

VINCE.

900 N. CAHUENGA BLVD, LOS ANGELES, CA 90038 TEL (323)761-6010

REQUIRED DOCUMENTATION (SHIP TO U.S.)

For Ocean Shipments

One complete set of shipping documents must be E-mailed to VinceShipDocs@vince.com and Vince_Receiving@portlogisticsgroup.com within 3 days of the shipment date.

Shipping Documents Required:

- **Commercial Invoice (Vince LLC invoice format is preferred)**
- **Packing List (Vince LLC invoice format is preferred)**
- **Forwarder's Cargo Receipt (FCR) ***only required for loose cargo (LCL)**
- **Visa or Program Certificate of Origin (if required)**
- **Sea WayBill or HBL (Telex/Surrendered Release)**
- **Consumer Product Safety Commission (CPSC Certificate for each style)**

**** **Additionally** – One complete set of original shipping documents and one duplicate set of shipping documents must be turned over to Freight Forwarder at origin within three days of the shipment date.

For Air Shipments

One complete set of original shipping documents must be turned over to the Air Freight Forwarder with the cargo and E-mail a complete set of shipping documents to Vinceshipdocs@vince.com and Vince_Receiving@portlogisticsgroup.com within 1 day of the shipment date.

Shipping Documents Required:

- **Commercial Invoice (Vince LLC invoice format is preferred)**
- **Packing List (Vince LLC packing list format is preferred)**
- **Forwarder's Cargo Receipt (FCR)**
- **Visa or Program Certificate of origin (if required)**
- **Air Waybill**
- **Consumer Product Safety Commission (CPSC Certificate for each style)**

Required Shipping Documents

Signed Commercial Invoice

On Company's letterhead showing complete garment description, gender type, fabric content, harmonized tariff number and Country of origin. Stating all goods were manufactured to the exact terms of the purchase order and its related exhibits and specifications. Commercial invoice must list complete name and address of Seller/Exporter, Manufacturer and MID code, Sold-To, Final Delivery Ship-To.

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*** Any products containing of any amount of fine animal hair, fur-skin, shells, horn, or bones may be subject to Fish & Wildlife declaration prior to importation into the United States. Please refer to "Fish & Wildlife Service (FWS) Requirements" document in the Vince Supplier Portal***

Packing List

A separate packing list is required for each shipment. Packing list must show accurate gross weight, net weight, net weight, container number, seal number, supplier payee (name, address & supplier payee number) & factory supplier (name, address & factory supplier number). Packing list summary must be broken down by purchase order number, style number, size and color and dye lot #. If a purchase order is split between two different containers, vendor must issue a separate packing list per container.

- **FCL /Full factory loaded containers:**
The factory must place copies of all packing lists for each container into an envelope and attach this envelope to the inside wall of the container near the doors.
- **LCL / Less than a container load:**
These shipments are consolidated and loaded into a consolidated FCL container by the freight forwarder. The factory must place a copy of the packing lists into a plastic sleeve and attach this plastic sleeve to the #1 box before delivering the shipment to the freight forwarder CFS Station.
- **Air Shipments:**
The factory must place a copy of the packing lists into a plastic sleeve and attach this plastic sleeve to the #1 box before delivering the shipment to the air freight forwarder. For GOH shipments the factory must place a copy of the packing lists into a plastic sleeve and attach to the inside wall of the GOH container.

Visa or Program Certificate of Origin (if required)

Sea waybill, Telex Release/Surrender BL or Air Waybill

Must be consigned to **Vince LLC** and marked freight Collect unless otherwise stipulated on the purchase order. And marked 1st notify party Customs Broker (Hecny Transportation), 2nd notify party Vince LLC and final destination (Place of Delivery) as stipulated on the purchase order.

Consumer Product Safety Commission (CPSC Cert. is required for each style)

Required for each style (See Vince's Vendor Handbook in the CPSC – Consumer Product Safety Certificate section of this manual for more detailed explanation of this document requirement) when submitting shipping documents.

Consignee / Sold To

- VINCE LLC
900 N. CAHUENGA BLVD
LOS ANGELES, CA 90038
TEL: (323) 761-6010

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1st Notify Party - US Customs Broker information

- **HECNY TRANSPORTATION LAX**
19550 S DOMINGUEZ HILLS DR
RANCHO DOMINGUEZ, CA 90220
ATTN: JENNY FU
TEL: 562-616-7828
Fax: 562-616-7896
E-mail: jennyfu@hecny.com

2nd Notify Party

- **VINCE LLC**
900 N. CAHUENGA BLVD
LOS ANGELES, CA 90038
TEL: (323) 761-6010
E-mail: LBassett@vince.com

Consignee/ Sold To

VINCE LLC
900 N. CAHUENGA BLVD
LOS ANGELES, CA 90038, U.S.A.

Ship To

As stipulated on the purchase order

***** A complete set of the shipping documents (in PDF format) must be emailed to the following within 1 day of shipment date:**

VinceShipDocs@vince.com

DYip@vince.com

KCheng@vince.com

Vince_receiving@portlogisticsgroup.com

GNegrete@PortLogisticsGroup.com

ABarraza@PortLogisticsGroup.com

Cc: Vince production manager