

Logistics

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Track Changes

No	Changes	Pages	Amended by	Date
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
30	New whse code, C054 for GSI added	11, 13	Jesse	Mar 4, 2019
31	Japan Whse - detail booking requirement added	24	Jesse	Mar 4,2019
32	China Direct Ship - new SAP whse code added	28	Jesse	Mar 4, 2019
33	China Direct Ship - new booking requirement	30	Jesse	Mar 4, 2019
34	Japan warehouse- consignee name, remove courier shipping method, COO instruction	25-27	Alfred	April 8, 2019
35	UK Warehouse Address	21	Jesse	May 21, 19
36	China Direct Ship Instruction update	28-29	Jesse	May 21, 19
37	Update US colleagues email address	3,12,16,21,22	Jesse	May 23, 19
38	KSJ Consignee name & Notify Party update	23	Jesse	May 28, 19
39	Changes prior to 2017 was removed from the above track changes table	2	Jesse	May 28, 19
40	KSJ Consignee name & Notify Party update	23	Jesse	Jun 5, 19
41	China Direct Ship	28, 29	Jesse	Jul 11, 19
42	US Contact Update	3	Jesse	Sept 20, 19
43	Global Policy	4	Jesse	Sept 20, 19
44	HK03 Shpt COO arrangement	15	Jesse	Sept 20, 19
45	GB03 Consignee Address update	16	Jesse	Sept 20, 19
46	JP02 Consignee Address update	19	Jesse	Sept 20, 19
47	VD01 Consignee Address update	23 & 24	Jesse	Sept 20, 19
48	GB03 Courier Shipment Process update	18, 19	Jesse	Oct 21, 19

Logistics Guidelines - Global Policy

Kate Spade Logistics has presence in two key global regions:

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

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

Darlene Nicol
DNicol@tapestry.com
Imports/Exports Specialist
201-295-7443

Raymond Shi
RShi@tapestry.com
Sr. Analyst, Transportation

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

Jesse Lam
JesseLam@katespade.com
Senior Manager, Logistics & Distribution
+852 3462 8048

Vic Choi
vchoi@katespade.com
Sr. Analyst, Logistics & Distribution
+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.

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.

Kate Spade logistics works very closely with P&L team 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 Global Control Tower

DHL ISC is the designated global control tower for all Kate Spade shipment (except China Direct Ship).

DHL ISC will allocate your shipment to the appropriate carrier/forwarder based on Tapestry nominated service provider.

1.2 Booking Timeline

All shipments to US, UK, Japan, HK should book through DHL ISC, except China Direct Ship.

Booking timeline:

Vessel: 14 days prior to ETD

Air/Courier: 7 days prior to ETD

1.3 Current Ship Date & MOT

Request ETD & MOT in booking must match with Current Ship Date (CSD) & Current Ship Mode in EcVision. If SP cannot meet CSD, please raise proposal in EcV.

Current Ship Date & MOT mismatch may cause booking process/shipment delay.

Description
All Water
Truck
Air Collect
Double - Sea and Road
Sea - MLB to US DCs
Courier
Courier - SP
Air - SP
Air - 90SP 10TPR

1.4 Vessel

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:

1. 40 foot standard container = 50 CBM's MIN
2. 40 foot high cube container = 62 CBM's MIN
3. 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.

1.5 Air Shipment

- **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 90/10). The Import Service Charge will be absorbed by Kate Spade.

1.6 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.

1.7 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.

1.8 Visibility:

Tapestry 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.

1.9 Factory ASN

All Tapestry 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.

Booking via	Send FASN to whom (consolidat or field in TLO)	Deadline to send ASN*
DHL ISC	DHL ISC	AIR - Ex-factory Date+1 SEA - ETD -2
Non-DHL ISC	Other	Once receive shipment details from FF

* 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.

1.10 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.

1.11 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.

1.12 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.

1.13 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 (US08, C588, C054)

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

DC CODE: OH1, GSI
CONSIGNEE 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: Coach Services, Inc. (dba Kate Spade) One Coach Way Jacksonville, FL 32218
NOTIFY PARTY 1st notify: Livingston Intl 70 E Sunrise Highway Suite 411 Valley Stream, NY 11581 Attention: Annette Jannotta Email: ksimports@livingstonintl.com 2nd Notify Coach Services, Inc. (dba Kate Spade) One Coach Way Jacksonville, FL 32218 Attn: Darlene Nicol/Raymond Shi
PORT OF DISCHARGE Vessel via West Coast: LA/LB (MLB) Vessel via East Coast: NY/NJ (All Water) Air : ORD or CMH (as per ff instruction)
FINAL DESTINATION OH1: West Chester GSI: Walton
BUYER <u>Kate Spade</u> Coach Operations Singapore Pte. Ltd 77 Robinson Road #13-00 Robinson 77 Singapore 068896 <u>Adelington</u> Coach Services, Inc. (dba Kate Spade) One Coach Way Jacksonville, FL 32218

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

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:

DHL Account Number: 950050135

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, C054

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 aho@katespade.com, dnicol@tapestry.com, CourierDocuments@tapestry.com & AZdunek-zieba@tapestry.com once shipment effected.



2. 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 DHL ISC portal. Please check the documentation submission timeline with DHL ISC.

For air shipment, vendor should submit document to air ff before cargo delivery/uplift. Vendor should also upload document to DHL ISC 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 & packing list per DC basis.</p> <p>Invoice must include below information:</p> <ul style="list-style-type: none"> - Consignee name & address - PO/Style/Color - Complete Goods Description - Composition - COO - Manufacturer name & address - F&W details (if applicable) - Component cost breakdown (if applicable)
Packing List*	<p>Packing list must contain:</p> <ul style="list-style-type: none"> • UCC128 number • Style, color, size, qty, weight (gross & net), carton dimension, product dimension (each carton is individually listed). • Instructions for measuring various product types are attached. <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;">  Multiple Country Declaration.pdf </div> <div style="text-align: center;">  Single Country Declaration Blank For </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>Important: Vendor must indicate shipment contains Lithium Ion and Lithium Metal battery at the time of shipment booking.</p> <p>Lithium Batteries are classified as Class 9 Dangerous DG goods by IATA.</p> <p>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.</p> <p>Shipper Responsibility by IATA</p> <ol style="list-style-type: none"> 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). 2. Incorporate a safety venting device or designed to preclude a violent rupture under conditions normally incident to transport 3. Be protected from short-circuit, including protection from conductive materials in the package 4. Be manufactured under a Quality Management System (DGR 3.9.2.6(e)) 5. Be packed in accordance with the IATA DG Regulations. Refer to the applicable packing instruction for complete details on the packaging requirement. 6. Meet the applicable State and Operator Variations (DGR 2.8) <p>As per IATA guideline, Power Bank (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-guida

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



HAFFA battery
consignment guidelin

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

3. 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@tapestry.com

Phone: 201-295-6571

Management Contacts:

RPeron@tapestry.com

Phone: 201-295-6443

Manager of Import & Domestic Transportation

[See Routing Vendor Guide](#)

Shipping Instruction for Hong Kong DC (HK03)

1. CONSIGNEE, NOTIFY PARTY AND DELIVERY TO ADDRESS

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

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

- 1) vendor is required to create booking in DHL ISC system
- 2) vendor can deliver the cargoes to warehouse after confirming the date and time with DHL ISC

3. DOCUMENT REQUIRMENT

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

Vendor should submit the documents to the related party:

Sea / Air:

Document should be submitted to the appointed forwarder within document submission timeline. SP should also send full set document with COO copy to DHL ISC via email.

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

Original C/O

SP consolidate original COs + respective shipping invoice and send to HKDC by courier every other week.

Delivery address:

DAMCO HONG KONG LIMITED
DD124 Tin Ha Road, Ping Shan, Yuen Long, N.T
Angel Lam
35130118
DHL ACC# 950879639

Shipping Instruction for London Whse (GB03)

1. CONSIGNEE, NOTIFY PARTY AND DELIVERY TO ADDRESS

PPN / GB03	
CONSIGNEE	
Coach Stores Limited (dba Kate Spade) Seventh Floor Brunel Building 2 Canalside Walk London W2 1DG	
NOTIFY PARTY	
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	
DESTINATION	
London	
DELIVERY TO ADDRESS (FOR LOCAL DELIVERY VENDOR / COURIER SHPT)	
Coach Stores Limited (dba Kate Spade) c/o Panalpina World Transport Ltd. Panalpina House, Great South West Road, Feltham, Middlesex, TW14 8NU London	
BUYER (Order#A/J+6 digits)	BUYER (Order#10 digits)
Coach Stores Limited (dba Kate Spade) Seventh Floor Brunel Building 2 Canalside Walk London W2 1DG	Coach Operations Singapore Pte. Ltd 77 Robinson Road #13-00 Robinson 77 Singapore 068896

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@Tapestry.com

Vendor should also upload shipping document to DHL ISC Shipper.

*Invoice & packing list requirement same as USA shipment

4. COURIER SHIPMENT SOP

For shipment mode is courier or shipment chargeable weight below 50kg, Tapestry will ship cargo via DHL Express.

(how to calculate DHL Express volumetric weight

http://www.dhl.com/hk/en/tools/volumetric_weight_express.html)

Shipment process as below:

1. Vendor submit booking to DHL Express to get the SO#
2. SP confirm with DHL ISC for courier mode
3. SP create DHL AWB, input below in ASN
 - SO#;
 - consolidator: DHL,
 - HBL# = AWB#
4. Trigger & Approve ASN, notify Vic Choi & Celine once ASN sent
5. Vic provide switch invoice to SP
6. SP ship the goods along with Tapestry Switch Invoice and call DHL to pick up parcel
7. Vendor has to send invoice, packing list, Form A & AWB copy to below distribution list once shipment picked up

katespadelogistics.uk@panalpina.com

uknp@dhl.com

ukimports@dhl.com

ukcserquery@dhl.com

vchoi@katespade.com

[DHL ISC origin team](#)

8. 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: Jo Baston

Tel: 208 587 9086

9. Shipper send original Form A to below address once available & notify below distribution list.

Email notify

To: uknp@dhl.com

ukimports@dhl.com

ukcserquery@dhl.com

CC: Wilma Alicea: WAlicea@tapestry.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, Customs Clearance Supervisor

Shipping Instruction for Japan Whse (JP02)

1. CONSIGNEE, NOTIFY PARTY AND DELIVERY TO ADDRESS

Consignee	<p>Tapestry Japan, LLC - Kate Spade Roppongi Hills Mori Tower 19F, PO BOX#15, 6-10-1 Roppongi Minato-ku, Tokyo 106-61119 JAPAN</p>
Notify Party	<p>1st Notify Party Tapestry Japan, LLC - Kate Spade Haruka Akimoto / Riben Yasuda H_Akimoto@katespade.com / r_yasuda@katespade.com</p> <p>2nd Notify Party CEVA Logistics Japan, Inc. 3-8-5 Tatsumi, Koto-Ku, Tokyo, 135-0053 Japan</p> <p>For Air: E-mail: SH-AP-JP-KS-AIR@Cevalogistics.com Tel:+81-479-78-8602</p> <p>For Ocean E-mail: SH-AP-JP-KS-SEA@Cevalogistics.com Tel:+81-3-5534-0635</p>
Delivery Address	<p>Logiport Kashiwa 3F 3-1 Shintoyofuta Kashiwa-shi Chiba 277-0804 Japan TEL: +81-4-7135-7388 Attn: Hlrose</p>
Document Requirement to Forwarder:	<ul style="list-style-type: none"> • Factory Invoice • Packing list • Test Certificate issued by ITS or Intertek for Tableware made by Glass and Ceramic • 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 • Battery document requirement same as US (details refer to page 13) <p>Certificate of Origin requirement & timeline refer to point 3</p>

2. Certificate of Origin requirement (applying only to ex Vietnam, Philippines, Indonesia, Cambodia, India shipments)

Shipment ex Philippines- please apply form JP
 Shipment ex Vietnam- please apply form AJ
 Shipment ex Indonesia- please apply form IJEP
 Shipment ex Cambodia- please apply form A
 Shipment ex India- please apply form IJCEPA

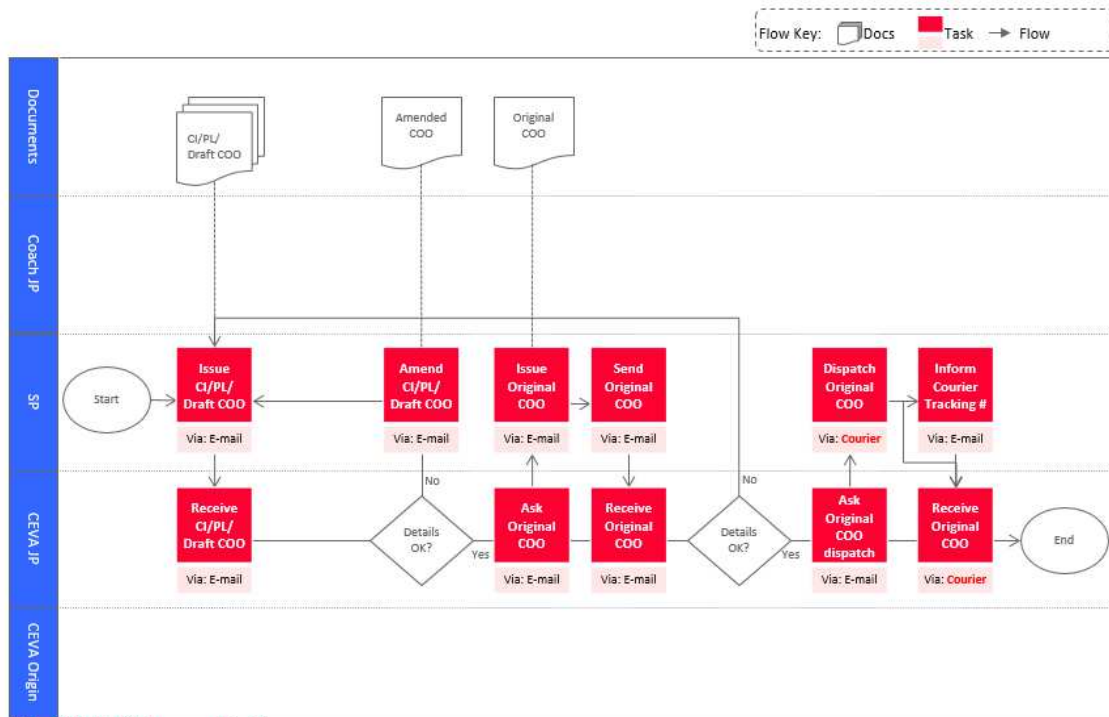
OCEAN

Timeline	Who	Action
By X factory	SP	reaches out to ISC for booking
	ISC	provides SO# and booking details
	SP	sends CO draft, makers invoice & packing list to CEVA team (details below) by email *Please note, invoice# on COO = SO# provided by ISC
ETD - 2	SP	creates ASN in trade link
	CEVA Japan	confirms CO draft once TLO(trade link) invoice is created and gives CO confirmation to SP *CEVA can check CO draft once TLO invoice is created (after ASN is submitted) so please submit ASN as soon as picked up by FF
ETD + 1 ~ 2day	SP	proceeds CO with the Chamber of Commerce and resends CO original copy to CEVA for final confirmation
	CEVA Japan	gives confirmation
	SP	couriers original CO to CEVA office (details below) and advice tracking#

AIR

Timeline	Who	Action
By X factory	SP	reaches out to ISC for booking
	ISC	provides SO# and booking details
	SP	sends CO draft, makers invoice & packing list to CEVA team (details below) by email. *Please note, invoice# on COO = SO# provided by ISC
Within 1 working day from cargo delivery	SP	creates ASN in trade link
ETD + 1 day	CEVA Japan	confirms CO draft once TLO(trade link) invoice is created and gives CO confirmation to SP *CEVA can check CO draft once TLO invoice is created (after ASN is submitted) so please submit ASN as soon as picked up by FF
	SP	proceeds CO with the Chamber of Commerce and resends CO original copy to CEVA for final confirmation
	CEVA Japan	gives confirmation
	SP	couriers original CO to CEVA office (details below) and advice tracking#.

COO process for SP - detailed



< Required information >

1. Invoice# on COO must be SO# provided by ISC

4. Item number (as necessary); Marks and numbers; Number and kind of packages; Description of good(s); HS code	5. Origin criterion	6. Quantity (gross or net weight or other	7. Invoice number and date
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< CO original delivery to >

Ocean

CEVA Logistics Japan, Inc. 3-8-5 Tatsumi, Koto-Ku, Tokyo 135-0053 Japan
Attn: Mr. Tomonori Usui / T: +81 3-5534-0635 / Email: tomonori.usui@cevalogistics.com

Air

CEVA Logistics Japan, Inc. GLP Narita 1F, 148-15 Iwayama, Shibayama-machi Sanbu-gun, Chiba 289-1608 Japan
Attn: Mr. Yuki Yamamoto / T: +81-479-78-8602 / Email: yuki.yamamoto@cevalogistics.com

< CO Contact list >

COACH

AIR : SH-AP-JP-COACH-AIR@Cevalogistics.com

SEA : SH-AP-JP-COACH-SEA@Cevalogistics.com

*Please cc CJ-Import_Logistics (CJ-Import_Logistics@coach.com) in the email.

KATE

AIR : SH-AP-JP-KS-AIR@Cevalogistics.com

SEA : SH-AP-JP-KS-SEA@Cevalogistics.com

*Please cc KSJ Import gr-import@katespade.com in the email.


< **Email title rule** >

SP name, Country, SO#, BL#, ETD/ETA

*Please do not change the email title once sent so we can track of the email string.

Shipping Instruction for China Direct Ship (VD01)

1. CONSIGNEE, NOTIFY PARTY AND DELIVERY TO ADDRESS

Consignee	Shanghai Kate Spade Trading Co. Ltd. Room 902, 9 th Floor, Qing Ke Mansion 138 Fen Yang Road Shanghai China
Notify Party	<p>For shipment with Form E Shanghai Tianwancang Import & Export Co. Ltd. 5A, NO.768 Xie Tu Road, Shanghai China Post Code: 200023 USCI : 913101017405644180</p> <p>For shipment without Form E Cargo Services Airfreight (Shanghai) Ltd (CSL) 2735, Fujin Road, Baoshan District, Shanghai, China 201901 CTC: DEEJAY LAW Tel:0086-21-36632600 Fax:0086-21-36632700 USCI91310115717856770B</p>
Ship To Address	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: jerrycheng@cnlogistics.com.hk
Document Requirement to Forwarder:	<ul style="list-style-type: none"> • Factory Packing list • Form E (if applicable) • Battery document requirement same as US (details refer to page 13)
Forwarder Contact List	CN Logistics  CN Contact List.xls <p>China Direct Ship order does not book through DHL ISC. SP please book CN logistics directly.</p>

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), 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

SP should follow EcV approved ship mode and ship mode to book or otherwise booking will be rejected. In case SP have make a proposal & wait for P&L approval, pls only do the booking until P&L accept your proposal.

Delivery Term: FOB origin port

2.3 Booking Process (Vessel/AIR)

2.3.1 Vendor fill in attached shipment booking template to book with CN logistics as per booking cut off date



Booking
Template.xlsx

2.3.2 CN Logistics provide WB lot# when got KS approval

2.3.3 Vendor input WB lot# in the booking# field in TLO system and send ASN once cargo leave factory

2.3.4 Switch invoice will be generated and send to Tapestry directly against factory ASN

2.3.5 Vendor should only submit TLO factory packing list to CN Logistics. Factory Invoice must NOT send to CN Logistics.

3. ASN & timeline

- SP should fill in WB lot# in booking# field in TLO and trigger ASN once cargo leave factory.

Kate Spade ASN Mandatory Field - last update 5.16.19							
Brand	Kate Spade						
	US / UK / HK		HK	Japan		China	All
Destination	AIR	Sea	Truck	AIR	Sea	All	Courier
Ship Mode	Damco/Ceva					Others	Others
Consolidator (Damco/Ceva, Others)	Carrier or Air FF SCAC Code*			N/A	CEVV	N/A	DHLA
SCAC Code (Actual Vessel Carrier or Air Forwarder)							
SAP Code (ship mode)	as per Ship mode code in EcV						
Bill of Lading# / House Air Waybill#	HAWB#	B/L#**	Damco Booking#	HAWB#	B/L#**	WB Lot#	DHL AWB#
Master Bill of Lading# / Master Air Waybill#	HAWB#	Container#	Damco Booking#	HAWB#	Container#	WB Lot#	DHL AWB#
Container# (for ocean only)	N/A	Container#	Damco Booking#	N/A	Container#	WB Lot#	DHL AWB#
Booking#	Damco booking#			CEVA SO#		WB Lot#	N/A
Shipped Date	Ex-Factory Date						
Estimated Delivery Date (ETA in-DC date)	as per lead time table or Maersk or Forwarder provided ETA-in DC date						

4. Document Requirement

- Packing list to CN Logistics
- Vendor Packing list weight and volume should match with TLO's packing list
- Form E (Form E process pls follow Tapestry China GTC team instruction)
- No factory invoice to CN Logistics
- KS Switch invoice will be sent to China directly