

# Logistics

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## Track Changes

No	Changes	Pages	Amended by	Date
1	Updated DHL Contact list (add JKT & Chittagong contact)	21	Jesse	4 Feb 2016
2	Update Damco Contact list	16	Jesse	4 Feb 2016
3	Add Damco Contact list	5	Jesse	4 Feb 2016
4	Update Panalpina contact list (add JKT & Chittagong contact)	18	Jesse	4 Feb 2016
5	Add LDP vendor requirement	3	Jesse/Cruz	15 Mar 2016
6	Damco contact list	8	Jesse	15 Mar 2016
7	PPN GSP Form A Requirement	20	Jesse / Rebecca	3 May 2016
8	Battery requirement	13,18,20,22	Jesse	11 May 2016
9	Japan warehouse code change from JKS to JWH	23	Jesse	19 May 2016
10	GSI/JWH overrun policy	8	Jesse	26 July 2016
11	Damco contact list	6, 10, 18	Jesse	26 July 2016
12	PPN Form A delivery address	21	Jesse	2 August 2016
13	PPN Consignee, Notify Party, Booking Agent & Courier Breakeven Point	20-22	Jesse	15 Nov 2016
14	HKW C/O - F&W	19	Jesse	15 Nov 2016
15	Invoice & Packing list requirement	12	Jesse	15 Nov 2016
16	PPN Notify Party Ocean & Air shipment contact point	20	Jesse	19 Dec 2016
17	Damco contact list	6	Jesse	9 Feb 2017
18	PPN - Form A (new COO added: Bangladesh)	21	Jesse	9 Feb 2017
19	Add contact in courier shipping doc distribution list	11	Jesse	13 April 2017
20	CO Form update	23	Jesse	May 15 2017
21	Battery Consignment Guideline updated	13-14	Jesse	May 18 2017
22	KSJ CO requirement	26-27	Alfred	June 27 2017
23	Damco Contact List	6, 10, 18	Jesse	Aug 30 2017
24	US Document requirement (GSP Declaration Form & Battery)	13, 14	Jesse	Aug 30 2017
25	ASN Send to Party	8	Jesse	Nov 1, 2017
26	PPN Form A instruction	22	Wilma	Nov 3, 2017
27	Damco contact list	6, 10, 18	Jesse	Nov 3, 2017
28	US Contact Point , Damco Contact List, China Direct Ship Shipping Instruction	3,6, 8, 10, 19,22, 29, 30	Jesse	Nov 1, 2018
29	New Logistics Guideline for SAP and entity change	All	Jesse	Jan 17, 2019

# Logistics Guidelines - Global Policy

Kate Spade Logistics has presence in 2 key global regions:

## USA Headquarters (all contract negotiations, general operation, western hemisphere):

Randall Donlen  
RDonlen@tapestry.com  
Director, Transportation  
904-741-3460

Darlene Nicol  
DNicol@katespade.com  
Logistics Coordinator  
201-295-7443

## Hong Kong (All Asia logistics activity - global support to all origins):

Jesse Lam  
[JesseLam@katespade.com](mailto:JesseLam@katespade.com)  
Senior Manager, Logistics & Distribution  
+852 3462 8048

Vic Choi  
[vchoi@katespade.com](mailto:vchoi@katespade.com)  
Senior Logistics Coordinator  
+852 3462 8050

Please note this logistics guidelines refer to ALL FOB shipments and are required to be followed in order to ship FOB orders to Kate Spade and Adelington brand. Brands include

LDP/DDP vendor should send shipping document & HAWB/BL once cargo shipped to below distribution list. KS Logistics will pass the information to respective DC for goods receiving.

Shipment ex-Asia  
[JesseLam@katespade.com](mailto:JesseLam@katespade.com)  
[vchoi@katespade.com](mailto:vchoi@katespade.com)  
[aho@katespade.com](mailto:aho@katespade.com)

Shipment ex-Western Hemisphere  
[JAbreu@katespade.com](mailto:JAbreu@katespade.com)

Except the Incoterms difference, LDP/DDP vendor is required to comply with all KS Corporate requirements such as packaging, carton, EDI & carton label, Customs compliance etc but not all inclusive; details please refer to each session in supplier manual.

Factory is subject to chargeback for non-compliance issues. For details, please refer to - <https://portal.katespadeconnect.com/documents/10113/7152623d-7ef3-487c-bd9b-b61a3a7f7e9f>

Kate Spade logistics works very closely with all production teams & sourcing agent teams to ensure proper shipping instructions are followed. We encourage you to reach out to us at any given time if you have questions or are unsure about a specific policy listed below.

Your cooperation in advance is greatly appreciated!

## Section 1 - Global Policy

This section requirement applies to all Kate Spade shipments regardless of destination unless there is exception specified in designated DC shipping instruction.

### 1.1 Vessel

#### Operation Cut off Timetable

For vessel shipment, vendor should book with Damco 14 days prior to ETD. Exact cut off day may be various due to carrier, vessel schedule and/or destination requirement, please check with related forwarder for exact cutoff date.

Timeline	Event	Non-compliance Penalty
ETD - 14 days	Booking Cut off (both CFS/CY or CY/CY or LCL)	Penalty#550
ETD -13-12 days	Consolidator / KS review booking / book with ocean carrier	
ETD - 9-10 days	Damco/consolidator release booking confirmation	
ETD - 7-8 days	Booking revision cut off (for all vessel booking, include CY/CY), 1 days prior to CFS cut off. Changes which impact to booked volume and ship qty will incur penalty.	Penalty#555, 561, 553
ETD - 6-7 days	CFS cut off	Penalty#558
ETD - 5 days	Late come (if applicable)	Penalty#556, 557, 559
ETD - 4days	SI cut off	Penalty#551
ETD or once cargo leave factory	Factory ASN	Penalty#554
ETD +4 days	Document submission	Penalty#552

#### Container Loading

- Container loading:** All containers (include vendor loaded containers) should be in PO/Style/Color/Size order. Please consolidate each PO within as few containers as possible. RAINBOW LOADING IS NOT ACCEPTABLE AND WILL BE CONSIDERED IN VIOLATION AND A CHARGEBACK WILL APPLY. PO with earlier MDD should load in tail and vice versa. If goods are dropped to consolidator, they too should be tendered in the proper sort of PO/Style/Color/Size.
- Container Freight Weight Limits:** Please note when loading a container, the weight of the freight cannot be below weight limit for each type of container size. When a container is moved over the road in the US the load is broken out into 3 separate axles which each have weight limitations. The 3 axles are steer, drive and trailer. It is important that container should be loaded evenly especially for heavy garment like denim.

If the weight of the product exceeds the limit, the container could be in jeopardy of not being road worthy in the United States and could be subject to delays and fines. Vendor will be charged back on incurred cost for reloading and fines.

Maximum weight for each type of container:

20 foot container - 38350 lbs or 17,395 kilos  
40 foot standard container - 43850 lbs or 19,890 kilos  
40 foot high cube container - 42,850 lbs or 19,435 kilos  
45 foot high cube container - 41,850 lbs or 18,980 kilos

- **Consolidation vs. Vendor loading:** Vendor loads are permitted based on minimum container utilization guidelines per container. Our consolidator will guide you accordingly during the booking process:
  - 40 foot standard container = 52 CBM's MIN
  - 40 foot high cube container = 62 CBM's MIN
  - 45 foot high cube container = 72 CBM's MIN

**IF the above minimums are not met then vendor loading (CY) is NOT permitted.** In that case, cargo **MUST** be delivered for consolidation - **NO EXCEPTIONS**. Kate Spade consolidates all brands across all vendors in any given origin. Please partner in advance with the consolidator so you are aware of all the appropriate CFS & CY cut-off's & plan accordingly during your production cycle.

**\*20 FOOT CONTAINERS ARE NOT PERMITTED AT ANY TIME - NO EXCEPTIONS.**

Both consolidators above are approved to handle all FOB bookings, documents & cargo and they will guide you accordingly for documentation prep & submission. It is critical to adhere to all cargo cut-offs and delivery dates at origin assigned by these consolidators - **THOSE DATES ARE NON-NEGOTIABLE**. This is to ensure cargo moves efficiently & timely through the supply chain as well as guarantee secure compliance & visibility for Kate Spade.

Damco Contact List (updated)



Damco SCM  
Contact List\_2018.08

## 1.2 Air Shipment

- For air shipment, vendor should book with Damco /forwarder 7 days prior to plan ship date.
- **Airfreight Prepaid Policy**  
Vendor must be responsible for both origin *and* destination local charges including origin/destination handling, AMS charges, x-ray fees etc for ALL VENDOR PREPAID shipments (including partial percentages like 85/15). The Import Service Charge will be absorbed by Kate Spade.

## 1.3 Courier Express Shipment

- Appointed Courier Company is DHL Express.
- **Document Requirement:** Courier shipment document requirement is same as sea or air shipment. Vendor invoice must reflect actual FOB price, no undervalue is accepted. Document should be submitted to DHL Express along with shipment.

Please be sure what you are shipping matches exactly what is on your documents. If the data is wrong, it severely impacts our DC receiving departments during the inbound process.

#### **1.4 Shortages, Damages & Clams:**

All Kate Spade DC's will report these issues to logistics team. Upon researching the situation logistics will reach out to the appropriate party as well as a corporate chargeback will be issued (to vendor) if necessary. For list of chargebacks please refer to the chargeback section of this supplier manual.

#### **1.5 Visibility:**

All Kate Spade logistics service providers are connected with our online tracking tool - GT Nexus. They will send data into the system based on the shipment data you provide at the time of shipping. Whether you submit data electronically or manually to our logistics providers, please be sure your information is accurate & timely. This directly impacts the logistics provider's ability to send the data to our system so the production teams can check the status of cargo movement through the supply chain. All of our service providers are instructed to question and or reject any vendor data which does not match the order data they have on file from us. Please drive this point with your shipping teams.

#### **1.6 Factory ASN**

All Kate Spade logistics service providers are connected with our online tracking tool - GT Nexus. They will send data into the system based on the shipment data you provide at the time of shipping. Whether you submit data electronically or manually to our logistics providers, please be sure your information is accurate & timely. This directly impacts the logistics provider's ability to send the data to our system so the production teams can check the status of cargo movement through the supply chain. All of our service providers are instructed to question and or reject any vendor data which does not match the order data they have on file from us. Please drive this point with your shipping teams.

Vendor should send ASN on time to below party as per the ship mode. Details guideline on how to send ASN please refer to Tradelink One's user guideline. Penalty will be charged if Damco didn't receive vendor ASN later than ETD. This apply to both air and sea shipment.

			Penalty on Intransit Visibility 1. Missing or Late ASN  Charges: USD250 per ASN	Penalty on DC Processing 1. Missing, late or Inaccurate ASN 2. Missing or unscannable UCC label Charges: USD5 per carton
Booking via	Send FASN to whom (consolidator field in TLO)	Deadline to send ASN*	Timing to incur penalty	Timing to incur penalty
Damco	Damco	Once receive shipment details from Damco/Air FF	ETD	Upon DC receiving cargo
Non-Damco	Other	Once receive shipment details from FF	ETD	Upon DC receiving cargo

\* SP must fill in shipment details (booking#, BL#, container#, ETD & ETA) in the FASN, detail instruction as per TLO manual.

\* In case ff cannot provide shipment details on/before ETD, please reach out to KS Logistics for support.

### 1.7 Measuring Product Dimensions Link

<https://portal.katespadeconnect.com/documents/10113/d136cba1-c41f-46b4-81a1-f91670e14add>

Note: Sample Shipment Invoice requirement is same as bulk shipment.

### 1.8 Overrun Policy

Overship/shortship tolerance please refers to Brand Protection Policy.

<https://portal.katespadeconnect.com/documents/10113/c4ae1cbc-56aa-42da-95ed-3370453fe206>

SP has to work with P&L team via EcVision to update order.  
Order have to be modified for exact ship qty.

### 1.9 Carton Specification and Requirement

For details of Carton size, marking, carton label requirement, please refer to <https://portal.katespadeconnect.com/documents/10113/652ebd6a-ab4c-4d07-99a7-bf508d34eabc>

Jewelry has different requirement on carton size & carton marking. Please contact Jewelry merchandising team for details.

### 1.10 Expense Offset Policy

Factory is subject to chargeback for non-compliance issues. For details, please refer to -



<https://portal.katespadeconnect.com/documents/10113/7152623d-7ef3-487c-bd9b-b61a3a7f7e9f>

# Shipping Instruction for US DC (OH1/US08, GSI/C588)

## 1. CONSIGNEE, NOTIFY PARTY AND DELIVERY TO ADDRESS FOR FOB Shipment

DC CODE: OH1, GSI	
<b>CONSIGNEE</b>	
ALL products for ALL brands shipping FOB to KS & Adelington are to be consigned as follows in order for CSI to be the importer of record:	
<b>Coach Services, Inc. (dba Kate Spade)</b> One Coach Way Jacksonville, FL 32218	
<b>NOTIFY PARTY</b>	
<b>1st notify:</b> FPA/Livingston Intl 70 E Sunrise Highway Suite 411 Valley Stream, NY 11581 Attention: Annette Jannotta Email: ksimports@livingstonintl.com	
<b>2nd Notify</b> Coach Services, Inc. (dba Kate Spade) Darlene Nicol	
<b>PORT OF DISCHARGE</b>	
Vessel via West Coast: LA/LB Vessel via East Coast: NY/NJ Air : ORD or CMH (as per ff instruction)	
<b>FINAL DESTINATION</b>	
OH1: West Chester GSI: Walton	
<b>BUYER (Order#A/J+6 digits)</b>	<b>BUYER (Order#10 digits)</b>
Coach Services, Inc. (dba Kate Spade) One Coach Way Jacksonville, FL 32218	Coach Operations Singapore Pte. Ltd 77 Robinson Road #13-00 Robinson 77 Singapore 068896

The above is the CONSIGNEE ADDRESS - THIS IS NOT THE SHIP TO ADDRESS.

For proper destination, please follow the guidance of the appropriate logistics provider listed below. They will help determine this based on the DC CODE on the source order you receive from Kate Spade or our appropriate sourcing agent (e.g. L&F).

IT IS CRITICAL THAT YOU COMMUNICATE THE PROPER DC CODE to the logistics provider as this will drive which port of entry & final destination the goods are arranged to. The logistics provider too will have a copy of source orders to help verify

## 2. FOB Vessel Shipments:

- **Damco** is the designated global consolidator for all standard vessel shipments from ALL origins to the USA. Booking should be made 14 days prior to ETD (i.e plan ship date in source order). Please contact your local Damco office for shipping instructions. Damco will allocate your shipment to the appropriate carrier based on Kate Spade nominated vessel contracts.
- Please see below is [Damco contact list](#)



Damco SCM  
Contact List\_2018.08

## 3. FOB Air Shipments:

- **Air freight PO Management:** Damco is appointed as 4PL to handle air freight shipment booking. Damco handle vendor shipment booking and assign forwarder based on our air freight allocation guideline. Damco contact please refers to page 8 forwarder contact list. Kate Spade HK key contact is Alfred Ho (AHo@katespade.com). Air freight PO management covers Eastern Hemisphere factories only. **For Western Hemisphere, Middle East, and Europe** factories please contact the forwarder directly who is handling the specific origin.
- **Shipping Instructions:** (1) Vendor should fill in shipment booking in Damco Shipper Portal (DS). Booking should be sent 1 week prior to plan ship date (2) Damco assign forwarder as per KS allocation (3) Damco send booking to forwarder and cc vendor for shipment booking; (4) forwarder confirm shipment booking and release HAWB#; (5) vendor arrange cargo delivery with ff directly. (6) Vendor has to upload shipping document to DS on/before cargo delivery to forwarder.
- All forwarders will guide you for proper document prep & submission based on our operating procedures (see attached grid in page 8 below). It is critical you include the correct DC CODE from your source order when making the booking as this will guide the forwarder to ship the cargo to the CORRECT location (example = DC Code OH1 means cargo ships to our OHIO distribution facility. This info can be found on your source order from Kate Spade /L&F). Proper document submission is critical to the customs clearance process as well as the DC receiving processes. Please be sure what you are shipping matches exactly what is on your documents. If this data is wrong, it severely impacts our DC receiving departments during the inbound process. ANY FAILURE TO COMPLY WITH PROPER DOCUMENT SUBMISSION WILL BE CONSIDERED A VIOLATION AND A CHARGEBACK WILL APPLY.
- **Shipment Frequency:** we aim to consolidate where ever possible. Some origins may have specified ship dates per week. Please work with your forwarder to determine these dates. IF special HOT freight needs to be shipped outside the recommended date, our logistics team will seek approval from the brand production & will authorize accordingly.
- **Airfreight Prepaid Policy**

Vendor must be responsible for both origin *and* destination local charges including origin/destination handling, AMS charges, x-ray fees etc for ALL VENDOR PREPAID shipments (including partial percentages like 85/15). The Import Service Charge will be absorbed by Kate Spade.

#### 4. Courier Express Shipment

- **Appointed Courier Company is DHL Express.**
- **Document Requirement:** Courier shipment document requirement is same as sea or air shipment. Vendor invoice must reflect actual FOB price, no undervalue is accepted. Document should be submitted to DHL Express along with shipment. Please be sure what you are shipping matches exactly what is on your documents. If the data is wrong, it severely impacts our DC receiving departments during the inbound process.

**Consignee in invoice:**

**For Account & Risk of (Importer/Consignee):**

Coach Services, Inc. (dba Kate Spade)  
One Coach Way  
Jacksonville, FL 32218

**Ship To / Delivery Address on AWB:**

**DC Address:**

OH1 / US08  
Coach Services, Inc. (dba Kate Spade)  
8741 Jacquemin Drive  
West Chester, OH 45069  
Tel: 513-712-1400  
John Myers

**GSI / C588**

Coach Services, Inc. (dba Kate Spade)  
c/o GSI Commerce Inc  
40 Logistics Blvd.  
Walton, KY 41094  
USA  
Tel: +1 859-292-1230  
Attn: Rec'd Dept

ANY FAILURE TO COMPLY WITH PROPER DOCUMENT SUBMISSION WILL BE CONSIDERED A VIOLATION AND A CHARGEBACK WILL APPLY.

- **Customs Brokerage:** Please **DO NOT** show our customs broker in all documents as DHL Express will act as broker in USA to clear the goods from customs.
- Vendor has to send shipping document (include AWB copy) to [dnicol@katespade.com](mailto:dnicol@katespade.com), [CourierDocuments@katespade.com](mailto:CourierDocuments@katespade.com) & [AZdunek-zieba@katespade.com](mailto:AZdunek-zieba@katespade.com) once shipment effected.



## 5. Document Requirement




Document requirement apply to all ship mode, sea, air or courier.

Please be sure what you are shipping matches exactly what is on your documents. If this data is wrong, it severely impacts our DC receiving departments during the inbound process. ANY FAILURE TO COMPLY WITH PROPER DOCUMENT SUBMISSION WILL BE CONSIDERED A VIOLATION AND A CHARGEBACK WILL APPLY.

For vessel shipment, vendor should upload below document to Damco portal. Please check the documentation submission timeline with Damco.

For air shipment, vendor should submit document to air ff before cargo delivery/uplift. Vendor should also upload document to Damco portal as well once cargo delivered to forwarders will NOT uplift your cargo without complete documentation.

Invoice	<p>1 invoice should be created for 1 DC code only. If vendor have multiple order to multiple DCs in same shipment, vendor should split invoice &amp; packing list per DC basis.</p> <p>Invoice must include below information:</p> <ul style="list-style-type: none"> <li>- Consignee name &amp; address</li> <li>- PO/Style/Color</li> <li>- Complete Goods Description</li> <li>- Composition</li> <li>- COO</li> <li>- Manufacturer name &amp; address</li> <li>- F&amp;W details (if applicable)</li> <li>- Component cost breakdown (if applicable)</li> </ul>
Packing List*	<p>Packing list must contain:</p> <ul style="list-style-type: none"> <li>• UCC128 number</li> <li>• Style, color, size, qty, weight (gross &amp; net), carton dimension, product dimension (each carton is individually listed).</li> <li>• Instructions for measuring various product types are attached.</li> </ul> <p>For CY load, packing list should be created for each container with container number.</p> <p>If using a consolidated packing list (multiple containers in 1 packing list), it should be outlined by container number and its content.</p>
Country of Origin Declaration	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <a href="#">Multiple Country Declaration.pdf</a> </div> <div style="text-align: center;">   <a href="#">Single Country Declaration Blank For</a> </div> </div>
Fabric Detail Sheet	<p>applicable for fabric to US, fabric size large than 20cmx20cm</p>

	 fabric detail sheet.pdf
Certificate of Origin	for shipments originated in Jordan, HK & Mongolia  COO Form A Example.pdf
Affidavit for F&W products	 Example of Affidavit.docx
Special Trade certificate/document (if applicable)	such as a QIZ Certificate, Jordan FTA Certificate, CAFTA Certificate, Peru TPA Certificate, <i>Textile Description Sheet, Garment Label, Footwear Detail Sheet, MSDS, Health Certificate, Fumigation Certificate</i>  COO at Philippines and Indonesia require to submit GSP Declaration
Lithium Ion and Lithium Metal battery document requirement	<p><b>Important: Vendor must indicate shipment contains Lithium Ion and Lithium Metal battery at the time of shipment booking.</b></p> <p>Lithium Batteries are classified as Class 9 Dangerous DG goods by IATA.</p> <p><b>Vendor/Shipper who handle lithium battery order must understand IATA Lithium battery shipping guideline and requirement. Vendor also need to have knowledge on how to classify the products belongs to which UN number.</b></p> <p>Shipper Responsibility by IATA</p> <ol style="list-style-type: none"> <li>1. Consists of cells and batteries proven to meet the requirement in the UN Manual of Tests and Criteria Part III subsection 38.3 (see IATA DGR special provision A88).</li> <li>2. Incorporate a safety venting device or designed to preclude a violent rupture under conditions normally incident to transport</li> <li>3. Be protected from short-circuit, including protection from conductive materials in the package</li> <li>4. Be manufactured under a Quality Management System (DGR 3.9.2.6(e))</li> <li>5. Be packed in accordance with the IATA DG Regulations. Refer to the applicable packing instruction for complete details on the packaging requirement.</li> <li>6. Meet the applicable State and Operator Variations (DGR 2.8)</li> </ol> <p>As per IATA guideline, <b>Power Bank</b> (power pack, mobile battery, etc.). These are portable devices designed to be able to charge consumer devices such as mobile phones and tablets. For the purposes of this guidance document and the IATA Dangerous Goods Regulations, <u>power banks</u></p>

are to be classified as batteries and must be assigned to UN 3480, lithium ion batteries, or UN 3090, lithium metal batteries, as applicable. Details as per attached IATA guideline.



IATA  
lithium-battery-guidar

Below is guideline form HK Association of Freight Forwarder & Logistics (HAFFA) for consigning lithium batteries from HK.



HAFFA battery  
consignment guideline

For safety sake, KS suggest to pre-classify the goods with air ff & vessel carrier to make sure vendor could prepare all documentation at least 14-21 days prior to ETD

Below is the required document for classification, these documents were requested for long time and so far I didn't receive any document from vendor:

- 1) UN38.3 for the finished product
- 2) MSDS
- 3) Product Photo, if available
- 4) Shipper Declaration Form



CLG Section II  
Lithium Battery Sam



CLG Section II  
Lithium Battery Decl.

- 5) Identification and Classification Report (for battery made in China)



ICR - sea.pdf




ICR - air.pdf

In case the product is classified as UN3480, shipper require to submit Shipper's Declaration for Dangerous Goods (DGD) (which need to sign by DG certificate holder)



DGD.pdf

Battery Categories & Classification Cheat Sheet

	 Battery Cheat Sheet.xlsx
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## 6. Domestic USA to USA shipments:

### **Domestic Factory Shipments from USA origin to Kate Spade USA distribution facility:**

Although we have a domestic routing guide (see attached below) if you are a new vendor please contact our USA Logistics for guidance PRIOR to shipping:

- We will assign transportation based on terms of sale.
- We will discuss the need for consolidation, FTL, LTL or expedited movement.

**Logistics contacts located at Kate Spade HQ's in North Bergen, NJ:**

#### **Daily Contacts:**

[ARamirez@katespade.com](mailto:ARamirez@katespade.com)

Phone: 201-295-6571

#### **Management Contacts:**

[RPeron@katespade.com](mailto:RPeron@katespade.com)

Phone: 201-295-6443

Manager of Import & Domestic Transportation

[See Routing Vendor Guide](#)



# Shipping Instruction for Hong Kong DC (HKW / HK03)

## 1. CONSIGNEE, NOTIFY PARTY AND DELIVERY TO ADDRESS

HKW
<b>CONSIGNEE</b> Coach Operations Singapore Pte. Ltd (dba Kate Spade) c/o Damco Hong Kong Ltd DD124 Tin Ha Road Ping Shan, Yuen Long, N.T. Hong Kong
<b>NOTIFY PARTY</b> <b>1st notify:</b> Damco Hong Kong Limited DD124 Tin Ha Road Ping Shan, Yuen Long, N.T. Hong Kong E-mail: KSEDCIMP@damco.com  <b>2nd Notify</b> Coach Operations Singapore Pte. Ltd (dba Kate Spade) Alfred Ho/Jesse Lam
<b>DESTINATION</b> Hong Kong
<b>DELIVERY TO ADDRESS (FOR LOCAL DELIVERY VENDOR / COURIER SHPT)</b> Coach Operations Singapore Pte. Ltd (dba Kate Spade) c/o Damco HK Ltd. DD124 Tin Ha Road Ping Shan, Yuen Long, N.T. Hong Kong Contact: Angel Tel: 852 2456 2319
<b>BUYER</b> Coach Operations Singapore Pte. Ltd 77 Robinson Road #13-00 Robinson 77 Singapore 068896

## 2. NOMINATED SEA & AIR FORWARDER FOR SHIPMENTS EX-FAR EAST

Damco is nominated as the booking agent for shipment to HKW. Pls book with Damco for both vessel and air shipment. Damco will assign shipment to KS contract forwarder.

**For Western Hemisphere, Middle East, and Europe** factories please contact the forwarder directly who is handling the specific origin.



Damco SCM  
Contact List\_2018.08

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## 3. LOCAL DELIVERY (\* for goods originated in South China, Macau and Hong Kong)

- 1) vendor is required to create booking in Damco system
- 2) vendor can deliver the cargoes to warehouse after confirming the date and time with Damco
- 3) Damco contact for local delivery orders :

Contact person name: Jessica / Angel  
Tel: 852 2456 2350 / 2456 2319  
E-mail: Jessica.Li1@damco.com / Angel.Lam@damco.com

## 4. SHIPMENT BY COURIER (for small Jewelry shipment from North China region) - Pre-approval from KATE SPADE is required

- 1) Pre approval is required, Please send the below listed document to Kate Spade HKO for approval
  - Invoice
  - Packing list
- 2) Kate Spade HKO will advise which courier company should be used and provide Bill-To account number upon approval
- 3) Delivery Address is same as the local delivery address in point 5.

\*Vendor **MUST** get the pre-approval for sending cargoes by courier from Kate Spade HKO for every shipment, vendor must not send the cargoes to Damco by courier with our account number / under freight collect without our approval, or we will charge back the courier expense to vendor.

## 5. DOCUMENT REQUIREMENT

Vendor should submit the documents to the related party:

### Sea / Air:

Document should be submitted to the appointed forwarder within document submission timeline. Please check the documentation submission timeline with the forwarder. For air shipment, forwarders will NOT uplift your cargo without complete documentation.

### Local delivery:

Document should be submitted together when delivering the cargoes to Damco warehouse.

### Shipment by courier:

Document should be put into an envelope and put inside carton # 1 of the shipment

### Documents required:

- Invoice\*
- Packing List\*
- Certificate of Origin (When merchandise consists F&W material, vendor need to show F&W details in C/O)
- Phytosanitary certificate (for product consists/made with STRAW / RATTAN / RAFFIA or any natural plant material & product final destination is KS China)
- Fumigation certificate (**applicable for products consist / made by wood**)
- Battery document requirement same as US (details refer to page 13)

\*Invoice & packing list requirement same as USA shipment

# Shipping Instruction for London Whse (PPN / GB03)

## 1. CONSIGNEE, NOTIFY PARTY AND DELIVERY TO ADDRESS

PPN / GB03	
<b>CONSIGNEE</b>	
Coach Stores Limited (dba Kate Spade) 2 Cavendish Square London, W1G 0PU United Kingdom	
<b>NOTIFY PARTY</b>	
Panalpina House Great South West Road Feltham, Middlesex, UK TW148NU	
For Ocean Attn : Anna Farissalman (Anna.Farissalman@panalpina.com) Tel: +44 208 587 9009	
For air Attn: Amber Henderson (Amber.Henderson@panalpina.com) Tel : +44 208 587 9000	
<b>DESTINATION</b>	
London	
<b>DELIVERY TO ADDRESS (FOR LOCAL DELIVERY VENDOR / COURIER SHPT)</b>	
Receivers Address: Kate Spade c/o Panalpina World Transport Panalpina House Great South West Road Feltham Middlesex TW14 8NU Ctc: Air Import Key Account TEL: 0208-587-9086 Email: <a href="mailto:Edyta.dolecka@panalpina.com">Edyta.dolecka@panalpina.com</a>	
<b>BUYER (Order#A/W/K/J+6 digits)</b>	<b>BUYER (Order#10 digits)</b>
Coach Stores Limited (dba Kate Spade) 2 Cavendish Square London, W1G 0PU United Kingdom	Coach Operations Singapore Pte. Ltd 77 Robinson Road #13-00 Robinson 77 Singapore 068896

## 2. BOOKING AGENT

Damco is the booking agent for both vessel and air shipment to PPN. Booking should be made 14 days prior to ETD (i.e plan ship date in source order) for vessel shipment & 7 days prior to ETD for air shipment.

Please contact your local Damco office for shipping instructions. Damco will allocate your shipment to the appropriate carrier based on Kate Spade nominated forwarder.

Please see below is [Damco contact list](#)



Damco SCM  
Contact List\_2018.08

## 3. DOCUMENTATION (For cargo move via air or sea freight)

Forwarder will issue the FCR to vendor after shipment. Vendor has to submit invoice & packing list to Panalpina origin office.

Document Requirement:

- Invoice\*
- Packing List\*
- GSP Form A for shipment ex-Peru, Vietnam, Philippines, Bangladesh, Cambodia, Myanmar & India
- Battery document requirement same as US (details refer to page 13)

If Form A is available, vendor has to courier original Form A to below address within ETD+2 days:

Panalpina World Transport Ltd.  
Panalpina House Great South West Road,  
Feltham Middlesex,  
TW14 8NU  
United Kingdom  
Contact: Alison Kinsella  
Phone: +44205879032

Shipper is to notify Panalpina, via email, when the Original Form A is sent. The email must include a copy of the awb (delivery details) and the Form A that is being sent. The contacts in Panalpina are:

To: Alison Kinsella: Alison.Kinsella@Panalpina.com  
CC: David Halse: David.Halse@Panalpina.com  
CC: Wilma Alicea: WAlicea@KateSpade.com

Vendor should also upload shipping document to Damco Shipper.

\*Invoice & packing list requirement same as USA shipment

#### 4. COURIER SHIPMENTS

For new ship mode is COURIER or shipment is too light weight to arrange via air or vessel, Vendor has to follow below process for courier shipment:

1. Vendor submit invoice & packing list to Celine Sur [CSur@katesapde.com](mailto:CSur@katesapde.com)
2. Celine review with internal party and approve to ship via DHL Express
3. Vendor trigger ASN once AWB# available and alert Celine Sur.
4. Vendor has to send document & AWB copy to [Katespade.uk@panalpina.com](mailto:Katespade.uk@panalpina.com) once shipment picked up by DHL

**Documentation Requirement:**

Factory Invoice  
Packing List  
Original Form A where required  
Battery supporting document where required

**Delivery Address on DHL AWB**

Coach Stores Limited (dba Kate Spade)  
c/o Panalpina World Transport Ltd.  
Panalpina House,  
Great South West Road,  
Feltham, Middlesex,  
TW14 8NU  
London  
Contact: Edyta Dolecka  
Tel: 208 587 9086

5. Shipper is to notify DHL UK and KS when the original Form A, etc. is sent. The email must include a copy of the awb (used to deliver the Form A), a copy of the Form A and the awb used to ship the finished goods (actual freight).

To: [UKimports@dhl.com](mailto:UKimports@dhl.com)

CC: Wilma Alicea: [WAlicea@katespade.com](mailto:WAlicea@katespade.com) & [ukclrsup@dhl.com](mailto:ukclrsup@dhl.com)

**Delivery for original Form A and/or any other original certificates**

DHL Hubs & Gateways  
DHL Aviation (UK) Ltd  
EMA Cargo West,  
East Midlands Airport,  
Castle Donington,  
Derby,  
DE74 2TR  
Imports: +44 1332 697800  
Direct Dial: +44 1332 697844  
Attn: [Christopher.briggs@dhl.com](mailto:Christopher.briggs@dhl.com), Customs Clearance Supervisor

# Shipping Instruction for Japan Whse (JWH / JP02)

## 1. CONSIGNEE, NOTIFY PARTY AND DELIVERY TO ADDRESS

<b>Consignee</b>	<p><b>Coach Japan LLC - Kate Spade Brand</b>  Roppongi Hills Mori Tower  19F, 6-10-1 Roppongi  Minato-ku, Tokyo 106-61119  JAPAN  ATTN: Haruka Akimoto  TEL: 03-6894-2584</p>
<b>Delivery Address</b>	<p>Kate Spade Japan Warehouse  C/O DHL Supply Chain Ltd  GLP Kashiwa 3F  3-1 Shintoyofuta Kashiwa-shi  Chiba 277-0804  Japan  TEL: +81-4-7135-7388  Attn: Shino Shimanaka</p>
<b>Document Requirement to Forwarder:</b>	<ul style="list-style-type: none"> <li>• Factory Invoice</li> <li>• Packing list</li> <li>• Test Certificate issued by ITS or Intertek for Tableware made by Glass and Ceramic</li> <li>• COO Form IJEPa for products made in Indonesia</li> <li>• COO Form VJ for products made in Vietnam</li> <li>• GSP Form A for products made in Cambodia</li> <li>• Form JP for products made in Philippines/Myanmar/Bangladesh</li> <li>• Battery document requirement same as US (details refer to page 13)</li> </ul> <p>Certificate of Origin requirement &amp; timeline refer to point 3</p>
<b>Forwarder Contact List</b>	<p>CEVA</p>
<b>Special Requirement</b>	<ul style="list-style-type: none"> <li>• Switching invoice will be sent to CEVA automatically, manual switch invoice no longer required.</li> <li>• Factory must not use factory invoice to ship along with cargo or submit to forwarder, except for AIR shipment.</li> <li>• Test Certificate issued by ITS or Intertek is required for Tableware made by Glass and Ceramic</li> </ul>

## 2. DOCUMENT SUBMISSION AND BOOKING PROCEDURE

2.1 Vendor should ship the goods base on ETD date, ship mode & qty agreed in EcVision, same as other destinations.

2.2 Booking cutoff time:

Sea shipment: 14days prior to ETD

Air shipment: 7 days prior to ETD

2.3 3-way matches

Vendor must input **CEVA Shipping Order#(SO#) in ASN, COO and Factory Invoice.**

## 3. COURIER SHIPMENT

For order ship mode is COURIER or shipment is too light weight to arrange via air or vessel, vendor has to follow below process for courier shipment:

1. Vendor submit invoice & packing list to JP import team (email address: gr-import@katespade.com)
2. JP Import team will review and approve to ship via DHL Express
3. Vendor trigger ASN once AWB# available and alert JP import team.
4. Vendor has to send document & AWB copy to JP import team once shipment picked up by DHL :

**Documentation Requirement:**

Factory Invoice

Packing List

Certificate of Origin

Battery supporting document where required

## 4. Certificate of Origin requirement (applying only to ex Vietnam, Philippines, Indonesia, Bangladesh and Cambodia shipments)

### \*OCEAN\*

Timeline	Action
ETD - 1 to 3 day	Vendor provides draft CO with invoice, packing list and booking form to CEVA & KSJ in CC CEVA review, confirm and reply.
ETD	CEVA issue final billing of lading/airway bill
ETD + 2 days	Vendor proceeds CO with the Chamber of Commerce. Vendor sends CO color copy to CEVA. After CEVA confirms, Vendor courier original to Japan and advice tracking number once available

### \*AIR\*

Timeline	Action
ETD - 3 to 4 day	Vendor provides draft CO with invoice, packing list and booking form to CEVA & KSJ in CC CEVA reviews and confirms and replays.
By ETD	CEVA issues final billing of lading/airway bill Vendor send CO color copy to CEVA. After CEVA confirms, vendor send original CO to CEVA Local Office.
ETD + 1days	CEVA arranges all of original shipping documents to Japan.



\*Courier shipment- please submit CO copy in advance to shipping and attach CO with the parcel.

Timeline	Action
ETD - 3 to 4 day	Vendor provides draft CO to Japan import team
	KSJ reviews and confirms and replies.
ETD	Vendor sends CO color copy to KSJ. After KSJ confirms, vendor sends the original CO to: 1-10-9 Shinkiba, Ko-to-ku, Tokyo Japan 136-0082 ATTN : Certificate of origin - Import customs clearance department

Specific COO form for each country of origin

- COO Form IJEPa for products made in Indonesia
- COO Form VJ for products made in Vietnam
- GSP Form A for products made in Cambodia
- Form JP for products made in Philippines/Myanmar/Bangladesh

Required information on the CO:

1. Exporter name and address must be factory information, NOT the parent company name and address of the factory
2. Invoice date = ASN date
3. On the quantity column, provide piece count NOT weight
4. STO# should be shown on CO
5. Please remark THIRD PARTY INVOICE ISSUER & SELLER on the CO

THIRD PARTY INVOICE ISSUER:  
Coach Operations Singapore Pte. Ltd.  
77 Robinson Road  
#13-00 Robinson 77  
Singapore 068896

### Example on CO

4. Item number (as necessary); Marks and numbers; Number and kind of packages; HS code; Description of good(s):	5. Preference criteria	6. Weight or other quantity	7. Invoice number(s) and date(s)
<b>SHIPPING MARKS:</b> 100% POLYURETHANE COATED LEATHER HANDBAG GROUP: CAMERON STREET PERFORAT/NEWBURY LANE Q'TY (C/T): 266 CTNS HS CODE: 4202.22.20.00 S.O. NO.:A600566/A609112 <b>STYLE#:</b> <b>GROUP NAME:</b> <b>PO#:</b> <b>GROSS WEIGHT: KGS</b> <b>DIMENSIONS: _ X _ X _</b> <b>CARTON: _ OF _</b> <b>MADE IN VIETNAM</b>	"CTC"	1,479 PCS	9533 May 10, 2016
100% POLYURETHANE COATED LEATHER KEY CASE GROUP: NEWBURY LANE Q'TY (C/T): 6 CTNS HS CODE: 4202.32.20.00 S.O. NO.:A609140	"CTC"	600 PCS	2
100% POLYURETHANE COATED LEATHER WALLET GROUP: NEWBURY LANE Q'TY (C/T): 34 CTNS HS CODE: 4202.32.20.00 S.O. NO.:A609137/A609138/A609139/A609141/A609142	"CTC"	2,050 PCS	3
100% POLYURETHANE HANDBAG GROUP: CAMERON STREET FLORAL Q'TY (C/T): 23 CTNS HS CODE: 4202.22.20.00 S.O. NO.:A600565	"CTC"	184 PCS	
<b>TOTAL: 329CTNS</b>		<b>4,313 PCS</b>	
<b>8. Remarks:</b> 5 THIRD COUNTRY INVOICING ISSUED BY KATE SPADE, LLC 2 PARK AVENUE 10016 NEW YORK, NY, USA			

Switching Invoice

**COMMERCIAL INVOICE**

Page 1 of 1

<b>Seller:</b> Coach Operations Singapore Pte. Ltd 77 Robinson Road #13-00 Robinson 77 Singapore SG 068896		<b>Date Of Invoice:</b> 12/13/2018	
		<b>Brand:</b> Kate Spade <b>ASN No.:</b> TEST000037 <b>Shipping Order No.:</b>	
<b>Shipper:</b>		<b>Sold To:</b> Coach Japan, LLC Roppongi Hills Mori Tower 6-10-1 Roppongi, Minato-ku Tokyo JP 1066119	
<b>Export Reference:</b> 4500004545, A696268		<b>Ship To:</b> JAPAN DISTRIBUTION CENTER LOGIPORT KASHIWA 3F SHINTOFOYUTA JP 2770804	
<b>Incoterms/ Port of Loading:</b> FOB HO CHI MINH CITY	<b>Final Destination:</b> JP		

Original CO should be sent to below address via DHL Express (account # 962295773):

**sea shipment delivery address-**

CEVA Logistics Japan, Inc.

3-8-5 Tatsumi, Koto-Ku, Tokyo 135-0053 Japan


Attn: Tomonori Usui / T: +81 3-5534-0635 / tomonori.usui@cevalogistics.com

**air shipment delivery address-**

Manila	General Office	CEVA Logistics Philippines Inc. CEVA Bldg. Pascor Drive cor. Johann St. Bo.Ibayo Sto Nino Parañaque City 1700 Attn: Judith T.Teraytay/Grace Sarmiento	+63 28524631 to 38
Jakarta	Air Facility	PT Ceva Freight Indonesia Pergudangan Soewarna, MSA Kargo Building 2nd Floor Lot H-5 Cengkareng - Jakarta Indonesia 19110 Attn : Mohammad Noviandri / Trifena Hutapea / Mochamad Hardianto (Hendro)	+62 21 559 15460
Ho Chi Minh	General Office	CEVA Logistics (Vietnam) Co. Limited 6th Floor, No. 2, Truong Son Street, Ward 2, Tan Binh District Ho Chi Minh City Attn : Quyen Tran (Ms. Quynh) Air Export Officer	+84 8 38488269

# Shipping Instruction for China Direct Ship (CWS)

## 1. CONSIGNEE, NOTIFY PARTY AND DELIVERY TO ADDRESS

<b>Consignee</b>	Shanghai Kate Spade Trading Co. Ltd. Room 705, 7 <sup>th</sup> Floor, Qing Ke Mansion 138 Fen Yang Road Shanghai China
<b>Ship To Address</b>	Cargo Warehouse Shanghai (KS) No.1800, Wenchuan Road Baoshan District Shanghai 201901 201901 SHANGHAI China, People's Republic Jerry Cheng T : +86-21 36512517 Email: <a href="mailto:jerrycheng@cnlogistics.com.hk">jerrycheng@cnlogistics.com.hk</a>
<b>Document Requirement to Forwarder:</b>	<b>Vendor does not need to submit factory invoice &amp; packing list to CN Logistics.</b>  <b>CN Logistics will receive Tapestry document once vendor trigger ASN</b>
<b>Forwarder Contact List</b>	CN Logistics   CN Contact List for Kate Spade Shanghai
<b>Special Requirement</b>	<ul style="list-style-type: none"> <li>• Kate Spade Switching invoice is required, Shanghai KS is using Kate Spade invoice for Japan import customs clearance.</li> <li>• Factory must NOT use factory invoice to ship along with cargo or submit to forwarder</li> </ul>

## 2. DOCUMENT SUBMISSION AND BOOKING PROCEDURE

2.1 Vendor should ship the goods base on source order ship mode and plan ship date (i.e. ETD) as agreed in EcVision, same as other destinations.

2.2 Booking cutoff time:

Sea shipment: 14 days prior to plan ship date

Air shipment: 7 days prior to plan ship date

Delivery Term: FOB origin port

## 2.3 Booking/Shipment Process (For both Vessel/AIR)

- 2.3.1 Vendor submit CN booking form to CN Logistics and cc Vic Choi ([Vchoi@katespade.com](mailto:Vchoi@katespade.com)) on/before cut off date. Late booking subject to penalty. CN Logistic should release booking confirmation at least 3 days prior to CFS cut off.
- 2.3.2 CN Logistics confirm booking by return and vendor arrange delivery
- 2.3.3 CN Logistics provide shipment details before ETD
- 2.3.4 SP trigger ASN and CN Logistics receive shipping document via auto email