

International Logistics Guide



C A M U T O G R O U P



Reference Page

- Product Marking and Labeling Requirements: Pages 3-10
- Packaging: Pages 11-39
- Routing Guide: Pages 40-44
- Shipping Documentation: Pages 45-58

Product Marking & Labeling Requirements



C A M U T O G R O U P



Product Marking and Labeling Requirements

- Designer Brands, Inc Camuto/VCS Group and Designer Brands Canada requires Country of Origin be marked permanently in English applied to the product in a conspicuous place.
- **Patent # US9,538,814 B2** must be embossed on the outsole of footwear with a cork outsole insert.
- Designer Brands, Inc Camuto/VCS Group and Designer Brands Canada requires the material content to be marked permanently in English applied to the product in a conspicuous place. On footwear it is essential to differentiate the following three areas of the shoe:
 - Upper
 - Inner sole (sock lining)
 - Sole
- **Wool Products** must indicate:
 - The percentage (%) of wool in the material.
 - DBI name or RN # for VCS imports based on company and division, please check labeling RN# page.
- All products must include a UPC Sticker (on shoe box) or hangtag (accessories) that conforms to the VCS Group, LLC order requirement.

Product Marking and Labeling Requirements

- "All products containing real fur must be completely and accurately labeled to meet all the labeling requirements set forth in the Fur Products Labeling Act, the Truth in Fur Labeling Act and any applicable state fur laws, regardless of the value of the fur product, which includes, but is not limited to the following information:



VCS Group, LLC
Real Cow Hair Fur
Fur Origin: China
Dyed and printed out of whole skin

- For any fur material, a clear stick-on label with gold print (fur label) is required on the sole of the shoe and a woven sewn in label is required on the handbag (check handbag labeling guidelines).
- All products containing Faux Fur must be completely and accurately labeled to include the words "Faux Fur", and the material content of the Faux Fur, ex: 100% Terylene, in addition to meeting all the applicable federal and state labeling requirements.

Product Marking and Labeling Requirements

Fur Label Requirements:

- *Size.* **No longer any size requirement**
- *Durability.* The label must be durable enough to remain on the fur product until it is delivered to the consumer.
- *Lettering.* **No longer any font size requirement**
- *Order of information.* The required order of information on the label is:
 1. Designer Brands Inc. is consignee on imported product (Use DBI as the company name)
 2. VCS Group, LLC. (Replaced by RN#)
 - RN# is based on the company and division, we have two numbers please check Appendix A attached for the correct number to be indicated.
 3. Whether the fur is natural or pointed, bleached, or dyed
 4. Name of animal
 5. If the fur product is composed of pieces
 6. Country of Origin



VCS Group, LLC
Real Cow Hair Fur
Fur Origin: China
Dyed and printed out of whole skin

Country of Origin, Fur and Wool Labeling

- Footwear product requires Upper and Outsole Material in addition to the country or origin in the lining stamp in the heel cup.
- Handbag product requires the country of origin label sewn inside every handbag.
- Country of Origin label should be placed on the inside-left side of the handbag or item.
 - Below is our approved general format, but will vary depending on material.
- Items that contain any wool must indicate the percentage % of wool in the fabric blend in addition to listing the RN# on the label.
 - (Please note appendix A attached for correct RN based on company and division)



Real Cow Hair Fur
Fur Origin: China
Dyed and printed out of whole skin



Product Marking and Labeling Requirements

Labeling – RN # details

- With the issuance of the two new RN# for VCS Group / Camuto Group product any item that requires **FUR or Wool label** will use the info below.
- **FUR or Wool label** the below divisions will use RN # 152745
 - Vince Camuto
 - Vince Camuto Handbags
 - Vince Camuto Men's
 - Lucky Brand Footwear
 - Lucky Brand Handbags
- **All other divisions** currently shipping to VCS Group, LLC. will use the VCS Group RN # 154229
- With all/any new additions to the division listing moving forward, we will need to advise at time of set-up.

Ticketing Requirements for Handbags

Retail Price Ticketing

- Prior to Ex-Factory, **each** individual handbag must have a **hangtag** attached to the outside of the handbag, containing a **12 digit scannable UPC barcode**. All hangtags must be RFID hangtags.
 - ❖ As seen below, the ticket retail price, must match retail price noted on submitted PO.
 - ❖ Print retail price clearly, by using at least **11 point** font.



Hangtag & Swift-Tag Standards for all Handbag Shipments

All price tickets should be securely affixed to the merchandise, so as to be clearly visible to the customers and sales associates at the time the product hits the floor.

- ❖ *Do not use safety pins, straight pins, or other pins of any kind.*
- ❖ *Do not loop strings around buttons or attach with pins or strings looped through button hole.*
- ❖ *Where fabric damage is a concern, be aware of alternative locations for hangtag placement.*

All hangtags must be on the backside, facing the front panel on left side of the handle.

All hangers must be on the right-hand side of the bags/items

All removable dangles, cross body straps, wallet/pouch/air pod components from items must be secured with swifttags to avoid theft in the stores.



FRONT



BACK



SIDE



Hangtags must go AROUND the strap, and not THROUGH hardware, o-rings, etc.



Packaging



C A M U T O G R O U P



Poly-bag Requirements

All Handbags that are placed in poly-bags must contain the following message that needs to be printed on the poly-bag

Warning: To avoid danger of suffocation, keep this plastic bag away from babies and children.

Do not use this bag in cribs, beds, carriages or playpens. This bag is not a toy.



❖ Warning Label must be visible



- Polybags must have one hole in bottom corners front and back.
- Handbags are wrapped with one piece of tissue before placing in polybag, no tape used on tissue.
- Each handbag must be packed with a MICRO-PAK anti mold sheet.
 - UPC label is placed on lower right hand corner.

Additional Packaging Requirements 2

Paper-Tape

1. There should be very minimal tape use when packing a handbag. The polybags should only be closed with ONE piece of tape over the center, but ensuring that the Warning Label is not blocked from being seen.
2. All straps that are kept together (where applicable) should be using PAPER-TAPE, and not using scotch-tape at all.



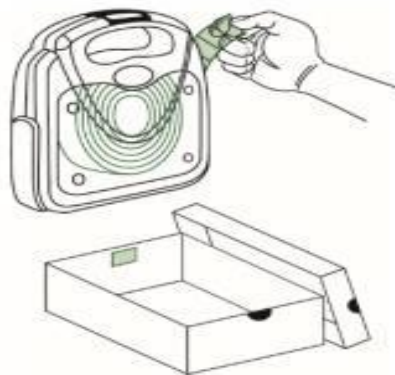
Anti-mold measures

Anti-mold Desiccant Fresh& Biodry packet, green Anti-mold chip or anti-mold PE from chip and Anti-Mold wrapping paper (supplier Micro-Pak)

- Anti-mold Desiccant (Fresh & Biodry) only for women shoe shipments to USA, need 2 pcs (5g/pack) desiccant per pair for SANDEL/PUMP and 4 pcs (5g/pack) per pair for BOOTIE/BOOT (see picture1 below)
 - ***international shipments and baby & kids shoes cannot accept any silica gel or Anti-mold Desiccant,
- When shipping handbags and footwear upper material is Nubuck, Fabric, suede or similar, shoes must be packed with Anti-mold PE sheet wrapping paper, one piece of paper for one shoe and then put in anti-mold poly bag with holes perforated and WARNING message in 3 languages in English, Spain, French. (SANDEL /PUMP/BOOTIE: 4 holes perforated; BOOT: 6 holes perforated, in this case just one piece tissue paper sheet will be used.
- For normal materials: one piece Anti-mold chip need to be affixed to box short end interior as sketch below. In order to maximize Micro-Pak anti-mold chips' function inside a shoe box, the chips should be affixed to the top of the short end opposite to the finger hole (if any) instead of the long end, this is to ensure the shoes not pressing the anti-mold chips and allowing the anti-mold atmosphere to be released from the chips more effectively.
- For long boot: need two Anti-mold chips affixed to box interior, one piece on long end and one piece on short side.



Picture 1



Case Label

- Computer generated product identification label that is human readable and machine readable by barcode scanner. **See Box & Case Label System Web Portal Instructions.**
- Label Dimensions: 10 cm wide X 15 cm long
 - **Two case labels with the same unique carton ID/ LPN per case (Ref Page 34)**
 - **Unique carton ID/LPN is the number on the horizontal bar code. (Ref Page 36)**
 - **Last three digits are enlarged for ease of application.**

Place one label on long end, and one on a short end of the carton. Two total labels in lower left corners. The labels should be placed 5cm from the bottom left corner and 5cm from side of carton. 5cm X 5cm



“Short side
of carton”



15

“Long side of
carton”

left of carton

- 5cm from bottom left side of carton

Carton Label Material Specifications

** Utilize the spec for the "Direct Thermal Uncoated Label"

Facestock

	Description	Caliper
Thermal Transfer Labels	Bright white paper facestock	2.4 mil - 3.6 mil
Direct Thermal Topcoated Labels	Bright white ultra smooth paper facestock with special topcoat	2.8 mil - 3.8 mil
** Direct Thermal Uncoated Labels	Bright white ultra smooth paper facestock	2.8 mil - 3.8 mil

Adhesive

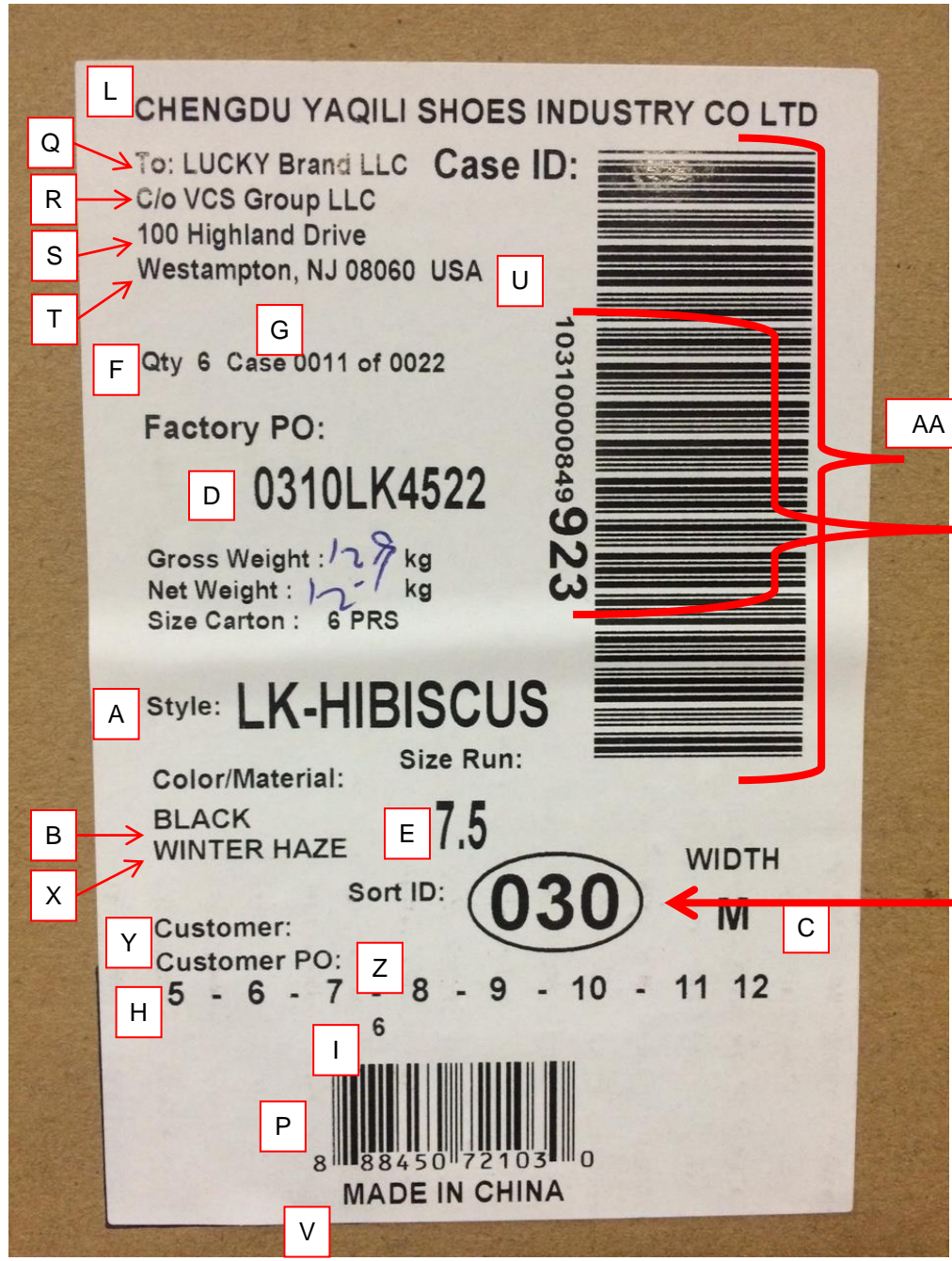
	Minimum Application Temperature	Service Temperature Range
Permanent Adhesive	+25°F	-65° to +200°F
Freezer-Grade Adhesive	-20°F	-65° to +180°F

Liner

35# - 40#, 2.1mil - 2.5 mil bleached kraft liner

OUTER CARTON
MASTER LABEL

Following page
shows the
letter key code



L

Q

R

S

T

F

G

U

D

A

B

X

Y

H

I

P

V

AA

Unique Carton ID:
Last 3 digits must be
enlarged. There are
two labels with the
same unique carton
ID and **MUST** be
placed on the long
side and short side
of the **SAME** case

Sort ID: use for
loading (pg.43)

CSV COLUMN	COLUMN FIELD DESCRIPTION	DATA FIELD SIZE	
A	Style Name	12	-
B	Color Name	20	-
C	Width	20	-
D	Factory Order #	10	-
E	PrePack Code	06	-
F	Case Inner Quantity	08	-
G	Case Container Data	20	-
H	Factory Order #	60	-
I	Side Grid Qty 1	60	-
J	Size Grid Header 2	60	-
K	Side Grid Qty 2	60	-
L	Ship from Name	25	F
M	Ship from Address 1	25	A
N	Ship from Address 2	25	C
O	Ship from Address 3	25	T
P	UPC Code	12	O
Q	Ship to Name	25	R
R	Ship to Address 1	25	Y
S	Ship to Address 2	25	L
T	Ship to Address 3	25	A
U	Ship to Country	3	B
V	Made in Country	30	E
W	Material Code	6	L
X	Material Description	25	-
Y	Customer Name	25	-
Z	Customer PO - a quote is put in to preserve the leading zeros.	15	-
AA	Case ID BarCode	14	-

*Please note that excel case and UCC-128 label file layout above is part of the same document but has been split in the vendor guide

Bar Code Label Quality Check

We will test UPC labels and Case Labels using the below criteria:

- Image quality and dimensional accuracy
- Scan accuracy
- Label materials and adhesive
- Placement of the symbol / label on the item
- Last three digits on the UPC and the Case Label must be enlarged

Label samples must be sent for approval in time for testing prior to first shipment.

Ship samples by express courier to:

VCS Group/Camuto Group
Attn: Stephen Whiteman
32 Springside Road
Westampton, NJ 08060

Please email tracking number at the time
of sending sample label to
stephenwhiteman@camutogroup.com.

UPC



CASE
LABEL



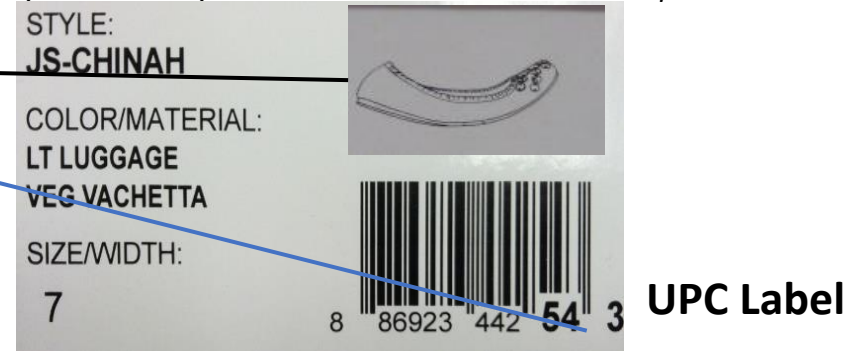
UCC-128 Labels

- Any factory PO requiring UCC-128 labels follow the below guideline
- The UCC-128 labels are to be placed on the label guide (check Corrugated Carton Layout pg.34) on the long side of the box in the bottom right corner in line with the label guide.



UPC Label For Pair Boxes

- Label dimensions must be 10 cm (4.0 inches) long, 5 cm (2.0 inches) high
- Must list the style, color/material, size/width information
- 12 digit UPC-A format barcode with human readable code under barcode is required
 - Further information from the Camuto Group IT Department may be necessary to ensure that the barcode is set up in our internal system
- Label must have shoe spec sheet picture on it**
- The last 3 digits of the UPC must be enlarged**
- Label must be placed on lower left hand corner of box
 - Please make note to factories that the Country of Origin and Material Composition should be checked during the confirmation process, prior to ex-fac.



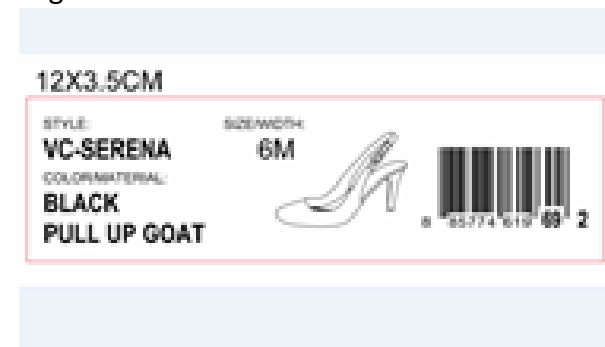
Please note some customers have specific pair box label requirements

Questions regarding requirements should be sent to: The Division Production Representative

Exception

- Styles VC/VI(VCS)/LC three brands will have a different label size due to the box lid height.
 - The size will be 12 cm in length x 4 cm in height

UPC Label



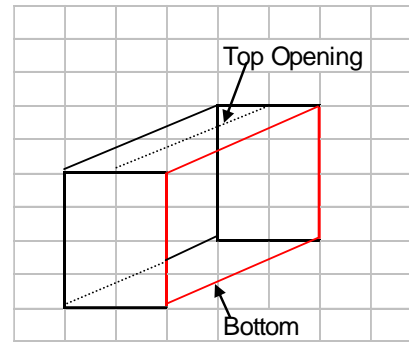
Corrugated Carton Requirements

Footwear & Handbags

Corrugated Cartons must top open on longest side.

NOT the tallest side, shoebox UPC's must be visible on opening

- The outer carton must open from top and bottom with no straps, bands or staples



- On long side of carton, 2 label placement guides need to be printed on each carton
Located **5cm** from carton bottom and **5cm** from the left long side of carton
See picture on [page 34](#) for an example of label guide placement
- Carton marks: The factory name and country of origin must be printed on each long side of the carton

Corrugated Carton Requirements

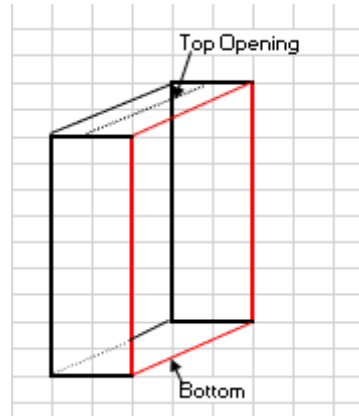
Boots

New slide

Corrugated Cartons must top open on tallest side.

NOT the longest side, shoebox UPC's must be visible on opening

- The outer carton must open from top and bottom with no straps, bands or staples



Vertical



Horizontal

- On long side of carton, 2 label placement guides need to be printed on each carton
Located **5cm** from carton bottom and **5cm** from the left long side of carton
On short side of carton, label must be placed on side horizontal, on longer side label must be placed upright vertically
See picture on [page 34](#) for an example of label guide placement
- Carton marks: The factory name and country of origin must be printed on each long side of the carton

Corrugated Carton Requirements

Carton Minimum Dimensions are:

Minimum Carton Dims	INCH	CM
Length	12 1/2	32
Width	9	23
Height	7 1/2	19

Maximum Carton

Maximum Carton Dims	INCH	CM
Length	36	91
Width	28	71
Height	24	60

Please check oversized carton label placement guidelines pages [28-30](#)

Weight: should not exceed **45 lbs.** = **20 Kgs.**

-Please note some customers require specific dimensions for their orders-

Orders destined to ECLC (former name NJDC) inquires regarding dimensional requirements should be sent to : BryantMaxie@camutogroup.com

First Cost and DIRECT shipment please inquiry please contact Division Rep for First Cost Customers

Corrugated Carton Requirements

Nordstrom photo samples will now be shipped in a three pair prepack.

When shipping 3 pair shoes that do not meet the minimum carton dimensions. ([page 31](#))

- Ship these 3 pair photo samples (only) in a 4 pair outer case placing a empty shoe box in the case.

There should not be any 1 pair cartons, if there are please reach out to imports@camutogroup.com to clarify.



Corrugated Carton Requirements

- Packaging and Corrugate type

- All corrugate must be of acceptable quality, suitable for international shipping
 - Bursting test - Minimum **200 lbs. per sq. inch**
 - Min comb wt. facing **84 lbs. per sq. inch**
 - Double wall cartons for Footwear, Handbags and Accessories
 - Jewelry reference Jewelry labeling and Packing Guide
- All cartons must be packed tightly to protect merchandise from collapse or damage during shipping.

- Tape

- Tamper proof printed paper tape should be used. The “Camuto Group” logo should be printed on all tape.
- The corrugated cases must be taped on all open edges, not covering any label or marking and **no straps, bands or staples should be used.**



Corrugated Carton Layout

Footwear & Handbags

Tape all edges



Printed label guides

Country of Origin

Label Guide Placement		
1	long side	5 CM from left edge 5 CM from bottom
2	long side	8 CM from right edge 5 CM from bottom
3	short side	5 CM from left edge 5 CM from bottom

Corrugated Carton Layout Oversized Carton Label Orientation

Tape all edges



Printed label guides

Country of Origin

Label Guide Placement			
1	long side	5 CM from left edge	5 CM from bottom
2	long side	8 CM from right edge	5 CM from bottom
3	short side	5 CM from left edge	5 CM from bottom

Oversized carton are laid on side to ride conveyor system.
Correct label placement as above is critical in-order for label scanners to read.

Corrugated Carton Layout

Oversized Carton Label Orientation



Label Guide Placement			
1	long side	5 CM from left edge	5 CM from bottom
2	long side	8 CM from right edge	5 CM from bottom
3	short side	5 CM from left edge	5 CM from bottom

Carton (case) Label Placement

Computer generated identification case labels are to be placed as looking at carton one long side and one short (right short side) of each case.



If the carton is over dimension with the oversized carton label, please add one empty white box to square off carton. Example instead of 1x9 empty box makes it 2x5. If neither above bring within dimension requirements please reach out to NYO production contacts and BryantMaxie@camutogroup.com



Inner Pair Boxes

- All shoe pairs must be placed inside a shoe pair box. One pair per shoe box
- Master Case quantity as specified on Purchase Order
- All inner boxes must stand on end.
- All shoe pair boxes must be labeled with a UPC label, and all labels must be facing the top master carton opening
- Please ensure all inner pairs are packed with label facing the same direction
- Poly bags are required for Suede & Fabric Uppers shoes only.



Any shoes that are placed in polybags must contain the following message

printed on the poly bag:

Child Safety Warning:

Warning: To avoid danger of suffocation, keep this plastic bag away from babies and children. Do not use this bag in cribs, beds, carriages or playpens. This bag is not a toy.

Additional Packaging Requirements

Floor Ready Standards

Presentation Standards:

- ❖ Handbags must be received in “floor ready” condition, ready for immediate placement on selling floor.
- ❖ VCS Group recognizes that some packing/protective material is necessary to protect the product, however the use of excessive material should be avoided (examples: foam/pins/inserts/tissue/empty space)
- ❖ Any hardware covered with plastic to prevent scratches during shipping must be easily removeable.
- ❖ In VC (not VV) any larger bags in leather need to be shipped with a dust bag. We do not ship dust bags with fabric bags, small cross bodies, phone cross bodies, wallets or any VV styles with dust bags. We do not ship with dust bags for Lucky.
- ❖ Take special care with fine fabrics which could be damaged easily while in transit.
- ❖ Please note that smaller Camuto branded product must be packed using EGG-CRATE method.
- ❖ Larger Camuto branded product such as large satchels and totes should use the NESTING method.
- ❖ Please work with the CGA Office to determine the required packing per style.
- ❖ The NESTING and EGG-CRATE method are the only two forms of packing approved for Handbags
- ❖ There MUST NOT be a piece of cardboard as a bumper guard around the carton inside walls but MUST have a piece of chipboard between the two bags in each layer.



EGG-CRATE Packing.

NESTING Packing



Updated October 2022

Additional Packaging Requirements 5 Anti-Mold (1)

In order to prevent bag's mold ,each bag need to put one Anti-mold PE sheet as below size detail

- Here is some special points need you pay attention:
 - 1) for handbags less than 30CM X 30CM but bigger than 25CM X 25CM, use ONE PE SHEET (size 25cm x 25cm)
 - 2) for handbags bigger than 30CM X 30CM, use TWO PE SHEET (size 25cm x 25cm)



Master Carton Labeling Requirements

All box and case labels must be printed per the **Camuto Group Box and Case Label Portal** instructions.



- Master Shipping Carton Labeling:
 - No shrink wrapping or plastic covering is permitted on exterior of carton, as it may affect scan ability of the Carton ID label at the NJDC/customer level
- Master Shipping Carton Requirements:
 - Case packing requirements should be followed as below instruction.
 - ❖ Pack handbags “flat”, front side facing up
 - Do not make folds
 - Do not over pack or under pack cartons
 - Place additional layer of corrugated packing under opening of top and bottom seams of carton, **prior to sealing**, to avoid the product being damaged
 - ❖ Seal cartons securely with security/reinforced Camuto Group tape.
 - All openings on all sides of the carton, including edges must be sealed following the same standards/guidelines as our shoe ware.

Boot Shipment and Packaging Requirements

- All boot shipments are to be packed as 6 or 9 pairs per case or as instructed.
- All boots that are longer than 40cm in length must have additional shoe box label placed in the front and right long side of the box.
- Tall Shaft and Over the Knee Boots should **never be packed as more than 9 pairs per case.**

SHOE BOX LABEL 1



SHOE BOX LABEL 2



Carton Tape Info

- **Tape**

- Camuto Group Tape is no longer required, please change requirement to:
Standard Brown Reinforced Shipping Tape with no logo details.

Name of company:

Hors Printing and Packaging Materials Company, Dongguan City.

Jie Cheng Weaving Building, Guang Cai Road, Xin Ji District, Nan Cheng Area, Dongguan City
(Note: The factory is located right behind the Jie Cheng Weaving Building)

Contact person:

Ms. Jin's ext. no: 8009

Ms. Linda's mobile no: 13649800345

Tel: 0769-22805658 / 22880965 / 23194535

Fax: 0769-22852350

E-mail: info@dghorse.com

Website: www.dghorse.com



Defacing a Case Label

Our distribution warehouse is an automated facility.
Pen and ink changes to the carton label are not detected at the time of receipt.



IF quantity shipping does not match quantity indicated on carton label.

- You **MUST** obtain updates to the purchase order and apply corrected labels
 - We understand there may be times the label correction can not be made as there is no time to get the corrected PO update and labels before the required ship date.
 - In these cases only:**
 - You **MUST** deface the carton label as above by putting a thick black line horizontally **completely** through the barcode as “A” above

Box and Case Label System Web Portal

- All labels must be printed as specified by the latest revision * of the Camuto Group **Box & Case Label System Web Portal User Manual**. You will be emailed a copy of this document.
- You must designate primary and secondary contacts to handle label printing immediately upon first PO receipt. Please email CGEDI@camutogroup.com with the following information:
 1. Contact name(s)
 2. Contact physical and mailing address
 3. Contact email address
- You will be emailed a copy of the User Manual and the necessary passwords and instructions by the Camuto Group IT department.
- **Any revision to the purchase order will generate revision to the box and case labels and the latest version MUST be downloaded and applied to the shoeboxes and outer case.**
- **Our automated receipt systems will only accept the latest version of the purchase order and box and case label.**

RFID label dimension: 4*7cm/4.9*5.4cm/4*8cm/4*12cm/5*10cm for Footwear

Label to include:

- STYLE
- COLOR/MATERIAL
- SIZE/WIDTH
- EPC LOGO INFORMATION
- 12-digit UPC-A format barcode with human readable code under barcode is required
- Shoe SKETCH from spec
- The **last 3 digits of the UPC** must be enlarged



Label must be placed on lower left-hand corner of box

IT Department ensures that the BARCODE is set up in our internal systems

ENCODING:

- FOLLOWS SGTIN96
- EACH PAIR IS UNIQUE – CANNOT REUSE OR DUPLICATE RFID ENCODING

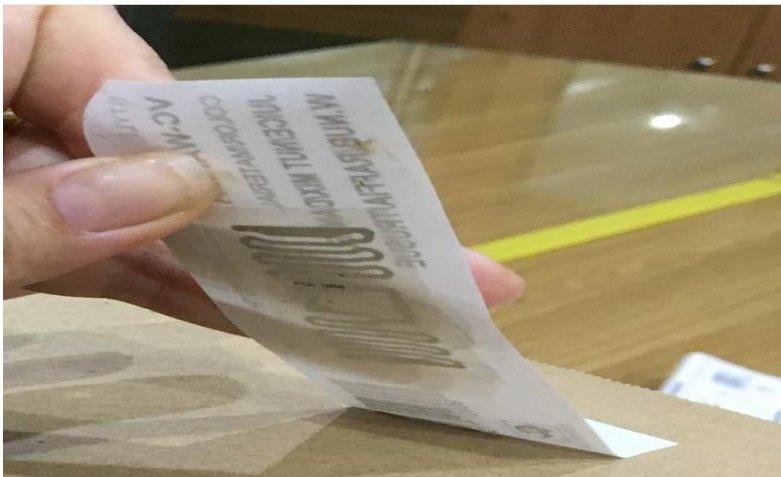
RFID label supplier:

- Baoshen Science & Applied Technologies CO., Ltd

Contact information: Bonnie Lv, Email: rd025@gzbsn.com, Cell: +86 13829767669 Tel: +86 20 3620 1868

RFID LABELS GUIDELINES

1. If RFID UPC Label is applied incorrectly by factory (i.e. on wrong size shoe box), the label is to be removed in one piece with chip in place and replaced with a new label. **IMPORTANT:** ensure that the adhesive and inlay remain intact.
2. All damaged labels are to be **RETURNED** to BAOSHEN – **DO NOT DISCARD DAMAGED LABELS!**



ROUTING GUIDE



C A M U T O G R O U P



Booking

- VCS Group, LLC has established relationships with Forwarders in your respective countries.
- During this unprecedented time of limited vessel capacity
 - Factory **MUST** project its container booking needs **6 weeks prior to vessel sail date**, email the detail information on anticipated PO's that will be ready (freight bookings) to assigned forwarder, so they may prepare the space.
 - Understand that a few days to one week prior to shipment this may change slightly and **communication** with the forwarder is essential on any changes in order to guarantee space and avoid costly penalties imposed by the Steamship Line for non-delivery of container³ for particular sailing.
- Please refer to the Approved Forwarders List available from your Camuto Group Factory Sourcing Office to specify the forwarder to use for air or ocean shipment. If any questions, contact imports@camutogroup.com.

Booking details

Camuto Origin Office contacts “ Approved Forwarder” in country and works with factory and forwarder and arranges booking. CG nominated forwarder will send the booking details directly to the International Logistics Department at the NJDC for approval.

If there is no origin office in the transaction the factory will arrange booking directly with the “ Approved Forwarder” in country and the forwarder will send the booking details directly to the International Logistics Department at the NJDC for approval.

Shipping Documents

Factory will supply a complete set of ship documents to Origin Office and/or Approved Forwarder in country.

CGA Origin Office will forward documents via email to imports@camutogroup.com

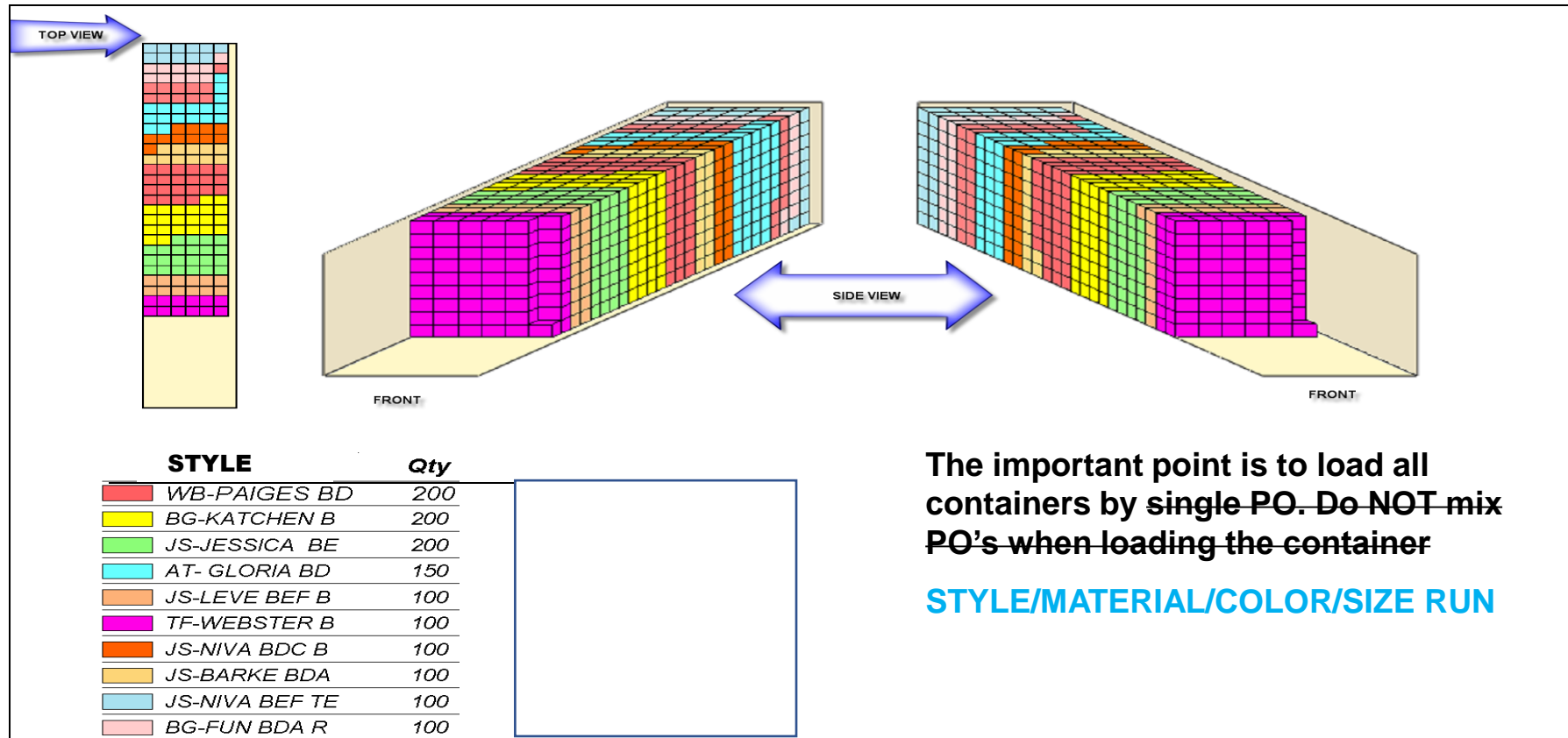
In the scenario where there is no logistics group within the origin office the factory **MUST** Provide a set of shipping document to the freight forwarder.

E-mail a complete set of shipping documents to imports@camutogroup.com indicating AIR SHIPMENT or OCEAN SHIPMENT in the subject line.

Camuto Approved Forwarders

Asia - ECX Global									
Unit 04-09, 21/F Ricky Centre									
36 Chong Yip St., Kwun Tong									
Kowloon, Hong Kong									
Loretta Liu									
Asst. General Manager									
Tel: +852 2191 2151 Direct Tel: +852 3529 3101 Cell: +852 9646 1018 +86 155 075 67648									
Loretta.Liu@eurocargo.hk									
South America - ECX Global									
Av. Carlos Strassburguer Filho, 5796, Sala 23									
Campo Bom, RS 93700-000 BR									
Tel: +55 51 3038-3333 (branch line 1319) Cell: +55 51 99226-5437									
sfaller@eurocargo.com									
Samuel Faller									
Europe- ECX Global									
Via Di Gonfienti 5/C									
Prato, Tuscany 59100 IT									
Tel: +39 0574 591660									
ocean2@eurocargo.com									
Flavio Antoi									
Ocean Operations									

Container Loading Requirements



STYLE	Qty
WB-PAIGES BD	200
BG-KATCHEN B	200
JS-JESSICA BE	200
AT- GLORIA BD	150
JS-LEVE BEF B	100
TF-WEBSTER B	100
JS-NIVA BDC B	100
JS-BARKE BDA	100
JS-NIVA BEF TE	100
BG-FUN BDA R	100

The important point is to load all containers by single PO. Do NOT mix PO's when loading the container

STYLE/MATERIAL/COLOR/SIZE RUN

The following is critical to our automated receiving process:

- Please ensure that maximum CBM is loaded onto the container
- **All shipments MUST load by :**
.Style, Material, Color and Size Run (SORT ID - page 36) with no regard of PO number.
- USE NO SOLID WOOD PACKING MATERIAL IN CONTAINER
- You **MUST** use the 3 digit Sort ID (**in circle on carton label – Pg.36**) as a loading guide.

Hanging Dry Sacs

- Follow Super Dry recommendation for quantity of Hanging Dry-Sacs to be place in each container based on size.

Contact information for Super Dry

China (Shenzhen Office)
Super Dry Desiccant Co., Ltd
Building 3
Express Luck Industrial Park
No.88 Baotongnan Road
Xikeng, Heng Gang Town
Long Gang District, Shenzhen, China

Contact – Candy Huang
Tel – 86-755-8521-7133
Mobile – 86-138-2328-5501
Fax – 86-755-8973-7601
Email – candy@superdryers.com.cn

Contact – Minnie Huang
Tel – 86-755-8973-7600
Mobile – 86-138-2332-1810
Fax - 86-755-8973-7601
Email – minnie@superdryers.com.cn

Vietnam
PCS Trading and Services Company
38 Street 45
Binh Thuan Ward, District 7
Ho Chi Minh City, Vietnam

Contact – Nguyen Van Lap
Tel – 848-3771-6373
Mobile – 848-9036-89288
Fax – 848-37716377
Email – vanlap@pcs.com.vn



Shipment Documentation



C A M U T O G R O U P



Documentation

- Shipping Documents for shipment consigned to Designer Brands Inc. (DBI) in Columbus, Ohio are to be e-mailed to
 - lyndaberg@dswinc.com;
 - patriciarendon@dswinc.com;
 - and
 - brokerage@eurocargo.com for shipments that discharge East Coast ports of NY/NJ or Norfolk
 - and to brokerage1.lax@eurocargo.com for shipments that discharge West Coast ports of LA/LGB, SEATTLE/TACOMA, Prince Rupert
- Shipment documents for consignee Designer Brands Canada get email mailed to DBCImports@designerbrandscanada.com
- Shipment documents for shipment to VCS Group are to be sent to imports@camutogroup.com

Include:

- Commercial Invoice
- Packing List
- Interim Footwear Invoice (IFI) for footwear only
- [Manufacturers Letter of Guarantee](#)
- [Country or Origin MUST be indicated on the commercial invoice and FORM A or related Country of Origin documents supplied for Free Trade Agreement and General System of Preference \(GSP\) countries.](#)
- Supplier Questionnaire - loading (for ocean shipments)
- Copy of the AWB or Ocean Bill of Lading
- Copy of FORM A for shipment from GSP or Free Trade Agreement country

Commercial Invoice

- 1) COMMERCIAL INVOICE - BASIC A signed Commercial Invoice in English that references the PO number, country of origin, manufacturer name and address, shipping terms, quantity, price per individual unit (in US dollars), SKU number(s), HTS # full 10 digit and a full description of the merchandise. All discounts must be stated separately from the per-unit cost of merchandise. All rebates, drawbacks and bounties granted upon the exportation of merchandise must be itemized separately. Items considered 'free of charge' must have a commercial value listed for Customs purposes.

- 2) INVOICE – BUYING AGENT’S COMMISSION (if applicable) Said Commercial Invoice must contain the statement:

'A Buying Agent’s commission was invoiced separately and paid to (insert Agent’s name) under a separate invoice.'

Commercial Invoice

Template Provided

- Name and address of Seller/Vendor and name and address of shipper.
- Name and address of Purchaser/Consignee (must state the importer of record)

Designer Brands, Inc	VCS Group, LLC	Designer Brands Canada
810 DSW Drive	1407 Broadway 3 rd Floor	44 Kodiak Crescent
Columbus, Ohio 43219	New York, NY 10018	North York, Ontario M3J 3G5 Canada
- Invoice Number and Date
- Port of Loading Port of Discharge
- Vessel Name, Vessel Sail Date, Vessel Arrival Date
- Term of Sale - Net 60
- Style Name or Number from Purchase Order by color and material and Purchase Order Number(s), HTS code
- Quantity shipped (CTNS and Pairs), By Purchase Order, By Color, By Material
- Purchase price in the currency of the purchase with currency type specified. (This must be shown as the FOB price.)
 - Unit Price
 - Total Invoice Amount
- INCO Terms of Sale (FOB Departing Port/Airport). For example, FOB Hong Kong
- All discounts, and reasons for the discounts (if applicable)
- Country of Origin
- Name and address of actual factory as indicated on the purchase order.
 - Name and address of any subcontractor used in origin conferring process – assembly outsole to upper for footwear and cut and sewn for handbags. (*)
- Buying Agent Commission Statement - If a commission is paid separately to a bona-fide buying agent and vendor on invoice is factory, invoice must include statement that " Buying commission in amount of \$ xxxx or 3% of FOB price is paid separately to _____ Bonafide Buying Agent.
- Wire Payments Instructions

(*) See commercial invoice FAQ's

Sample Commercial Invoice template

Commercial Invoice Frequently Asked Questions (FAQ) distributed with the commercial invoice template.

Country of Origin needs to be clearly indicated on the Commercial Invoice

Commercial Invoice									
SHIPPER: XXX I XXX XXX				Invoice Number XXXX			Shipment Number		
Sold To: VCS GROUP LLC 1407 BROADWAY 3RD FLOOR NEW YORK,NY 10018 PH: 929-298-6200				Document: Date Aug 9, 2021			Delivery Number		
				Port of Loading SHANGHAI,CHINA			Sailing Date(ETD) Aug 11, 2021		
				Port of Discharge LOS ANGELES,CA			Arrival Date(ETA) Aug 29, 2021		
				L/C Number T/T 60days			Vessel COSCO SHIPPING PANAMA/029E		
Goods Description MENS FOOTWEAR									
PO	STYLE	COLOR	MATERIAL	HTS CODE	Quantity		UNIT PRICE		TOTAL AMOUNT
					CTNS	PAIRS	USD	USD	
XXXXXXXXXX	XX-XXXXXX	COGNAC/JAVA	ASTI MEN/GROSGRAIN	6403.99.6075	460	5520	USD 10.20	USD 56,304.00	FOR SHANGHAI CHINA
TOTAL :					460	5520	USD	56,304.00	
*THIS INVOICE TOTALS U.S. DOLLARS ONE HUNDRED TWELVE THOUSAND SIX HUNDRED AND EIGHT ONLY.									
* Country Of Origin : CHINA									
* Manufacturer : MANUFACTURING FACTORY NAME Subcontractor: SUBCONTRACTOR FACTORY NAME									
ADDRESS ADDRESS									
ADDRESS ADDRESS									
Factory Code 325014									
WIRE INSTRUCTION : T/T 60days									
BENEFICIARY : XXXXX									
A/C NO. : XXXXX									
BANK : XXXXX									
BANK ADDRESS : XXXXX									
SWIFT CODE : XXXXX									
SHIPPER / BILLING ENTITY NAME and CHOP									

On the bottom right of the invoice will be information for DBI/DBC/Camuto Internal Use and will include formulas to obtain the information. This information is all reflected elsewhere on the invoice, the GL CODE is pulled from a data tab in excel workbook

CAMUTO INTERNAL USE ONLY	
FCR #	XXXX
DATE	Aug 9, 2021
GL CODE	#N/A
Factory Code	325014

Packing List

- Packing List – must include the following:
 - Vendor name and address
 - Purchase Order number
 - Style name
 - Style color
 - Style material
 - Size run or Prepack code (shoes)
 - Quantity breakdown in pairs and cases
 - Dimensions each carton (L x W x H)
 - Net and Gross weight each carton – indicate in kilos or pounds
 - Total number of cartons
 - **Total Net and Gross weight of the unit**
 - Total cubic measurement

PACKING LIST																												
Shipper: HUIZHOU LAYU SHOES CO., LTD 1-17 BUILDING A-15 BLOCK, HAIBIN T'WO ROAD, HUANGBU TOWN, HUIDONG COUNTY					VESSEL NAME: OOCL BERLIN V.030E FROM: HONG KONG PORT TO: NEW YORK PORT DESCRIPTION: WOMEN'S FOOTWEAR					ETD: ***** ETA: ***** Invoice No. LY19J53941																		
Sold To: VCS GROUP LLC 411 WEST PUTNAM AVENUE GREENWICH, CT 06830					Notify: VCS GROUP, LLC Euro Cargo Express 32 SPRINGSIDE ROAD 154 - 09 146th Avenue WESTAMPTON NJ 08060 & Jamaica, N. Y. 11434 TEL: 856-845-1700 FAX: 856-261- Att: Terry Marino Att:Linda Corzi & Phil Barousse TEL: 718 - 918 - 0808 Fax: 718 - 276 - 5443																							
PO	STYLE	COLOR	MATERIAL	RUN CODE	CARTON NO.	SIZE												QTY (PRS) PER	TOTAL CTN	TOTAL PAIRS	CBM / Carton	Total CBM	N.W. / Carton (kg)	Total N.W.(kg)	G.W. / Carton (kg)	Total G.W.(kg)		
						5	6	7	8	9	10	11	12	13	14	15	16											
0707JS3941	JS-MONRAH	FAWNY	LUX KID SUEDE	B55	1 - 1			1	2	2	2	2	2	2	1	1				15	1	15	0.12	0.12	9.60	9.60	13.50	13.50
				B6F	2 - 3					1	1	1	1	1		1			6	2	12	0.05	0.10	3.84	7.68	5.40	10.80	
				B6Q	4 - 5					1	1	2	1	1					6	2	12	0.05	0.10	3.84	7.68	5.40	10.80	
				B61	6 - 10							1	1	1	1		1		6	5	30	0.05	0.24	3.84	19.20	5.40	27.00	
				B62	11 - 12			1	1	1	1	1	1						6	2	12	0.05	0.10	3.84	7.68	5.40	10.80	
				B65	13 - 13	1	1	1	1	1			1						6	1	6	0.05	0.05	3.84	3.84	5.40	5.40	
				B3A	14 - 15			1	1	1	1	1	1	1	1				9	2	18	0.07	0.14	5.76	11.52	8.10	16.20	
				B9Q	16 - 17					1	1	1	1	2	1	1		1	9	2	18	0.07	0.14	5.76	11.52	8.10	16.20	
				MDH	18 - 22	1	2	2	2	2	2	1							12	5	60	0.09	0.47	7.68	38.40	10.80	54.00	
				M5V	23 - 23			1	1	2	1	2	2	2	1	2		1	15	1	15	0.12	0.12	9.60	9.60	13.50	13.50	

Interim Footwear Invoice (IFI)

- Footwear factories will provide a completed Interim Footwear Invoice (IFI) for every Purchase Order (PO). If there are multiple upper materials for a PO then there will be one IFI for each upper material type. The IFI must be included with the commercial documents turned over to the forwarder at time of export.

- IFI is to be supplied for all Footwear shipments

- Commercial Invoice number
- Style name
- Purchase Order number
- Factory name
- Authorized Signature
- Color
- Material

WAH LAI FOOTWEAR COMPANY LIMITED
 INV. NO. CGA130818F
 PO. NO. 0707JS1123
 STYLE JS-CALIE
 COLOR: NUDE
 MATERIAL: PATENT
 H.T.S.# : 6402.99.3165

FOOTWEAR CLASSIFICATION DATA FORM

A. Complete questions 1 through 6 for all footwear.

1. Manufacturer's style number(s), if any: _____

2. Importer's style and/or stock number(s), if any: _____

3. Identify the material which makes up the greatest portion of the external surface area of the upper (accessories and reinforcements **excluded**):

a. leather _____

b. rubber and/or plastics ("R/P") _____

c. textile materials _____

d. other materials _____

4. Identify the materials which makes up the greatest portion of the sole in contact with the ground (accessories, reinforcements, spikes, etc. **excluded**):

a. leather _____

b. composition leather _____

c. R/P _____

NT FOR DELAY OF SHIPMENT FOR _____

d. R/P with textile materials representing the majority material in contact with the ground _____

e. other materials _____

5. Is the footwear sports footwear (see definition on reverse)?
 Yes _____ No

6. Is the footwear exclusively for men, youths, or boys?
 Yes _____ No

7. Does the footwear have a protective metal toe cap?
 Yes _____ No

8. What is the height of the upper?
 a. covers the knee or higher _____

b. covers the ankle but not the knee _____

c. does not cover the ankle _____

9. Complete questions 9 through 16 only when uppers and soles are R/P

9. Is the footwear molded, vulcanized or cement construction?
 Yes _____ No

10. Are the external surface areas of the upper, the sole and any lining (all accessories and reinforcements included) over 90% PVC?
 Yes _____ No

11. Is the footwear designed for use without closures?
 Yes _____ No

12. Is the external surface area of the upper (all accessories and reinforcements included) over 90% R/P?
 Yes No _____

13. Is the footwear protective in nature?
 Yes _____ No

14. If the answer to question 13 is yes, are the uppers entirely of non-molded construction from a point 3cm above the top of the outer sole?
 Yes _____ No

15. Is the footwear:
 a. zoris _____

b. made on a base or platform of wood _____

c. made on a base or platform of cork _____

d. open toes or open heels _____

e. exclusively adhesive construction _____

f. slip-on type _____

g. one piece molded sandal _____

h. none of the above _____

16. Complete question 17 only when uppers are leather and soles are leather, composition leather, or R/P

17. Is the footwear:
 a. welt construction _____

b. turn or turned construction _____

c. constructed with uppers consisting of leather straps across the footstep and around the big toe _____

d. made on a base or platform of wood _____

e. constructed with pigskin uppers _____

f. none of the above _____

18. Complete question 18 only when the uppers are textile materials and soles are leather or composition leather

18. Is the footwear less than 10% by weight of R/P, unless than 50% by weight of textile materials, and R/P?
 Yes _____ No _____

19. Complete questions 19 to 21 only when the uppers are textile materials and the soles R/P

19. Does the footwear have a foxing, foxing-like band or soles that overlap the upper except at the toe or heel?
 Yes _____ No _____

20. Is the external surface area of the upper more than 50% leather (leather accessories and reinforcements included)? If yes, answer no further questions; if no continue to question 21
 Yes _____ No _____

21. Is the footwear:
 a. less than 10% by weight of R/P _____

b. constructed with uppers of vegetable fibers (cotton, flax, ramie) _____

c. protective in nature _____

d. open toe or open heel _____

e. slip-on type _____

f. exclusive adhesive construction _____

g. athletic footwear _____

h. none of the above _____

22. Complete questions 22 and 23 only when uppers and soles are textile materials.

22. Are the uppers and soles separate pieces?
 Yes _____ No _____

Manufacturer Letter of Guarantee

MANUFACTURER'S LETTER OF GUARANTEE

An original signed Letter of Guarantee on official factory letterhead from the manufacturer that produced goods stating: 'I (Individuals Name), a duly authorized representative of (Factory Name) located at (Address including Country) do hereby verify that the following information pertains to the merchandise on invoice number (Invoice Number) for PO Number (PO Number).

Said Letter of Guarantee must contain the following information: Name of producing factory (location that origin conferring process took place – assembly of upper and outsole for footwear and cut and sew for handbags), contact person, e-mail address, address where the goods were produced (including city, state or province, postal code and country), and the style numbers produced at this factory. Said Letter of Guarantee must also contain either the above information about any subcontractors that were used, or the phrase 'No subcontractors were used'.

Certificate of Origin

- Country of Finish Goods Product – **MUST** be indicated on the commercial invoice for all origins.
- **Duty Free countries such as: Mexico, Ethiopia, Dominican Republic and certain items from India, Cambodia under GSP Vietnam and EU for shipments to Canada require FORM A and other additional documentation to substantiate the duty-free claim. Check the Preferential Tariff Treatment section of this guide.**

Preferential Tariff Treatment – Free Trade Agreements, General System of Preference (GSP)

- Following docs are needed at the time of shipment.
 - Shipping Documents will now include:
 - Commercial Invoice
 - Packing List
 - IFI Form (Footwear)
 - Bill of Lading

 - Generalized System of Preferences Certificate of Origin Form A
 - OR
 - Program Specific Country of Origin form, such as USMCA or CUSMA certificate
 - Component Questionnaire
 - Cost Sheet
 - Manufacturers Affidavit and Certificate of Origin form

Preferential Tariff Treatment – Free Trade Agreements, General System of Preference (GSP)

CENTRAL AMERICA-DOMINICAN REPUBLIC-UNITED STATES FREE TRADE AGREEMENT
CERTIFICATE OF ORIGIN

Please print or type

1. EXPORTER NAME AND ADDRESS COLINA Business Group ZONA FRANCA TAMBORIL CARR. SANTIAGO, TAMBORIL KM 5 SANTIAGO, DOMINICAN REPUBLIC Tel. 809-275-8800 TAX IDENTIFICATION NUMBER: 130-87785-4		2. BLANKET PERIOD (DDMMYY) FROM TO			
3. PRODUCER NAME AND ADDRESS COLINA Business Group ZONA FRANCA TAMBORIL CARR. SANTIAGO, TAMBORIL KM 5 SANTIAGO, DOMINICAN REPUBLIC Tel. 809-275-8800 TAX IDENTIFICATION NUMBER: 130-87785-4		4. IMPORTER NAME AND ADDRESS VCS GROUP, LLC 411 WEST PUTNAM AVE, GREENWICH, CT 06830 USA TAX IDENTIFICATION NUMBER:			
6. DESCRIPTION OF GOOD(S) LADIES SANDALS STYLE: JS-ELLROSE PAIRS: 2148 PO: 0707JS4024 TOTAL NET WEIGHT: 1,439.16 KG TOTAL GROSS WEIGHT: 2,384.28 KG		8. HS Tariff Classification Number 6403.99.9065	7. Preference Criterion B1	9. Other Criterion CBG-4668	10. Country of Origin DOMINICAN REPUBLIC
11. Remarks - Observations 12. Under oath I certify that: - The information on this document is true and accurate and I assume the responsibility for proving what is hereby certified. - I am aware that I am liable for any false statements or materials omissions made or in connection with this document; - I agree to maintain, and present upon request, documentation necessary to support this certificate, and to inform, in writing all persons to whom the certificate was given of any changes that could affect the accuracy or validity of this certificate; - The goods originated in the territory of one or more of the Parties, and comply with the origin requirements specified for those goods in the Central American-Dominican Republic-United States Free Trade Agreement and that there has been no further production or any other operation outside the territories of the Parties; unless those specifically determined in Article 4.12, Annex 4.1, or Appendix 3.3.8. - This certificate consists of _____ pages, including all attachments.					
11a. AUTHORIZED SIGNATURE 11a. NAME (Print or Type) JOSE OSORIA			11b. COMPANY COLINA BUSINESS GROUP, SRL 11d. TITLE EXPORT MANAGER		
11e. DATE (DDMMYY) 1/29/2015		11f. Telephone Number 809-275-8800		(Facsimile) 809-580-9900	

CUSTOMS FORM 434

Certificate of Origin

1. Goods consigned from (exporter's business name, address, country) Hua Jian International Shoe City (Ethiopian) P.L.C Block 1-B, Eastern Industrial Zone, Dukem City Administration Oromia Regional State, The Federal Democratic Republic of Ethiopia	Reference No A No 0097882 GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate) FORM A
2. Goods consigned to (consignee's name, address, country) VCS GROUP, LLC 411 WEST PUTNAM AVENUE GREENWICH, CT 06830	Issued in Ethiopia (country) See notes overleaf
3. Means of transport and route (as far as known) loaded container in Dukem City From Dukem City to Djibouti by Truck From Djibouti to Newark by Vessel	4. For official use

Factory Letterhead

Component Questionnaire -- Duty Free Countries	
Factory / Address:	
Style Name: _____	VCS Group Material Description: _____ PO #(s): _____
Footwear Component -- LEATHER UPPER	
Is this an ongoing material and is it purchased from the same supplier?	YES or NO
Supplier Name / Address: _____	
Factory PO Number(s) to Supplier: _____	
Must have the Supplier Name and their Material Reference #)	

Component Questionnaire

Preferential Tariff Treatment – Free Trade Agreements, General System of Preference (GSP)

MANUFACTURER'S AFFIDAVIT & CERTIFICATE OF ORIGIN		
Manufacturer Name / Address		

Manufacturers
Affidavit of
Origin

I/We hereby, affirm and declare that the products listed below are wholly the growth of the country and are substantially transformed by us, or certified to be substantially transformed by others, through the process of manufacturing (other than simple combining, repackaging, etc.) into its current FORM, FIT, and FUNCTION as indicated in the parts listing below.

Cost
Sheet

VENDOR LETTERHEAD						
COST SHEET - DR-CAFTA						
Commercial Invoice:				Purchase Order:		
Vendor Name:				Style Name:		
Manufacturer Name:				Quantity:		
Ship Date:						
				Cost Breakdown of Materials PER UNIT		
	Raw Material Supplier Name	Description of Raw Material		Country of Origin Raw Material	Quantity	Unit of Measure Total

General System of Preferences (G.S.P.)

(insert company letterhead here)

COST SHEET - GSP / AGOA					
Commercial Invoice:		Purchase Order:			
Vendor Name:		Style Name:			
Manufacturer Name:		Quantity:			
Ship Date:					
		ORIGIN OF EACH MATERIAL / COMPONENT	Cost Breakdown of Materials PER UNIT		
	Raw Material Description		Quantity	Unit Price (USD)	Total

Cost Sheet

Manufacturer's Affidavit of Origin

MANUFACTURER'S AFFIDAVIT & CERTIFICATE OF ORIGIN		
Manufacturer Name / Address		

I/We hereby, affirm and declare that the products listed below are wholly the growth of the country and are substantially transformed by us, or certified to be substantially transformed by others, through the process of manufacturing (other than simple combining, repackaging, etc.) into its current FORM, FIT, and FUNCTION as indicated in the parts listing below.

Fish & Wildlife Product

Product made of fish and wildlife (ex: snake skin, shell) NON CIITIES product must indicate the following detail on the invoice.

- Genus
- Species
- Common Name
- Price per unit
- Cost per unit
- Country or Origin
- Farm Raised OR Taken from the Wild

All fish and wildlife must be vetted by the TRADE compliance team to ensure that the article does not require CIITIES. Contact SandyPray@camutogroup.com and ChristineStasny@camutogroup.com