

KATE SPADE & COMPANY

JACK SPADE


kate spade
NEW YORK

KATE SPADE
SATURDAY

Domestic Vendor Routing Guide



March 9th, 2016

KATE SPADE & COMPANY

To: All Kate Spade & Company Inc. Vendors, Suppliers & Logistics Providers
From: Huascar Cruz, Sr. of Director Import/Export
Date: March 9th, 2016
Re: Domestic Vendor Routing Guide & Shipping Instructions

This updated routing guide replaces any previous communications and provides an inclusive selection of transportation options. It outlines the processes used when distributing prepaid & or collect shipments to any Kate Spade & Company locations – **corporate, retail or distribution center**. The manual provides:

- Contacts
- Routing Instructions & Preferred carriers
- Shipping instructions
- Documentation requirements

It is absolutely critical this routing manual is followed to ensure we are shipping in the most cost effective manner. The use of this manual facilitates our inbound processes and ensures the proper carriers are being utilized. Failure to follow these instructions may result in a charge-back or difference in freight cost amount to be charged to your company. Please note this routing guide covers Kate Spade & Company Inc: Kate Spade, and Jack Spade.

If you have any questions regarding this information, please feel free to contact Robert Peron, Manager of Logistics at Kate Spade & Company Inc. NJ Corp. headquarters 201-295-6443.

We look forward to our partnership with you & we thank you in advance for your cooperation!

Huascar Cruz, Sr. Director of Import/Export

Kate Spade & Company Inc. 201-295-6179

Section 1. CONTACTS:

Kate Spade & Company Inc.

Corporate Logistics Department
5901 West Side Ave
North Bergen, NJ 07047
201-295-6000

Domestic Transportation

(PRIMARY CONTACT FOR INBOUND SCHEDULING & DOMESTIC TRANSPORTATION) Alfredo Ramirez, Logistics Specialist

Telephone: (201) 295-6571

E-mail: ARamirez@Katespade.com

Robert Peron, Manager of Domestic Transportation

Telephone: (201) 295-6443

E-mail RPeron@Katespade.com

Export & International

Jeannie Abreu, Supervisor International Logistics

Tel: (201) 295-6311

E-mail: JAbreu@Katespade.com

Marlene Fragoso, Import/Export Logistics Analyst

Tel: (201) 295-7694

E-mail: MFragmento@Katespade.com

Huascar Cruz, Sr. Director Import/Export

Telephone: (201) 295-6179

E-mail: HCruz@Katespade.com

Section 2. ROUTING INSTRUCTIONS & Preferred Carriers:

- **All Kate Spade & Company shipments** paid up to **700 lbs** and **15 cartons** should be routed via **UPS Collect**. Please contact the Transportation Department for the UPS account #.
- **Shipments between 701 and 6,000 lbs or greater than 15 cartons** should be routed via **LTL**. **Shipments over 8 pallets, please contact Robert Peron 201-295-6443 or Alfredo Ramirez 201-295-6571.**
- **Shipments over 6,000 lbs., contact Robert Peron 201-295-6443 or Alfredo Ramirez 201-295-6571.**
- **All Expedited and Air Shipments MUST be approved** by the Kate Spade & Company Logistics department – contact Robert or Alfredo, for authorization. Your company will be charged back any excess freight on unauthorized air shipments.
- **INSIDE DELIVERY - STORE DELIVERY** must be stated on all **BOL for Kate Spade, and Jack Spade.**

PREFERRED CARRIERS + MATRIX CODES

*LTL – The attached Matrix must be utilize to capture the correct carrier by regions in pages 9, 10 & 11

LTL – Y = FedEx Freight	(866) 393-4585
LTL - RD = Reddaway	(800) 395-1360
LTL – NP = New Penn	(800) 285-5000
LTL - UPS FREIGHT (If approved)	(800) 333-7400
TL – Dynamic Express (If approved)	(973) 344-6300
TL – CH Robinson (If approved)	(866) 935-6540
Expedited (If approved) - Stevens	(800) 486-2754
HAWII – (If approved) Stevens Logistics	(800) 486-2754

***Export or International shipments, please contact the Export Team for guidance**

IMPORTANT: As stated throughout this manual, ALL deliveries to any Kate Spade & Company distribution center **MUST BE SCHEDULE** with the Kate Spade & Company Corporate Logistics – regardless of PREPAID or COLLECT. The reason we listed the above preferred carriers is for your consideration when your company is paying the freight to use these carriers. So regardless of whether the shipper or Kate Spade & Company is paying freight, we are to be notified in advance of **every shipment**. * Disregarding the instructions to contact the Kate Spade & Company Logistics Team to set DC appointments and not providing the proper documents prior to the delivery can incur a charge back of \$250 per shipment plus full freight cost. Please review the Shipping Instructions.

Section 3. SHIPPING INSTRUCTIONS:

Carefully follow the instructions herein before forwarding shipments to any Kate Spade & Company locations. **FAILURE TO FOLLOW THESE ROUTING INSTRUCTIONS** contained in this document could result in charges for freight and administrative handling. Routing or shipping instructions cannot be altered or changed by anyone except the Kate Spade & Company Corporate Logistics Team. Any deviation from this guide must have specific approval and/or authorization number. ***Note – penalty for misrouting will be full freight, plus \$250.00 per shipment.**

A. THIRD PARTY BILLING: it is imperative that all pertinent information must be notated on the Bill of Lading. Failure to provide proper information such as the division name and/ or style number will result in a charge back or debit against your invoice. Refer to above statement regarding penalty.

B. AIR SHIPMENTS MUST BE APPROVED: by the Kate Spade Corporate Logistics Department. Please call Alfredo Ramirez at (201) 295-6571 or Robert Peron at (201) 295-6443 anytime air routing is requested. Your company will be charged back for all freight on any unauthorized air shipment.

C. PREPAID SHIPMENTS: when freight terms are **Delivered Duty Paid** all transportation charges must be fully prepaid to destination. In that circumstance, consider this guide as a recommendation as to the carrier that may be used. The responsibility for loss, damage and all freight charges for such deliveries are your company's responsibility, regardless of the carrier used.

D. PACKING REQUIREMENTS: If shipped in cartons, merchandise must be packed to conform to the Kate Spade & Company Vendor Compliance Manual (most current version), which contains specific instructions regarding carton size, construction, printing, labels, label placement, packing, hang tags, product tickets and carton labeling (see vendor supplier manual via **Kate Spade & Company** web or check with the production team or agent for the product you

are shipping). Any damage or shortage attributable to improper packing may be deducted from the invoice applicable to the subject shipment.

E. LOADING GUIDELINES:

1. All LIVE-UNLOAD full trailers must be palletized & shrink-wrapped with all pallets facing FORWARD (NO SIDE PALLET LOADING). DROP loads are preferred whenever possible.
2. YARD-DROP trailers may be palletized (same as above) or floor loaded. If floor loaded, cartons **MUST NOT BE LOADED ON THEIR SIDE.**
3. All cartons (whether floor loaded or palletized) are to be loaded in order of PO#, Style, Color & size. MIXED trailers may be refused & sent for rework to be paid for by shipper.

F. SCHEDULING/APPOINTMENTS: Please note all shipments destined for a Kate Spade & Company Distribution Center **MUST** be scheduled in advance with Kate Spade & Company Corp. Logistics **prior to delivery regardless of prepaid or collect.** If a delivery is not scheduled with a confirmed appointment, the load will be refused & it will be the shipper's responsibility to pay for any additional charges incurred. ***The distribution centers will not grant appointments directly & they will REFUSE any delivery which is not scheduled in advance with the correct paper work. Alfredo Ramirez is to be emailed & or called for all SCHEDULING REQUESTS 201-295-6571, ARamirez@Katespade.com.***

DC Addresses:

**OH1
8741 Jacquemin Drive
West Chester, OH 45069
Tel: 513 712 1400**

**Performance Team – BLDG #9
11204 Norwalk Blvd
Santa Fe Springs, CA 90670
Tel: 562-345-2257**

**Axcess Point LLC
850 Clark Drive
Mt. Olive, NJ 07828
Tel: 201-919-2828**

4. DOCUMENTATION REQUIREMENTS:

IMPORTANT: Please note all documents are to be submitted via email upon request for routing or appointment. All documents below are required in advance before any appointment is granted or before delivery is accepted. **Once cargo ships, BOL, Packing Lists, GCC & or MDL are to be sent via email to Kate Spade LLC Logistics. Subject line of email must provide CARRIER SHIPMENT NUMBER OR PRO NUMBER.**

1. **Shipment Consolidation** - Two (2) or more shipments being made from your shipping location to a single Kate Spade & Company facility or supplier on the same day, must be combined and shipped on one Bill of Lading. We ask that you please DO NOT ship multiple LTL/Small parcel shipments per week to the same destination. Please work with your Kate Spade & Company production contact to consolidate deliveries to 1 departure/ETA per distribution center.

2. **Bill of Lading** the bill of Lading must indicate:
 - (1) Your company name and address
 - (2) Kate Spade & Company warehouse address or third-party consignee
 - (3) Kate Spade & Company purchase order numbers
 - (4) Style numbers and Division name
 - (5) Total pieces per purchase order
 - (6) Total cartons per purchase order
 - (7) Commodity description
 - (8) Total weight
 - (9) Total cartons
 - (10) **Third Party Billing To: Kate Spade & Company Inc
C/o Technical Traffic Consultants
30 Hemlock Drive
Congers, NY 10920**

Kate Spade & Company Inc. reserves the right to refuse any shipments that do not contain all pertinent details recorded on the carriers delivery pro bill. All Kate Spade & Company authorized carriers are instructed to refuse pick-ups based on incomplete data that would preclude the carrier from delivering to any Kate Spade & Company associated locations.

3. **Packing List Detail** - It is imperative that a copy of the packing list in it's entirety be emailed to Kate Spade & Company Corp. Logistics **prior** to the carrier's appointment. Our distribution center receiving offices will not receive any shipment unless a packing list is tendered prior to the carriers appointed delivery date and time.

4. **GCC or Manufactures Declaration Letter:** depending on the product you are shipping, Kate Spade & Company Inc requires legal compliance from all vendors to submit the appropriate General Conformity Certificate OR Manufactures Declaration Certificate (which ever applies). NO SHIPMENT WILL BE ACCEPTED AT OUR DISTRIBUTION CENTERS WITHOUT THE APPROPRIATE FORM.
5. **Insurance** - No value is to be shown on the bill of lading.
6. **Classification** - Describe goods shipped in accordance with the National Motor Freight Classification showing complete description and the NMFC item number if known. Shipments subject to a density group e.g.; Plastic Articles NOI must include the density in pounds per cubic foot on the bill of lading. Differently rated products must be in separate shipping containers and must be described separately on the bill of lading or air waybill.
7. **Valuation** - any shipment subject to released rates must be released on the bill of lading to the lowest valuation. i.e. Toilet Preparations value not exceeding \$2.65 per pound.

