

Shipments From the US to Canada—General Routing Procedures

The following are routing instructions that must be followed on all shipments from the US to Canada consigned to GCO Canada and its various divisions.

- Journeys Division of GCO Canada will route all freight to Canada when shipped direct from a vendor.
- Prior to making a shipment to Canada, it is required that the vendor must contact the Corporate Logistics Department for pre-authorization.
 - Any shipments shipped without authorization may result in a charge back to the respective vendor.
 - Buyers *CANNOT* authorize routing and should not be contacted for routing instructions.
 - DO NOT PREPAY AND ADD FREIGHT CHARGES TO THE MERCHANDISE INVOICE. Merchandise invoices that contain freight charges will be paid net of freight.
- To receive routing authorization, please contact the Corporate Logistics Department by:
Completing and submitting the online routing request form, which is located in the forms section of this routing guide. All routing requests need to be submitted online.
- **For shipments where GCO Canada is importing the product, the Canada Online Routing Request must be submitted with the following documents:**
 - **A copy of your Canadian Customs Paperwork**
 - **Billing Invoice**
- **Note: GCO Canada is considered the importer when GCO Canada's brokerage id number and/or tax id number will be used to clear customs.**

Vendor Canadian Customs Paperwork Requirements:

- Shipment information must be listed in carton level detail
- Information must include:
 - Journeys Division of GCO Canada is listed as Purchaser / Importer of Record
 - Vendor Name and Address
 - Consignee (Ship To Location)
 - Date of Direct Shipment
 - PO Numbers
 - Terms of Shipment (ex. DDP)
 - Total Cartons
 - Total Units
 - Total Weight
 - Invoice Total
 - Product Information to include (on a per style basis):
 - Style

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- Item description
- Fabric Content
- Accurate Canadian Tariff Code
- Country of Origin
- Quantity
- Unit Price (price noted on PO and Billing Invoice)
- Total Price

Note: Information must be complete and accurate. Failure to provide accurate paperwork to Logistics Department and the submission of inaccurate paperwork to Customs may result in a chargeback.

If you cannot create your own Canadian Customs Paperwork, please complete the **Canadian Customs Paperwork Request Form** and Corporate Logistics will complete the paperwork on your behalf. **Please e-mail the completed form to VendorCompliance@Genesco.com**

Routing Request:

- Routing is determined by the number of cartons, weight and cube of the shipment and shipment availability. ***This information must be accurate.***
- Variances or inaccurate information may result in a charge back (including full freight).
- The following information must be provided when requesting routing:

Note: Incomplete forms will not be processed.

- Total weight of shipment
- Total cubic feet of the shipment (amount of trailer space the shipment will require)
- Date available for pickup
- Carton count, Unit count, weight, and cube by purchase order
- Carton count and weight per store
- Shipments should be submitted for routing **NO MORE THAN 24 HOURS prior to the order's Ready to Ship date**, taking into consideration weekends and holidays.
 - If the shipment is not able to meet this 24-hour window, the Corporate Logistics Department **MUST be contacted immediately!**

Note: Authorization expires within 24 hours of issue*

Requirements of the Routing Request:

- Vendor's Ready to Ship Date must be **no less than 48 hours** prior to the purchase order cancel date.
- Vendors are required to combine all shipments from the same location with the same destination within a two (2) day period.
- **Use only the carrier authorized by the Corporate Logistics Department.**
- Number of PO's and units authorized must be the number of PO's and units shipped.

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- Vendors must provide accurate cube information. Calculations for cubic feet should be based upon actual amount of trailer space used. Failure to provide accurate cubic feet information to GENESCO may result in a charge back to your company.

Calculating the “Cube” or Cubic Feet of a Shipment:

- For all cartons of the same size, multiply Carton LENGTH x WIDTH x HEIGHT x Total NUMBER OF CARTONS of this size. Divide the Total by 1728.
 - The resulting number is the shipment CUBE.
 - Example: Carton Size: Length: 25”, Height 21”, Width 25” Number of cartons of that size: 150
 - Calculation: $25 \times 21 \times 25 \times 150 = 1,968,750$
 - Divide 1,968,750 by 1728 = 1,139 cube
- This same calculation would be done for every carton size. Add up the cube figured for each carton size – this is the total cubic dimension for the shipment
- Completed Bills of Lading with Pro Numbers and Authorization Numbers must be emailed to the Corporate Logistics Department at vendorcompliance@genesco.com or fax 615-367-7157 within 24 hours.
- The **Authorization number** that will be assigned must **be on all documentation!** This includes the Packing lists, Bills of Lading, etc.