

Kate Spade Collateral Goods/Store Set ups Standard Operating Procedures



Statement of Purpose



Kate Spade & Company, as Importer of Record, is ultimately responsible for exercising reasonable care and due diligence in properly classifying all items entered into the commerce of the various destinations, as they relate to tariff number, duties, value, assists, etc. in addition to any other governmental agencies that may have any interest in the commodities imported.

Record Retention



It is imperative to note that even though a shipment has cleared Customs, and the product may in fact already be in the stores, Customs has the right to re-examine any shipment for one year after date of Customs entry.

Customs also requires importers to retain all documentation pertaining to Customs entries for a period of five years. Product specifications are specifically one of the documents required.

Line Sheets



- Line Sheets are to be provided to the Corporate Compliance Department at least 6-8 weeks prior to exportation of the merchandise.
- Ample time is required to research new product, classify the merchandise and have the classification reflected within the Corporate Compliance System (CCS).

Required Details



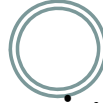
- **Line Sheet (colored picture reflecting the style)**
 - Clear digital photos are preferred; if not detailed sketch
 - Detailed description of good
Example: Book: Description: Picture book with photographs
- **Fiber Content:**
 - The Content of the entire article is required, main body, trims, etc.
Example: Riser; Brass with Acrylic bars
- **Country of Origin:**
 - The country of origin provided should be the country of origin of the good; where it is actually manufactured. Product may be purchased here in the US, however, it may be manufactured in another country. We would need to know that country of origin, not the exporting country of goods.

Commodity type information required



- Many articles require additional details/information in order to classify the merchandise. Below are some examples:
- Tissue paper
 - Is the tissue paper printed, dyed, etc.
 - Length of tissue paper
 - Does the tissue paper have a weight not exceeding 29 grams per square meter
 - Is the sheet “cut to length”
- Wall Art
 - Dimensions
 - If printed wall art, is it a lithograph, poster?
 - Content of the frame (wood, plastic, etc.)
 - Does it contain glass or plexi-glass covering?

Style Numbers



One style number should be assigned for each commodity. In order to ensure we are compliant, our system of record (CCS), will indicate the following details:

- Commodity description
- Harmonized Tariff Number (HTS)
- Duty Rate

As a result of keeping one style number covering multiple items which contain different compositions, yielding different classifications, this may very well increase the risk of possibly experiencing delivery delays and incurring additional unnecessary charges. With this said, we stress the importance of assigning different style numbers for each commodity.

Style Numbers



If attaining one style number is not attainable with regard to store set-ups, etc., then it is imperative that we receive style breakdowns for each item within a given set. All components of a given style must be keyed into the Corporate Compliance System (CCS), our system of record.

CORPORATE COMPLIANCE CONTACTS



Annette Diamond, Trade Compliance Analyst
Tel. (201) 295-6999
ADiamond@katespade.com

Laurie Lewis, Classification Specialist
Tel. (201) 295-6298
Llewis@katespade.com