

Hat World & Lids Landed Shipment Guidelines

Import Shipment Guidelines:

- When the Vendor is listed as the Importer of Record instead of Hat World, the Vendor is responsible for Customs Clearance as well as any traffic issues
- Before a Purchase Order can be shipped the Hat World & Lids Logistics Department must be contacted at least two (2) days prior to arrival at the Port of Entry (POE) with the following information:
 - Vessel Name
 - Bill of Lading Number
 - Container Number
 - Hat World & Lids Purchase Order Number
 - HW&L Style/SKU Numbers
 - Unit count
 - Packing List
 - Freight Forwarder
- Email is the preferred method of notification, but Faxes are also acceptable
- Hat World's terms of sale on Imported shipments is DDP (destination)
- It is the Vendor's responsibility to ensure that the Purchase Orders shipped arrive at the HW&L Distribution Center within the agreed upon ship-cancel window
- If shipment is outside of ship-cancel window the Vendor will be responsible for all related charges, including, but not limited to:
 - Detention charges
 - Storage charges
 - Special handling charges
- Freight Forwarders are required to contact the Hat World & Lids Logistics Department at least two (2) days 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
- If a shipment contains multiple Purchase Orders the Request for a Delivery Appointment may be denied or delayed if not all Purchase Orders fall within the ship-cancel window

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- Any shipments not authorized by the Logistics Department may be refused and returned to you at your cost
- Do not ship any orders Air Freight without previously notifying the Hat World & Lids Logistics Department
 - Freight Forwarder
 - Bill of Lading Number
 - Hat World & Lids Purchase Order Number
 - HW&L Style/SKU Numbers
 - Unit count
 - Packing List
 - Air Freight Shipments that are received without prior approval will result in a chargeback to the Shipper

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Shipment and Labeling Guidelines:

- 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 or carton 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, fax: 317-337-8496) at least two (2) days prior to arriving at the Port of Entry (POE)
- Freight Forwarders 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

Invoicing Guidelines:

- Special instructions for invoicing product imported into Canada:
 - The Vendor Invoice must reflect Canadian GST as a line item separate from the cost of the merchandise on the invoice