

## **Canada Customs and Border Protection**

### **Letter of Authorization**

Genesco Inc. is now requiring all vendors to complete an approval letter granting Genesco permission to ship their product to Canada. The Canada Customs and Border Protection letter is located in the Canada folder on the Genesco Partners site.

Letter requirements:

1. If the vendor does not approve for Genesco to ship product until the approval is revoked, they must note the time frame for shipment on the form, at which point Genesco will request a new signature from the Vendor.
2. For vendors that allow Genesco to ship a certain type of product (i.e. footwear but not accessories and vice versa) or particular trademarked product, this needs to be noted on the approval form as well. Otherwise, the assumption is made that all product from the vendor can be shipped to Canada.
3. The letter must be signed by an officer of the vendors company.

If there are any other questions regarding the authorization letter e-mail [VendorCompliance@Genesco.com](mailto:VendorCompliance@Genesco.com)