

JANUARY 2007

IMPORTANT ADDITION:

DUE TO THE CHANGES IN THE UPS BILLING WEIGHT, DIMENSIONAL v. ACTUAL, BEGINNING JANUARY 1, 2007, DRESSBARN WILL REQUIRE THE FOLLOWING WHEN PURCHASE ORDER CALLS FOR CARTON PRE-PACK (CROSSDOCK):

- ALL MERCHANDISE IS TO BE PACKED INTO CARTONS AS SNUGLY AS POSSIBLE WITHOUT AFFECTING THE QUALITY OF THE MERCHANDISE OR THE INTEGRITY AND SHAPE OF THE CARTON.
- LOOSELY PACKED MERCHANDISE WITH EXCESSIVE AIRSPACE IN THE CARTON THAT COULD RESULT IN ADDITIONAL UPS DIMENSIONAL WEIGHT CHARGES WILL BE SUBJECT TO A PENALTY CHARGE.

## DRESS BARN AND DIVISIONS DOMESTIC APPAREL VENDOR SHIPPING AND PACKING INSTRUCTIONS

### **DELIVERY ADDRESS**

DRESS BARN, INC.  
30 DUNNIGAN DR.  
SUFFERN, N.Y. 10901

### **PHONE #s**

APPOINTMENT: 845-369-4733  
TRAFFIC DEPT.: 845-369-4695  
VENDOR COMPLIANCE: 845-369-4571

### **SCHEDULING DELIVERY APPOINTMENT:**

- PRIOR TO SHIPPING AND BEFORE BEING SCHEDULED FOR DELIVERY BY OUR TRAFFIC DEPARTMENT, ALL INVOICES OR PACKING SLIPS CONTAINING THE INFORMATION LISTED BELOW MUST BE FAXED TO 845-369-4554 OR 845-369-8008, ATTN: PRE-REC DEPARTMENT.
- VENDOR MUST FAX DOCUMENT AND CARRIER MUST CALL FOR DELIVERY APPOINTMENT AT LEAST ONE DAY PRIOR TO DELIVERY BY 11:00 am.

### **UPS, FedEx AND SMALL PACKAGE CARRIER DELIVERIES:**

- ALL INVOICES OR PACKING SLIPS MUST BE FAXED THE DAY OF THE PICK UP.
- NO DELIVERY APPOINTMENT IS REQUIRED FOR SMALL PACKAGE CARRIERS.

### **FAXED INVOICE/PACKING SLIPS MUST CONTAIN THE FOLLOWING INFORMATION:**

EACH SHIPMENT MUST ACCOMPANY PACKING SLIP ATTACHED TO LEAD CARTON CLEARLY VISIBLE TO RECEIVING PERSONELL.

### **FOR CARTON SHIPMENTS:**

- DEPARTMENT NUMBER.
- PURCHASE ORDER NUMBER.
- STYLE NUMBER.
- TOTAL NUMBER OF CARTONS IN THE SHIPMENT.
- TOTAL WEIGHT PER SHIPMENT.
- ACTUAL SHIPPING QUANTITY BY STYLE, COLOR AND SIZE.
- COMPLETE BREAK DOWN OF EACH CARTON (QUANTITY, # OF BUNDLES, COLOR AND SIZE)
- SIZE BREAKDOWN OF EACH BUNDLE/PREPACK.
- PRETICKET: YES OR NO

### **FOR HANGING SHIPMENTS (GOH):**

- DEPARTMENT NUMBER.

- PURCHASE ORDER NUMBER.
- STYLE NUMBER.
- ACTUAL SHIPPING QUANTITY BY STYLE, COLOR AND SIZE.
- SIZE BREAKDOWN OF EACH BUNDLE/PREPACK.
- PRETICKET: YES OR NO.

## **CARTON LABELING, MARKING, TAPING AND POLYBAGGING:**

### **CARTON LABELING INSTRUCTIONS:**

- ONLY ONE LABEL MUST BE AFFIXED TO THE SHORT SIDE OF THE CARTON WITHOUT OVERLAPPING TOP OR BOTTOM OF THE CARTON.
- ALL LABELS MUST BE FACING OUT ON PALLETIZED SHIPMENTS.
- ANY ADDRESS OTHER THAN DRESS BARN'S MUST BE BLOCKED OUT.
- ODD CARTON (CARTON OR CARTONS CONTAINING AN AMOUNT OF PREPACKS THAT ARE DIFFERENT FROM STANDARD PACKED CARTON OF THE SAME ORDER LOT) MUST BE MARKED WITH COLORED TAPE (PREFER RED) ON TWO OPPOSITE CORNERS OF THE CARTON AND MARKED ACCORDINGLY.

### **CARTON LABEL MUST HAVE FOLLOWING INFORMATION:**

- 1 DEPARTMENT NUMBER
- 2 PURCHASE ORDER NUMBER.
- 3 STYLE NUMBER.
- 4 TOTAL QUANTITY
- 5 # OF PREPACKS (APPLY ONLY TO SKU & INNER PACK ORDERS)
- 6 CONTENT OF CARTON (QUANTITY, COLOR AND SIZE BREAKDOWN)
- 7 EACH CARTON MUST BE MARKED WITH THE CARTON NUMBER PER ORDER OR GROUP OF ORDERS THAT ARE PACKED TOGETHER. (EX-1 OF 100, 2 OF 100 ETC.)

### **TAPING INSTRUCTIONS:**

SEAL WITH BELLY BAND, TAPE FLAPS THROUGH CENTER OF CARTON AND SECURE BOTH OPEN ENDS OF CARTON WITH TAPE, TOP AND BOTTOM.

### **POLYBAGGING:**

- ALL MERCHANDISE MUST BE POLYBAGGED IN AN INDIVIDUAL UNIT IN SUCH A MANNER TO PREVENT DAMAGING MERCHANDISE DURING TRANSIT.
- FOR GOH MERCHANDISE ONLY, THE BOTTOM OF ALL POLYBAGS MUST BE EITHER COMPLETELY SEALED OR TIED.
- DENIM JEANS AND SHORTS NEED NOT BE POLYBAGGED.

### **BUNDLING INSTRUCTION OF FLAT SKU AND INNER PACK MERCHANDISE:**

- IF ITEMS ARE BEING BUNDLED WITH BLISTER POLYBAG, EACH BUNDLE MUST BE SEALED OR TAPED SECURELY.
- WHEN PAPER STRIPS OR STRINGS ARE BEING USED TO BUNDLE, EACH BUNDLE MUST BE TIED CRISSCROSS TO PREVENT FALLING OUT DURING HANDLING BY DRESS BARN.

### **HANGER STANDARDS:**

ALL VENDORS WHO NORMALLY SHIP ON HANGERS OR SHIP ON HANGERS AT THE BUYERS REQUEST MUST SHIP MERCHANDISE ON CLEAR VICS HANGERS.

- **DRESS BARN HANGERS:**  
TOPS- STYLE# 484 (17 INCHES)  
BOTTOMS – STYLE# 6212 (12 INCHES) SOFTPAD
- **DRESS BARN WOMAN HANGERS:**  
TOPS – STYLE# 484/479 (17/19 INCHES)  
BOTTOMS – STYLE# 6212/6214 (12/14 INCHES) SOFTPAD

**GENERAL DELIVERY INSTRUCTIONS:**

- **GOH DRIVER MUST UNLOAD ALL MERCHANDISE BY STYLE, COLOR AND SIZE FOR EACH PURCHASE ORDER.**
- **GOH BUNDLE MUST NOT EXCEED 18 LBS. IF SO CALL VENDOR COMPLIANCE.**
- **GOH MERCHANDISE IS NOT TO EXCEED 60 INCHES IN LENGTH (FROM TOP OF HANGER TO BOTTOM OF MERCHANDISE)**
- **CARTON DRIVER MUST UNLOAD BY STYLE AND COLOR FOR EACH PURCHASE ORDER.**
- **THERE WILL BE NO SORTING ON THE DOCK.**
- **ALL MERCHANDISE MUST BE OFF LOADED EITHER BY SHIPPER OR SHIPPER'S CARRIER**
- **IN THE EVENT DRESS BARN EMPLOYEES ARE REQUIRED TO OFF LOAD OR ASSIST OFF LOADING MERCHANDISE, SHIPPER WILL BE PENALIZED.**
- **ALL SHIPMENTS ARE SUBJECT TO OPENING AND INSPECTION PRIOR TO ACCEPTANCE.**
- **LABELS MUST FACE OUT ON ALL PALLETIZED SHIPMENTS.**

**DRESS BARN RECEIVES MERCHANDISE OF THE FOLLOWING TYPES:**

- |                      |                    |                                    |
|----------------------|--------------------|------------------------------------|
| • <b>GOH</b>         | GARMENT ON HANGERS | SHIPPED HANGING, NO CARTONS.       |
| • <b>FLAT</b>        | FLAT PACK          | WITHOUT HANGERS, IN CARTONS.       |
| • <b>CTH</b>         | CARTON TO HANG     | ON HANGERS, IN CARTONS             |
| • <b>CTN PREPACK</b> | CARTON PREPACK     | IN RESHIPABLE CARTON. (CROSS DOCK) |

**PURCHASE ORDER CONFIRMATION AND PACKING INSTRUCTIONS:**

DRESS BARN REQUIRES THAT MERCHANDISE IS TO BE ASSEMBLED, PACKED AND SHIPPED BY THE VENDOR IN ONE OF THE FOLLOWING METHODS. THIS INFORMATION WILL BE COMMUNICATED FROM THE BUYER AND WILL ALSO BE ON THE PURCHASE ORDER CONFIRMATION THAT THE VENDOR RECEIVES THROUGH THE MAIL.

**SINGLE PURCHASE ORDER PACK METHOD:**

1. **LOOSE**: SINGLE PIECES, SHIP BY COLOR AND SIZE.
2. **SKU PACK**: SOLID COLOR, ASSORTED SIZE PER PREPACK (POLYBAG OR BUNDLE) UNLESS PURCHASE ORDER HAS ONE SIZE. SEE MAX. AND MIN. CARTON REQUIREMENT, MINIMUM NUMBER OF PREPACKS PER CARTON AND MAXIMUM WEIGHT.
3. **INNER PACK**: ASSORTED COLOR, ASSORTED SIZES PER PREPACK UNLESS ORDERED ONLY ONE COLOR PER PURCHASE ORDER AND EACH SIZE HAS ITS OWN SKU NUMBER. SEE MAXIMUM AND MINIMUM CARTON REQUIREMENT, MINIMUM NUMBER OF PREPACKS PER CARTON AND MAXIMUM WT.
4. **CARTON PREPACK**: ONE PREPACK OF EVERY COLOR OF A PURCHASE ORDER INTO ONE SINGLE RESHIPABLE CARTON UNLESS PURCHASE ORDER ONLY HAS ONE COLOR; THEN PACK ONLY ONE PREPACK PER CARTON. SEE MAXIMUM AND MINIMUM CARTON REQUIREMENT.

(IF GARMENTS ARE ON HANGERS, FANFOLD AND ALTERNATE WHEN PACKING SO HANGERS DO NOT REST UPON EACH OTHER AND TO AVOID AIRSPACE IN CARTON.)

**MULTIPLE PURCHASE ORDER PACK METHOD:**

- OCCASIONALLY SEVERAL PURCHASE ORDERS ARE COMBINED AND PLACED INTO A SINGLE BUNDLE OR CARTON PRIOR TO DELIVERY TO DRESS BARN.
- THIS INSTRUCTION APPEARS ON MIDDLE OF ORDER CONFIRMATION UNDER VENDOR PACKING INSTRUCTION.

**MULTI P.O. SKU PACK:** (SKU = 1 STYLE)

- WHEN PURCHASE ORDER INDICATES “SKU PACK” AND INSTRUCTED TO PACK WITH ANOTHER ORDER OR ORDERS.
- COMBINE ONE PREPACK OF EACH ORDER INTO ONE BLISTER PACK.
- MINIMUM OF 3 BLISTER PACKS PER CARTON WITH MINIMUM CARTON SIZE OF 3 CUBIC FEET.

**MULTI PO INNER PACK:** (SKU = 1 STYLE AND 1 SIZE)

- WHEN PURCHASE ORDER INDICATES “INNER PACK” AND INSTRUCTED TO PACK WITH ANOTHER ORDER OR ORDERS.
- COMBINE ONE PREPACK OF EACH ORDER INTO ONE BLISTER PACK.
- MINIMUM OF 3 BLISTER PACKS PER CARTON WITH MINIMUM CARTON SIZE OF 3 CUBIC FEET.

**MULTI P.O. CARTON PREPACK:**

- WHEN PURCHASE ORDER INDICATES “CARTON PREPACK” AND INSTRUCTED TO PACK WITH ANOTHER ORDER OR ORDERS:
- COMBINE MERCHANDISE FROM EACH ORDER INTO ONE RESHIPPIABLE CARTON.

**ALWAYS CHECK DETAILED PACKING INSTRUCTIONS OF EACH PURCHASE ORDER FOR ADDITIONAL PACKING INFORMATION.**

**CARTON SIZE:**

**FOR CARTON PREPACK:**

**DEFINITION OF CARTON PREPACK:**

- CROSSDOCK OPERATION.
- CARTONS PACKED AND INTENDED FOR AN INDIVIDUAL STORE.

**MAXIMUM CARTON SIZE FOR CARTON PREPACKS:**

NOT TO EXCEED 130 INCHES LENGTH AND GIRTH COMBINED.

GIRTH IS DEFINED AS (2 X WIDTH) + (2 X HEIGHT)

**MINIMUM CARTON SIZE FOR CARTON PREPACKS:**

- IF CARTON PREPACK IS LESS THAN 1 CUBIC FEET, CALL 845-369-4571
- IF MINIMUM HEIGHT OF CARTON IS 5 INCHES, CALL 845-369-4571

IF CARTON PREPACKS CARTONS MEASURES GREATER THAN 3 CUBIC FEET, ACTUAL CARTON WEIGHT MUST BE EQUAL TO OR GREATER THAN DIMENSIONAL WEIGHT.

DIMENSIONAL WEIGHT: (LENGTH X WIDTH X HEIGHT)/194

**FOR SKU OR INNER PACK:**

**MAXIMUM CARTON SIZE:** (CARTONS MUST FALL WITHIN THE RANGE BELOW.)

- MAXIMUM LENGTH – 31 INCHES
- MAXIMUM WIDTH – 20 INCHES
- MAXIMUM HEIGHT – 18 INCHES

**MINIMUM CARTON SIZE FOR OTHER THAN PREPACK CARTON:**

- MUST HAVE A MINIMUM OF AT LEAST 3 PREPACKS/BUNDLES PER CARTON.
- NO LESS THAN 3 CUBIC FEET PER CARTON.
- MINIMUM LENGTH -18 INCHES
- MINIMUM WIDTH – 12 INCHE
- MINIMUM HEIGHT – 6 INCHES

- MINIMUM WEIGHT: 10 LBS.

**DEPARTMENTS EXEMPT FROM MINIMUM CARTON REQUIREMENT:**

- DEPT. 05, 07
- ALL EXCEPTIONS MUST CALL 845-369-4571

**MAXIMUM WEIGHT:**

- 55 LBS.

**CARTON STRENGTH: BURSTING TEST:**

- 250 LBS PER SQUARE INCH FOR CARTON WEIGHT UP TO 49 LBS.
- 275 LBS. PER SQUARE INCH FOR CARTON WEIGHT 50LBS. AND UP.

**CONDITION OF CARTON:**

- CARTON MUST NOT HAVE WEIGHT IMBALANCE.
- CARTONS MUST NOT BE CRUSHED. THIS IS USUALLY CAUSED BY USING INCORRECT SIZE CARTON OR UNEVEN PACKING.
- MERCHANDISE SHOULD BE PACKED INTO CARTONS AS DENSELY AS POSSIBLE WITHOUT DAMAGING GOODS OR CAUSING CARTONS TO BULGE.
- INNER CARTONS WITHIN MASTER CARTONS IS PROHIBITED UNLESS AUTHORIZED BY VENDOR COMPLIANCE DEPT.
- WHEN PACKING **PREPACK CARTONS WITH MERCHANDISE ON HANGERS**, DO NOT LEAVE BUNDLE TIED. BREAK THE BUNDLE AND FEATHER OUT TO ELIMINATE ANY VOIDS IN THE CARTON.

**TICKETING INSTRUCTIONS:**

**PANTS/SHORTS/SKIRTS/JEANS:**

ATTACH PRICE TICKETS WITH 3" PLASTIC BARB THROUGH SIDE SEAM AND WAISTBAND THAT MEETS ON THE LEFT SIDE OF WAIST.

**COATS/JACKETS/DRESSES/BLAZERS/SUITS:**

ATTACH PRICE TICKETS WITH 3" PLASTIC BARB THROUGH INSEAM ON THE CUFF OF LEFT SLEEVE.

**SWEATERS/KNITS/WOVEN TOPS/BLOUSE/VESTS:**

ATTACH PRICE TICKETS WITH 3" PLASTIC BARB THROUGH NECK LABEL.

**EARRINGS:**

PRESSURE SENSITIVE LABEL ON THE BACK OF EARRING CARD.

**NECKLACES:**

**PRESSURE SENSITIVE LABEL PRICE TICKETS** – AFFIX ON THE BACK OF FOLD-OVER CARD.

**HANG TAG PRICE TICKETS** – ATTACH PRICE TICKET THROUGH LOOP THAT LINKS TO CLASP USING SECUREATTACH BARB.

**BRACELETS:**

PRESSURE SENSITIVE LABELS PRICE TICKETS - AFFIX ON THE BACK OF FOLD OVER CARD.  
HANG TAG PRICE TICKETS- SECUREATTACH THROUGH BRACELET.

**SHOES:**

SHOE PRICE LABELS HAVE THREE PARTS, ONE FOR THE SHOE AND TWO FOR THE SHOE BOX.

- PEEL OFF LARGER (LEFT SIDE OF LABEL) AND AFFIX ON FRONT OF SHOE BOX OVER VENDOR'S BARCODE.
- PEEL OFF SMALLER (MIDDLE LABEL) AND AFFIX TO THE BOTTOM OF THE RIGHT SHOE FOR EVERY SIZE AND STYLE AS FOLLOWS:
  1. HOLD THE SHOE UPSIDE DOWN WITH THE TOE OF THE SHOE IN YOUR HAND.
  2. PLACE THE LABEL ON THE ARCH OF THE SOLE-FACING YOU.
- PEEL OFF THE SIZE LABEL (RIGHT SIDE OF LABEL) AND AFFIX ON FRONT UPPER RIGHT SIDE OF SHOEBOX WITH LID OFF.

**MISSING PRICE TICKETS**

VENDOR MUST REPORT MISSING PRICE TICKETS TO BUYER OR TICKET DEPT. (TEL#845-369-4715) AT LEAST TWO WEEKS PRIOR TO CANCELLATION DATE.

A CHARGEBACK OF UP TO 2% OF THE INVOICE AMOUNT WILL BE IMPOSE ON ALL NOCOMPLIANT SHIPMENTS.

PLEASE CONTACT KAY HA TO OBTAIN PENALTY SCHEDULE.

ANY QUESTION REGARDING PACKING PLEASE CALL.

TEL: 845-369-4571

FAX: 845-369-4554

EMAIL: [kay.ha@dressbarn.com](mailto:kay.ha@dressbarn.com)