

Labels – First Cost

VENDOR ORDERING INFORMATION FOR BARCODE LABELS ONLY FOR GOODS WHICH GENESCO IMPORTS (NOT DOMESTIC PRICE TICKETS)

Introduction

Thank you for choosing Avery Dennison Retail Information Services (ADRIS) as your supplier for Genesco Barcode Laser Labels.

To facilitate all Genesco vendors in ordering Genesco UPC & Bar-Coded Case Labels and Stickers, ADRIS has developed this easy-to-understand Vendor Ordering Manual to precede an in-depth explanation with all the necessary information for the ordering of the labels you require.

With the help of this manual, we hope that you will find it much easier to order and get the items you need.

Responsibilities

A. Genesco

Genesco is responsible for the development and approval of all UPC and Bar-Coded Case Labels as well as updating the order database and transmitting to ADRIS weekly.

B. Vendors

Vendors are responsible for ordering labels by completing the Genesco/ADRIS Order Form and faxing/emailing to ADRIS.

Vendors should follow up on orders with ADRIS and check accuracy of labels upon receipt. Any problems with the contents of a shipment must be reported to ADRIS within 14 days of receipt.

C. Avery Dennison Retail Information Services (ADRIS)

ADRIS/HK will acknowledge receipt of vendor orders by fax/email within 24 hours of receipt.

For order inquiries and placing orders, please direct to Avery Dennison Retail Information Services:

Customer Services Assistant: Hermia Fung
Direct Line: (852) 2372 3389
Email: hermia.fung@ap.averydennison.com

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Account Services Manager: Phyllis Choy
Direct Line: (852) 2372 3373
Email: phyllis.choy@ap.averydennison.com

General Fax Line: (852) 2995-0159
(852) 2597 7290

Timing for Placement of Label Orders

ADRIS will review data from Genesco 45 days prior to ex-factory of merchandise.

Labels cannot be requested earlier than 45 days prior to ex-factory of goods.

ADRIS will inform the ordering party by fax/e-mail in case no label information is found in the Genesco database for PO's ordered. Vendors are responsible for contacting Genesco concerning unavailable labels for re-transmission of data. Vendors will be responsible for re-faxing/re-emailing orders after data has been re-transmitted. **See Forms Section of Routing Guide for ADRIS Order Form.**

Turnaround Time

ADRIS will ship labels within 8 working days after confirmation of label information is received.

Production Quantity

ADRIS will print the order quantity as specified by Genesco in the order database. Only Genesco can make changes to the order data including quantity.

Shipping

Each vendor should specify shipping instructions to ADRIS at the time of Order Placement. Charges for shipping from Hong Kong will be added to the invoice for labels.

Billing

All charges will be billed directly to the vendor including printing, delivery, duties, etc.

All label orders are to be invoiced directly from ADRIS.

For all orders that are invoiced from ADRIS, we will send you the commercial invoice including the item charges for the labels and the freight charges/local delivery charges for the shipment of labels concerned.

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Payments to be sent to ADRIS can be made by one of the following methods:

- Wire Transfer US Funds

Payable to:

“Bank of America International New York” for the account bank of
“America Tower, 12 Harcourt Road, GPO Box 472, Hong Kong”.

In favor of:

“Avery Dennison Hong Kong BV”

US \$ A/C No # 6055-87218-033

HK \$ A/C No # 6055-87218-017

- Send Cashier Check/Bank Draft in US Dollars

Payable to:

“Avery Dennison Hong Kong BV”

Mail to:

1/F, No & Chun Ying Street,

Tseung Kwan O Industrial Estate

New Territories

Hong Kong

Attn: Finance & Accounting Department

- Currency Restricted Countries:

If the bill-to vendor is located in currency restricted countries, they are requested to arrange payment in advance or change the bill-to party to another vendor not located in the currency restricted countries.

Currency Restricted Countries include:

Bangladesh

China

India

Nepal

Pakistan

Sri Lanka

All East European countries

Former Soviet Union countries

Turkey

Egypt

Mauritius

Oman

Peru

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Saipan
U.A.E.
Vietnam

When the label orders are received from vendors located in these, currency restricted countries, a Proforma Invoice will be issued and faxed to the vendor requesting to arrange the payment for the label orders.

Vendors are requested to fax us the remittance receipt or the bank draft copy immediately when the payment is sent. ADRIS will then proceed with production of the orders and ship out within the agreed turnaround time.

It is also recommended that vendors located in currency restricted/fluctuated countries pay a lump sum in advance for payment settlement against orders in the future.

Order Requests

All requests must be faxed/emailed to:

Avery Dennison Retail Services
Attention: Maggie Chan
Fax (852) 2995-0159
(852) 2597-7290
Phone: (852) 2372-3367 (Direct Line)
Email: maggie.chan@ap.averydennison.com

Vendors are responsible for sending legible orders forms to avoid delays in processing.

Terms of Sale

A. Credit Terms

Account Opening Agreement

New bill-to vendors are requested to complete an "Account Opening Agreement". Vendors which are not located in currency restricted/fluctuated countries will enjoy the credit terms of net 30 days. The other vendors in currency restricted/fluctuated countries listed above are requested to remit payment in advance.

Net 30 Days Credit

Invoices are due net 30 days from invoice date. The credit account will go on hold at 60 days from invoice date for any past due invoices.

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B. Warranties and Liabilities

ADRIS warrants that the labels/stickers to be delivered will be produced in accordance with the requirements of the applicable purchase orders. The customer will be solely responsible for the accuracy of the purchase orders. Therefore, ADRIS assumes no liability directly or otherwise arising from errors of omission appearing in the documentation.

ADRIS will not be liable for any direct, indirect, special or consequential damages of any kind. There are no other warranties either expressed or implied and ADRIS expressly disclaims the implied warranties of Merchantability and Fitness for a particular purpose.

ADRIS will not be liable for any default of delay in production or delivery of the goods caused by any contingency or forces beyond its control, such as: fire, flood, labor strikes, war, acts of God and factors of force majeure.

ADRIS will only accept liability claims limited to the invoice value of the Purchase Orders in question.

C. General

The Terms of Sale listed above apply to the customer as well as the vendors whenever applicable. Customers are therefore required to inform their vendors of all relevant terms.

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Example Barcode Label

Factory orders product (UPC) and shipping (UCC-128) labels from Avery

Carton Label

Tear Off Label
for Manifest

Shoe Box Labels

