

# VENDOR MANUAL DOCUMENT

2020 - 2021 VERSION 1.0

## **UPDATES/NOTIFICATIONS**

Updated 9/22/2020

# MATERNITY

## OPCO HOLDINGS LLC

DATE	VM SECTION	UPDATE/NOTIFICATION DETAILS
4/22/2020	<a href="#">Section 10: Ticket/Packing/Carton Requirements</a>	<p>NO HANGERS: Bras and Panty Sets that ship GOH (Garment on Hanger) ALL hangers are to be <u>eliminated</u> and the product is to be flat packed in the appropriate size polybag that adheres to our DC min/max sizes required to fit our automation. <a href="#">View page 11.</a></p> <p>PRICE TICKET: Updates as follows:</p> <ul style="list-style-type: none"> <li>■ Ticket information is moved from Section 7 to Section 10 and Section 10 is renamed to <a href="#">Ticket/Packing/Carton Requirements</a></li> <li>■ <b>PRICE IS ELIMINATED.</b> Due to this change the size of the ticket is reduced, perforation is removed, and data is now centered for best aesthetic. Vendors must follow the updated <a href="#">artwork and guidance</a> outlined on <a href="#">pages 1-9.</a></li> <li>■ Vendors can provide updated artwork for one time approval to Global Sourcing at: Mari Alessi Kowalski <a href="mailto:mkowalski@destinationmaternity.com">mkowalski@destinationmaternity.com</a></li> </ul>
5/13/2020	<a href="#">Section 1: Vendor Onboarding &amp; Certification</a>	<p>Destination Maternity Corp. Distribution Center has been acquired by FB Flurry LLC. Vendors/Suppliers must use the following name change when shipping to our Distribution Center.</p> <p><a href="#">FB Flurry C/O Destination Maternity</a>  <a href="#">1000 John Galt Way</a>  <a href="#">Burlington, NJ 08016</a>  <a href="#">At: Shipping Manager</a></p>
6/10/2020	<a href="#">Section 6: Tech Design Sample/Fit Requirements</a>	<ul style="list-style-type: none"> <li>■ Updated to sizes for Shipping Apparel Samples to match Global Sourcing E mail alert to Vendors today from the Head of Global Sourcing</li> <li>■ Updated to New company Logo: <b>Maternity OPCO Holdings, LLC DBA Destination Maternity.</b></li> </ul>
6/10/2020	<a href="#">Section 1: Vendor Onboarding &amp; Certification</a>	<ul style="list-style-type: none"> <li>■ Updated to New company Logo: <b>Maternity OPCO Holdings, LLC DBA Destination Maternity</b></li> </ul>
6/12/2020	<a href="#">Section 2 – Wholesale Product: Special Handling Requirements</a>	<ul style="list-style-type: none"> <li>■ Updated to New company Logo: <b>Maternity OPCO Holdings, LLC DBA Destination Maternity</b></li> </ul>

# MATERNITY

## OPCO HOLDINGS LLC

		*NOTICE: This section is on HOLD. As new Partnerships are established under Maternity OPCO, updated requirements will be posted to this section.
6/15/2020	<a href="#">Section 5: On Product Marketing Requirements/Suppliers</a>	<ul style="list-style-type: none"> <li>Updated to New company Logo: <b>Maternity OPCO Holdings, LLC DBA Destination Maternity.</b></li> </ul>
6/18/2020	<a href="#">Section 6: Tech Design Sample/Fit Requirements</a>	<ul style="list-style-type: none"> <li>Corrected 2 Typo's on pg. 16 Shipment Sample Size Chart:               <ol style="list-style-type: none"> <li>MH Alpha size should be Small not Medium</li> <li>Intimates Missy Size Small should be 2-pieces not 1piece</li> </ol> </li> <li>Updated format for pg. 13 size chart to match pg.16 size chart (Note: no change to sizes-just formatting)</li> </ul>
6/19/2020	<a href="#">Section 8 – Quality Standards / Requirements</a>	<ul style="list-style-type: none"> <li>Updated to New company Logo: <b>Maternity OPCO Holdings, LLC DBA Destination Maternity.</b></li> </ul>
6/24/2020	<a href="#">Section 1: Vendor Onboarding &amp; Certification</a>	<ul style="list-style-type: none"> <li>Updated 'consignee' and 'account and risk of' interim requirements communicated via Vendor Alert today from Marla Ryan. <a href="#">View Pg. 3</a></li> </ul> <p><b>Consignee:</b>            Maternity OPCO Holdings LLC – dba Destination Maternity            232 Strawbridge Drive            Moorestown, New Jersey 08057 USA</p> <p><b>Account and Risk of:</b>            Maternity OPCO Holdings LLC – dba Destination Maternity            232 Strawbridge Drive            Moorestown, New Jersey 08057 USA</p> <p><b>Ship to:</b>            FB Flurry LLC            1000 John Galt Way            Burlington, New Jersey 08016</p>
	<a href="#">Section 6: Tech Design Sample/Fit Requirements</a>	<ul style="list-style-type: none"> <li>Updated PP Sample Approval Timing is extended to <b>18 MONTHS</b> from the initial PP Approval date. <a href="#">View Pg. 8</a></li> </ul>

# MATERNITY

## OPCO HOLDINGS LLC

	<a href="#">Section 9: Logistics Documents: Preferred Carrier List</a>	<ul style="list-style-type: none"> <li>Updated Preferred Carrier List to New company Logo: <b>Maternity OPCO Holdings, LLC DBA Destination Maternity</b> <a href="#">View Pg. 1</a></li> </ul>
	<a href="#">Section 3: Color System</a>	<ul style="list-style-type: none"> <li>Updated to New company Logo: <b>Maternity OPCO Holdings, LLC DBA Destination Maternity</b> in Section and Section 3 Color Submission Forms.</li> <li>Updated Lap Dip/Strike approval Timing is extended to <b>18 MONTHS.</b> <a href="#">View Pg. 8</a></li> <li>Updated throughout section: Design Approves COLOR not Colorist</li> <li>Updated throughout section Global Sourcing Associate approves BULK</li> <li>Added new contact list for Designers / Global Sourcing/Testing associates.</li> </ul>
6/24/2020	<a href="#">Section 4: Fabric Quality &amp; Inspections</a>	<ul style="list-style-type: none"> <li>Updated to New company Logo: <b>Maternity OPCO Holdings, LLC DBA Destination Maternity</b> in Section and Section 4 FDS and YDS Forms.</li> </ul>
6/25/2020	<a href="#">Section 9: Logistics</a>	<ul style="list-style-type: none"> <li>Updated to New company Logo: <b>Maternity OPCO Holdings, LLC DBA Destination Maternity</b> in Section and Section Forms.</li> </ul>
7/29/2020	<a href="#">Section 9: Logistics</a>	<ul style="list-style-type: none"> <li>Updated to New company Logo: <b>Maternity OPCO Holdings, LLC DBA Destination Maternity</b> in Section and Section Forms.</li> <li>Preferred Carrier List updated / streamlined list.</li> <li>Approved Freight Forwarders list – updated / streamlined list.</li> <li>WAG/ACI Web Procedures Training Guide – Updated to one Contact – Director Customs Compliance only for all WAG/ACI Functions.</li> <li>Section 9: Updated the following in section: <ul style="list-style-type: none"> <li>-Contacts throughout section including ASN, Ocean and Domestic shipments, Payments, Accounting etc.</li> <li>-Eliminated the DM Hotline – no longer active</li> <li>-Updated Trucking Company requirements for FB Flurry DC Requirements</li> <li>-Payment submission to vendors Domestic freight – Contacts updated for accounting Pg. 13</li> <li>-Documentation for Air / Ocean shipments accounting contact updated Pg. 13</li> </ul> </li> </ul>

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## OPCO HOLDINGS LLC

		<p>-Sea documents updated accounting contact Pg. 14</p> <p>-General wordsmithing update to accommodate Maternity OPCO name change, FB Flurry name change and processes – Vendors should re-read this section to ensure full understanding.</p>
8/17/2020	<a href="#">Section 10: Ticket/Packing/Carton Requirements</a>	<ul style="list-style-type: none"> <li>Updated Scanner Weblink for checking ticket data before shipping: Effective immediately our WEBUPC link has been updated to <a href="http://50.205.237.4/Webupc">http://50.205.237.4/Webupc</a>.</li> </ul>
9/22/2020	<a href="#">Section 4: Fabric Quality &amp; Inspections</a>  <a href="#">Section 10: Ticket/Packing/Carton Requirements</a>  <a href="#">Section 8 – Quality Standards / Requirements</a>  <a href="#">Section 2 – Wholesale Product: Special Handling Requirements</a>	<ul style="list-style-type: none"> <li>Updated Typo on Footer – Changed LP to LLC.</li> </ul>

*Please note due to our Company Change we are in the process of updating our vendor manual over the next 30-60days, we will alert Vendors via email of any critical changes during this time. If you have any specific VM questions please ask rather than looking at the VM, so we can update you accordingly. By anticipated completion date, we will then advise Vendors to review our Vendor Manual for the new processes or global changes that are made."*

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**OPCO HOLDINGS LLC**