

**FEBRUARY 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 IMPORT APPAREL SHIPPING AND PACKING INSTRUCTIONS**

**THIS GUIDE ONLY TO BE USED WITH LETTER OF CREDIT WITH DRESS BARN ORDER**

**CARTON MARKING**

**LONG SIDES OF CARTON**  
**DRESS BARN (NO ADDRESS)**

P.O.#

DEPT.#

STYLE#                      COLOR NAME: ONLY WHEN ONE COLOR)

CARTON#

DIMENSION:

COUNTRY OF ORIGIN

**SHORT SIDES OF CARTON**

COLOR NAME

P.O.#

BREAK DOWN OF EACH COLOR AND SIZES

TOTAL # OF PCS. PER CARTON

GROSS WT.

NET WT.

**CARTON STRENGTH: BURSTING TEST – 250 LBS. PER SQUARE INCH**

**CONITION OF CARTON:**

- 1) CARTON MUST NOT HAVE WEIGHT IMBALANCE
- 2) CARTONS MUST NOT BE CRUSHED. THIS IS USUALLY FROM USING INCORRECT SIZE CARTON (MDSE. SHOULD FIT SNUG INTO CARTON)

**CARTON SIZE**

**MAXIMUM CARTON SIZE FOR CARTON REPACK**

MUST NOT EXCEED 130 INCHES LENGTH AND GIRTH COMBINED.

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

IF CARTON PREPACKS 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

**MINIMUM CARTON SIZE FOR CARTON PREPACK**

- IF CARTON PREPACK IS LESS THAN 1 CUBIC FEET, CONTACT [kay.ha@dressbarn.com](mailto:kay.ha@dressbarn.com)
- IF MINIMUM HEIGHT OF CARTON IS 5 INCHES, CONTACT [kay.ha@dressbarn.com](mailto:kay.ha@dressbarn.com)

**MINIMUM CARTON SIZE SKU OR INNER PACK:**

- 1) NO LESS THAN THREE CUBIC FEET PER CARTON
- 2) MUST HAVE NO LESS THAN 3 PREPACKS PER CARTON

**MAXIMUM SIZE OF SKU OR INNER PACK:**

MAXIMUM SIZE OF EACH SKU OR INNER PACK TO BE NO MORE THAN 1.4 CUBIC FEET REGARDLESS OF PURCHASE ORDER'S PACKING METHOD. IF ORDERED PACKS ARE GREATER THEN 1.4 CUBIC FEET, PLEASE EMAIL TO [kay.ha@dressbarn.com](mailto:kay.ha@dressbarn.com) FOR ADDITIONAL CLARIFICATION.

MAX. LENGTH: 31 INCHES

MAX. WIDTH: 20 INCHES

MAX. HEIGHT: 18 INCHES

CARTON SIZE MUST FALL WITHIN THE ABOVE RANGE

**DEPT. EXEMPT FROM MIN/MAX. CARTON REQUIREMENT:** DEPT. 01, 02,04,05,07

ALL EXCEPTIONS MUST EMAIL TO [kay.ha@dressbarn.com](mailto:kay.ha@dressbarn.com)

**MAX. GROSS WEIGHT**

55 LBS./25 KGS.

**IMPORT PACKING LIST**

P.O.#

STYLE#

DEPT#

CARTON#

CONTENTS OF EACH CARTON: COLOR, QUANTITY PER SIZE AND NUMBER OF PREPACKS IN EACH CARTON

NET WEIGHT.

GROSS WEIGHT PER CARTON

TOTAL QUANTITY BY P.O., BY COLOR AND SIZES

LOAD PALN PER CONTAINER

**ODD CARTON** (CARTON CONTAINING ANY UNEVEN PACK SIZE/ CARTON CONTAINING DIFFERENT QUANTITY OR DIFFERENT SIZE RATIO THAN ORDERED) MUST BE IDENTIFIED BY USING RED TAPE ON TWO OPPOSITE CORNERS OF EACH CARTON.

**PURCHASE ORDER CONFIRMATION AND PACKING INSTRUCTIONS:**

DRESS BARN REQUIRES THAT MERCHANDISE 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 SIZES 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.
5. **CARTON PREPACKS WITH HANGERS ON THE GARMENTS:** SPECIFIED COLOR, SIZE AND QUANTITY TO BE PACKS FAN FOLD FASHION (EXCEPTION: SUITS). HALF OF CONTENTS WITH OPPOSITE DIRECT OF EACH OTHER TO AVOID VOID SPACE IN A 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 PACKS:** (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 PREPACKS:**

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

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

**SHIP METHOD**

- **CARTONS:** ORDERED MERCHANDISE TO BE SHIPPED IN CARTONS. ALL ODD CARTONS TO BE MARKED WITH RED TAPE ON TWO OPPOSITE CORNER OF A CARTON.
- **HANGIND IN CARTONS:** ORDERED MERCHANDISE ON HANGERS BUT TO BE SHIPPED IN CARTONS.
- **G.O.H.:** ORDERED MERCHANDISE TO BE SHIPPED ON HANGERS.

ALL QUESTIONS REGARDING PACKING PLEASE CONTACT PRE-RECEIVING DEPT.  
TEL. # 845 369 4571  
FAX# 845 369 4554  
EMAIL: [kay.ha@dressbarn.com](mailto:kay.ha@dressbarn.com)