Loading Sequence

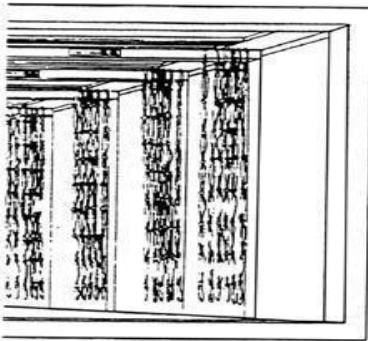
In discussing the loading sequence, it is important to understand what is meant by “front” or “nose” of the container or the “right” or “left side” of the container.

- The front or nose of the container is the end opposite of the rear doors. The right side is on the right as you stand looking into the container. The first crossbar is the one closest to the front or nose of the container.
- The loading sequence starts with the highest useable loop on the first rope in the right front corner of the container. Each group of garments must be inserted with the open end of the hanger hook facing the front of the container. The next group of garments is hung on the next lower loop of the rope, and so on down the rope until the garments reach the floor of the container.
- No more than 3-4 garments six pounds maximum should be hung on each loop to prevent damaging the hangers and garments.
- All garments in each loop should be the same size and color (same SKU number) to facilitate the receiving process.
- When the first hanging rope is filled, it should be pushed against the right wall of the container and loading continues with the next hanging rope on the crossbar, again working from top to bottom.

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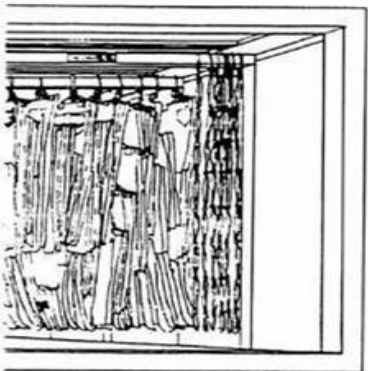
- f) The procedure is repeated with each crossbar, working from top to bottom, right to left until the container is filled. It is important to pack the garments tightly from side to side to prevent their swaying during transit.
- g) Because of the various styles and sizes of garments available, it may not be necessary to use all of the loops on the ropes to fill the container.
- h) When the last crossbar had been filled, the rear of the load should be sealed with 1 plastic sheet.
- i) A packing list identifying the load must be secured in a conspicuous location inside the wall at the rear of the container.



### **Illustration #1**

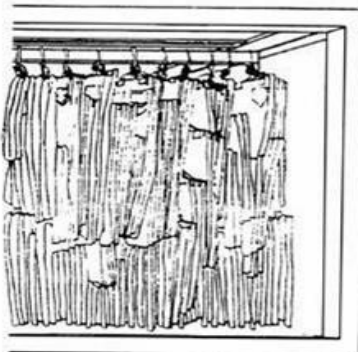
The shipper hangs regular nylon ropes over crossbars, knotted every 8” to form a minimum of 10 flexible chain like loops per rope. However, the first loop is 3” from crossbar. Each crossbar should contain a minimum of 20 knotted ropes.

\*Solid size/color together on one rope if possible. If not possible, keep color and sizes together.



### **Illustration #2**

Loading starts at the front right corner. Hang several garments per loop according to our specifications (from top down) and continue loading across the crossbar and pack as closely as the bulk of the garments will permit without crushing (snug-packing will minimize swaying and will better utilize space – too tightly will cause hanger marks & wrinkles).



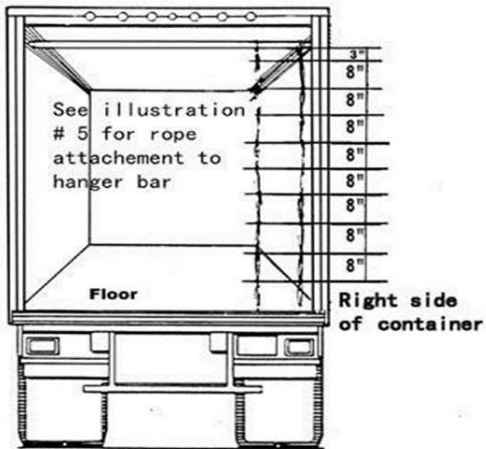
### **Illustration #3**

Garments arrive fresh in their plastic cover, ready to be put on racks for immediate sales – with no unpacking and no pressing.

\*Note: Hangers should not be hung from the crossbar.

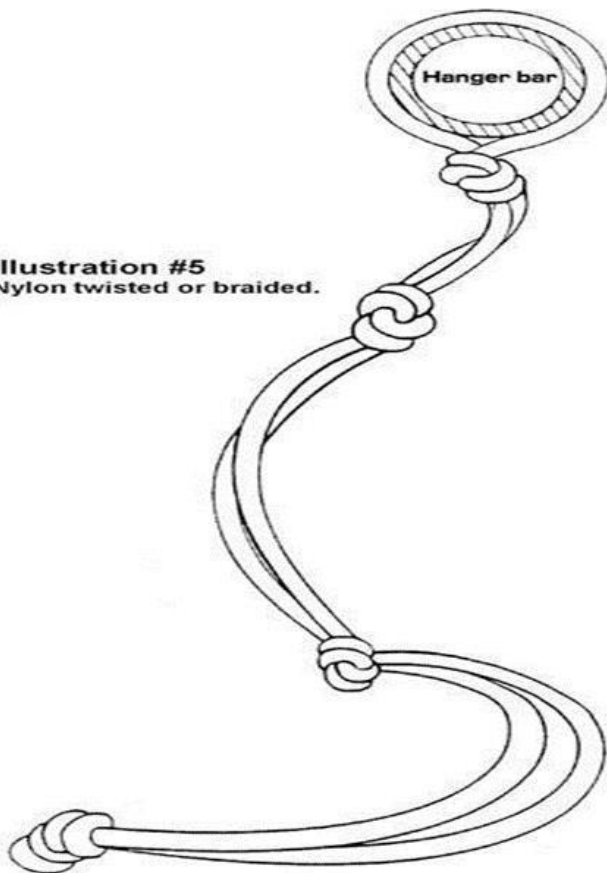
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**Illustration #4**

Section through container, looking in from doors. See Illustration #5 below for rope attachment to hanger bar.



**Illustration #5**  
Nylon twisted or braided.

**Illustration #5**

Rope attachment to hanger bar.

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### 6. Loading Container – Hanging Goods

When loading a container, proper time and effort must be taken to assure the finished product arrives at the destination in the best possible condition and expedites the unloading process. Proper loading procedures are as follows:

- a. Load all units by purchase order, style, color, dye lot, and size.
- b. All purchase orders should be separated. Load all of one size of a style/color/dye lot together, starting with the smallest size first, before loading a different size.
- c. Do not use the last bar of a container or trailer if it is too close to the door, so that the garments might rub against the door, causing damages to the garments.
- d. All garments must be hung on the ropes with the hanger hooks turned in the same direction and pointing toward the nose or front of the container or trailer. The garments must be loaded from the right to the left on each bar as the container gets loaded.
- e. No garments should be hung any closer than 4” from the floor of a container or trailer.
- f. It is acceptable to hang garments on the loop where the rope is tied to hang from the bar (where the rope attaches to the bar) but only if there is room in the loop and you are hanging wire hook hangers and not plastic hangers.
- g. Allowance will be made for sample garments by SKU at rear of container for outbound or inbound Customs audits. If Customs orders intensive audits resulting in distortion of the load, the vendor will not be penalized.

### Container Loading – Flatpack

When loading a container, proper time and effort must be taken to assure the finished product arrives at the destination in the best possible condition and expedites the unloading process. Proper loading procedures are as follows:

- a. Sweep and clean out all containers before loading.
- b. All interior surfaces of the container should be inspected for defects that could allow moisture into the container. Defects should be repaired before use.
- c. Load all cartons by purchase order, style, color, size and dye lot.
- d. Each PO should be completely loaded before beginning to load the next PO. For each PO, load all of one size of a style/color/dye lot together, starting with the smallest size first, before loading a different size.
- e. Load cartons in rows from right to left, completing a level from side to side before going to the next level up.
- f. Mixed SKU cartons are not allowed. For lower quantities per carton at end of programs, pack the goods into smaller cartons as appropriate.
- g. A packing list identifying the load must be secured in a conspicuous location inside the wall at the rear of the container.
- h. Allowance will be made for carton by SKU at rear of container for outbound or inbound Customs audits. If Customs orders intensive audits resulting in distortion of the load, the vendor will not be penalized.

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### Shipping Compliance

Shipments must meet specifications as outlined below, NO EXCEPTIONS.

1. All documents must be available for each shipment/container per “Vince Logistics Team Specifications”. Shipment document requirements are outlined in the [Vince Supplier Portal](#).
  - Each container must have a separate packing list
  - A copy of the packing list must be included inside the container for use by warehouse distribution team
2. Advance Shipping Notification (ASN)
  - For international shipments, an Advance Shipment Notification (ASN) must be generated and sent through Hecny’s Purchase Order Management system (POM) within 3 days of the shipment date for ocean shipments and within 1 day of the shipment date for air shipments.
  - One (1) complete set of shipping documents (including commercial invoice, packing list, CPSC, and BOL/HAWB) must be e-mailed to [Vinceshipdocs@vince.com](mailto:Vinceshipdocs@vince.com) and CC the appropriate distribution center “Ship to” location within 3 days of the shipment date for ocean shipments and within 1 day of the shipment date for air shipments.
  - Distribution Center “Ship to” contact information (cc: in addition to [Vinceshipdocs@vince.com](mailto:Vinceshipdocs@vince.com)):
    - **Port Logistics Group:** [Vince\\_Receiving@portlogisticsgroup.com](mailto:Vince_Receiving@portlogisticsgroup.com)
    - **Bleckmann:** [import@bleckmann.com](mailto:import@bleckmann.com)
    - **Yangkee Logistics Hong Kong Limited:** [HKDC.vince@yangkee.com](mailto:HKDC.vince@yangkee.com)
    - **Nordstrom and Neiman Marcus:** [Vinceshipdocs@vince.com](mailto:Vinceshipdocs@vince.com)
5. For domestic shipments, an Advance Shipment Notification (including packing list and truck BOL) must be e-mailed to [Vinceshipdocs@vince.com](mailto:Vinceshipdocs@vince.com) and [Vince\\_Receiving@portlogisticsgroup.com](mailto:Vince_Receiving@portlogisticsgroup.com) at least 24 hours prior to delivery.
6. Actual quantity received must match the quantity listed on the packing list. Zero shortage tolerance allowed.
7. Packing list must include enough detail including but not limited to the following:
  - Vendor Name & Code
  - Factory Name & Code
  - Container Number or If LCL & Air, indicate House BOL/AWB number
  - Vince PO # AND Vendor Reference # (if applicable, for POE shipments)
  - Style Number
  - Total Quantity
  - Total Cartons
  - Product Description
  - For each carton or GOH rope number, provide the quantity by style / color / size
  - Summary size breakdown per PO by style/color/dye-lot#/size (Containers must be loaded in this sequence).

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### Chargeback Policy

\*\*\*All Vince suppliers will be responsible for verifying all carton labels/markings, shipping documentation, and unit counts prior to shipping and adhere to Vince's shipping guidelines. The most current guidelines are available on our supplier portal at [PLG Advance Shipment Notification Procedures](#) and [Distribution Vendor Compliance Standards](#). Failure to comply with these requirements will result in chargebacks of minimum \$500.00 per occurrence/per PO. If Vince's cost exceeds the \$500.00 minimum, the chargeback will be increased accordingly. Kindly refer to the [Vendor Chargeback Policy](#) on the [Vince Supplier Portal](#).