

February 13, 2024

## **GENESCO SAMPLE PROCEDURES**

To ensure Genesco compliance with Customs Regulations, the following procedure will go into effect immediately:

1. The invoice governing sample shipments which is used to clear customs will also become the payable invoice. This will ensure that the correct price is declared to customs. No supplemental invoice, up charge, or premium will be accepted.
2. All invoices and attachments must be in English.
3. The commercial invoice must contain a full description of the goods.
4. **The price shown on the invoice must be the actual price to be paid by Genesco. If the samples are free, the invoice should so state.**
5. A footwear interim invoice must be sent with each footwear shipment.
6. Accounts payable will not process any payments to factory, vendor, etc. without verification from Logistics that the invoice is correct.
7. Only shipments that have a valid Genesco PO number and are the first case of production should be labeled as First Case.
  - a. **Do NOT use the term First Case for anything related to Samples.**
8. Courier shipments such as, UPS, DHL, and Federal Express should contain the same information. Vendor/Factories must attach and email a copy of invoice, interim, Air Waybill, and Parcel Tracking Number (if applicable) to [parcelimports@genesco.com](mailto:parcelimports@genesco.com) at the time of shipment for Logistics to verify customs duty classification and payment is correct.
9. All divisions should send out written instructions to this effect, with a signed acknowledgement from Vendors and Factories verifying their receipt and understanding of this procedure.

If you should have any questions concerning the above, please don't hesitate to reach out to [llee@genesco.com](mailto:llee@genesco.com) or [parcelimport@genesco.com](mailto:parcelimport@genesco.com).