



Port Logistics – City of Industry DC Advance Shipment Notification Procedures

Location:

Port Logistics Group (PLG)
501 Cheryl Lane
City of Industry, CA 91789
909-839-5900

Primary contact for delivery notifications:

Group Distro:

vince_receiving@portlogistics.com

Hector Valdivia, Shipping Lead
Office: 909-839-5900 ext. 4401
Email: HValdivia@PortLogisticsGroup.com

Gloria Negrete, Warehouse Supervisor
Office: 909-839-5900 ext. 4401
Email: gnegrete@portlogisticsgroup.com

Operations Manager (escalations)

Michael Armendariz

Email: MArmendariz@PortLogisticsGroup.com

Office: 909-839-5900

Cell: 909-544-9926

ALL DELIVERIES REQUIRE ADVANCE NOTIFICATION PRIOR TO DELIVERY

Please send advance notification with packing list and BOL copy via e-mail to vince_receiving@PortLogisticsGroup.com and vinceshipdocs@vince.com prior to delivery. **Failure to send advance notification prior to delivery may result in a penalty charge for each occurrence.**

Please include the following details on the e-mail:

E-mail subject line to include:

- Brand name: Vince
- Container #; or if loose/air freight include house bill #
- Vince PO #
- Total number of cartons or pieces.
- Shipment mode (GOH or cartons)
- Expected delivery date & approx. time (For FCL, indicate day or night delivery)

VINCE.

Body of e-mail to include:

- # of pallets, if applicable
- Packing list (as attachment)
- Demurrage / Detention – last free day, if applicable

SHIPMENT TYPES AND CONDITIONS

- **Full Container Loads** – FCL can be dropped 24/7. Please send advance notification by **3pm Pacific Time** for container(s) being dropped that night.
- **Loose Freight** – Cargo must be delivered between the hours of 7:00am to 3:00pm.
- **Air Freight** – Cargo must be delivered between the hours of 7:00am to 3:00pm.
- **Live Unloads** – ****APPOINTMENT REQUIRED**** Please contact the PLG Receiving Coordinator for an appointment **prior** to delivery. Advance notification e-mail **MUST** be received prior to appointment being scheduled.
- **Domestic Production Delivery** – Cargo must be delivered between the hours of 7:00am to 3:00pm.