

Hat World & Lids Vendor Direct to Store Shipment Guidelines

When a Direct to Store distribution is indicated on the purchase order, the following requirements must be met:

Packaging Standards

- Direct to Store merchandise is to be packed by store, with the quantity, style, size, and color as stated on the purchase order
- Do not combine multiple purchase orders in one carton
- Package each purchase order in a separate carton
- Do not under-pack the cartons
 - Each shipment should be contained in the fewest number of cartons possible
 - When authorized by the Hat World & Lids Buying and Merchandising team, all styles/SKUs may be combined in order to minimize the total number of cartons being shipped
- Packing slips are mandatory for all shipments
 - A valid Hat World & Lids SKU or Style Number should appear on the Packing Slip
- Do not use metal or plastic banding or straps; cartons must be of a construction that will withstand transportation handling
- When authorized by the Hat World & Lids Buying and Merchandising team, ticketing requirements may be waived for Hot Market situations

Domestic Shipping Guidelines

- An HW&L Routing Request form must be submitted to the Hat World & Lids Logistics Department to obtain a Shipping Authorization Number and directions for shipping
- Most Direct to Store Purchase Orders will be shipped via a small package parcel service, Third Party Billing, using an authorized Hat World account number
 - Any shipment in oversized cartons requires authorization from the Hat World & Lids Logistics Department prior to shipping
 - Any oversized carton shipped without authorization will result in a charge back to the Vendor

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- For specific parameters regarding oversize carton dimensions please refer to the UPS website:
http://www.ups.com/content/us/en/resources/prepare/weight_size.html
- When authorized by the Hat World & Lids Buying and Merchandising team, routing requirements may be waived for Hot Market situations
- Provide the Hat World & Lids Logistics Department (hwlogistics@hatworld.com) with copies of all appropriate tracking or pro numbers within one (1) business day of shipping.