

# VINCE.

900 N. CAHUENGA BLVD, LOS ANGELES, CA 90038 TEL (323)761-6010

## Hong Kong Distribution Center Shipping Procedures

➤ **For shipments under 45 kilos chargeable/dim weight – Ship via FedEx Economy**

**Commercial Invoice Consignee or Sold-To:**

Vince LLC  
900 N Cahuenga Blvd.  
Los Angeles, CA 90038  
Tel: 323-761-6010

**Ship To:**

Vince LLC  
c/o Yang Kee Logistics Hong Kong Limited  
Warehouse B, YATFAI Hong Kong Logistics Center  
No. 120 Sun Hing Tsuen DD 129, Lau Fau Shan Road,  
Tin Shui Wai, N.T., Hong Kong  
Attn: Tin Liu / Shirley Mak  
Tel: +852 60228863  
Email: [tin.liu@yangkee.com](mailto:tin.liu@yangkee.com)/[shirley.mak@yangkee.com](mailto:shirley.mak@yangkee.com)

**Fed-ex account number: Vince LLC # 660232575 (must list PO number under reference field)**

One complete set of shipping documents (Commercial Invoice, Packing list, CPSC & FedEx AWB) must accompany the cargo.

**All Shipments Require Advance Notification Prior to Delivery**

Please send advance shipment notification with a complete set of shipping documents in PDF via e-mail to [vinceshipdocs@vince.com](mailto:vinceshipdocs@vince.com) and [tin.liu@yangkee.com](mailto:tin.liu@yangkee.com), [shirley.mak@yangkee.com](mailto:shirley.mak@yangkee.com), [denis.chung@yangkee.com](mailto:denis.chung@yangkee.com) and CC Vince Production Manager at least 24 hours prior to delivery.

➤ **For shipments over 45 kilos chargeable/dim weight - Ship via Hecny (excluding Sales Terms FCA Hong Kong)**

The supplier must contact Hecny directly for a booking at least 10 days prior to the PO X Ship Date. All bookings must be submitted through Hecny's Purchase Order Management (POM) system.

The following information must be provided to Hecny at the time of the booking: Vince, PO #, Style number, quantity, gross weight, carton quantity, carton dimensions & cargo ready date.

The supplier must deliver the cargo to Hecny' CFS/warehouse prior to the PO X Ship date (as stipulated on the Purchase Order) along with shipping documents.

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Ship Mode: Air

Airport of destination: Hong Kong Airport

Final Destination: Vince LLC c/o Yang Kee Logistics Hong Kong Limited

**Commercial Invoice Consignee or Sold-To: Ship To:**

Vince LLC  
900 N Cahuenga Blvd.  
Los Angeles, CA 90038  
Attn: Lucy Hernandez  
Tel: 323-761-6010

Vince LLC  
c/o Yang Kee Logistics Hong Kong Limited  
Warehouse B, YATFAI Hong Kong Logistics Center  
No. 120 Sun Hing Tsuen DD 129, Lau Fau Shan Road,  
Tin Shui Wai, N.T., Hong Kong  
Attn: Tin Liu / Shirley Mak  
Tel: +852 60228863  
Email: [tin.liu@yangkee.com](mailto:tin.liu@yangkee.com)/[shirley.mak@yangkee.com](mailto:shirley.mak@yangkee.com)

One complete set of shipping documents (Commercial Invoice, Packing list, CPSC & HAWB) must accompany the cargo and one duplicate set of shipping documents must be turned over to Hecny CFS at origin at the time of delivery.

\*\*\* Additionally, one complete set of shipping documents must be emailed to the following within 1 day of the shipment date in PDF format:

<a href="mailto:VinceShipDocs@vince.com">VinceShipDocs@vince.com</a>	<a href="mailto:laimei@hecny.com">laimei@hecny.com</a>
<a href="mailto:PAIarcon@vince.com">PAIarcon@vince.com</a>	<a href="mailto:pollychan@hecny.com">pollychan@hecny.com</a>
<a href="mailto:LBassett@vince.com">LBassett@vince.com</a>	
CC: Vince production manager	

➤ **For shipments over 45 kilos chargeable/dim weight – (with Sales Terms FCA Hong Kong)**

The supplier must contact Hecny directly for a booking at least 10 days prior to the PO X Ship Date. All bookings must be submitted through Hecny's Purchase Order Management (POM) system.

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The following information must be provided to Hecny at the time of the booking: Vince, PO #, Style number, quantity, gross weight, carton quantity, carton dimensions & cargo ready date.

The supplier must deliver the cargo to Hecny' CFS/warehouse no later than the PO X Ship date (as stipulated on the Purchase Order) along with shipping documents.

## Commercial Invoice Consignee or Sold-To:

Vince LLC  
900 N. Cahuenga Blvd.  
Los Angeles, CA 90038  
Tel: 323-761-6010

## Deliver to:

Hecny Transportation Ltd.,  
5/F, DJ Building  
173 Hoi Bun Road,  
Kwun Tong  
Kowloon, Hong Kong  
Primary Contact: May Ng / Tel: + 852 2751 4347 / Email: [laimei@hecny.com](mailto:laimei@hecny.com)  
Supervisor: Polly Chan / Tel: 852 2751 4365 / Email: [pollychan@hecny.com](mailto:pollychan@hecny.com)

## Final Destination:

Vince LLC  
c/o Yang Kee Logistics Hong Kong Limited  
Warehouse B, YATFAI Hong Kong Logistics Center  
No. 120 Sun Hing Tsuen DD 129, Lau Fau Shan Road,  
Tin Shui Wai, N.T., Hong Kong  
Attn: Tin Liu / Shirley Mak  
Tel: +852 60228863  
Email: [tin.liu@yangkee.com/shirley.mak@yangkee.com](mailto:tin.liu@yangkee.com/shirley.mak@yangkee.com)

One complete set of documents (Commercial Invoice, Packing list, CPSC, Trucking BOL & a copy of Hecny's shipping order) must accompany the cargo and one duplicate set of documents must be turned over to Hecny CFS at origin at the time of delivery.

\*\*\*Additionally, one complete set of shipping documents must be emailed to the following within 1 day of the shipment date in PDF format:

<a href="mailto:VinceShipDocs@vince.com">VinceShipDocs@vince.com</a>	<a href="mailto:laimei@hecny.com">laimei@hecny.com</a>
<a href="mailto:PAIarcon@vince.com">PAIarcon@vince.com</a>	<a href="mailto:pollychan@hecny.com">pollychan@hecny.com</a>
<a href="mailto:LBassett@vince.com">LBassett@vince.com</a>	
CC: Vince production manager	

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## Commercial invoice must include the following information:

- Manufacturer's complete name & address
- "Sold to" Should read: Vince LLC
- "Final Destination" Should read: Vince LLC c/o Yang Kee Logistics Hong Kong Limited
- Country of Origin, Style#, Style description (for example: Women's knit dress), fabric content, quantity, color, unit price, Incoterms and HTS code.

## Hong Kong GOH Shipping Requirements:

All garments shipped on hangers to Vince's Hong Kong Distribution Center must be packed in GOH flat lock boxes. The garments should be laid in alternating direction, ensuring the hanger hook is securely fastened inside the lockbox, taking care not to overstuff the carton. The carton should be large enough to fit the garments while lying flat and not folded.

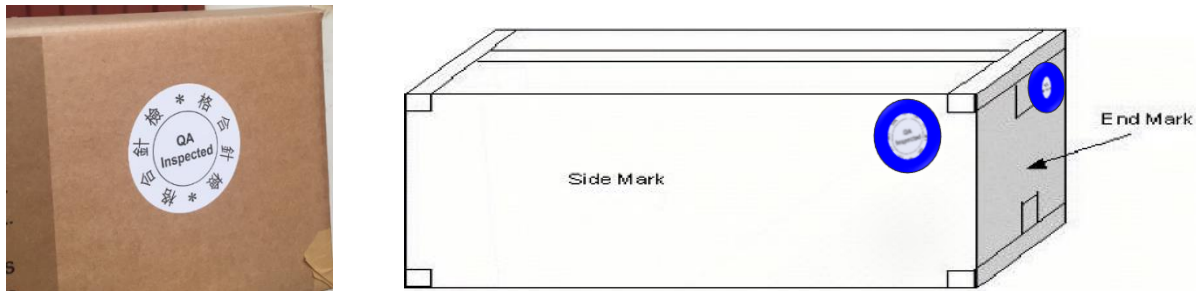


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## **Needle/Metal Detection Sticker Requirements:**

All items shipping to warehouse 108 (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.



For Carton specifications and label requirements, please refer to Vince's Distribution Vendor Compliance Standards (section 111) at: <http://vincesupplierportal.vince.com/>