

# VINCE.

## Required Documentation (Ship-to USA)

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### Contents

Required Shipping Documents .....	2
Signed Commercial Invoice .....	2
Packing List .....	2
Visa or Program Certificate of Origin (if required) .....	3
Sea waybill, Telex Release/Surrender BL or Air Waybill.....	3
Consumer Product Safety Commission (CPSC Cert. is required for each style) .....	3
Consignee, Ship-To, 1 <sup>st</sup> and 2 <sup>nd</sup> Notify Party .....	4
Consignee / Sold-To .....	4
Ship-To .....	4
1 <sup>st</sup> Notify Party - US Customs Broker information .....	4
2 <sup>nd</sup> Notify Party .....	4
For Ocean Shipments .....	4
Required Shipping Documents .....	4
For Air Shipments .....	5
Required Shipping Documents .....	5
Advance Shipment Notification Documents Contact List .....	5
Ship-to: Ryder .....	5
Ship-to: Nordstrom .....	5
Ship-to: Neiman Marcus.....	5

# VINCE.

## Required Documentation (Ship-to USA)

### Required Shipping Documents

#### Signed Commercial Invoice

On Company's letterhead showing complete garment description, gender type, fabric content, harmonized tariff number and Country of origin. Stating all goods were manufactured to the exact terms of the purchase order and its related exhibits and specifications. Commercial invoice must list complete name and address of Seller/Exporter, Manufacturer and MID code, Sold-To, Final Delivery Ship-To.

\*\*\* Any products containing of any amount of fine animal hair, fur-skin, shells, horn, or bones may be subject to Fish & Wildlife declaration prior to importation into the United States. Please refer to "Fish & Wildlife Service (FWS) Requirements" document in the Vince Supplier Portal\*\*\*

\*\*\* Effective immediately, for all goods with country of China, the commercial invoice MUST include the postal zip code of the manufacturer. Failure to comply with this requirement will result in clearance delays. Repeated offenses will result in vendor chargebacks for non-compliance.\*\*\*

#### Packing List

A separate packing list is required for each shipment. Packing list must show accurate gross weight, net weight, net weight, container number, seal number, supplier payee (name, address & supplier payee number) & factory supplier (name, address & factory supplier number). Packing list summary must be broken down by purchase order number, style number, size and color and dye lot #. If a purchase order is split between two different containers, vendor must issue a separate packing list per container.

- **FCL (Full factory loaded containers):**  
The factory must place copies of all packing lists for each container into an envelope and attach this envelope to the inside wall of the container near the doors.
- **LCL (Less than container load):**  
These shipments are consolidated and loaded into a consolidated FCL container by the freight forwarder. The factory must place a copy of the packing lists into a plastic sleeve and attach this plastic sleeve to the #1 box before delivering the shipment to the freight forwarder CFS Station.
- **Air Shipments:**  
The factory must place a copy of the packing lists into a plastic sleeve and attach this plastic sleeve to the #1 box before delivering the shipment to the air freight forwarder. For GOH shipments the factory must place a copy of the packing lists into a plastic sleeve and attach to the inside wall of the GOH container.

# VINCE.

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**\*\*\*For Nordstrom and Neiman Marcus orders, V Opco, LLC, formerly known as Vince, LLC, (“Vince” or “V Opco”) production manager will provide supplier with Nordstrom’s and Neiman Marcus’ Customer PO #, also referred to as “vendor reference #”, at the beginning of each season. Vendor must include the vendor reference # in addition to V Opco’s PO # on the packing list. The vendor reference # will also be on the GS-1 labels printed from Hecny’s POM system. Please reach out to your V Opco production manager if you do not receive a list of the vendor reference # for Nordstrom/Neiman Marcus at the start of each season.\*\*\***

DETAILED PACKING LIST									
INVOICE#									
CONTAINER#									
SEAL#:									
CONSIGNEE:			<b>Name &amp; Address</b>						
VENDOR#			<b>(Supplier Name and Supplier ID #)</b>						
STYLE NO:									
PO#:	<b>i.e. PO-00008132 (06360920_0590_0599)</b>								
PIECE COUNT:								PCS	
CARTON:								CTNS	
COLOR:			<b>(Must include color name and color code (found in Item Master))</b>						
TOTAL GROSS:								KGS	
TOTAL NET WT:								KGS	

### Visa or Program Certificate of Origin (if required)

### Sea waybill, Telex Release/Surrender BL or Air Waybill

Must be consigned to “V Opco, LLC” and marked freight Collect unless otherwise stipulated on the purchase order. And marked 1st notify party Customs Broker (Hecny Transportation), 2<sup>nd</sup> notify party “V Opco, LLC” and final destination (Place of Delivery) as stipulated on the purchase order.

### Consumer Product Safety Commission (CPSC Cert. is required for each style)

Required for each style (See V Opco’s Vendor Handbook in the CPSC – Consumer Product Safety Certificate section of this manual for more detailed explanation of this document requirement) when submitting shipping documents.

# VINCE.

## Required Documentation (Ship-to USA)

### Consignee, Ship-To, 1<sup>st</sup> and 2<sup>nd</sup> Notify Party

#### Consignee / Sold-To

**V Opco, LLC**  
900 N CAHUENGA BLVD  
LOS ANGELES, CA 90038  
TEL: (323) 761-6010

#### Ship-To

As stipulated on purchase order

#### 1<sup>st</sup> Notify Party - US Customs Broker information

**HECNY TRANSPORTATION LAX**  
19550 S DOMINGUEZ HILLS DR  
RANCHO DOMINGUEZ, CA 90220  
ATTN: JENNY FU  
TEL: 562-616-7828  
Fax: 562-616-7896  
E-mail: [jennyfu@hecny.com](mailto:jennyfu@hecny.com)

#### 2<sup>nd</sup> Notify Party

**V Opco, LLC**  
900 N. CAHUENGA BLVD  
LOS ANGELES, CA 90038  
TEL: (323) 761-6010  
E-mail: [LBassett@vince.com](mailto:LBassett@vince.com)

### For Ocean Shipments

One complete set of shipping documents must be e-mailed to [VinceShipDocs@vince.com](mailto:VinceShipDocs@vince.com) and the appropriate distribution contacts (outlined in later section) within 3 days of the shipment date.

#### Required Shipping Documents

- Commercial Invoice (V Opco invoice format is preferred)
- Packing List (V Opco invoice format is preferred)
- Forwarder's Cargo Receipt (FCR) *\*\*\*only required for loose cargo (LCL)*
- Visa or Program Certificate of Origin (if required)
- Sea WayBill or HBL (Telex/Surrendered Release)
- Consumer Product Safety Commission (CPSC Certificate for each style)

# VINCE.

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\*\*\***IMPORTANT**\*\*\* One complete set of original shipping documents and one duplicate set of shipping documents must be turned over to Freight Forwarder at origin within three days of the shipment date.

### For Air Shipments

One complete set of shipping documents must be e-mailed to [VinceShipDocs@vince.com](mailto:VinceShipDocs@vince.com) and the appropriate distribution contacts (outlined in later section) within 1 day of the shipment date.

#### Required Shipping Documents

- Commercial Invoice (V Opco invoice format is preferred)
- Packing List (V Opco packing list format is preferred)
- Forwarder's Cargo Receipt (FCR)
- Visa or Program Certificate of origin (if required)
- Air Waybill
- Consumer Product Safety Commission (CPSC Certificate for each style)

### Advance Shipment Notification Documents Contact List

A complete set of the shipping documents (in PDF format) must be emailed to the following distro list for each ship-to location:

#### Ship-to: Ryder

- [VinceShipDocs@vince.com](mailto:VinceShipDocs@vince.com)
- [Vince\\_receiving@ryder.com](mailto:Vince_receiving@ryder.com)
- cc: V Opco Production Manager

#### Ship-to: Nordstrom

- [VinceShipDocs@vince.com](mailto:VinceShipDocs@vince.com)
- cc: V Opco Production Manager

#### Ship-to: Neiman Marcus

- [VinceShipDocs@vince.com](mailto:VinceShipDocs@vince.com)
- cc: V Opco Production Manager