

## Hat World & Lids Domestic Shipment to the DC Guidelines

### Domestic Routing Guidelines:

- The Hat World & Lids Distribution Center requires that all Domestic Inbound Shipments receive advance routing authorization
- Before a Purchase Order can be shipped the Hat World & Lids Logistics Department must be contacted with an HW&L Routing Request form for routing approval
  - Email is the preferred method of approval request, but Fax requests will also be accepted
  - Please refer to the Hat World & Lids Routing Request Form section at the [genescopartners.com](http://genescopartners.com) website for a copy of the Routing form
- A Buyer's verbal or written instructions pertaining to routing on Hat World & Lids Purchase Orders are not valid unless routing has been pre-approved through the Logistics Department
- When a Routing Request has been received, the following information will be provided by the Logistics Department:
  - Hat World & Lids Preferred Carrier
  - Date window in which to ship the order
  - Shipping Authorization Number
  - Carrier Quote Number (when applicable)
- Ship only the pallets, cartons and units that have been authorized with the Shipping Authorization Number (SAN)
  - Any unexpected charges will result in a chargeback to the Shipper
- Any shipments not authorized by the Logistics Department may be refused and returned to you at your cost
- Ship all orders via the Preferred Carrier, Freight Collect
  - In the event that this presents a problem, please contact the Logistics Department at 317-333-5212 to discuss alternate routing
  - Any shipments arriving prepaid will be treated as Full Freight Allowed
- Hat World & Lids will not pay additional freight charges added to an invoice
- Purchase Orders should be at least 80% complete and in full size runs only in order to ship
  - If routing approval is requested at less than 80%, you may be asked to hold the order until compliant
- Do not ship any orders Air Freight unless previously authorized by the Hat World & Lids Logistics Department
  - Air Freight Shipments that are received without prior approval will result in a chargeback to the Shipper
- Small Package (i.e. UPS, FedEx) shipments also require authorization to ship before shipping to the Hat World & Lids Distribution Center or they may be refused and returned to you

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### Shipping Documentation

- Provide itemized details for your shipment on the Bill of Lading:
  - The Hat World & Lids Purchase Order Number(s)
  - Number of pallets associated with the Purchase Order
  - Pallet dimensions
  - Number of cartons associated with the Purchase Order
  - Number of units associated with the Purchase Order (if possible)
  - The Shipping Authorization Number
  - Carrier Quote Number (if applicable)
  - Proper description of the goods and the correct NMFC classification
- The total number of cartons tendered to the Carrier must match the number of cartons noted on the BOL
  - The Hat World & Lids receiving process includes reconciliation of the total carton count on the Carrier freight bill against the actual carton count received
    - Any discrepancies noted will be communicated back to the Carrier for resolution between the Carrier and the Shipper
- Incomplete or improperly completed documentation could result in increased shipping charges to Hat World
  - Any unexpected charges may result in a chargeback to the Shipper
- All Shippers are required to provide an electronic or fax copy of the Original Bill of Lading to the HW & L Logistics Department (email: [hwlogistics@hatworld.com](mailto:hwlogistics@hatworld.com), fax: 317-337-8496) within 24 hours of the time the shipment is made
- Any shipment moving under a Shipper's Load and Count Agreement made between the Carrier and Vendor will automatically release Hat World & Lids from any liability concerning loss or damage
  - This also applies to a negotiated SPC (Spot Contract) where the Carrier drops trailers at the Vendor's location for loading
  - Shipper Load and Count must be documented on the original Bill Of Lading

## Hat World & Lids Domestic Shipment to the DC Guidelines

### Shipment and Labeling Guidelines:

- Any freight returned to your facility due to an error in shipment will be shipped Freight Collect
- All inbound shipments must be tightly shrink-wrapped on good quality, standard 40 x 48 pallets
- Always use a standard shipping label on each carton:
  - Hat World & Lids Ship to: address
  - Hat World & Lids Purchase Order Number
  - Hat World & Lids SKU Number
  - Style Number
  - Total units in carton
  - Carton numbering (carton x of xx)
- Packing slips are mandatory for all shipments
  - Packing Slips should be easily visible on the front of the first pallet located in a Packing Slip envelope
  - A valid Hat World & Lids SKU must appear on the Packing Slip
  - Please provide an electronic or fax copy of the Packing Slip to the HW & L Logistics Department (email: [hwlogistics@hatworld.com](mailto:hwlogistics@hatworld.com), fax: 317-337-8496) within 24 hours of the time the shipment is made
- Package each carton separately by Style/SKU unless otherwise authorized by the Hat World & Lids Buying and Merchandising Team
- Separate one Hat World & Lids Purchase Order per skid unless the orders are small, then the orders may be combined
  - When combining Purchase Orders on one pallet:
    - Keep the orders layered together as much as possible
    - Multiple Packing Slips should be applied
- Carriers will be required to contact the Hat World & Lids Logistics Department in advance of all shipments to obtain a scheduled delivery appointment time and Appointment Number
  - Any shipment arriving at the Hat World & Lids Distribution Center without a valid Appointment Number may be turned away and asked to return at a later time
  - Any shipment not arriving at the scheduled appointment time may be turned away and asked to return at a later time