

Canada Non Footwear Packaging Standards

- **DIRECT TO STORE (DROP SHIPMENTS)** - Shipments distributed directly to the stores from the vendor's warehouse.

DIRECT TO STORE (DROP SHIPMENTS)

PACKAGING STANDARDS - DIRECT TO STORE (DROP SHIPMENT) CARTON PACKING INSTRUCTIONS

When a direct to store (drop shipment) distribution is indicated on the purchase order, the following requirements must also be met:

- Direct to Store (Drop Shipment) merchandise is to be packed by store, with the quantity, style, size, and color as stated in the purchase order.
- Package each purchase order in separate cartons. Do not combine multiple purchase orders in one carton.
- If the PO contains multiple styles, they may be packed in a single carton.
- Do not under-pack cartons. Ideally, each store's assortment should be contained in the least number of cartons possible.
- Do not use metal or plastic bands or straps; cartons must be of a construction that will withstand transportation handling.
- Individual cartons cannot weigh less than 5 lbs. or more than 50 lbs.
- Carton count identification by purchase order: for example, PO# 123456, 1 of 3, 2 of 3, 3 of 3.

All oversized packages must have prior authorization from the Corporate Logistics Department. Any oversized package shipped without authorization will result in a charge back to the respective vendor. For more specific information as to oversize packages, please go to www.ups.com.

CARTON MARKINGS

In addition to the UCC-128 bar coded case labels, all cartons must be marked with the following information:

- Genesco Purchase Order Number
- Carton count by purchase order: i.e., PO# 123456, 1 of 3, 2 of 3, 3 of 3.
- Quantity of Units in Carton

Carton markings should be clear, legible and easily read.

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CASE LABEL INSTRUCTIONS

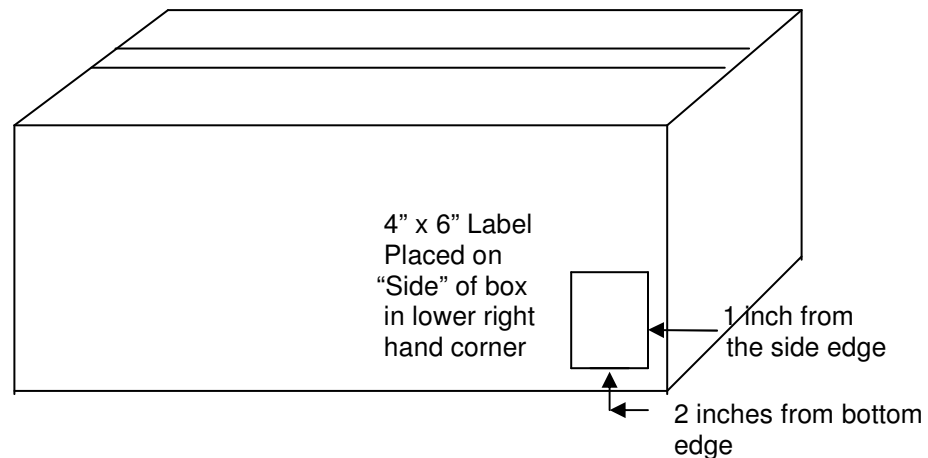
The purpose of the UCC-128 label is to connect the physical units of a shipment with the electronic information. Scanning the UCC-128 label and electronically matching it to the information in the ASN file does this. Once this is accomplished and verified, we are able to acknowledge the shipment, and book the shipment into our inventory.

Industry standards state UCC-128 numbers should not be reused within 1 year. Genesco strictly prohibits reuse of UCC-128 numbers within 12 months and recommends 24 months.

UCC-128 labels are to be applied to the cartons in the following manner. (See diagram below). For actual case label, refer to the UCC-128 label listed under the EDI section.

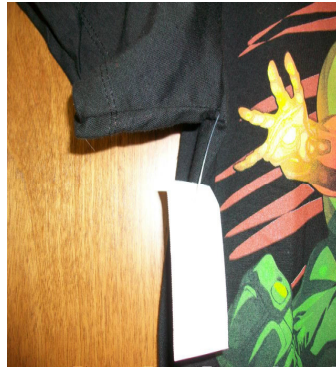
- Apply one label, which includes the SKU information, to each case or apply an additional case contents label if first label doesn't include case contents.
- Position the 4" x 6" label on the "SIDE" of the box in the lower right hand corner, 2" from the bottom edge and 1" from the side edge. (See Example) If 2nd case contents label is applied, it should be positioned next to 1st label on the right bottom side of the case.
- Labels should be vertical, with the bar code in picket fence orientation. Horizontal tilt should be less than 5%.
- Affix labels using the self-adhesive backing. Do not use tape. Ensure the labels are smooth so the bar code can be scanned.
- Do not photo copy labels and apply them to cases.
- When labels as printed do not exactly match the contents, **DO NOT USE THEM**. Contact for replacement labels. **Do not alter the information printed on the labels.**
- If you apply the Genesco case labels and discover they are incorrect, cover the bar code, black out the bar code or remove the labels.

UCC-128 Label Placement



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TICKET PLACEMENT



All accessory tickets should contain the following information and the label information must exactly match the item.

- Size of the Item (Non sized items should be labeled “Each”)
- Scannable UPC barcode
- Genesco Style Number
- Genesco 12 character item description

If the vendor is not a UPCA vendor, they will need to contact the Genesco Retail division for labels.