

# VENDOR MANUAL

2017-2018 VERSION 2.0

*SECTION 2 – Wholesale Product: Special Handling  
Requirements*

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# SECTION 2 – WHOLESALE PRODUCT HANDLING REQUIREMENTS

## Overview

Destination Maternity has five Wholesale Partners that require special product handling either by our Vendors directly or by Destination Maternity Distribution Center to be compliant to each partner's respective in country regulations and/or corporate requirements. Please see below Wholesale Partner Chart:

WHOLESALE PARTNER	COUNTRY
Agabang	South Korea
Multitrend	Middle East
Liverpool	Mexico
H&O	Israel
Amazon	USA

Unless otherwise instructed Vendors with Wholesale Purchase Orders will ship to the following locations:

***FCA/FOB Vendors will ship to our Shanghai, China 3PL:***

**Expeditors BLP Distribution Center**

KE2-1 Warehouse, No. 240 Shen Ya Road  
Waigaoqiao Bonded Logistics Park, Shanghai,  
P.R. China, 200137

***DDP/LDP Vendors & Amazon will ship to our New Jersey Distribution Center:***

Destination Maternity  
1000 John Galt Way  
Burlington, NJ 08016

Vendors who are unsure of their shipping terms (FCA/FOB or DDP/LDP) must contact the Merchant for Guidance. ***\*In addition to this section, Vendors must be proficient regarding Vendor Certification Requirements in Section 1 and Testing, Labeling, Logistics, Quality and Carton/Packing outlined in VM Sections 7, 8, 9 & 10 to ensure all International Purchase Orders are handled in compliance to all DM requirements.***

***NOTE: Wholesale Partner Purchase orders quantities shipping are subject to the following shipping tolerance – no exceptions:***

- ❑ **International (Agabang, Multitrend, Liverpool, & H&O): No Shortages / up to 3% Overages permitted.**
- ❑ **Amazon Purchase orders: No Shortages or Overages permitted.**

# SECTION 2 – WHOLESALE PRODUCT HANDLING REQUIREMENTS

## Wholesale Purchase Orders

**FCA/FOB Vendors** shipping to our Shanghai, China 3PL and will be issued Wholesale Purchase Orders with **I** preceding the PO Number:

*Example: I555176*

**FCA/FOB Vendors** with Wholesale Purchase Orders are **NOT REQUIRED** to do any special product handling. The units produced for these Purchase Orders will be produced identically to the USA Purchase Order. \*All special handling for labeling/ticketing will be conducted by our **Shanghai 3PL**:

Product Handling	Vendor Responsibility
Product Testing	No Special Handling (Same as US Purchase Order)
Polybag/Packing/Shipping	
Brand/COO/Size Labels	
Price Ticket / Hangtag	
Care Label	
Importer of Record Label /Hangtag	
Product Inspection for Certificate of Conformity	

**DDP/LDP Vendors & Amazon** shipping to our New Jersey Distribution Center will be issued Wholesale Purchase Orders with a letter preceding the PO Number that identifies the Wholesale Partner & Country. See chart below:

INTERNATIONAL PARTNER / COUNTRY	PO Letter Identifier
Agabang / South Korea	<b>A</b> - example: A551988
Multitrend / Middle East-Kuwait	<b>M</b> - example: M588289
Multitrend / Middle East-UAE	<b>T</b> - example: T592569
Multitrend / Middle East-Saudi Arabia	<b>S</b> - example: S551988
Liverpool / Mexico	<b>L</b> - example: L589380
H&O / Israel	<b>H</b> - example: H589196
Amazon / USA	<b>E</b> - example: E599008

# SECTION 2 – WHOLESALE PRODUCT HANDLING REQUIREMENTS

## Special Handling Requirements

FCA/FOB Vendors and Amazon Wholesale Purchase Orders shipping to our New Jersey Distribution Center are **REQUIRED** to fulfill special product handling for Liverpool, H&O & Amazon. Agabang and Multitrend Partners **DO NOT** require special handling by DM Vendors. \*Please note the following regarding Multitrend:

***\*SASO (Saudi Arabia Standards Organization) inspection requirements apply to Multitrend Purchase Orders for Saudi Arabia. Vendors are not required to handle inspection, however should a style fail the inspection Vendors will be alerted and the Saudi Arabia purchase order will be subject to RTV. \*Please Reference SASO Inspection guidance located in Section 7 under Saudi Arabia Requirements.***

### **Liverpool: Mexico**

DDP/LDP Vendors shipping Wholesale PO's for Liverpool/Mexico will ship into our NJ Distribution Center and PO's start with an **L**. The units produced for Liverpool will be produced identically as per the USA purchase order units, however there is an Importer of Record label and swing ticket that is mandatory for Mexico and must be handled by DM Vendors. See handling chart below:

<b>Product Handling</b>	<b>Vendor Responsibility</b>
Product Testing	No Special Handling (Same as US Purchase Order)
Polybag/Packing/Shipping	
Brand/COO/Size Labels	
Price Ticket / Hangtag	
Care Label	
Importer of Record Hangtag and/or Label	<b><i>Special Handling Required: Liverpool Importer of Record Label &amp; and/or Swing Ticket required on all garments and belts. *Vendors must follow Mexico Requirements in VM SECTION 7 for detailed guidance.</i></b>
Product Inspection for Certificate of Conformity	N/A

# SECTION 2 – WHOLESALE PRODUCT HANDLING REQUIREMENTS

## Special Handling Requirements

### H&O: Israel

DDP/LDP Vendors shipping Wholesale PO's for H&O/Israel shipping into our NJ Distribution Center and PO's start with an **H**. The units produced for H&O will be produced identically as per the USA purchase order units, however the price ticket and care label are required to be in Hebrew. Additionally the care label also requires H&O Importer of record information. See handling chart below:

Product Handling	Vendor Responsibility
Product Testing	No Special Handling (Same as US Purchase Order)
Polybag/Packing/Shipping	
Brand/COO/Size Labels	
Price Ticket / Hangtag	<i>Special Handling Required: Price Ticket required in Hebrew Language and have H&amp;O Importer of Record Information. <b>*Vendors must follow Israel Requirements in VM SECTION 7 for guidance.</b></i>
Care Label	<i>Special Handling Required: Care Label required in Hebrew Language. <b>*Vendors must follow Israel Requirements in VM SECTION 7 for detailed guidance.</b></i>
Importer of Record Hangtag and/or Label	<i>*See Above requirement for Price Ticket</i>
Product Inspection for Certificate of Conformity	N/A

***\*Vendors must comply fully with the above special handling or purchase orders for Liverpool and H&O will be rejected for non-compliance. There are no exceptions, and Partners will not re-label any units for typographical errors, missing information, wrong translations or wrong placement.***

# SECTION 2 – WHOLESALE PRODUCT HANDLING REQUIREMENTS

## Amazon: USA

Vendors shipping Wholesale PO's for Amazon will ship into our NJ Distribution Center and PO's start with an **E**. The units produced for Amazon will be produced identically as per the USA purchase order units, however there is gum sticker required on the polybag for Mexico and no hangers permitted on intimates and this must be handled by DM Vendors. See handling chart below:

Product Handling	Vendor Responsibility
Product Testing	No Special Handling (Same as US Purchase Order)
Polybag	<i>Special Handling Required: White Square Gum Sticker with style information must be affixed to polybag <b>*Vendors must follow Amazon Requirements in VM SECTION 7 for detailed guidance.</b></i>
Packing/Shipping	No Special Handling (Same as US Purchase Order)
Brand/COO/Size Labels	
Price Ticket / Hangtag	
Care Label	
Hanger	<i>Special Handling Required: No Hangers are permitted on any Intimate Apparel that normally ships with a hanger [Bras, Panty's] <b>*Vendors must follow Amazon Requirements in VM SECTION 7 for detailed guidance as well as Tech Pack for Folding Instructions.</b></i>

# SECTION 2 – WHOLESALE PRODUCT HANDLING REQUIREMENTS

## Contact Information

*To reach the International Merchandising Team:*

NAME	CONTACT INFORMATION
<i>Jennifer Graye</i>	<i>Merchandising Manager</i> ext. 79103 <a href="mailto:jgraye@destinationmaternity.com">jgraye@destinationmaternity.com</a>
<i>Leigh-Ann Wilson</i>	<i>Associate Merchandise Manager</i> ext. 79101 <a href="mailto:lwilson@destinationmaternity.com">lwilson@destinationmaternity.com</a>

*For questions related to International Logistics please contact:*

NAME	CONTACT INFORMATION
<i>Cindy Lewis</i>	<i>Director of Logistics</i> Main: 856-291-9700 ext. 63805 <a href="mailto:clewis@destinationmaternity.com">clewis@destinationmaternity.com</a>
<i>Beth Frame</i>	<i>Manager of International Logistics</i> ext. 63797 <a href="mailto:bframe@destinationmaternity.com">bframe@destinationmaternity.com</a>

*For questions related to International Labeling/Ticketing/Product Compliance please contact:*

NAME	CONTACT INFORMATION
<i>Mari Alessi-Kowalski</i>	<i>Sr. Manager Testing &amp; International Labeling</i> ext. 79827 <a href="mailto:mkowalski@destinationmaternity.com">mkowalski@destinationmaternity.com</a>