



## 2022 Complete Orchard Vendor Manual

**Eatonton, GA**

**Distribution Center**

**148 Industrial Blvd., Eatonton, GA 31024**

**Phone (706) 485-4568 Fax (706) 485-9872**

**Table of Contents**

**Welcome to Bluestem .....3**

**Bluestem Brand’s Supplier Code of Conduct .....4**

**U.S. Vendors - Contact Information.....8**

**Contact Information for Direct Sourced Overseas Vendors.....9**

**Transportation Requirements .....10**

**Shipment Preparation and Loading Requirements .....12**

**Import Transportation and Routing Requirements.....15**

**Pallet/Carton Shortage/Concealed Shortage/Freight Claim .....20**

**Invoice Requirements .....21**

**Wire Transfer Instructions .....22**

**EDI Requirements .....23**

*Appleseed’s, Blair, Draper’s & Damon’s .....23*

*Haband.....24*

**eSPS Requirements .....25**

*Appleseed’s, Blair, Draper’s & Damon’s .....25*

*Haband.....25*

**Master Carton Labelling Requirements.....27**

**Mixed SKU Cartons .....31**

**Master Carton Construction and Dimensions.....32**

**Unit Labeling Requirements .....35**

*Haband UPC Labeling (Product UPC Stickers) .....35*

*Appleseed’s, Blair & Drapers Barcoded Unit Labeling.....37*

**Unit Label Placement .....43**

**Unit Packaging Requirements .....47**

*Packaging Information Form (PIF).....47*

*General Packaging Rules .....47*

*Moisture Control / Mold Prevention Requirements .....48*

**Apparel Packaging Requirements.....49**

*Garment on Hangers (GOH) Packaging Requirements .....53*

*Footwear Packaging Requirements.....56*

**Non-Apparel Packaging Requirements .....58**

*Jewelry Packaging Requirements.....58*

*Health & Beauty Packaging Requirements .....59*

**Packaging Info Form - Apparel.....60**

**Packaging Info Form Non-Apparel.....61**

**ORM-D: Other Regulated Materials for Domestic Transport Only .....62**

**Late Shipment Penalty Offsets .....63**

**Cancellation of Purchase Order.....65**

**Certificate of Liability Insurance Requirements.....66**

*Example COI for reference .....67*

**Return to Vendor.....69**

**Expense Offsets.....71**

## **Welcome to Bluestem**

The Bluestem Brand catalogs of Appleseed's, Blair, Draper's & Damon's & Haband are proud to be working with you.

This manual covers information and requirements for shipping orders to the Bluestem Eatonton Ga. Distribution Center. Please fully review the information in this manual before shipping your product. It is critical that the requirements within this manual are followed so we can provide our customers with the best experience possible. We recognize and appreciate your help with making that a success!

If for any reason you are unclear about any of the requirements we are asking for, please contact us directly.

Sincerely,  
The Bluestem Compliance Team

## Bluestem Brand's Supplier Code of Conduct

Bluestem Brands ("Bluestem Brands") is guided by the highest ethical and legal standards with the intent of obtaining and maintaining a reputation for excellence and ethical conduct in all aspects of our business. We expect the same of our Suppliers. This Bluestem Brand's Supplier Code of Conduct ("Supplier Code of Conduct") applies to all facilities that produce goods for Bluestem Brands and any of its affiliated companies. Bluestem Brands views its Suppliers, licensees, and their subcontractors as an integral element of our business success and strives to select Suppliers who adopt strong ethical standards and conduct their operations in a manner that respects the rights of the individuals they employ. Bluestem Brands' Private Brand Suppliers will not utilize subcontractors in the manufacturing of products or components without Bluestem Brand's prior written approval, and only after the subcontractor has agreed in writing to comply with this Supplier Code of Conduct. While it is not possible to develop a detailed set of rules covering all circumstances, this Supplier Code of Conduct is intended to assist Suppliers in understanding their responsibilities. It is the responsibility of every Supplier to read, understand and comply with this Supplier Code of Conduct.

### **Audits and Inspections**

Bluestem Brands reserves the right to audit Suppliers and/or any manufacturers, contractors or subcontractors used in the manufacturing or finishing of any products that are ordered by Bluestem Brands or any of its affiliated companies in order to monitor compliance with this Supplier Code of Conduct. Verification of compliance is subject to audits by Bluestem Brands or a third party designated by or otherwise acceptable to Bluestem Brands. Bluestem Brands reserves the right to cease doing business with a Supplier who does not comply with this Supplier Code of Conduct. Bluestem Brands reserves the right to: cancel a purchase order; return or revoke acceptance of affected goods; require that corrective action be taken; and cease doing business with a Supplier who does not comply with this Supplier Code of Conduct. Suppliers shall be liable for all related damages incurred by Bluestem, as a result of non-compliance with this Supplier Code of Conduct.

### **Antitrust**

Bluestem Brands competes vigorously, fairly and in compliance with all applicable antitrust and related laws. The purpose of antitrust laws is to protect competition. All Suppliers must be familiar with the requirements of U.S. antitrust laws so they may comply with the laws, as well as maximize the competitive position of Bluestem Brands. Violation of antitrust laws is a felony and can result in imprisonment and fines for both the Supplier and Bluestem Brands. Damage awards in civil suits which arise out of violations of antitrust laws are tripled and may include costs and attorneys' fees. The cost in time, reputation and lost business can be staggering.

As a retailer, our primary antitrust concern lies in communications with our competitors and Suppliers. Bluestem Brands may not discuss prices, markups, markdowns or other terms or conditions of sale, or supplier relationships with Bluestem Brands' competitors. In addition, no information regarding any future plans of Bluestem may be discussed with competitors. No Bluestem Brands' employee may make any agreement, whether directly or indirectly, with a competitor regarding price or other terms or conditions of sale or market allocation. Suppliers may not act as intermediaries for the transmittal of any of the above information.

### **Labor and Human Rights**

Bluestem is concerned about human rights and expects its Suppliers to share this concern by complying with the standards outlined here.

- **Safe and Healthy Workplace** – Suppliers must provide a safe and healthy workplace that complies with local laws. If Suppliers provide living quarters for their employees, the living conditions must be safe and healthy and comply with all local laws. Bluestem Brands' Suppliers shall have procedures and systems to manage, track, and report occupational injuries and illnesses, exposure of workers to chemical, biological, and physical agents, and motor vehicle incidents. Fire prevention equipment must be accessible, and employers are responsible for conducting fire prevention and evacuation training.
- **Forced Labor, Slavery or Human Trafficking** – Suppliers must not support, promote or engage in forced labor, slavery or human trafficking in connection with the supply chain and the manufacture of products for Bluestem Brands. All work must be voluntary and workers should be free to leave work or terminate their employment with reasonable notice. Workers must not be required to surrender any government-issued identification, passports, or work permits as a condition of employment.
- **No Harassment or Abuse** – Suppliers must be committed to a workplace free of harassment. Suppliers may not threaten workers with or subject them to harsh or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental coercion, physical coercion or verbal abuse. In addition, Bluestem Brands' Suppliers may not use monetary fines as a disciplinary practice.
- **No Discrimination** – Workers must be employed and compensated based upon their abilities, rather than upon their physical and/or personal characteristics or beliefs, affirming the principle of no unlawful discrimination based on race, color, gender, religion, national origin or sexual orientation.
- **Reasonable Working Hours and Overtime** – Suppliers must not require a work week which exceeds local laws or business customs.
- **Fair Wages** – Suppliers must provide wages and benefits in compliance with local laws. Employees must be provided with a clear, written accounting for each pay period.
- **Child Labor** – Suppliers must adhere to child labor laws as defined by local minimum working age standards.

**Conflicts of Interest**

No Supplier shall bribe or make any payment of any kind, including gifts of more than nominal value, to any Bluestem Brands' employee. Receipt of a bribe or unauthorized gift is a conflict of interest by the Bluestem Brand's employee and a violation of the employee's employment relationship with Bluestem Brands. While it is not possible to develop a comprehensive set of rules covering all circumstances, the following are examples of types of activities by a Supplier that could be considered a conflict of interest:

- Giving cash payments in exchange for a purchase commitment.
- Giving gifts to Bluestem Brands' employees, including samples for personal use.

Bluestem Brands' employees may accept certain social amenities, gifts of limited value, or infrequent meals or entertainment when they are offered. The following are examples of types of activities by a Supplier that are not considered a conflict of interest:

- Gifts of promotional or advertising materials having nominal value and bearing the Supplier's identification.

- Customary business amenities, such as meals and entertainment, if they are associated with a business purpose, reasonable in cost (under \$100 US Dollars), infrequent, and the employee is accompanied by the Supplier.

**Anti-Corruption**

Suppliers must comply with all applicable anti-corruption laws including but not limited to the U.S. Foreign Corrupt Practices Act. No Bluestem Brands' Supplier may offer, promise or give anything of value to a foreign official for the purpose of exerting influence or to get or keep an improper benefit or advantage.

**Environmental Laws**

Bluestem Brands strives to conduct its business in a manner that protects and preserves the environment. Suppliers are expected to comply with all applicable laws concerning environmental protection. At a minimum, we expect our Suppliers to meet applicable environmental laws, rules and regulations in the countries in which they do business. Suppliers must obtain, maintain and keep current all required environmental permits (e.g. discharge monitoring) and registrations and follow the operational and reporting requirements of such permits.

**Imports/Exports/Customs**

Suppliers must ensure that all products manufactured for, or sold to, Bluestem Brands comply with all applicable laws, regulations, standards and orders of the United States or any other applicable national, state or local government that pertain to global trade including, but not limited to, the U.S. Customs Service laws and regulations governing the importation/exportation, entry/exit and sale of imported/exported merchandise. Suppliers must make all reasonable efforts to make sure that all commercial documents required for U.S. Customs entry/exit are true and accurate.

Bluestem Brands does not permit or condone the violation of any domestic, foreign or international laws, rules or regulations including those governing labor, the environment and the sale of goods. Nor does Bluestem Brands permit or condone the use of child, indentured, involuntary, prison or uncompensated labor under any circumstances, or any activities which are in violation of U.S. customs laws, international agreements, or foreign laws governing international sale of goods including false declarations of country of origin or other false documentation, counterfeit visas, or transshipment to evade the quota restraint agreements negotiated between the country of export and the United States.

**Intellectual Property**

Unauthorized use by Suppliers of copyrights, patents, trademarks, service marks, logos, designs or other intellectual property in which Bluestem has established rights will be vigorously prosecuted. Unauthorized use of intellectual property in which other companies or individuals have protectable rights is to be carefully avoided. Suppliers must comply with usage requirements communicated by owners of such intellectual property.

Suppliers shall protect Bluestem's confidential information and shall not divulge any Bluestem information that a prudent business person would consider sensitive or which is designated by Bluestem as sensitive, proprietary or confidential. Such information includes, but is not limited to, strategic, personal and financial information. Such information also includes product design or other product-related information owned or licensed by Bluestem Brands. Suppliers shall not make any announcements or release any information to any member of the public, press, official body, business entity or other person, or claim or imply any endorsement by Bluestem Brands or Bluestem Brands employees, without the express prior written consent of Bluestem Brands.

**Product Safety**

Manufacturing and selling safe products not only helps Bluestem Brands meet its legal obligations, but are imperative to meeting our commitment of quality and value to our customers. To provide products that satisfy our requirements, Bluestem Brands pays careful attention to product design, manufacture, advertising, assembly and delivery. We expect our Suppliers to help us meet those commitments by following our Purchase Order Terms and Conditions, and the category and product specific requirements found within the Supplier Guidelines.

**Whistleblowers**

Suppliers must create programs to ensure the protection of worker whistleblower confidentiality and to prohibit retaliation against workers who participate in such programs in good faith or refuse an order that is in violation of this Supplier Code of Conduct. Bluestem Brands will not tolerate retaliation, and any retaliation could result in the termination of the vendor relationship.

**Reporting Violations of Law or Supplier Conduct Guidelines**

For the protection of both Bluestem and Supplier, it is essential that each Supplier make prompt and full disclosure of any situation that may involve a violation of law or this Supplier Code of Conduct, whether or not Supplier is personally involved.

If you have a knowledge of, or a suspect violation of law, or the Supplier Code of Conduct, you may report the violation in either of the following ways:

Send an e-mail message to: [social.compliance@bluestembrands.com](mailto:social.compliance@bluestembrands.com)

Write to: Bluestem Brands.

13300 Pioneer Trail  
Eden Prairie, MN 55347  
Attention: Legal Department

Suppliers will not be subject to retaliation for reporting, in good faith, a suspected violation of this Supplier Code of Conduct.

**This Supplier Code of Conduct must be posted in a prominent place in all major workplaces, translated into the language(s) of the employees.**

## U.S. Vendors - Contact Information

1. Vendor Compliance – [VCompliance@bluestem.com](mailto:VCompliance@bluestem.com)
  - a. Questions regarding master cartons, master carton/unit labels, palletization, packaging of product etc.

### **Vendor Compliance Manager**

Alan Woodruff                      Phone (201) 608-3231  
Email: [alan.woodruff@bluestem.com](mailto:alan.woodruff@bluestem.com)

### **EDI/Labeling Issues**

Renee Schott                      Phone (814) 726-6223  
Email: [renee.schott@bluestem.com](mailto:renee.schott@bluestem.com)

### **Packaging**

Melissa Benson                      Phone (814) 802-1065  
Email: [melissa.benson@bluestem.com](mailto:melissa.benson@bluestem.com)

2. International Transportation/Routing - [customs-shipping@bluestem.com](mailto:customs-shipping@bluestem.com)
3. Domestic Transportation/Routing – [EDCTraffic@bluestem.com](mailto:EDCTraffic@bluestem.com)
4. Expense Offset Questions and Disputes - [vcompliance@Bluestem.com](mailto:vcompliance@Bluestem.com)
5. CH Robinson - [bluestemteam@chrobinson.com](mailto:bluestemteam@chrobinson.com)
6. Haband Master Carton Label System – [HabandCartonLabelQuestions@bluestem.com](mailto:HabandCartonLabelQuestions@bluestem.com)
  - a. Questions using the Haband Vendor Carton Label Printing system



## Contact Information for Direct Sourced Overseas Vendors

For orders sourced through Bluestem Brands Global Sourcing office  
Please contact the applicable Bluestem Brands office. They will serve as a contact point with the Bluestem Brands Distribution Center staff.

For all other Direct Sourced overseas vendors  
Please email [customs-shipping@bluestem.com](mailto:customs-shipping@bluestem.com) for any questions you might have. Please be sure to identify in your email the specific brand you are providing product to.

## Transportation Requirements

### Domestic Routing

1. Ship to Information

<b>Eatonton, GA</b>
Bluestem Brands– 006 148 Industrial Blvd. Eatonton, GA 31024

2. Transportation Requirements

- a. **The following routing requirements are requested five days prior to shipment but must be received a minimum of 48 hours in advance of the ship date.**

3. Collect Shipments

- a. Purchase Orders where the Shipments weight is over 100lbs require Vendors to schedule a pickup with CH Robinson. Vendor will pay the cost of any shipment routed through an unapproved carrier.
- b. **Bluestem Brands Routing Request Form – must be sent to**
  - i. [edctrffic@bluestem.com](mailto:edctrffic@bluestem.com) and [bluestemteam@chrobinson.com](mailto:bluestemteam@chrobinson.com)  
This form can be found on our vendor documents website at:  
[http://www.habandapparel.com/edi/spec\\_manual.html](http://www.habandapparel.com/edi/spec_manual.html)  
(refer to section titled Routing for Eatonton, Ga Distribution Center)

4. Small Parcel Shipments

- a. Purchase Orders where the shipment weight will be under 100 pounds follow the below process using UPS Small Parcel Service. Do not call CH Robinson:
- b. **Use UPS small package and bill shipment freight collect or third party**
  - i. If you already have a UPS account Go to [ups.com](http://ups.com) to begin the shipping process.
  - ii. If you need to set up an account to use UPS, visit [ups.com/gettingstarted](http://ups.com/gettingstarted) . Once on the Getting Started page, click Register for My UPS and follow the steps to receive your MY UPS ID and password.
- c. Further Instructions on using UPS Internet Shipping can be found on our Vendor Documents website:  
[http://www.habandapparel.com/edi/spec\\_manual.html](http://www.habandapparel.com/edi/spec_manual.html)  
(refer to section titled Routing for Eatonton, Ga Distribution Center)

d. **Shipping Address**

i. **The address for all UPS Shipments will be:**

Bluestem Brands Dist. Center  
148 Industrial Blvd Dock (Place appropriate dock letter here)  
Eatonton, Ga 31024

**Dock Letters**

Appleseed's = A	Blair = B
Drapers = D	Haband = H

Contact [edctrffic@bluestem.com](mailto:edctrffic@bluestem.com) for UPS account number if need

\*\*No Bill of Lading is needed on UPS shipments\*\*

5. **Prepaid Shipments**

- a. Purchase orders that are placed with prepaid shipment terms, require the vendor to be responsible for the handling and cost of the transportation to the Bluestem Brands Distribution Center.

6. **Scheduling a Receiving Appointment**

- a. All prepaid vendors are required to schedule an appointment with the Distribution Center Receiving Department forty-eight (48) business hours in advance of the delivery.
- b. To schedule an appointment call or email Bluestem Brands Eatonton DC with the following information:

**Phone (706) 485-4568 ext. 2058, ext. 2020, ext. 2059 Email: [EDCTraffic@bluestem.com](mailto:EDCTraffic@bluestem.com)**

- Purchase Order Number(s)
  - Number of Trailers
  - Trailer Number
  - Floor Loaded or Palletized/Number of Pallets
  - Total Shipment Weight
- c. The vendor will receive an appointment date and time. The delivery driver is expected to arrive within the appointment window. The driver should have purchase order number information and a copy of the bill of lading and a packing slip available.

**Shipment Preparation and Loading Requirements**

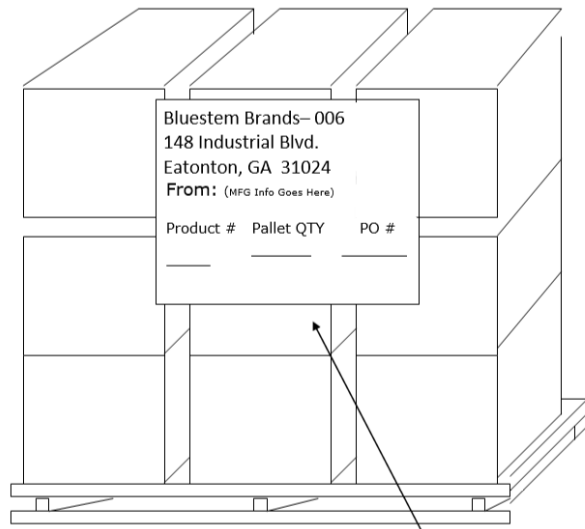
1. **Pallet Preparation/Requirements**

a. **The Eatonton Distribution Center will accept shipments on pallet(s) if the following conditions are met:**

1. Pallets must not exceed 1800 pounds
2. Maximum allowable pallet size is 40" x 48" x 56" (includes the height of the pallet)
3. Cartons on the pallet must be shrink or stretch wrapped to ensure no damage to the shipment during transit.
4. Cartons must be in a uniform pattern with carton labels facing outward
5. No cartons may hang over the side of the pallet
6. **Shipments should not be double stacked.**

b. A pallet label should be securely placed on the outside of the shrink/stretch wrap showing the Purchase Order number and number of cartons per SKU.

Pallet Shrink Wrapped & carton labels facing outward



Pallet Label Example

2. **Trailer Loading**

a. Full trailer shipments are to be loaded to limit the amount of empty space in the trailer. Load trailers to ensure that Purchase Order Number and SKU's are loaded together. In the event the trailer is not full:

1. Floor Loaded Trailer - step down the cartons to prevent any shifting or damage during transit.
2. Pallet Loaded Trailer – stabilize the pallet(s) to prevent any shifting or damage to the product during transit
  - a. Pallets **MUST** be loaded with fork access facing the opening of the trailer.
  - b. Pallets can be loaded long side facing out if it is a four-way entry pallet

**3. Truck Bill of Lading Prepaid Shipments****a. The following information must appear on the truck bill of lading:**

1. Bluestem Brands Purchase Order Number(s)
2. National Motor Freight Code (NMFC)
3. NMFC Freight Class
4. Carton or Pallet Count
5. Weight of the Shipment
6. Terms of shipment = "PREPAID"

**4. Truck Bill of Lading Collect Shipments**

- a. You will be provided a Bill of Lading by CH Robinson to be given to the driver when your shipment is picked up.

**Bill of Lading Should be Marked****Prepaid 3rd Party To:****CHR LTL****14800 Charlson Rd****Suite 2100****Eden Prairie MN 55347**

- b. Any incremental charges due to inaccuracies in the bill of lading will be the responsibility of the vendor.

**5. Pack List Requirements:**

- a. **Packing lists are mandatory** and must accompany each shipment. The packing list should be presented in a clear plastic envelop and attached to the outside of the last pallet or carton loaded for each shipment, facing the trailer or container door. If the Bill of Lading also serves as the packing list, please make a copy of the Bill of Lading and attach this to the last pallet or carton in a clear plastic envelop.

- i. Bluestem Brands requires at least one packing list per trailer. If you have multiple purchase orders shipping on the same trailer, there must be a separate packing list for each purchase order.
- ii. If the packing slip is not clearly visible, a label should be used notifying receiving that the packing slip is enclosed.
- iii. Any packing slip placed inside a carton must be clearly identified on the outside of the carton (i.e. Colored label reading 'Packing Slip Enclosed')
- iv. A copy of the packing slip should also be submitted to the driver along with the BOL and other shipment paperwork. The original must remain on the freight as instructed above.
- v. Packing Slip carton location (i.e. Carton 1 of 50) should be noted on the BOL.

- b. The packing slip detail must contain the following information

- i. Purchase Order number
- ii. Bluestem Brands SKU number or
- iii. Vendor Style/Model number and Production Description including color and size
- iv. Total Number of Cartons per SKU
- v. Number of Units in each carton per SKU
- vi. Total Number of Units per SKU
- vii. Master Carton Dimensions

- c. Please note that Bluestem Brands will not begin processing vendor shipments without the required packing slip.
- d. The pack list **MUST** be emailed to [receiving@bluestem.com](mailto:receiving@bluestem.com) 48 hours prior to the shipment arriving at the EDC.

## Import Transportation and Routing Requirements

The International Routing requirements apply where the FOB is the consolidator's warehouse or ocean carrier terminal in a foreign port and Bluestem Brands is the importer of record with U.S. Customs and Border Protection (CBP).

The ON TIME CUT-OFF date is the last date a shipment should be delivered to the carrier's terminal (FCL) or consolidator (CFS). The ON TIME CUT-OFF date is communicated by Bluestem's nominated forwarder and falls within the 2 – 12-day window prior to the PO Req. Ship Date provided in the purchase order. **It is the shipper's responsibility to communicate with the forwarder.**

Vendors must be prepared to deliver containers or finished goods to the transportation provider between 2 – 12 days prior to the PO Req. Ship Date.

Approval to ship outside of the agreed upon time frame must be obtained from the Bluestem Brands Inventory Analyst at least 4 weeks in advance of original ship date/PO Req. Ship Date, and prior to making a booking request.

### 1. **Booking**

- a. Vendor must make a booking for the Purchase Order with the designated forwarder (listed below based on origin location) no later than Wednesday, **6 weeks prior** to the intended vessel ETD
- b. Booking to be made by e-mailing completed Vendor Booking Form (**available from the forwarder**) to the forwarder assigned to your location:

**\*The subject line of the email must contain vendor name + booking + ship window\***

- **China** –
  - **Xiamen** –
    - FCL - email [sharryzhouxm@hlsholding.com.cn](mailto:sharryzhouxm@hlsholding.com.cn)
  - **Shanghai/Qingdao** –
    - Tracy Lau - email [tracylaush@hlsholding.com.cn](mailto:tracylaush@hlsholding.com.cn); [joanxuesh@hlsholding.com.cn](mailto:joanxuesh@hlsholding.com.cn);
  - **Shenzhen** – [starlinz@hlsholding.com.cn](mailto:starlinz@hlsholding.com.cn); [kittylaisz@hlsholding.com.cn](mailto:kittylaisz@hlsholding.com.cn)
- **Cambodia** – email [export@chroyal.com](mailto:export@chroyal.com)
- **Madagascar** – email [akram.jfk@amelogistics.biz](mailto:akram.jfk@amelogistics.biz); [plee.jfk@amelogistics.biz](mailto:plee.jfk@amelogistics.biz)
- **India** –
  - **Nhava Sheva/Mundra** – email [Sandesh.patil@chrobinson.com](mailto:Sandesh.patil@chrobinson.com); [sudsheesh.nair@chrobinson.com](mailto:sudsheesh.nair@chrobinson.com); [ashish.jain@chrobinson.com](mailto:ashish.jain@chrobinson.com)
  - **Tuticorin/Cochin/Coimbatore** – [thanga.mariappan@chrobinson.com](mailto:thanga.mariappan@chrobinson.com); [Sophia.kamaraj@chrobinson.com](mailto:Sophia.kamaraj@chrobinson.com); [karthika.muthukrishnan@chrobinson.com](mailto:karthika.muthukrishnan@chrobinson.com)
- **Pakistan** – email [khicsdsal@seagoldlimited.com](mailto:khicsdsal@seagoldlimited.com)
- **Bangladesh** – email [dhkcsdexp@seagoldlimited.com](mailto:dhkcsdexp@seagoldlimited.com); [bdcsdexp@seagoldlimited.com](mailto:bdcsdexp@seagoldlimited.com)
- **Malaysia** – email [asiah.mahmud@chrobinson.com](mailto:asiah.mahmud@chrobinson.com)
- **Vietnam** – email [catherine.ha@chrobinson.com](mailto:catherine.ha@chrobinson.com); [jeremy.dang@chrobinson.com](mailto:jeremy.dang@chrobinson.com)

- **Taiwan** – email [Elly.Kao@chrobinson.com](mailto:Elly.Kao@chrobinson.com)
- c. The following information is required at the time of booking:
- a. Shipper’s name, address, contact person, telephone and fax number
  - b. Manufacturer’s name, address, contact person, telephone and fax number
  - c. Bluestem Brands Purchase Order number
  - d. Port of loading
  - e. Itemized manifest of product codes and quantities to be shipped
  - f. Description of the merchandise
  - g. Number of cartons
  - h. Total kilograms (KGS)
  - i. Total cubic meters (CBM)
  - j. Shipment term (prepaid or collect)
  - k. Cargo ready date
  - l. Completed ISF Worksheet
  - m. General Conformity Certificate (GCC) Link (when product applies)
  - n. Lacey Form (when product applies)
  - o. If full container load:
    - i. Container Stuffing Location name and address
    - ii. Number of containers required by container size

2. **Container Load (Factory Load)**

If the vendor is approved to ship a full container shipment, the vendor must load the appropriate container size to minimize any dead space and ensure Purchase Order numbers and SKUs are loaded together. In the event the container is not full to the door, the load should be stepped down to ensure that cartons do not shift during transit.

<b>Vendor Load Container Requirement</b>		
<b>Container Size</b>	<b>Minimum Require CBM</b>	<b>Minimum Require KGs</b>
20' DV	"With Approval" ONLY	15000 KGs
40' DV	52 CBM	17200 KGs
40H	57 CBM	17200 KGs
45H	65 CBM	17200 KGs



3. **Consolidation Local surcharge:**

Vendor will be charged per LCL tariff with a "MAXIMUM" per the FCL local fee. Shipment volume under 30 CBM will be charged MAXIMUM equal to a 20' container local fee and shipment volume over 30 CBM will be charged MAXIMUM equal to a 40' container local fee.

**CBP requires that all containers imported into the U.S. have a high security seal applied at the time of loading. All seals must meet the ISO/PSA 17712 standard. Container seals must show a mark to indicate their grade is "H" for high security, showing the manufacturer's logo and be uniquely assigned. The seal must be strong and durable against weather, chemical action and prevent tampering.**

All containers must be delivered to the ocean carrier's terminal to meet the CY cutoff date and time for the vessel as booked. All origin charges are for the account of the vendor.

4. **Less Than Container Load delivery (LCL)**

Vendor must book the delivery of LCL cargo with the company's designated consolidator. Delivery to the consolidation warehouse must meet the CFS cutoff date and time to meet the vessel as booked.

5. **Telex/Express Release Bill of Lading (BOL)**

Vendor must use either a Telex or Express House Bill of Lading release of goods from our import vendors.

**Bluestem Consignee Addresses**

BLST Operating Company, LLC 13300 Pioneer Trail Eden Prairie, MN 55344-3307	BLST Appleseed's, LLC c/o OBSA Operating Company, LLC 148 Industrial Blvd Eatonton GA 31024
BLST Blair, LLC c/o OBSA Operating Company, LLC 148 Industrial Blvd Eatonton GA 31024	BLST Haband Company, LLC c/o OBSA Operating Company, LLC 148 Industrial Blvd Eatonton GA 31024
BLST Draper's & Damon's, LLC c/o OBSA Operating Company, LLC 148 Industrial Blvd Eatonton GA 31024	BLST Operating Company, LLC 6250 Ridgewood Rd St Cloud MN 56303-0820

1. **Telex Release** – Shipper must issue a Telex Authorization to the designated forwarders origin office. All origin charges should be paid, and Telex Release authorized prior to shipment arrival at 1st US Port. No Original House Bill of Lading is needed. An emailed copy allows the release of cargo to Bluestem Brands.
2. **Express Release** – Email authorization by the nominated forwarder origin office at load port is sent to their destination office. No House Bill of Lading copy is needed, but often is issued. The email allows release of cargo to Bluestem Brands. The House Bill of Lading is stamped "Express Release." The Express Release is Bluestem Brands' preferred method.

- **A Telex or Express release is required before payment can be issued**

## 6. **Importer Security Filing (ISF)**

An Importer Security Filing (ISF) is required by CBP for all import shipments brought into the United States. Vendor must submit a completed ISF Worksheet to the designated forwarder at the same time the booking request form is submitted. The HTS code to be used is only the one advised/confirmed by Bluestem Brands. The Shipper Order will not be released until a complete ISF worksheet is submitted.

The following information is required to complete the ISF Worksheet: All Address entries are required to include a postal code, except for Hong Kong and Macau.

1. **Shipper/Vendor** - The name and address of the vendor of the finished goods in the country from which the goods are leaving.
2. **Manufacturer** – The name and address of the entity that last manufactures, assembles, produces, or grows the commodity.
3. **Seller** – The name and address of the last known entity by which the goods are sold or agreed to be sold, most commonly the entity to which payments are made and the vendor set up with Bluestem Brands.
4. **Buyer** - Bluestem Brands 13000 Pioneer Trail Eden Prairie, MN 55344
5. **Ship To** - The name and address of the first delivery to party scheduled to physically receive the goods after the goods have been released from customs custody

### ***Bluestem Brands 148 Industrial Blvd Eatonton, GA 31024***

6. **Container Stuffing Location** - For full containers, the physical location where the goods were stuffed into the container. For break bulk shipments, the physical location where the goods were made "ship ready" must be provided.
7. **Consolidator** - The name and address of the party who stuffed the container or arranged for the stuffing of the container.
8. **Country of Origin** - Country of manufacture, production or growth of the article.
9. **Commodity HTS number(s)** - Harmonized number(s) to be provided to the **10-digit** level.
10. **Purchase Order(s)** – Bluestem Brands 9-character PO number (example: BL1234567)

## 7. **General Conformity Certificate (GCC)**

SEE CPSIA Certification Process.

### ***Lacey Act***

The Lacey Act requires import declaration of certain plants and plant products. The declaration is determined by the Category HTS code of the product. When the declaration is required the Plant and Plant Product Declaration form needs to be completed and sent to Bluestem Brands Quality Assurance group at [Merch.QA@bluestembrands.com](mailto:Merch.QA@bluestembrands.com) and to the designated forwarders origin office at the time of booking.

**Clean Air Act (EPA)**

The U.S. Environmental Protection Agency (EPA) has adopted an exhaust emission standard for marine spark-ignition engines and small land-based non-road engines. When the declaration is required the EPA form needs to be completed and sent to Bluestem Brands Quality Assurance group at [Merch.QA@bluestembrands.com](mailto:Merch.QA@bluestembrands.com) and to the designated forwarders origin office at the time of booking.

**8. Direct Import/International Vendors & Approved LDP Vendors/Agents**

**Delivery Report** - Please send a copy of your delivery report to:

[domesticimportpack@bluestem.com](mailto:domesticimportpack@bluestem.com)

## **Pallet/Carton Shortage/Concealed Shortage/Freight Claim**

All Bills of Lading (BOL) will be verified at time of delivery by Bluestem Brands receiving personnel in the way in which they are presented, i.e. pallets, cartons, or units. If, for example, the BOL is presented and verified as a certain number of pallets, any subsequent carton shortages will be treated as a vendor error in packing/shipping and would not be subject to a freight claim filing by Bluestem Brands.

The following must be present on the Bill of Lading at time of delivery to Bluestem Brands:

1. Shipper Signature at time of pickup – if no signature is present, Bluestem Brands will not be responsible for any subsequently discovered shortages and vendor may be receiving an infraction for missing product.
2. Driver Signature at time of pickup – if no signature is present, carrier will be instructed to assist Bluestem Brands in verifying counts prior to their departure, and any subsequent shortages will be treated as a freight claim situation.

### **Bluestem Brands Freight Claim/Non-Freight Claim Guidelines**

1. Collect Shipments - Bluestem Brands will be responsible for filing a freight claim with our carrier when the BOL is verified and found to be short to the quantity presented on the BOL, and the shortage is verified by both Bluestem Brands and the carrier. The vendor's merchandise invoice will be paid in full and Bluestem Brands is responsible for recovery from the carrier.
2. Prepaid Shipments - Bluestem Brands will not be responsible for filing freight claims when the BOL is verified and found to be short to the quantity presented on the BOL, and the shortage is verified by both Bluestem Brands and the vendor's carrier. Bluestem Brands will provide the shortage information to the vendor, who will then be responsible for filing the freight claim. The vendor's merchandise invoice will be paid based on merchandise actually received, not merchandise billed.
3. Concealed Shortages – Concealed shortages found after the delivery and verification of the BOL will be treated as a vendor error in packing/shipping and will not be subject to freight claim filing. The vendor's merchandise invoice will be paid based on merchandise actually received, not merchandise billed.
4. Damages - Bluestem Brands will determine, at time of delivery, whether any product damaged in shipment was due to the fault of the carrier, or the fault of the vendor packing/loading methods.
5. If carrier error, the freight claim guidelines above will apply if vendor error, the vendor will be responsible for either product cost or cost to repackage damaged products.

## Invoice Requirements

### 1. Invoice Instructions:

- a. To ensure timely payments Bluestem Brands requires one (1) invoice for each purchase order number shipped.
  - i. Multiple shipments against one (1) purchase order — Each shipment requires a unique invoice number.
  - ii. Multiple purchase orders shipped at the same time — Each purchase order shipped requires a unique invoice number.

### 2. SENDING INVOICES

While suppliers can continue to select the paper invoicing option, Bluestem Brands strongly encourages sending your invoice via email.

By sending your invoices and credit notes by email, documents are immediately received for processing, eliminating postal services costs and delays, and significantly reducing risk of loss. In using this option, you will receive a prompt electronic notification of receipt of your invoice(s).

Depending on the option selected, suppliers should send their invoices and credit notes *strictly to one* of the following:

- I. **ELECTRONIC MAILBOX ADDRESS** - In a non-editable electronic file format(e.g.PDF,etc.)

Appleseed's, Blair & Drapers

to the mailbox address: [ap\\_invoices@bluestem.com](mailto:ap_invoices@bluestem.com)

Haband

to the mailbox address [habandap\\_invoices@bluestem.com](mailto:habandap_invoices@bluestem.com)

- II. **MAILING ADDRESS**  
(Include name of Brand)  
c/o Bluestem Brands  
35 Village Road, 5<sup>th</sup> Floor  
Middleton, MA 01949

### 3. INVOICE REQUIREMENTS

Suppliers must have received an official Purchase order before providing goods or delivering services to Bluestem Brands. Each invoice must indicate the purchase order number, invoice number, payment terms, and the remit to address. Each purchase order must be invoiced on individual invoices

### 4. CONTACT INFORMATION

If you should require further clarification, you may contact:

Oswald Roper - Accounts Payable Supervisor  
978-304-4234 [Oswald.Roper@bluestem.com](mailto:Oswald.Roper@bluestem.com)

Allyson Hendrickson – Lead International Payables  
978-304-4231 [Allyson.Hendrickson@bluestem.com](mailto:Allyson.Hendrickson@bluestem.com)

## Wire Transfer Instructions

1. **Wire Transfer Instructions:**

- a. In those cases where Bluestem has agreed to make a wire transfer payment, the following information must be included on the commercial invoice:
- i. Bank Name
  - ii. Bank Address
  - iii. Swift-Required for bank outside USA
  - iv. ABA/Routing Number (if USA Bank)
  - v. IBAN Number
  - vi. Beneficiary Name
  - vii. Beneficiary Address
  - viii. Beneficiary Account Number
  - ix. Late delivery clause

## EDI Requirements

### Appleseed's, Blair, Draper's & Damon's

#### 1. **EDI is Required for ALL Domestic Vendors**

- a. Bluestem Brands **requires** the use of Electronic Data Interchange (EDI) for all Appleseed's, Blair and Draper's & Damon's domestic shipments.
- b. Vendors **MUST** send the EDI ASN no later than 24 hours prior to EDC receipt. The ASN will be transmitted to our warehouse systems, allowing them to accurately receive your purchase orders.
- c. Please email [renee.schott@bluestem.com](mailto:renee.schott@bluestem.com) for information on becoming EDI compliant.
- d. EDI specifications and information are located on our website at:

[http://www.habandapparel.com/edi/spec\\_manual.html](http://www.habandapparel.com/edi/spec_manual.html)

*(refer to section titled Bluestem Brands Eatonton Ga Distribution Center Compliance)*

#### 2. **3rd Party EDI providers**

- a. Third-party EDI providers may be used for vendors that do not have an EDI solution in place.
- b. If using a third-party EDI solution, please contact them directly and request set up with the brand you are working with at Bluestem and your provider will contact our EDI support team on your behalf to complete the setup.
- c. Below is a list of third-party EDI providers that may be used. These are only suggestions and you are not mandated to use any of these. You may also use a different third-party provider of your choice.

B2B Gateway [Setup@B2BGateway.Net](mailto:Setup@B2BGateway.Net) 401-491-9595

Banyan Commerce [sales@banyancommerce.com](mailto:sales@banyancommerce.com) 905-947-1904

Covalent Works [sales@covalentworks](mailto:sales@covalentworks) 713-933-0590 OPT 4

Cressida Associates [ghodges@apparelsoftware.com](mailto:ghodges@apparelsoftware.com) 201-384-2414 ext.131

Data Trans Solutions [sales@datatrans-inc.com](mailto:sales@datatrans-inc.com) 800-469-0877

DI Central [sales@dicentral.com](mailto:sales@dicentral.com) or 1-281.480.1121 option 4

Diversified Global Solutions [rshamah@divglobal.net](mailto:rshamah@divglobal.net) 212-736-7989 ext. 371

XEDI [sales@xedi.com](mailto:sales@xedi.com) 1-844-GET-XEDI

EDI Gateway [info@edigateway.com](mailto:info@edigateway.com) 800-267-3130

1EDISource <http://www.1edisource.com> or 1-800-EDI-1EDI

Ez Comm [sales@ezcomsoftware.com](mailto:sales@ezcomsoftware.com) 877-765-3564

Infocon Systems [Sales@Infoconn.com](mailto:Sales@Infoconn.com) 888-339-0722

Innovative Systems <http://www.isllc.com> or 949-707-1560

SPS Commerce [info@spscommerce.com](mailto:info@spscommerce.com) 866-245-8100

Sterling Commerce <http://www.sterlingcommerce.com> or 1-800-299-4031

Spring Systems, Inc. [www.getstarted@springsystems.com](mailto:www.getstarted@springsystems.com) 888-275-2160 opt2

Tradelink One [ryan.miller@tradelinkone.com](mailto:ryan.miller@tradelinkone.com) 203-876-1301

True Commerce <http://www.truecommerce.com> or 1-888-268-8405

Unique Software Support Corp [musscorp13@aol.com](mailto:musscorp13@aol.com) 631-957-0052

### 3. **In-house EDI Solutions**

- a. Vendors testing using an in-house EDI solution will have 8 weeks to complete set up.
- b. If EDI testing is not complete within 8 weeks due to complications on the vendor side, vendor will be subject to a penalty for any shipments that are sent without EDI after that time.

### 4. **Manifest Option**

- a. **A manual manifest can only be sent if first approved by Bluestem.**
- b. If approved by Bluestem to send a manual manifest in lieu of EDI during testing please assure the manifest format is correct prior to sending to our receiving team.
- c. Manifests must be sent no later than 48 hours prior to EDC receipt.
- d. Email [renee.schott@bluestem.com](mailto:renee.schott@bluestem.com) if there are questions regarding manifest format.

## ***Haband***

1. **EDI is Required for Domestic Vendors on all Purchase Orders placed after 10/1/2022. Please refer to the Blair, Appleseed's and Draper's & Damon's EDI requirements found on page 23.**
2. **Please follow instructions below for any Purchase Order's placed prior to 10/1/2022**
  - a. Bluestem Brands requires a carton manifest for all Haband shipments.
  - b. This manifest is automatically generated and sent to the EDC Distribution Center from the Haband Vendor Carton Label system based on information provided when carton labels were ordered/printed.
    - i. Please be sure to utilize the Haband Carton Label system for carton labels. Failure to do so will result in penalties for carton labels and no manifest.
  - c. For questions using the Haband Vendor Carton Label system, please contact Haband at [cartonlabelquestions@bluestem.com](mailto:cartonlabelquestions@bluestem.com).



## eSPS Requirements

### Appleseed's, Blair, Draper's & Damon's

1. **For All Direct Import, International & Approved LDP Vendors/Agents, the use of eSPS is Required**
  - a. Bluestem Brands **requires** the use of Bluestem's eSPS system for exchanging an electronic ASN and SSCC carton labeling for all Appleseed's, Blair and Draper's & Damon's international shipments.
  - b. For vendors sourced through Our Agent or Bluestem Brands International offices or direct imports for Appleseed's, Blair & Draper's & Damon's, a carton listing report and barcoded SSCC carton labels files will be arranged through our international offices and provided to the vendor.
    - i. If you are a vendor who has been given access and training to create SSCC carton labels yourself through eSPS, you will do the procedures on your own to get the necessary labels.
  - c. Once your shipment is packed, labeled and ready to ship according to the carton listing report that was provided to you, the completed carton listing report must be returned to the appropriate Bluestem office so the Bluestem staff can create the electronic ASN for the distribution center.
  - d. If you are a vendor that will not be using our Agent or Bluestem Brands International office and have not been trained to use the eSPS system on your own, you will want to refer to the section titled **eSPS Carton Listing and Carton Labeling Information** at the following website for instruction on obtaining your carton labels and carton listing report.  
[http://www.habandapparel.com/edi/spec\\_manual.html](http://www.habandapparel.com/edi/spec_manual.html)  
*(refer to section titled eSPS Carton Listing and Carton Labeling Information)*  
Or contact  
[customs-shipping@bluestem.com](mailto:customs-shipping@bluestem.com)
  - e. For international vendors using eSPS, a complete set of shipment documents must be sent via e-mail in a PDF format to [customs-shipping@bluestem.com](mailto:customs-shipping@bluestem.com)

### Haband

1. **For All Direct Import, International Vendors/Agents, the use of eSPS is required on all Purchase Orders placed after 10/1/2022. Please refer to the Blair, Appleseed's and Draper's & Damon's ESPS requirements found in the above section.**
2. **Please follow instructions below for any Purchase Order's placed prior to 10/1/2022**
  - a. Bluestem Brands **requires** a carton manifest for all Haband international shipments.
  - b. This manifest is automatically generated and sent to the EDC Distribution Center from the Haband Vendor Carton Label system based on information provided when carton labels were ordered/printed.

- i. Please be sure to utilize the Haband Carton Label system for carton labels. Failure to do so will result in penalties for carton labels and no manifest.
- c. For questions using the Haband Vendor Carton Label system, please contact Haband at [cartonlabelquestions@bluestem.com](mailto:cartonlabelquestions@bluestem.com).

## Master Carton Labelling Requirements

All inbound cartons to the Bluestem Brands Eatonton distribution center MUST have barcoded SSCC carton labels applied.

SSC carton numbers must be unique (never repeated, even across vendors, purchase orders, shipments, or factories).

### 1. EDI Vendors

- a. An EDI vendor using an in-house solution may source the SSCC carton labels from their EDI system if applicable or through a third-party label provider of their choice.
  - i. Please note: If a vendor is looking for a third party to source their SSCC labels, please refer to pages 37 -41 of this manual. These label providers are approved by Bluestem to make the SSCC carton labels.
- b. An EDI vendor using a third-party EDI provider will use the providers SSCC carton labels generated at the time of the EDI Advanced Ship Notice creation.
- c. You must assure your SSCC carton numbers match your EDI transmission exactly.

### 2. eSPS Vendors

- a. Vendors MUST obtain carton labels from Bluestem's eSPS system.
- b. For vendors sourced through Our Agent, Bluestem Brands International offices or direct imports for Appleseed's, Blair & Draper's & Damon's, a carton listing report and barcoded SSCC carton labels files will be arranged through our international offices and provided to the vendor.
  - i. If you are a vendor who has been given access and training to create SSCC carton labels yourself through eSPS, you will do the procedures on your own to get the necessary labels.

3. **Haband Vendors – For Purchase Orders Placed Prior to 10/1/2022 Only**

- a. Haband Vendors **MUST** obtain carton labels from the Haband carton label website.
  - i. <https://habandcartonlabel.bluestembrands.com>
- b. Instructions for using the Haband Vendor Carton Label system can be found at: <https://habandcartonlabel.bluestembrands.com/htdocs/docs/habandCartonLabelHelp.pdf>
- c. For questions using the Haband Vendor Carton Label system, please contact Haband at [habandcartonlabelquestions@bluestem.com](mailto:habandcartonlabelquestions@bluestem.com)

4. **SSCC Label Example – Appleseed’s, Blair & Draper’s & Damon’s**

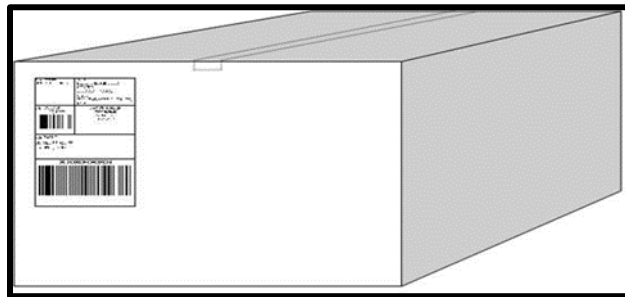
- A. Ship from Info
- B. Ship to Info
- C. Ship to Post Zip Code and Barcode (**optional**)
- D. Bluestem Purchase Order Number  
*(please use the correct prefix based off the chart below on the front of the purchase order number)*
- D. Ship Date/Print Date (**optional**)
- E. Bluestem Brands Product Number  
*(please use the correct prefix based off of the chart below on the front of the product number)*
- E. Bluestem Brands Color
- E. Bluestem Brands Size/Dimension
- E. Quantity Packed
- F. 20-digit SSCC barcoded carton number with human readable number



PO# and Product# Prefixes by Catalog		
CATALOG	PO#	PRODUCT#
Appleseed’s	AS	AS
Blair	BL	BL
Draper’s & Damon’s	DD	DD

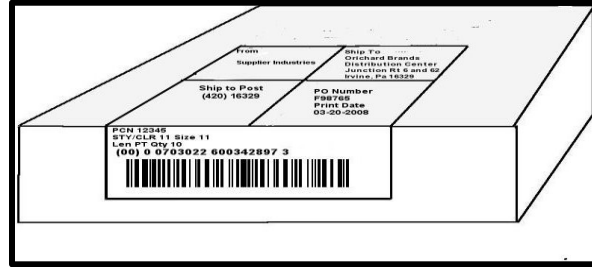
5. **SSCC Carton Label Placement**

- a. Barcodes **CANNOT** be printed directly to the corrugate. The vendor must use SSCC carton labels. We prefer that the carton label size be no less than 4x6.
- b. The label must be applied to the end panel (short side), perpendicular to the opening of the carton and it must be flat, legible, and accurate with the barcodes in a vertical configuration.
- c. The label must be placed at least 1" from the left edge and when possible at least 1" from both the bottom and top edge of the carton.
- d. If your carton is the same dimension on all four sides (Cube Carton) then the end panel (short side) of the carton would be considered the side that the tape folds down on when placed on the top to seal the flaps of the carton.
- e. Please see below example of correct SSCC carton label placement:



- f. In the event the label is longer than the carton height, the barcode and product detail portion of the label should be placed on the end panel while the remainder of the label is folded over to the top of the carton.

g. Please see below example of correct SSCC carton label placement:



6. **SSCC Carton Label Quality**

- a. **Domestic Vendors** must ensure that their carton labels are printed on label stock that will maintain the print, so it remains legible and scannable once it reaches the distribution center. Clear tape may be applied over the label if desired to help prevent smudging on the label. There should be no creases in the tape applied over the barcode that could cause scanning issues. Labels that arrive in poor condition may be subject to a penalty.
- b. **Direct Import vendors** applying the SSCC labels on cartons outside of the United States are required to attach clear tape over the entire label in order to protect it from the rigors of the transportation process. If the vendor chooses not to use clear tape over the labels and the labels become scuffed and unreadable the vendor will be subject to a penalty.

## Mixed SKU Cartons

### 1. Approval to Ship Mixed Cartons

- a. The EDC prohibits mixed cartons and requires vendors to receive prior approval through our Packaging staff whenever mixed cartons are proposed to be shipped.
- b. Pre-pack assortment mixed cartons are **strictly prohibited**.
- c. Packaging will work with the vendor on height adjustments to the cartons or the possible use of multi-height cartons in order to avoid mixed cartons.
- d. Cartons should be maintained as a single product carton if they can be filled at 75% of carton quantity capacity.

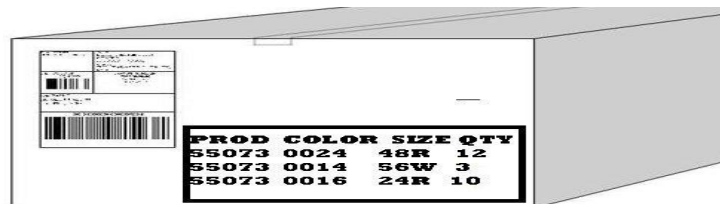
### 2. Mixed SKU Carton Requirements – ONLY TO BE USED IF APPROVED

- a. **First and foremost, different product numbers are not permitted to be mixed in a carton under any circumstances. Only color and/or size can be mixed.**
- b. For purposes of mixed cartons, we prefer the following be utilized in rank order:
  - i. Same size, different color
  - ii. Different sizes, different color
  - iii. Same or different sizes, same color
- c. If the carton contains more than one color/size, a content label must be placed directly next to the SSCC label. This label can be produced by the vendor on a generic Avery type label. Please see example below.

**Content Label Example:**

PRODUCT NUMBER	COLOR	SIZE	QTY
BLB1G087	0024	SML	12
BLB1G087	0014	MED	11
BLB1G087	0011	LRG	10

**Mixed Carton Label Placement Example:**



### 3. Unnecessary or Unapproved Mixed Cartons

- a. If mixed cartons are received and the vendor could have packed the units in single SKU cartons of 75% or more of carton capacity and did not, the vendor will be subject to a chargeback.

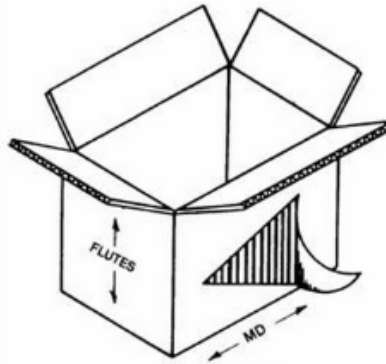
## Master Carton Construction and Dimensions

### 1. Master Carton Minimum Construction Requirements:

- a. Master cartons **MUST** follow below construction requirements to avoid cartons collapsing or being crushed.

Max Load Per Carton (lbs.)	Minimum Edge Crush Test (lbs. per inch width)	Burst Strength Test (PSI)	Construction
40 lbs.	29 ECT	200 #	C Flute, Glued Seams, Single Wall Seams

- b. All shipping cartons must be free of BHT (phenolic antioxidants/preservatives).  
c. Stack and store boxes so corrugated flutes run vertically (see below).

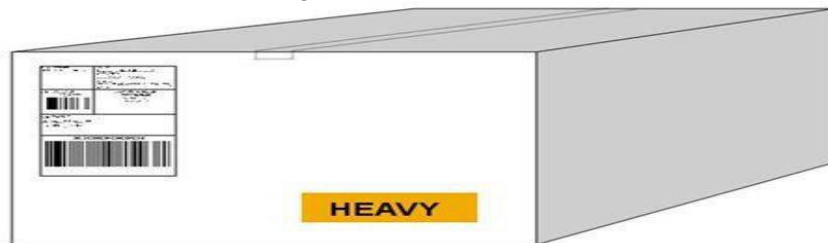


### 2. Master Carton Dimensions

- a. Vary depending on product bulk and folded size. Outside dimensions are always specified in inches as Length x Width x Height (L x W x H).  
b. Minimum Carton Dimensions: **20" L x 12" W x 4" H**  
c. Maximum Carton Dimensions: **24" L x 18"W x 15.5"H**  
d. Standard carton sizes listed on page 49 of this manual are required to be utilized. All changes or variance request must be communicated to and approved by the Bluestem Packaging staff.

### 3. Master Carton Weight

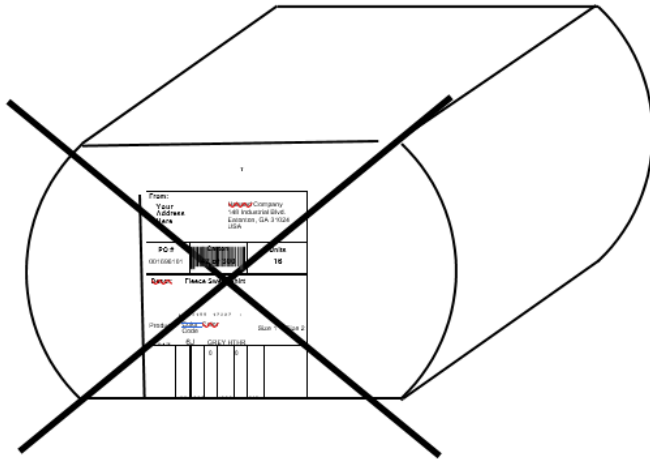
- a. Carton must not exceed **40 lbs. (18.2 Kilo)**  
b. A "HEAVY" label is to be used for all master cartons weighing 40lbs. The label is to be placed on the end panel center at the bottom of the carton– Label is to have an orange background with black lettering.



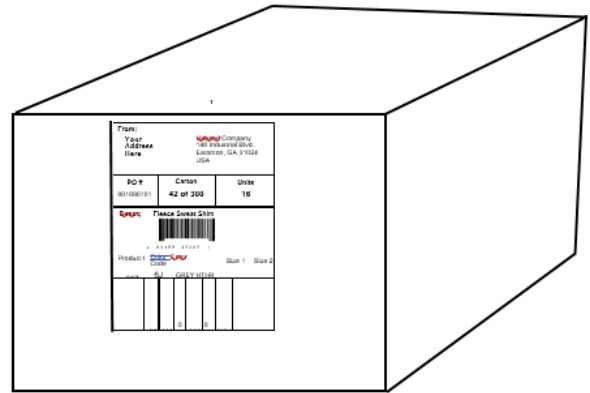


4. **Quantity/Units per Carton**

- a. The number of units varies depending on the type of product, product bulk, and fold size. In general, all units should fit comfortably in the carton when it is fully packed.
- b. The units should be stacked in one or two stacks (refer to page 49 for more detail).
  - i. If two stacks are specified, the units should be placed side by side in the carton with two stacks. Alternate stack directions in all cartons.
- c. Cartons cannot be over-packed or under-packed. The sides, top, and bottom of the carton **MUST** remain flat when sealed. Improper packing of cartons makes palletizing them in the Distribution Center difficult or impossible. Refer to examples below:



**NON-COMPLIANT**  
(Carton over-filled)



**COMPLIANT**

5. **Additional Master Carton Packings Rule**

- a. Do **NOT** bundle or tie merchandise together with string, rubber bands, or like material.
- b. Do **NOT** use any material to fill air space in a partially filled carton. **Filler cartons are absolutely prohibited.**
  - i. No Styrofoam popcorn, polystyrene, polystyrene-like loose fill, PVC (also known as polyvinyl chloride) or crinkle pack can be used. **NO STYROFOAM POPCORN, POLYSTYRENE, POLYSTYRENE-LIKE LOOSE FILL, PVC**
- c. No cardboard, plastic or tissue-like paper around or between merchandise in master cartons.
- d. Each carton is a separate container. Cartons must **NOT** be strapped, taped, tied together.
- e. Individual master cartons **cannot** be wrapped in plastic.
- f. Master polybags/Liner polybags are **NOT** permitted.
- g. Inner Cartons or Polybags are **NOT** permitted

6. **Carton Sealing**

- a. Cartons should be sealed with 2" – 3" wide polypropylene or paper tape.
- b. The tape must not interfere with the carton marking nor adhere to any inside merchandise.

7. **Carton Marking**

- a. The carton must have a barcoded SSCC label on one end panel (short side) of the carton.
  - i. SSCC carton label cannot be on multiple sides of one carton.
- b. No other carton markings are required.

## Unit Labeling Requirements

The Eatonton Ga. Distribution Center REQUIRES all vendors to order barcoded unit labels specific to our requirements. Labels must be purchased from one of the below approved label providers.

**Please note label specifications are different for Haband orders placed prior to 10/1/2022. All PO's placed prior to this date will follow the instructions under heading Haband UPC Labeling (Product UPC Stickers). Any PO's placed after 10/1/2022 should follow the Blair, Appleseed's, and Drapers Divisions Barcoded Unit Labeling instructions. Please refer to each section for specific requirements**

### *Haband UPC Labeling (Product UPC Stickers)*

**For PO's placed prior to 10/1/2022 only**



1. Unit Product UPC stickers **MUST** be purchased from one of our nominated label suppliers listed below.
  - a. Haband automatically uploads our Purchase Orders to these companies, when you contact them, provide our PO numbers to process your sticker order
2. Unit labels must include the correct Purchase Order number.
3. **Sock UPC Sticker Requirements**
  - a. Following information **MUST** be printed on barcode
    - i. UPC number
    - ii. Color code
    - iii. Size
    - iv. Content
    - v. Care instructions
    - vi. RN#
    - vii. Country of origin
    - viii. Vendor number
  - b. Sock barcode labels are available from our approved suppliers, Label Masters or Labels Interglobal

**Labels Interglobal – US Only**

<p>109 West 38th St. Suite701 New York, NY 10018</p>	<p><b>Phone</b> 212-398-0006 (Option 2) <u>or</u> 1-888-We-R-Labels <b>Fax</b> 212-768-8488 <b>Bluestem Brands Order Forms:</b> <a href="http://www.labelsig.com/obl">www.labelsig.com/obl</a> <b>Email Orders:</b><a href="mailto:haband@labelsig.com">haband@labelsig.com</a> <b>Website:</b> <a href="http://www.labelsig.com">www.labelsig.com</a></p>
--	--

**NatCo Global – all over Asia**

<p>346 W Cerritos Ave Glendale, CA 91204</p>	<p><b>Contact</b> Natalie Grilletti <b>Phone</b> 917-282-9685 <b>Email Orders:</b> <a href="mailto:natalie.grilletti@natcoglobal.com">natalie.grilletti@natcoglobal.com</a> <b>Website:</b> <a href="http://gmp.natcoglobal.com/haband/login.aspx">http://gmp.natcoglobal.com/haband/login.aspx</a></p>
--	---

**LABEL MASTERS - New Jersey, Hong Kong, and Shenzhen**

<p>Label Masters Hong Kong Limited (SZ office) 902 Fabrico Industrial Building 78 Kwai Cheong Road, Kwai Chung, NT, Hong Kong</p>	<p><b>Phone:</b> (86) 0755 8334 6958 <b>Fax:</b> 852-2310-8869 <b>Email:</b> <a href="mailto:sz_operation1@labelmasters.com">sz_operation1@labelmasters.com</a> <b>Link to Order:</b> <a href="http://www.labelmasters.com/ordering">http://www.labelmasters.com/ordering</a> <b>Website:</b> <a href="http://www.labelmasters.com">http://www.labelmasters.com</a></p>
---	---

<p>Label Masters Hong Kong Limited (NJ office) 1019 HUDSON AVENUE 2/F, RIDGEFIELD NEW JERSEY, NJ07657</p>	<p><b>Phone:</b> 646-370-9510 <b>Fax:</b> 212-820-9720 <b>Email:</b> <a href="mailto:uso2@labelmasters.com">uso2@labelmasters.com</a> <b>Website:</b> <a href="http://www.labelmasters.com">http://www.labelmasters.com</a></p>
---	---

## Appleseed's, Blair & Drapers Barcoded Unit Labeling



1. Labels must be purchased from one of the below approved label providers.
2. Unit labels must include the correct Purchase Order number.

### Fineline Technologies, Inc

(Manufacturing labels in USA, Canada, China, & Hong Kong)

Customer Service:	<a href="mailto:support@finelinetech.com">support@finelinetech.com</a> Website: <a href="http://www.finelinetech.com">www.finelinetech.com</a>
<b>USA</b>	3145 Medlock Bridge Rd. Norcross, GA 30071 Contact: Karen Edmond <a href="mailto:kedmond@finelinetech.com">kedmond@finelinetech.com</a> 1-800-500-8687 ext. 3306
<b>Canada</b>	<u>Canada</u> 2374 Dunwin Drive Mississauga, ON L5L 1J9 Contact: Karen Edmond <a href="mailto:kedmond@finelinetech.com">kedmond@finelinetech.com</a> 1-800-500-8687 ext. 3306
<b>China (HKG)</b>	<u>China</u> 4/F, BLDC 25, KE ZHI WEST RD, KE JI YUAN, NAN SHAN DIST, Shenzhen, Guang Dong, 518057 Telephone: 86.755.26501338  <u>Hong Kong</u> Unit A, 10/F, Manning Industrial Building 116-118 How Ming Street, Kwun Tong KLN, Hong Kong Telephone: 852- 36191996 Contact: Eva and Anny <a href="mailto:echan@finelinetech.com.hk">echan@finelinetech.com.hk</a> <a href="mailto:azheng@finelinetech.com.hk">azheng@finelinetech.com.hk</a> <a href="mailto:support@finelinetech.com.hk">support@finelinetech.com.hk</a>

**Jain Name Label Co.**

(Manufacturing labels in Delhi, India)

Attention: Sameer	A-67/4, Ind. Area, G.T.Karnal Road, Azadpur, Delhi-110 033. telephone: 91-11-42381197,42381117 or 98-11-747664 <a href="mailto:jainname@gmail.com">jainname@gmail.com</a>
-------------------	--

**LABEL MASTERS**

(Manufacturing labels in New Jersey, Hong Kong, and Shenzhen)

LABEL MASTERS USA	1019 HUDSON AVENUE 2/F, RIDGEFIELD NEW JERSEY, NJ07657 Phone: 646-370-9510 Fax 212-820-9720
Label Masters Hong Kong Limited	902 Fabrico Industrial Building 78 Kwai Cheong Road, Kwai Chung, NT, Hong Kong Phone: 852-2743-2218 Fax: 852-2310-8869
E-mail:	Blair Vendors - <a href="mailto:blair@labelmasters.com">blair@labelmasters.com</a> Appleseed's & Drapers and Damon's Vendors – <a href="mailto:as@labelmasters.com">as@labelmasters.com</a>
Contacts for Operations are:	Anly: <a href="mailto:sz_operation1@labelmasters.com">sz_operation1@labelmasters.com</a> Website: <a href="http://www.labelmasters.com">www.labelmasters.com</a>

**Labels Inter-Global (Labels I.G)**

(Manufacturing labels in NY, Hong Kong, and Uruguay)

<p>109 West 38th St. Suite701 New York, NY 10018</p>	<p><b>Phone</b> 212-398-0006 (Option 2) <u>or</u> 1-888-We-R-Labels <b>Fax</b> 212-768-8488 <b>Bluestem Brands Order Forms:</b> <a href="http://www.labelsig.com/obl">www.labelsig.com/obl</a> <b>Email Orders:</b> <a href="mailto:bsbirvine@labelsig.com">bsbirvine@labelsig.com</a> <b>Website:</b> <a href="http://www.labelsig.com">www.labelsig.com</a></p>
--	---

**Label IT**

(Manufacturing labels in North and South America, Asia and Pacific Rim)

<p><b>Label IT USA Office:</b>(North and South American Vendors) Label Interactive Technologies, Inc. (Label IT) 2325 Ulmerton Road Suite 23 Clearwater, FL 33762</p>	<p>727-546-4500 (Phone) 727-546-4555 (Fax) Customer Service: <a href="mailto:info@labelitus.com">info@labelitus.com</a> Web Site: <a href="http://www.labelitus.com">www.labelitus.com</a> Contact: Cameron Guinn – <a href="mailto:camerong@labelitus.com">camerong@labelitus.com</a></p>
<p><i>USA lead time is 3-5 days – there is a 100% up charge for rush orders required same day shipment so long as orders are submitted prior to 12:00pm. Orders received after 12:00pm will be shipped by close of business the following day.</i></p>	<p><i>Orders for USA production can be entered on their website (<a href="http://www.labelitus.com">www.labelitus.com</a>) and they will produce and ship to the factories pending the vendor’s shipment account # for Fed Ex or UPS.</i></p>
<p><b>Label IT Hong Kong Office:</b>(Asia &amp; Pacific Rim Vendors) Label Interactive Technologies Asia (Label IT) Rm03, 8/F Fo Tan Ind Ctr. 26-28 Au Pui Wan St. Fo Tan, N.T.HK</p>	<p>852-2690 5292 / 852-2690 5293 (Phone) 852-2690 5297 (Fax) Customer Service: <a href="mailto:info@labelithk.com">info@labelithk.com</a> Web Site: <a href="http://www.labelitus.com">www.labelitus.com</a> Contact: Kitty Cheung - <a href="mailto:kcheung@labelithk.com">kcheung@labelithk.com</a></p>
<p><i>Hong Kong lead time is 5-7 days – there is a 100% up charge for rush orders required same day shipment so long as orders are submitted prior to 12:00pm. Orders received after 12:00pm will be shipped by close of business the following day.</i></p>	<p><i>Orders for HK production can be entered on their website (<a href="http://www.labelitus.com">www.labelitus.com</a>) and they will produce and ship to the factories pending the vendor’s shipment account # for SF, Fed Ex or UPS.</i></p>

**NBS PRINTING**

(Manufacturing labels in Canada, Bangladesh, and China)

<p>7520 Cote de liesse Saint-Laurent, Quebec Canada, H4T 1E7</p>	<p>Local: (514) 272-0663  Toll Free: (800) 364-8627  E-mail: <a href="mailto:sales@nbsprinting.com">sales@nbsprinting.com</a>  Online Ordering:  <a href="http://www.nbsprinting.com">www.nbsprinting.com</a>  <i>Login/Register or simply search ORCHARD</i></p>
--	---

**PAX Tag & Label, Inc.**

(Manufacturing in Los Angeles, Ca – Shipping Worldwide)

<p>9528 E. Rush Street  South El Monte, CA 91733</p>	<p>Phone: 800-729-8247  Email: <a href="mailto:info@paxtag.com">info@paxtag.com</a>  Website: <a href="http://www.paxtag.com">www.paxtag.com</a></p>
--	--

**R-Pac**

(Manufacturing Worldwide-USA, Hong Kong, Korea, Shanghai, Vietnam, India, Bangladesh, Pakistan)

<p><b><u>United States</u></b></p>	<p>r-pac International Corp 132 West 36th Street  New York, NY 10018</p>	<p>Primary Contact:  Chris Clarke Global Account Executive  Tel:1.212.465.1818 ext. 252 Mobile 732-687-0246  <a href="mailto:chris.clarke@r-pac.com">chris.clarke@r-pac.com</a></p>
<p><b><u>Hong Kong</u></b></p>	<p>r-pac Hong Kong  Roxy Industrial Centre, Unit A 5/F 58-66 Tai Lin Pai Road,  Kwai Chung, N.T., Hong Kong</p>	<p>Katy Kwong Account Manager  Tel: +852.2209.9179 Mobile: +852.9858.4259  <a href="mailto:katy.kwong@r-pac.com">katy.kwong@r-pac.com</a></p>
<p><b><u>KOREA</u></b></p>	<p>r-Pac Korea Co, Ltd.  601-7 Umyeon-dong Seocho-gu  Seoul, Korea 06766</p>	<p>Sunhwa Ki Sales  Director Mobile: +82-2-570-4330  <a href="mailto:Sh.ki@r-pac.com">Sh.ki@r-pac.com</a></p>
<p><b><u>Shanghai</u></b></p>	<p>r-pac Shanghai  Room 406/410, 4/F, Mingyuan Century  #1199 Middle Fuxing Road  Shanghai, P.R. China 200030</p>	<p>Lara Chen Senior Manager  Tel. +86.1391.6762177  Mobile:  +86.21.6124.8510  <a href="mailto:lara.chen@r-pac.com.cn">lara.chen@r-pac.com.cn</a></p>
<p><b><u>Vietnam</u></b></p>	<p>r-pac Vietnam Limited  Office: #46, 8A St, An Phu Ward,  District 2, HCMC, Vietnam</p>	<p>Kei Do Sales Director  Mobile: + +84 961080484  <a href="mailto:Kei.Do@r-pac.com">Kei.Do@r-pac.com</a></p>



<b>India</b>	r-pac India Pvt. Ltd. C-7/2, T.T.C. Industrial Area, MIDC Pawane Navi Mumbai 400 705 Tel. +91.22.6109.7200 to 7208	Priya Thevar Customer Service Executive Mobile: + 91-7045614109 <a href="mailto:priya.thevar@r-pac.com">priya.thevar@r-pac.com</a>
<b>Pakistan</b>	Plot#. 87/1, Deh dih Tapo Road, Sector-5, Near Masjid-e-Ayesha Korangi Industrial Area, Karachi Pakistan	Sania Zaidi Business Support Tel: +92.21.3512.3531.4 Mobile: +92.324.3409800 <a href="mailto:sania@ag-gigi.com.pk">sania@ag-gigi.com.pk</a>
<b>Bangladesh</b>	r-pac Bangladesh Packaging Co. Impetus Center (4th & 5th floor), 242/B, Tejgaon-Gulshan Link Road,Dhaka-1208	Sohel Solaiman Head of Customer Operation Mobile:  + 880 17 2926 0544 <a href="mailto:Sohel.Solaiman@r-pac.com">Sohel.Solaiman@r-pac.com</a>

**IMPORTANT – PLEASE NOTE!!**

**Finelines, Label It, Label Masters, Labels Inter-Global, NBS and Pax have the capability and are also approved to provide bar coded SSCC 128 carton labels for vendors if needed.**

3. The barcoded labels will be available for ordering once you receive the purchase order. The above label manufacturers will receive the purchase order at the same time. You will receive and be charged for a 3% overage on all products listed on your purchase order to ensure extra supplies are on hand should you need to discard a label or need to re-label items. If you wish to receive additional labels above and beyond the 3%, this should be requested when placing the order with the label provider. There are options for expedited deliveries with all companies.
4. When at all possible the vendor should order labels 30 days in advance of the ship/promise date on your purchase order. Allow up to two weeks for delivery. In situations where the label supplier advises you that they do not have the PO available in their system, please contact [renee.schott@bluestem.com](mailto:renee.schott@bluestem.com) for assistance with getting the PO sent to their system.
5. The costs of the unit labels and all delivery costs are to be paid by the vendor.
6. The required label size is **4X2**. All products coming into the Distribution Center must be packaged in a way that will allow a 4X2 label to be completely put on the top side of the product. No folding or creasing is allowed on the label.
7. Ordering unit labels from any other supplier is not permitted and will result in a chargeback to the vendor for all costs associated with our staff putting the correct labels on the products as well as the costs of the labels.
8. When you order labels from Finelines, Jain Label, Label Masters, Labels Inter-Global, Label IT, NBS, PAX or R-Pac, the vendor is held harmless if the quality of the barcode label fails

to meet the needs of our distribution center. However the vendor is responsible to review and confirm that the human readable detail on the labels is correct and matches the product detail on the purchase order received from Bluestem exactly upon receiving the label order from the label supplier. The label providers will not be held liable for human readable information showing incorrectly on the labels and the vendor could receive chargebacks for incorrect data.

9. Unit Labels purchased from our suppliers are authenticated and have counterfeit protection applied. This ensures the labels we receive into the Eatonton, Ga distribution center are accurate and meet all Bluestem requirements. Labels found to be reproduced to look like a label from our providers will result in penalties applied to the vendor.

## Unit Label Placement

### 1. Apparel Label Placement Requirements

- a. Placement of the adhesive bar code label on the poly-bag should be on the front of the bag centered in the middle, horizontally on the bag. When items are folded the label should be centered in what is the final presentation of the product. Any vendor UPC labels on the same side of the product should be covered. If positioning the label as directed would cause any brand information desired by the merchant for the customer to view to be obscured, then the label should be placed as close as possible to the center in a spot that is free of any copy or design.
- b. Refer to pictures below:



2. **Footwear Label Placement Requirements** – Footwear in Poly Bags

- a. Place unit label as per picture below. Do **NOT** place unit label on the sides or bottom of poly bags.



3. **Footwear UPC Sticker Requirements** – Footwear in Boxes

- a) Placement of the adhesive barcode label should be on the top of the box. The label must be placed in a manner that it is not obstructed by the banding.



4. **Belts**

- c. On items such as belts the label should be placed in a way it will rest on a solid part of the product.



5. **GOH – Garment on Hanger**

- a. The unit label should be placed in the upper center of garment



6. **Gift Box**

- a. The unit label should be applied to polybag or shrink-wrap on the top of the gift box.



7. **Boxed Item**

- a. The unit label should be applied to the top of the stable flat position



8. **Cylindrical Item**

- d. The unit label must be placed on item, so the barcode can be scanned



## Unit Packaging Requirements

### Packaging Information Form (PIF)

#### 1. New Products

- a. If you are shipping a new product number or new color code for an existing product number for the first time, this form must be filled out prior to shipping.
  - i. If you are shipping Non-Apparel (Includes Jewelry, Purses, Wallets, Totes) please fill out the form on page 61.
  - ii. If you are shipping Apparel, Shoes, Belts, Hats, Scarves, Gloves, Ties, Hosiery please fill out the form on page 60
- b. It is necessary for us to receive accurate packaging detail, therefore this form must be filled out and e-mailed no less than two weeks prior to the shipment arriving here at the Eatonton Ga Distribution Center.
- c. This form can be copied directly out of this manual (located on pages 60 - 61) or can be located on located on our Vendor Relations website at:  
[http://www.habandapparel.com/edi/spec\\_manual.html](http://www.habandapparel.com/edi/spec_manual.html)  
(refer to section titled Eatonton Ga DC Packaging Information Forms)
- d. Questions on completion of the form can be directed to the Packaging staff contact info listed on the form.

## General Packaging Rules

1. All products supplied to Bluestem Brands Eatonton Ga distribution center must be packaged and ready for direct shipment to the customer.
2. The requirements for each item are standard and all packaging should meet the criteria in this section.
3. If the supplier finds it necessary to make any changes to these requirements, they must contact the Eatonton, Ga DC Packaging Staff for approval.
4. No pricing of any kind is to appear on the package or product.
5. No unapproved inserts, catalog advertisements, customer solicitations, customer surveys, suppliers, phone number or email address is to appear on the package or product.
6. Over-ship/Under-ship allowance is per the discretion of the Bluestem Brand's Buying Team. Please contact your buyer for any allowance questions or requests.

## Moisture Control / Mold Prevention Requirements

The Eatonton Ga. Distribution Center REQUIRES all vendors to order Micro-Pak® Stickers (for shoeboxes) or Micro-Pak® PE Sheets (for items in polybags) for mold prevention.

Any other moisture control or mold prevention solution must be approved by Bluestem Brands.

Bluestem Brands does not permit the use of Silica Gel Packets.

### Micro-Pak Contact Information

<b>USA CONTACT</b> <b>Micro-Pak USA, Inc.</b>	<u>7421 SW Bridgeport Road, Suite 204, Tigard, OR 97224, USA</u>  Tel: (1) 503-747 5755 Fax: (1) 503-747 5783 Email: <a href="mailto:usinfo@micropakltd.com">usinfo@micropakltd.com</a> Website: <a href="http://www.micropakltd.com">www.micropakltd.com</a>
<b>ASIA CONTACT</b> <b>(Head Office)</b> <b>Micro-Pak Ltd.</b>	<u>Suite 2504, Tower 6, The Gateway, Harbour City, 9 Canton Road,</u> <u>Tsim Sha Tsui, Hong Kong</u>  Tel: (852) 2956 2991 Fax: (852) 2956 0790 Email: <a href="mailto:info@micropakltd.com">info@micropakltd.com</a> Website: <a href="http://www.micropakltd.com">www.micropakltd.com</a>
<b><u>EUROPE CONTACTS</u></b>	Ute Østerby Sales Manager DACH Tel: (49) 172-241 6078 Email: <a href="mailto:ute@micropakltd.com">ute@micropakltd.com</a>  <b>UK</b> Ben Wright Sales Manager UK Tel: (44) 7831-842 270 Email: <a href="mailto:ben.wright@micropakltd.com">ben.wright@micropakltd.com</a>



## Apparel Packaging Requirements

### 1. Folding Requirements

a. The below requirements on Fold size/Polybag sizes/Carton size/Backers **MUST** be utilized. If there are issues/concerns, please contact the Packaging staff and we will work together to come up with an appropriate solution. Otherwise the shipment may be subject to penalty.

i. To avoid mixed cartons, you will keep the same footprint (LXW) and adjust the carton height only.

ii. Cartons are based on outside dimensions.

Carton Size	Fold Size	Polybag Size	Garment Fold	Backer	Backer Size
19 7/8" L 12 1/8" W 12 1/8" H <u>and</u> 6" H	11 1/2" H (29.21 cm) 9 3/4" W (24.77 cm)	12 1/2" H (31.75 cm) 11 1/4" W (28.58 cm) 1 Mil	Vest, Lingerie, Undergarments, Blouses, Crewneck or Polo Shirts, Pajamas, Skirts, Women's Pants	Lingerie, Undergarments Others-No	12 pts or less 10 1/2" H (26.67 cm) 8" W (20.32 cm)
20" L 14 1/2" W 15" H OR 11" H <u>and</u> 6" H	14" H (35.56 cm) 10" W (21.59 cm)	15" H (26.04 cm) 10 1/4" W (38.1 cm) 1 Mil	Men's Dress Shirts	Yes	12 pts or less 13 5/8" H (34.61 cm) 8" W (20.32 cm)
24" L 16 1/2" W 15" H OR 24" L 16 1/2" W 11" H <u>and</u> 6" H	16" H (40.64 cm) 12" W (30.48 cm)	17" H (34.29 cm) 13 1/2" W (43.18 cm) 1 Mil	Men's Pants, Jeans, Sweatshirts, Dresses, bulky Sweaters, Robes, Nightgowns, Jackets	No	
24" L 16 1/2" W 11" H <u>and</u> 6" H	In half with arms behind 23 1/2 x 16	18 1/2" H (46.99 cm) 23 1/2" W (59.69 cm) 1.25 Mil	Suit Coats, Sport Coats (unless specified as GOH) (See example on following page)	Yes	12 pts or less 32" H (81.28 cm) 16 1/4" W (41.28 cm)
24" L 16 1/2" W 15" H OR 24" L 16 1/2" W 11" H <u>and</u> 6" H	23 1/2 x 16	18 1/2" H (46.99 cm) 23 1/2" W (59.69 cm) 1.25 Mil	Bulky Coat	No	

**\*Anything aside from suit and sport coats can have two stacks per carton**

- b. All hangars MUST be removed unless specified from your buyer.
- c. Merchandise should not appear stuffed into the poly-bag and as well should not be too loose where it can "float" in the polybag. If an adjustment to the fold is necessary please contact the Packaging Staff.
- d. NO straight pins can be affixed to garments.
- e. Plastic clips may be used in any product folds
- f. White tissue may be used at the vendors discretion

**2. Example of Suit Coat / Sport Coat Fold**

- a. A lightweight chipboard backer is placed inside the coat. Fold sleeves to the side/behind and then bring the bottom of the coat up once. The coat is then placed into a close-fitting polybag (not a garment bag) and sealed with three pieces of tape as shown in the pictures below.
- b. Coat is unbuttoned in the example below.



**2. Stiffener Requirements**

- a. A stiffener is required if the merchandise falls to the bottom when the bag is held up by the corner.
- b. If the merchandise sags within the bag by more than 1" when tested, use a chip board stiffener to conform with the folding requirements shown on previous page.
- c. Stiffener should normally be 1 1/2" narrower and shorter than the size of the bag used. A bulky garment may require a smaller stiffener. You may also need to use plastic clips to secure garment to the stiffener.

Stiffener: Compliant



Stiffener: Non - Compliant



3. **Polybag Requirements**

- a. The sourcing of polybags is the responsibility of the supplier. Samples from vendors must be provided upon request.
- b. Material: 1.0+ mil Polyethylene (no other materials are acceptable)
- c. Background Color front and back:
  - i. Clear – for most goods
  - ii. Opaque – for silk, linen and 100% nylon garments
- d. All apparel polybags must have eight 1/4" air vent holes (4 in front, 4 in back) punched near the top and bottom of the Polybag.
- e. Each polybag **MUST** contain a Micro-Pak® PE Sheet or other moisture control solution approved by Bluestem Brands. Bluestem Brands does not permit the use of Silica Gel Packets.
- f. There must be an extended lip to the top front of the bag (min. 1 1/2") to fold over to the back of the package
- g. Outside flip is 2 1/2" at top of the bag, to be closed after the merchandise is inserted.
- h. Each unit is required to have a unit label applied to the polybag. Please refer to Unit label Placement section for proper placement.
- i. All polybags must have country of origin printed below the warning or the country of origin must be clearly visible on the care label and be able to be viewed through the polybag.
- j. **Suffocation Warning Requirements**
  - iii. A Suffocation Warning Label must either be printed or attached as a label on **all** Polybags that satisfy the following conditions:
    - 1. A Polybag that is 1.5 mil or less in thickness; **and**
    - 2. The opening of the Polybag is 5 inches wide in diameter or more (measured when flat).
  - iv. The Suffocation Warning Label must have the following language (or a substantially similar statement approved by state authorities as applicable):

**“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.”**

- v. The font size of the Suffocation Warning Label shall be as follows:

<b>Total Length and Width of the Poly Bag</b>	<b>Size of Print</b>
Less than 25 inches	10 point minimum
25 to 39 inches	14 point minimum
40 to 59 inches	18 point minimum
60 inches or more	24 point minimum

- vi. Where a poly bag has a total length and width of more than 40 inches, the Suffocation Warning Label must be repeated at intervals of 20 inches or less.
- vii. The Suffocation Warning Label must be printed directly on the bag or on a label securely attached to the bag. The type font should be clear, distinct, and conspicuous in color, layout, contrast. If the Suffocation Warning Label is printed on a label that is then attached to the poly bag, the printing technique must result in a label that will not smear.

4. **Securing of Polybags**

- a. Bags can be secured using heat seal, self-adhesive strips or tape.
- b. All tape must be no less than ½" wide with a minimum of 2 pieces of clear tape.
- c. For garments folded 16 x12 or larger a minimum of 3 pieces of clear tape must be used.
- d. If the fold size of the garment is larger than 16 x 12 and the item is packaged in a self-adhesive sealed bag, then it must also be secured with three pieces of clear tape to prevent the weight of the garment forcing the bag open when being handled.

**Garment on Hangers (GOH) Packaging Requirements**

- a. Merchandise **MUST NOT** be sent on hangers or in hanger packs unless specified by the buyer.
- b. Only use GOH boxes when buyer confirms to ship garment on hanger.
- c. Apparel is not to be individually packed within a box within the master shipping carton.
- d. Apparel is shipped with a hanger best suited for the product at vendors discretion.
- e. Hanger must fit squarely in the carton (not at an angle).
- f. If clip hangers are used, use foam under the clips to avoid marks on the fabric.
- g. Each individual unit must be packaged in a GOH style polybags.
  - a. Material: 1.0+ mil Polyethylene (no other materials are acceptable) and free of Butylated Hydroxyl Toluene (BHT)
- h. Each polybag **MUST** contain a Micro-Pak® PE Sheet or other moisture control solution approved by Bluestem Brands. Bluestem Brands does not permit the use of Silica Gel Packets.
- i. **Suffocation Warning Requirements**
  - a. A Suffocation Warning Label must either be printed or attached as a label on **all** Polybags that satisfy the following conditions:
    - 1. A Polybag that is 1.5 mil or less in thickness; **and**
    - 2. The opening of the Polybag is 5 inches wide in diameter or more (measured when flat).
      - i. The Suffocation Warning Label must have the following language(or a substantially similar statement approved by state authorities as applicable):

**“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.”**

- ii. The font size of the Suffocation Warning Label shall be as follows:

Total Length and Width of the Poly Bag	Size of Print
Less than 25 inches	10 point minimum
25 to 39 inches	14 point minimum
40 to 59 inches	18 point minimum
60 inches or more	24 point minimum

- iii. Where a poly bag has a total length and width of more than 40 inches, the Suffocation Warning Label must be repeated at intervals of 20 inches or less.
- iv. The Suffocation Warning Label must be printed directly on the bag or on a label securely attached to the bag. The type font should be clear, distinct, and conspicuous in color, layout, contrast. If the Suffocation Warning Label is printed on a label that is then attached to the poly bag, the printing technique must result in a label that will not smear.
- j. Securing: All closures **MUST** be taped or heat sealed to keep merchandise securely contained within the polybag until received by our customers. A minimum of 3 pieces of clear tape is to be used on all bags. All tape must be at least ½" wide.
- k. Each polybagged unit is required to have a unit label applied to the polybag. Please refer to Unit label Placement section for proper placement.
- l. Laydown or Vertical Garment on Hanger (GOH) boxes may be specified by the buyer.
- m. The below dimensions are guidelines only and vendors can deviate from them as necessary.

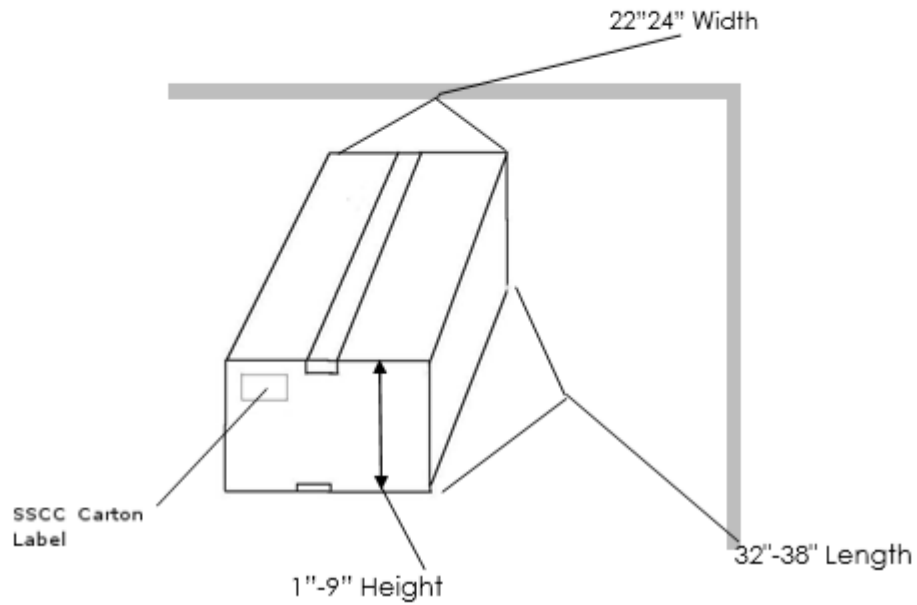
- n. Please remember the 40 lb. weight requirement per carton.
- o. If we find issue with any cartons received, we will consult with the vendor for future shipments.

**Box size dimensions for Horizontal GOH:**

32"-38" Length (81.28cm-96.52cm)

22"-24" Width (55.88cm-60.96cm)

1"-9" Height (2.54cm-24.13cm)

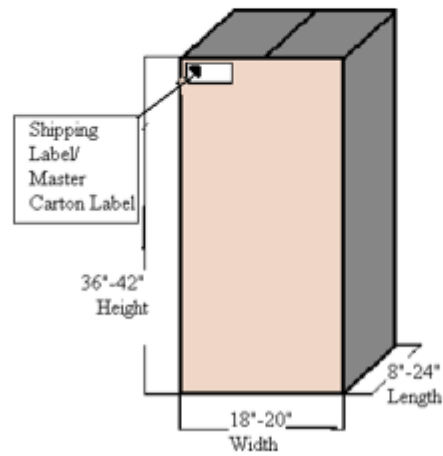


**Box size dimensions for Vertical GOH:**

8"-24" Length (20.32cm-60.96cm)

18"-20" Width (45.72cm-50.80cm)

36"-42" Height (91.44cm-106.68cm)



## Footwear Packaging Requirements

### 1. Polybagged Footwear Requirements

- a. The sourcing of polybags is the responsibility of the supplier. Samples from vendors must be provided upon request.
- b. Material: 1.0+ mil Polyethylene (no other materials are acceptable)
- c. Background Color front and back: Clear
- d. All footwear polybags must have eight 1/4" air vent holes (4 in front, 4 in back) punched near the top and bottom of the Polybag.
- d. There must be an extended lip to the top front of the bag (min. 1 1/2") to fold over to the back of the package
- e. Outside flip is 2 1/2" at top of the bag, to be closed after the merchandise is inserted.
- f. Each unit is required to have a unit label applied to the polybag. Please refer to Unit label Placement section for proper placement.
- g. All polybags must have country of origin printed below the warning or the country of origin must be clearly visible on the care label and be able to be viewed through the polybag.
- h. **Suffocation Warning Requirements**
  - i. A Suffocation Warning Label must either be printed or attached as a label on **all** Polybags that satisfy the following conditions:
    - 1. A Polybag that is 1.5 mil or less in thickness; **and**
    - 2. The opening of the Polybag is 5 inches wide in diameter or more (measured when flat).
      - a. The Suffocation Warning Label must have the following language (or a substantially similar statement approved by state authorities as applicable):

**“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.”**

- ii. The font size of the Suffocation Warning Label shall be as follows:

Total Length and Width of the Poly Bag	Size of Print
Less than 25 inches	10 point minimum
25 to 39 inches	14 point minimum
40 to 59 inches	18 point minimum
60 inches or more	24 point minimum

- iii. Where a poly bag has a total length and width of more than 40 inches, the Suffocation Warning Label must be repeated at intervals of 20 inches or less.
- iv. The Suffocation Warning Label must be printed directly on the bag or on a label securely attached to the bag. The type font should be clear, distinct, and conspicuous in color, layout, contrast. If the Suffocation Warning Label is printed on a label that is then attached to the poly bag, the printing technique must result in a label that will not smear.
- i. Securing: All closures **MUST** be taped or heat sealed to keep merchandise securely contained within the polybag until received by our customers. A minimum of 2 pieces of clear tape is to be used on all bags. All tape must be at least 3/4" wide.

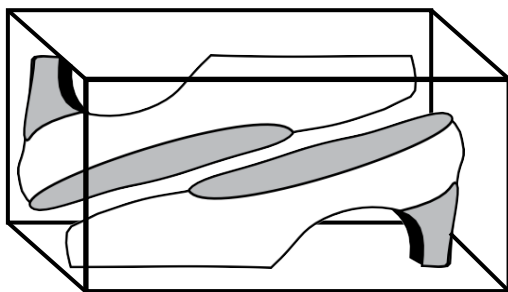


- j. All units must be packaged “heel to heel” and “toe to toe” in polybag. The polybag must have a snug fit around the shoes so that the poly-bag is tight. This will prevent the unit label from “sagging” while on the poly-bag.
- k. Polybagged shoes with hard soles **MUST** be shipped with “Eggcrates” inside the master carton. “Eggcrates” are cardboard dividers that will separate each shoe and prevent any damage due to crushing.
- l. Each polybagged pair of shoes **MUST** contain a Micro-Pak® PE Sheet or other moisture control solution approved by Bluestem Brands. Bluestem Brands does not permit the use of Silica Gel Packets.

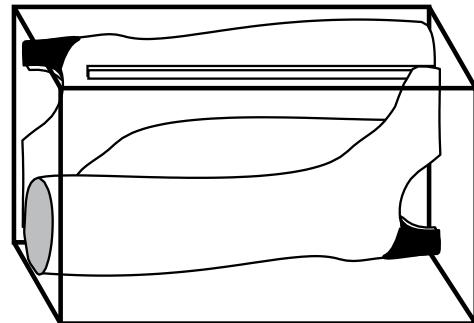
2. **Footwear Box Requirements**

- a. All pairs are to be packaged in individual plain white shoe boxes or, in the case of branded footwear, the appropriate box for that brand.
- b. Each shoe is to be wrapped in white tissue paper.
- c. Each individual box **MUST** contain a **Micro-Pak® Sticker** or other moisture control solution approved by Bluestem Brands. Bluestem Brands does not permit the use of Silica Gel Packets.
- d. Each individual box **MUST** be secured with a rubber band to secure the lid from falling off.
- e. Each individual box is required to have a unit label. Please refer to Unit label Placement section for proper placement.
- f. Boxes must be of sufficient height to enclose entire width of shoe allowing lid to rest firmly against box top.
- g. Boxes must be of double strength at each end to prevent crushing of both box and lid in transit through the mail to our customers.
- h. Shoes must be packed “head to toe” with heels against box sides to present a rectangular shape to conform with box (Example A). Boots should be packed lengthwise “sole to top.” (Example B)

**Example A**



**Example B**



- i. Special Size Boxes: If shoes produced will not fit into a box for maximum dimensions as stated, contact the Packaging Staff prior to boxing shoes.
- i. Footwear Master Carton Packing Requirements
  - i. Shoes should be shipped in tightly packed master cartons with **no empty shoe boxes used as filler.**

## Non-Apparel Packaging Requirements

### **Jewelry Packaging Requirements**

- a. 4" x 2" is the minimum unit package size.
  - i. This will allow the required unit label to fit on item
- b. All units must be secured in a close-fitting polybag or bubble bag.
  - i. Polybags must follow same requirements as noted in section 3 of Polybag Requirements for Apparel.
  - ii. Giftboxes may be shrink-wrapped in place of polybag/bubble bag.
- c. Securing: All closures MUST be taped, use self-adhesive strips or be heat sealed to keep merchandise securely contained within the polybag/bubble bag until received by our customers. A minimum of 2 pieces of clear tape is to be used on all bags. All tape must be at least ½" wide.
- d. Each individual unit is required to have a unit label. Please refer to Unit label Placement section for proper placement.
- e. Magnetic items – must be packaged in a manner that the magnets will not adhere to metal through the packaging.
- f. All pierced earrings must have a "mini grip" attached.
  - i. Post Earrings- After the earring is carded & earring back secured, slip a rubber grip at the tip of the post [grip will extend about 1/8" beyond post].

## **Health & Beauty Packaging Requirements**

### **1. Packaging Requirements**

- a. Products with shelf life must have pull date information on each individual unit, shipping carton, and Manifest. (Example: Best if used by Jan. 2022.)
- b. Perishable items requiring a stored temperature (Example: Best if stored at 40° -60°F.) must have this on the individual unit, shipping carton, and Manifest
- c. All glass containers must be packaged with bubble wrapped polybagged and boxed
- d. All products with obvious odor (liquid or dry) must be poly bagged.
- e. All liquid products or products that could liquefy must be polybagged and sealed.
- f. Gift Style Boxes must be polybagged or shrink-wrapped to ensure unit label does not damage packaging when the label is removed.
- g. Polybags must follow same requirements as noted in section 3 of Polybag Requirements for Apparel.
- h. Securing: All closures MUST be taped, use self-adhesive strips or be heat sealed to keep merchandise securely contained within the polybag/box until received by our customers. A minimum of 2 pieces of clear tape is to be used on all bags. All tape must be at least ½" wide.
- i. All tins must be wrapped in either tissue or bubble wrap.
- j. Each individual unit is required to have a unit label. Please refer to Unit label Placement section for proper placement.

### **2. Prop 65 – Cosmetics and Fragrance**

- a. Suppliers must know and comply with all applicable cosmetics and fragrance requirements, state, federal and local laws and regulations including but not limited to Federal Trade Commission regulations, the Federal Food, Drug and Cosmetics Act, and California Proposition 65.
- b. All other vendors selling product to Bluestem outside of cosmetics and Fragrance must meet all federal and local laws and regulations

## Packaging Info Form - Apparel

### Packaging Information Form for Apparel, Shoes, Belts, Hats, Scarves, Gloves, Ties, Hosiery

Send completed form to:  
[idcpackaging@bluestem.com](mailto:idcpackaging@bluestem.com)

Packaging is very important to us please be as accurate as possible when completing this form. If more form space is needed please copy this page so you have additional room. Where possible, try to use a consistent carton size varying the number of units packed in each (if there are product size differentials).

**\*\*\*PLEASE DO NOT PACK IN MASTER PACKS EXCEEDING 40 POUNDS\*\*\***

**\*\*\* Please refer to apparel standards listed on page 49 for required carton and fold sizes\*\*\***

Brand: Appleseed's  Blair  Drapers  Haband

Vendor Name & ID Number \_\_\_\_\_ Date \_\_\_\_\_

Expected Arrival Date of Shipment to the Eatonton Ga DC \_\_\_\_\_

Vendor contact \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Unit Packaging Information: Please check appropriate box:**

- Polybag  Folded  Not Folded  Item on Hanger  Banded Shoebox  Vertical  GOH  
 Bubble Mailer Bag  Chipboard Backer in Fold

Product Number & Description	PO Number	Size Range	Master Carton L x W x H Inches	Units per Master Carton	Packaged Unit L x W x H Inches	Unit Weight Oz/Lbs.

**\*\*\* Please note this is not to be used as a manifest \*\*\***

## Packaging Info Form Non-Apparel

### Packaging Information Form for Non-Apparel (Includes Jewelry, Purses, Wallets, Totes)

Send completed form to:  
[idcpackaging@bluestem.com](mailto:idcpackaging@bluestem.com)

Packaging is very important to us please be as accurate as possible when completing this form. If more form space is needed please copy this page so you have additional room. Where possible, try to use a consistent carton size varying the number of units packed in each (if there are product size differentials).

**\*\*\*PLEASE DO NOT PACK IN MASTER PACKS EXCEEDING 40 POUNDS\*\*\***

Brand: Appleseed's  Blair  Drapers  Haband

Vendor Name & ID Number \_\_\_\_\_ Date \_\_\_\_\_

Expected Arrival Date of Shipment to the Eatonton Ga DC \_\_\_\_\_

Vendor contact \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

#### Unit Packaging Information (Please check appropriate box):

Polybag  Blister Pack  Clamshell  Re-shippable Carton  Jewelry Box  Bubble Mailer Bag  Box with Plastic Display Window  Other box (explain) \_\_\_\_\_

#### RUGS:

Rolled  Folded  Re-shippable Polybag  Non Re-shippable Polybag

Product Number & Product Description	PO Number	Master Carton L x W x H Inches	Master Carton Weight Lbs.	Units per Master Carton	Unit Pack L x W x H Inches	Unit Weight Oz/Lbs.

**\*\*\* Please note this is not to be used as a manifest \*\*\***

## ORM-D: Other Regulated Materials for Domestic Transport Only

Vendors selling ORM-D products to Bluestem Brands must advise the Buyer and QC before the PO is issued. All criteria below must be met to ensure proper shipping and handling throughout the incoming transport, in our DC and while in transit to our customers.

ORM-D is a marking for shipping in the United States that identifies other regulated materials for domestic transport only. Packages bearing this mark contain hazardous material in a limited quantity that presents a limited hazard during transportation, due to its form, quantity, and packaging.

Examples of items classed ORM-D include (but are not limited to):

- i. Aerosol cans
- ii. Perfumes
- iii. Lighters
- iv. Drain openers
- v. Lithium batteries, stand alone, exceeding 100Watt hours

Material marked "ORM-D" and shipped by surface transportation require an ORM-D marking on the box. This marking should be in the form of an ORM-D sticker.

CH Robinson, will require the following on all ORM-D shipments:

Vendors & shippers must be able to provide the proper Hazmat paperwork, including a BOL as well as the necessary placards (if full truck load).

In addition, each vendor must also provide us with the following information in order for us to arrange the pickup:

- i. Proper Product Shipping Name
- ii. UN Number
- iii. Packing Group Number
- iv. Hazmat Freight Class
- v. 24-hr emergency contact phone number
- vi. Labeling
- vii. All Shipping Papers
- viii. Placards (if full truck load)

In addition, CHR does not accept the following Hazmat classes:

- |                          |  |
|--------------------------|--|
| 1.1 – Explosives         | 6.1 – Poisonous Materials                                |
| 1.2 – Explosives         | 6.2 – Infectious Substances                              |
| 1.3 – Explosives         | 7 – Radioactive Materials                                |
| 2.3 – Explosive Gasses   | 9 – Miscellaneous Hazardous Materials not clearly define |
| 4.3 – Dangerous when wet |  |

## Late Shipment Penalty Offsets

### **DOMESTIC VENDOR LATE SHIPMENT PENALTY INFORMATION**

**Domestic Late Shipment:** An order will be considered on time if the Vendor Ready date is on or 5 days prior to the PO Requested Ship Date. The Vendor Ready date is defined as the date the shipment is available for pick up at the Vendor facility, as stated by the vendor on the pick-up request form to CH Robinson. A late shipment penalty is applied for warehouse purchase orders in which the Vendor Ready Date is after the PO Requested Ship Date.

If Purchase Order will not be ready for pick-up on or prior to the PO Requested Ship Date, approval to ship late must be obtained from the Bluestem Brands Inventory Planner before the Purchase Order Requested Ship Date and prior to contacting CH Robinson for a pick up

**1. If shipment is 1-7 days late**

5% of the cost of the late product plus a \$50 administration fee.

**2. If shipment is 8-14 days late**

10% of the cost + \$50 fee.

**3. If shipment is 15+ days late**

15% of the cost + \$50 fee.

### **DOMESTIC VENDOR Late Shipment Penalty Information for Small Parcel Shipments**

For purchase orders shipped via Small Parcel on prepaid terms, the purchase orders will be considered "on-time" if the purchase order is received at the Bluestem Distribution Center within 7 days of the PO Requested Ship Date. A late shipment penalty is applied for small parcel prepaid purchase orders in situations in which the PO receipt date is more than 7 days after the PO Requested Ship Date.

**DIRECT IMPORT LATE SHIPMENT PENALTY INFORMATION**

For the purposes of this document, "late" is determined from the PO Requested Ship Date listed on the Purchase Order. It is the Vendor's responsibility to ensure that the goods are available to ship by this date listed on the Purchase Order.

\*Bookings are to be made 6 weeks in advance of PO ship date for scheduling of equipment

Failure to meet the PO Requested Ship Date will result in a Late Shipment penalty as follows:

**DIRECT OCEAN SHIPMENTS**

Direct Ocean Shipments			Example
Timing of PO Ship Date	Penalty/Chargeback %	Air PPD Requirement	PO Req Ship Date <b>4/6</b>
6 Days Past PO Ship Date	None	None	4/6 to 4/12 - proceed to ship
7--14 Days Past PO Shipment Date	Waived	20% per SKU	4/13 to 4/20 - 20% Air PPD balance vessel
15--21 Days Past PO Shipment Date	2% of Ocean Shipment	50% per SKU	4/21 to 4/27 - 50% Air PPD +2% Late penalty on Vsl Shipment
>21 Days Past PO Shipment Date	2% per week late of TTL FOB PO Value after the 21st day	100% complete order	>4/28 100% Air PPD + 2% penalty every week starting on the 21st day

**Direct Air Shipments**

Direct Air Shipments - Brand Requested Air			Example
Timing of PO Ship Date	Penalty/Chargeback %	Air Cost Requirement	PO Req Ship Date <b>4/6</b>
5-9 Days Past PO Ship Date	5% of Total FOB PO Value	50% Paid by Vendor 50% Paid by Brand	4/7 to 4/15 Air Cost split 50/50 + 5% penalty on the entire PO value
>9 Days Past PO Shipment Date	5% per week late of TTL FOB PO value after 9th day	100% order Vendor PPD	>4/16 Air cost prepaid by Vendor for entire PO + 5% penalty every week starting on the 10th day

\*As per our Terms & Condition's, Bluestem reserves the right to cancel the order for any late shipment



## **Cancellation of Purchase Order**

Purchaser may terminate and rescind all or part of this Purchase Order at any time in the event (a) Purchaser has any reasonable basis to believe that Seller will not perform its obligations under this Purchase Order (including, without limitation, timely delivery of all of the Merchandise); (b) Seller becomes insolvent or proceedings are instituted by or against Seller under any bankruptcy or insolvency laws; (c) Seller ceases its operations; or (d) any lockout, strike, unavoidable accident, riot, war, act of God, fire, flood, earthquake, or any other casualty whatsoever affects any or all of Purchaser's premises or business.

## Certificate of Liability Insurance Requirements

**For all Suppliers providing goods on any platform of BLST TopCo LLC and its affiliates (individually and collectively, “Bluestem”), Supplier shall have and maintain in full force and effect in the following amounts and conditions:**

- **Commercial General Liability** insurance, including Personal and Advertising Injury, Products/Completed Operations, Medical Payments, Bodily Injury, and Property Damage, with minimum limits of \$1,000,000 per occurrence / \$2,000,000 aggregate.
- **Product Liability** insurance with limits of \$3,000,000 per occurrence (\$10,000,000 per occurrence for certain product categories\*)
- **Workers Compensation/Employer’s Liability** insurance, for any Supplier whose employees will be entering Bluestem’s premises, with statutory limits, or \$1,000,000 if no statutory requirement, and \$1,000,000 in employer’s liability coverage.
- **Automobile Liability** insurance, for any Supplier whose employees or agents will be driving on Bluestem’s premises or making delivery to Bluestem’s premises, with minimum limits of \$1,000,000 per occurrence.
- **Umbrella/Excess Liability** insurance is acceptable to meet the above defined requirements. Supplier shall cause each insurance company to provide the insurance on an umbrella basis in excess over and no less broad than the liability coverages required herein (including as to Bluestem’s additional insured status), with the same inception and expiration dates as Commercial General Liability insurance, and the umbrella is follow form.

All insurance required herein shall (1) contain a waiver of subrogation in favor of Bluestem, where permitted by law and (2) provide that such insurance is primary, non-contributory, and not excess coverage. Additionally, Commercial General Liability, Product Liability, Automobile Liability and Umbrella/Excess Liability shall (a) contain coverage for Contractual Liability, (b) provide that defense costs will not apply against coverage limits, and (c) name “BLST TopCo LLC and its affiliates” as additional insured, or equivalent.

Each insurance policy shall be issued by a U.S. domiciled insurer duly licensed in the state where the policy is issued, with an AM Best Financial Strength Rating of A or better and AM Best Financial Size Category Rating of VII or better. A complete copy of the policy shall be provided to Bluestem on request. If at any time during the term of coverage, an insurer’s AM Best Financial Strength Rating is downgraded to below A, Supplier shall at its sole cost and expense procure new coverage meeting the above criteria with an insurer meeting the preceding minimum requirements for Financial Strength and Financial Size Category Ratings. Each insurance policy should be occurrence based.

Supplier must provide current Certificates of Insurance and copies of pertinent policy endorsements verifying Supplier’s compliance with the insurance requirements above (i) upon the earlier of either Supplier’s execution of a Supplier Agreement with Bluestem or Supplier’s first shipment of product to Bluestem, (ii) at any time upon request of Bluestem, and (iii) upon renewal or replacement of any policy required above. Each Certificate of Insurance shall:

- Show Supplier and all affiliate and subsidiary names as the Named Insured
- Provide information as is standard on the ACORD 25 Certificate of Liability Insurance
- List all Supplier’s names and subsidiaries of insured doing business within a vendor number
- Show the self-insured retention (SIR)
- Show the following as Certificate Holder and Additional Insured:
  - BLST TopCo LLC and its affiliates
  - 13300 Pioneer Trail
  - Eden Prairie, MN 55347
- Provide valid COI upon request through initial registration process, annual renewal activity, or email.
- If the certificate of insurance does not comply with these requirements, a delay may occur in Bluestem’s dealings with Supplier. Failure to maintain the required insurance coverage may result in inactivation of the account. Orders and payments may be withheld until the certificate of insurance has been received and approved by Bluestem.
- Supplier shall identify and maintain a contact in the U.S. to be reached during normal business hours for customer claims.

†Product-specific insurance limits: Product liability limits of no less than \$10 million per occurrence shall apply to the following.

Baby, infant and toddler products used for carrying, transporting, exercise or care (e.g., car seats, carriers, cribs, bassinets, bathers, nurseries, highchairs, remote monitors, exercise equipment)	Products potentially confused with guns (e.g., realistic toy guns)	Trampolines
Ride-on devices, powered and non-powered (e.g., go-carts, mini-bikes, riding tractors and mowers, tricycles, bicycles, scooters, skateboards, skates, water and snow skis, boards, slides, and gliders)	Products for storage or dispensing of flammables (e.g., fuel cans)	Ladders
Guns, other products that propel projectiles, and their related supplies (e.g., BB guns, paintball guns, black powder guns, crossbows and bolts, bows, arrows, slingshots, ammunition, and projectiles)	Products to lift, tow or work under vehicles (e.g., lifts, jacks, tow ropes, ramps, stands, creepers, and hoists)	Stun guns
Power tools and their related supplies (e.g., chainsaws, electric saws, lawn mowers, welders, cutters, hedge trimmers, planers, heaters, generators and weed trimmers)	Mobility devices (e.g., canes, walkers, wheelchairs, and rollators)	Tires
Protective equipment (e.g., helmets, safety glasses, hearing protection and protective vests)	Drones	

**Email questions and certificates to: [Supplier.Management@bluestembrands.com](mailto:Supplier.Management@bluestembrands.com)**

### **Example COI for reference**

Certificate of Liability Insurance requirements for **BLST TopCo LLC and its affiliates**

Please note the example on the following page is for **reference only**. **Coverage requirements may be higher based on specific products/categories as defined in our Vendor Manual.**



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Broker Information Here	<b>CONTACT NAME:</b> PHONE (A/C. No., Ext.): _____ FAX (A/C. No.): _____ E-MAIL ADDRESS: _____	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Vendor Name and Address Information Here (name must list all affiliates and subsidiaries)	<b>INSURER A:</b> Insurance Carrier Information Here	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> SECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: _____	<input checked="" type="checkbox"/>			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPYOP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input type="checkbox"/>			COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$	<input type="checkbox"/>			EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A		PER STATUTE    OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

BLST TopCo LLC and its affiliates are named as additional insured as required by written contract. Umbrella is follow form over primary casualty.

<b>CERTIFICATE HOLDER</b> BLST TopCo LLC and its affiliates 13300 Pioneer Trail Eden Prairie, MN 55347	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
---	--

© 1988-2016 ACORD CORPORATION. All rights reserved.

## Return to Vendor

All product returns that cannot be returned to stock will be sent back to the vendor facility with the vendor assuming all freight costs.

### RTV Request

Bluestem Brands staff will email the vendor to request for a Return Authorization # (RA#) and will also include an RTV Container Summary in the event the warehouse has merchandise to be returned to Vendor. Vendor must respond to the request with the following information.

Vendor name – The name of the location for return

1. Address – Ship to address
2. Phone # - Ship to location phone number
3. Container # - Refer to the RTV Container Summary, list the Container ID
4. RA# - Return Authorization number


If the vendor does not respond within **30** days of receiving the request for this information, Bluestem will debit Vendor the amount on the RTV Container Summary and dispose of the product.

Please note that credit memos related to the RTV should be sent back to the Bluestem contact that your company received the RTV notification from. Credit memo must reference RTV #

### RTV Container Summary

The vendor will receive a summary of what will be returned. Vendor must review the summary in detail. If Vendor does not agree that an item should be returned, Vendor must respond back prior to providing the RA# with explanation.

Summary Example

<b>Pick UP Address</b> Bluestem Dist. Center 200 Murray Drive Irvine, Pa 16329				<b>Vendor Name</b> Vendor Number Return Authorization Number					
<b>Distribution Center Hours for pickup</b> 6:00 AM to 2:30 PM EST		Date Container ID Debit Memo Number							
Case (if applicable)	Case Count	Pallet (if applicable)	Pallet Count	QTY	Item Description	Cost	Total Cost (if applicable)	Brand	Location (if applicable)
Total Unit QTY				Total PD Cost				Total Extended Value	
Total Weight				Total Refurb Cost					

### Summary Definitions:

RTV Header information on the Summary:

1. Container ID – This identifies the location/pallet for the within the

- warehouse and must be listed as the Container # on the RA# response
2. Debit Memo Number –will match the deduction on Vendor's remittance
  3. RTV Requestor Contact Name
  4. RTV Requestor Email
  5. RTV Requestor Phone
  6. Vendor Name – The name and location for return
  7. Vendor Number – Bluestem assigned vendor number
  8. Return Auth Number – Return authorization number completed by Vendor

RTV Body information on the Summary:

1. Case # (if applicable) – carton number assigned
2. Case Count ( if applicable) – Total amount of cartons for line
3. Pallet # (if applicable) – pallet number assigned
4. Pallet Count (if applicable) – Total amount of pallets for line

## Expense Offsets

If non-compliance to one of Bluestem Brand's requirements occurs, the Supplier will receive an infraction notification via email with the infraction detail and resolution.

The Supplier will incur all costs (labor and supplies) necessary to make their shipment compliant so we can receive into our inventory, or the vendor may bear the cost of returning the shipment.

If an external 3PL company is required to correct the compliance problem the cost structure will differ from what is noted below in the expense offset table and a separate invoice will be sent.

- Expense offsets will be applied to open invoices.
- To obtain copies of infraction documents, contact [vcompliance@bluestem.com](mailto:vcompliance@bluestem.com)

Failure to correct non-compliance issue(s) on subsequent shipments may result in additional penalties to any costs related to making their shipment compliant as noted below:

- 2<sup>nd</sup> Similar Infraction in a 12-month Period - **\$250 additional charge**
- 3<sup>rd</sup> Similar Infraction in a 12-month Period - **\$500 additional charge**
- 4<sup>th</sup> Similar Infraction and all subsequent in 12-month period - **\$750 additional charge**

If an infraction is issued to your company and you wish to dispute, you have 90 days from the date of the initial notification of the chargeback to contact your buyer. Please provide the following detail with your dispute

- Vendor Name
- Vendor Number
- Purchase Order Number
- Infraction Number
- Invoice Number
- Documentation and Explanation supporting your dispute
- Contact Name and Phone Number

After the 90-day period no reversals will be granted.

**Expense Offset Table**

1. The schedule and fines for Vendor Compliance Infractions are subject to change.
2. Any external 3<sup>rd</sup> Party rework will have a separate invoice and cost structure. Infractions below represent non-compliance completed at EDC.

Category	Error	Expense Offset
Shipment	<u>Late Shipment:</u>	1-7 days late 5% of the cost of the late product plus a \$50 administration fee.  8-14 days late 10% of the cost + \$50 administration fee.  15+ days late 15% of the cost + \$50 administration fee  <i>*Subject to additional penalties for repeat non-compliance</i>
	<u>Routing:</u> Failure to follow transportation routing guidelines or Using non-approved 3 <sup>rd</sup> party billing account	Full freight cost plus a \$50 administration fee <i>*Subject to additional penalties for repeat non-compliance</i>
	<u>UPS Account Non-Approved Use:</u> Use of Bluestem brands' UPS account for an unapproved shipments or options	Shipment to Warehouse: \$10 per PO plus a \$50 administration fee Non-Bluestem Brands Shipment: Full freight cost plus a \$50 administration fee <i>*Subject to additional penalties for repeat non-compliance</i>
	<u>Mis-Routed Freight:</u> Purchase Orders shipped to the incorrect warehouse location	Full freight cost plus a \$50 administration fee <i>*Subject to additional penalties for repeat non-compliance</i>
	<u>Shortages:</u> Failure to communicate shortages to your buyer	Cost of lost orders plus \$50 administration fee  <i>*Subject to additional penalties for repeat non-compliance</i>
	<ul style="list-style-type: none"> <li>• Failure to palletize cartons securely with carton labels facing outward</li> <li>• Domestic pallets were not shrink wrapped</li> <li>• Pallet size or weight noncompliance.</li> <li>• Double Stacked Pallets</li> </ul>	\$50.00 per Hour Rate + \$50.00 administration fee  <i>*Subject to additional penalties for repeat non-compliance</i>



<p>Shipment Documents</p>	<ul style="list-style-type: none"> <li>• Failure to enclose a packing slip</li> <li>• Sending a manual manifest for a shipment without prior approval</li> <li>• Failure to return PIF (Packaging Information Form) as required</li> <li>• Failure to use Haband Carton Labeling for Manifest as part of Haband Vendor Carton Label System</li> </ul>	<p>\$50.00 per Hour Rate + \$50.00 administration fee</p> <p><i>*Subject to additional penalties for repeat non-compliance</i></p>
<p>EDI</p>	<p><u>Warehouse Shipment 856 ASN Errors</u></p> <ul style="list-style-type: none"> <li>• Invalid Purchase Order Number</li> <li>• Invalid Item Number</li> <li>• Invalid Sender/Receiver ID</li> <li>• ASN Format (Warehouse ASN sent as a Dropship ASN or viceversa)</li> <li>• Missing ASN</li> <li>• Late ASN – ASN that arrive after the shipment is here.</li> <li>• Failure to communicate errors inEDI transmissions</li> </ul>	<p>\$50.00 per Hour Rate + \$50.00 administration fee</p> <p><i>*Subject to additional penalties for repeat non-compliance</i></p>
<p>eSPS</p>	<ul style="list-style-type: none"> <li>• Non-submittal of completed eSPS Carton listings to Bluestem’s Overseas Offices in time to get the ASN to the distribution center before the shipment’s arrival</li> <li>• Failure to complete packing process in eSPS completely to generate eSPS ASN</li> </ul>	<p>\$50.00 per Hour Rate + \$50.00 administration fee</p> <p><i>*Subject to additional penalties for repeat non-compliance</i></p>

<p>Master Cartons</p>	<ul style="list-style-type: none"> <li>• Carton does not meet construction requirements</li> <li>• Bands on Cartons</li> <li>• Carton labels missing, damaged or non-compliant</li> <li>• Carton quantities inaccurate</li> <li>• Carton contains mixed color/sizes not clearly identified</li> <li>• Cartons containing more than one purchase order</li> <li>• Carton size or weight non-compliant</li> <li>• Master cartons received with Inner cartons or Inner Polybags</li> <li>• Mixed Cartons – sent without approval or unnecessary</li> </ul>	<p>\$50.00 per Hour Rate + Applicable Supplies Used + \$50.00 administration fee</p> <p><i>* Subject to additional penalties for repeat non-compliance</i></p>
<p>Product Rework</p>	<ul style="list-style-type: none"> <li>• Merchandise packaging non-compliant</li> <li>• Missing Suffocation Warning Label when required</li> <li>• Unit labeling missing or non-compliant</li> <li>• Failure to use approved labels suppliers for unit labeling</li> <li>• Incorrect unit label placement on outer packaging of item</li> <li>• No Rubber bands on footwear boxes</li> </ul>	<p>\$50.00 per Hour Rate + Applicable Supplies Used + \$50.00 administration fee</p> <p><i>* Subject to additional penalties for repeat non-compliance</i></p>