

International Vendor Manual

RIPLEY CORP. (Chile and Peru)



VERSION 2.0

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1. INTRODUCTION

Dear Valued Supplier,

Ripley Corp is fully committed to operate our business with the highest standards of business ethics, not only in accordance with applicable local and international laws. We expect our vendors to maintain these same high standards, as they conduct business. We strongly value and commit to the relationships that we have developed with our vendors and that have been decisive throughout our Company' history. These relationships have been built on a foundation of trust, support and a commitment to ethical business practices. It is therefore important that our vendors respect the laws and the cultures of the communities in which they operate. Our vendors should also respect the rights of the workers who manufacture products for sale in Ripley stores. We encourage all of our vendors to fully comply with these regulations and implement them.

In an ongoing effort to improve how Ripley Corporation flows all merchandise throughout its distribution network, the following set of standards govern all purchase order requirements shipped to Ripley Chile and Ripley Peru.

Achieving operational excellence to efficiently support our stores and demanding customer base in today's retail environment requires your full compliance with the guidelines outlined in the **Ripley International Vendor's Manual**. Your role as a valued supplier is very important and in this partnership we are committed to provide you with the information needed to successfully meet our expectations when shipping your purchase orders.

It is the supplier's responsibility to obtain the latest version of the **Ripley International Vendor's Manual** from our online source:

<http://42.3.225.9:5000/webman/index.cgi>

User: Vendor

Password: 12345

Any questions about Vendor Compliance, please contact the following e-mail address:

vendorcompliancecorp@ripley.cl (For Chile Stores)

casalde@ripley.com.pe (For Peru Stores)

jkwong@ripleyhk.com (Hong Kong Office)

2. CHECK LIST

In order to ensure full compliance with these set of instructions you are expected to thoroughly read this handbook and distribute it among all members of your organization. We have designed a set of forms called “Checklist” and they are separate by product type. **(Appendix 1)**

The use of the checklist is voluntary, but we suggest you take a look at it as it is an effective tool for all vendors in order to achieve the full compliance of all the logistic instructions before shipping freight to Ripley.

3. PURCHASING PROCESS AND DOCUMENTS REQUIRED PER ORDER

3.1. Proforma Invoice (PI)

The Proforma Invoice is the first step to start negotiations with Ripley. Once an order is confirmed, a PI must be created and signed by both Vendor and Buyer. It's responsibility of the Vendor to get the most updated format of the PI.

Download the latest PI Format here: http://ripleyics.com/wp-content/uploads/2016/12/PI-Format_Dec-2016.xlsx

3.2. Purchase Order (PO)

You must have a valid purchase order (PO) prior to ship goods to our company. Verbal orders and/or "house orders" will not be valid unless confirmed with a written or electronic PO. The PO will be send to our vendor's along with the barcodes.

You must ensure to review the PO, paying close attention to quantities, pcs per box (master pack), unit cost, payments terms, Ripley's retail price and certificates needed.

Tolerance:

Our purchase orders allow a 5% of tolerance in units above the original quantity at Style Level.

Terms of Payment:

a) **Wire Transfer:** purchase orders will be paid by Wire Transfer, against original documents (Commercial invoice, Packing List, and/or any other Certificate requested, Forwarder Cargo Receipt).

Payment Terms: 60 days Bank Transfer from ETD (Actual Shipment On Board Date)

b) **Letter of Credit:** purchases will be paid by Letter of Credit and the document accepted for L/C negotiation is the Forwarder Cargo Receipt (FCR) issued by our Logistics Operators.

Be aware that LC is not Ripley's standard payment method, the only situation where LC is accepted is for those new Vendor's and only for the first season.

If you are unable to fulfill with the Ripley's purchase order as ordered, substitutions, quantity changes, style eliminations, retail discrepancies and/ or date changes, must be approved by our Foreign Trade Coordination Department. For further information, please refer to **(Appendix 23)**.

Shipments outside Forwarder Delivery Windows (as per indicated in the LC) are NOT allowed. Shipments must be delivered within the 5 days of Forwarder Delivery Window. **Partial orders are not acceptable.**

RIPLEY'S BUYERS ARE NOT AUTHORIZED TO EXEMPT VENDORS FROM COMPLYING WITH ANY RIPLEY'S COMPLIANCE STANDARDS.

3.3. Commercial Invoice and Packing List (SHIPMENT DOCUMENTATION)

Commercial invoice and packing list have a specific format in our Vendor Compliance Handbook, please consider this format for the shipments to Peru and Chile (find these authorized formats on **(Appendix 5 and Appendix 6)** and list all items in the same sequence as the purchase order.

Draft documents (Invoice, Packing list, CO) should be sent to our operator Logistics (Expeditors or Kuehne +Nagel) at least 7 days before ETD date (Shipment On Board Date).

Copy of the commercial invoice, packing list and the corresponding certificate **(Appendix 5 and Appendix 6)** must be delivered to our forwarder along with the cargo delivery. These documents must be the same as those you will use for L/C negotiation.

The documents received by our forwarder are those we will use for custom clearance in Chile and Peru. If you change quantities or prices in the commercial invoice after the delivery to our Forwarder, we will have problems with customs and our banks. That means we will have problems to pay the commercial invoice to our vendor's and we will be subject to be penalized by the customs authorities and we will be entitle to apply our Vendor's Compliance Penalty. **(Penalty Policy Appendix 2)**

3.4. Certificates

For your easy reference see the following chart:

	CHILE	PERU
<i>Certificate of Origin</i>	See Appendix 7 – 1.3	See Appendix 7 – 1.4
<i>Phytosanitary Certificate</i>	See Appendix 7 – 1.7	
<i>Veterinary Certificate</i>	See Appendix 7 – 1.7	
<i>Fumigation Certificate</i>	See Appendix 7 – 1.9	
<i>Toluene Certificate</i>	See Appendix 7 – 1.8	Not Required
<i>MSDS</i>	See Appendix 7 – 1.10	Not Required
<i>Letter of Compliance for Toys</i>	See Appendix 20	Not Required
<i>Test Specification for Toys</i>	Not Required	Not Required

3.4.1. Origin Certificate

Depending on the type of product and the international agreements between countries, Ripley requires the Certificate of Origin. One certificate per Commercial Invoice is needed.

For Chile (Appendix 7 – Point 1.3)

For Peru (Appendix 7 – Point 1.4)

Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. **(Penalty Policy Appendix 2)**

3.4.2. Phytosanitary or Veterinary Certificate

A Phytosanitary Certificate is a document required by Customs Authorities for the import of non-processed products.

In Chile is required for Duvet feather, cushion feather, pillow feather, dry flowers decoration, dry fruits decoration, bamboo, craftsmanship of wood, wood figures, wood masks and wood decoration and bone pieces in general.

If you have any question regarding this matter please contact us to the following e-mail addresses:

jkwong@ripleyhk.com

Ripley Hong Kong

vendorcompliancecorp@ripley.cl

Ripley Chile

casalde@ripley.com.pe

Ripley Perú

Please refer to a properly format of these Certificate on Appendix 7 – Point 1.7

3.4.3. Fumigation Certificate

The Fumigation Certificate provides evidence of the fumigation of furniture of wood and flowers and it is required by Customs Authorities for the import of non-processed furniture and for pallet merchandise with no treatment.

Please refer to a properly format of this Certificate on Appendix 7 – Point 1.9

3.4.4. Toluene Certificate

A Toluene Certificate is a document required by Customs Authorities for the import of toys products, with no exception.

Please refer to a properly format of this Certificate on Appendix 7 – Point 1.8

3.4.5. Material Safety Data Sheet (MSDS)

The Material Safety Data Sheet is a document required by Customs Authorities for the import of cosmetics products in order to classify the quantities of alcohol used in a cosmetic product.

MSDS is required for the following products: cosmetics, perfumes, creams, lotions and suntan lotions.

Please refer to a properly format of this Certificate on Appendix 7 – 1.10

4. PACKAGING

MANDATORY INSTRUCTIONS WHEN PACKING ORDERS FOR RIPLEY

MASTER PACK - 412	All cartons must be packed with standard determined quantities. This means the same number of units per carton.
SOLID CARTON - 413	One SKU per carton. This means ONLY ONE style/color and size per carton. If you have remaining quantities due to production allowance and you cannot meet the Master Pack, you can mix assorted sizes of the same style/color in the last carton only.
HANDLING TYPE - 416	Please refer to the PO and/or Vendor Manual for handling type instructions. All garments requiring HANGERS must be shipped with HANGERS. You must apply Ripley approved HANGERS.
CARTON MARKING - 506	Shipping mark with the following info: Vendor_ID, PO number, Box n° 1 of XXX, department number and name, style, SKU, color, size and quantity per box. Barcode UPC label must be attached to the shipping mark.

NOT COMPLYING WILL RESULT IN CHARGEBACKS. (Penalty Policy Appendix 2)

4.1. Master Pack

The quantities defined by division must be respected, it is mandatory. If you follow the master pack and the box is oversized, the box must bring a NON-CON label.

If you follow the master pack and you have remaining quantities you can mix assorted sizes of the same **style/color** in the last carton. You must have only **one** partial box per style/color. The box must bring a PARTIAL label.

PLEASE REFER TO **Appendix N°8 (CHILE and PERU)** TO REVIEW THE MASTER PACK QUANTITIES DEFINED BY GARMENTS DIVISION.

4.2. Handling Type

You will receive along with the barcode labels a PO with the packaging instructions.

Material handling types:

- FLAT PACK IN BOX (garments folded in a box and inside a plastic bag)
- FLAT PACK WITH HANGER OR GARMENT WITH HANGER (garments with hangers, inside a plastic bag and all in a box)
- GOH (garments with hanger in a container).

4.3. Box sizes and Carton Marking requirements

PLEASE READ CAREFULLY **Appendix N°9 FOR CHILE AND Appendix N°10 FOR PERU**, TO SUCCESSFULLY COMPLY WITH BOX SIZES AND REQUIREMENTS FOR EACH COUNTRY.

4.3.1. LPN

The LPN is a special label with critical information to our logistics process. These labels are used as a way to identify individual orders on single and multiple carton orders during the picking and fulfillment process. LPN's are very useful for several reasons including pick verification, label verification (pass/fail barcode read), and consolidating orders if they were picked in zones, batches, or have multiple cartons.


In order to maximize our efficiencies throughout our Distribution Center all vendors will be required to apply an LPN bar-coded label to all cartons. This LPN label will contain critical information related to the Purchase Order, Vendor ID; SKU, Department, etc. We use this label to scan the carton upon receipt to our Distribution Center and immediately incorporating it to our available inventory. Vendors will apply this LPN label to each carton within a Purchase Order and will provide us with the LPN correlative numbers applied to each carton which will be associated with delivery date and transportation information enabling us to have this data available in our systems in advanced to the receipt of the PO at our facilities.

(FOR PERU ORDERS – REVIEW Appendix N° 11)

4.3.2. Shipping Mark# 1

It must be focused on the two shorter sides of the box.

EXAMPLE: SHIPPING MARK TO BE USED WHEN SHIPPING MERCHANDISE TO CHILE STORES

IMPORTADO POR COMERCIAL ECCSA S.A. 83.382.700-6 Ripley CD MADE IN CHINA			<small>RIPLEY</small>  <small>30021508</small> M <small>0118</small> <small>0314.990</small>
Vendor ID:			
PO N°:			
Box No. Of			
N° Depto:		Name Depto:	
Line:			
Style:			
SKU:			
Color:			
Size:			
Qty:			
Weight		N. W Kg:	G. W Kg:
Length:		Width:	Height:

Measurement: 24 cm x 14 cm

4.3.3. Shipping Mark# 2

It must be focused the two longest sides of the box at the bottom left corner.

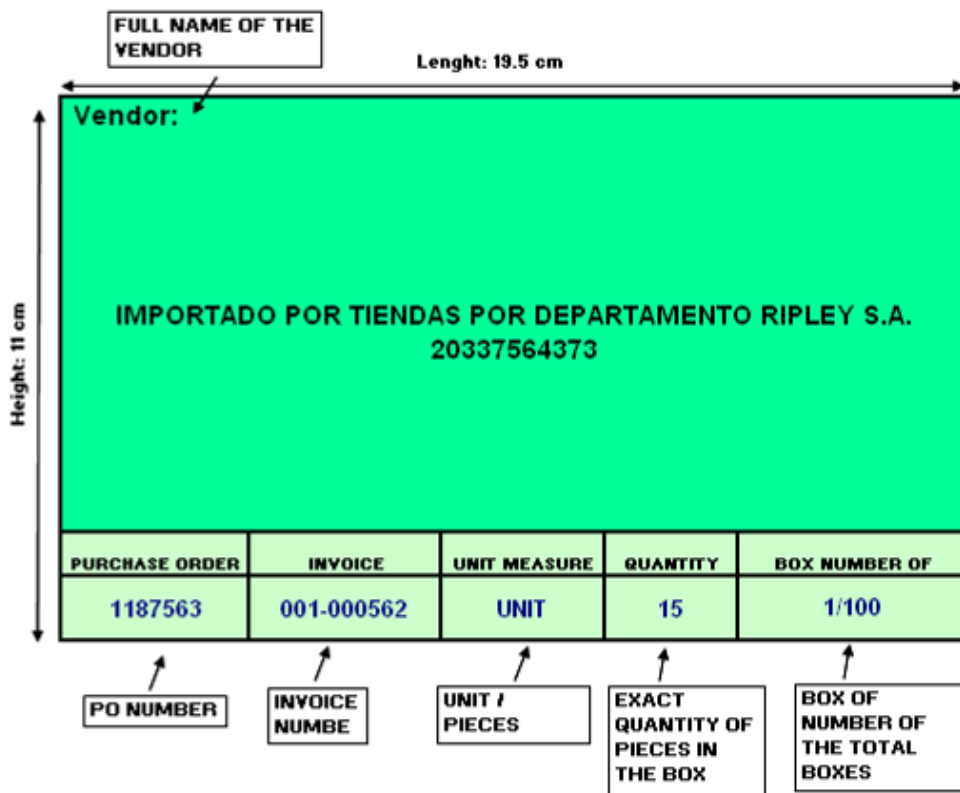
Vendor ID:			
PO N°:			
Box No. Of			
N° Depto:		Name Depto:	
Line:		Style:	
SKU:			
Color:			
Size:			
Qty:			

Measurement: 20 cm x 15 cm

4.3.4. Shipping Mark# 3

It must be focused the two shorter sides of the box

EXAMPLE: SHIPPING MARK TO BE USED WHEN SHIPPING MERCHANDISE TO PERU STORES



Measurement: 19.5 cm x 11 cm

4.3.5. NON_CON Label

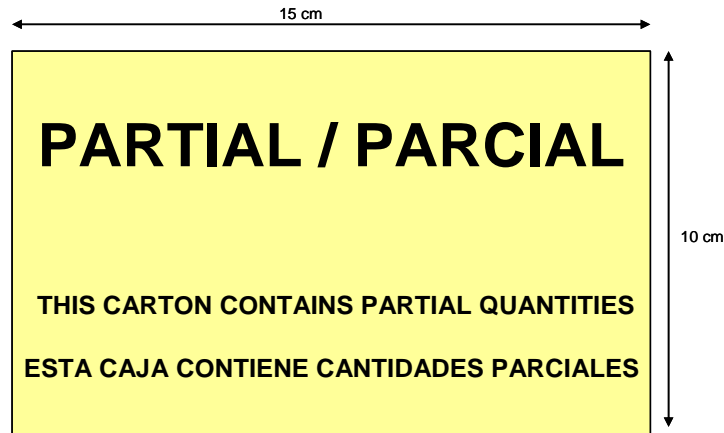
This label MUST apply when the carton does NOT meet our carton required dimensions, weight and/or if the contents are FRAGILE.



Measurement: 10 cm X 15 cm

4.3.6. PARTIAL Label

This label MUST apply when the carton contains mixed SKUS or less units than those indicated on the Master Pack Authorized Quantities. Be aware that the label MUST be yellow.



Measurement: 10 cm X 15 cm

4.3.7. Marking Boxes

You must use always the following marks depending of the kind of cargo, in order to protect the merchandise and the carton.

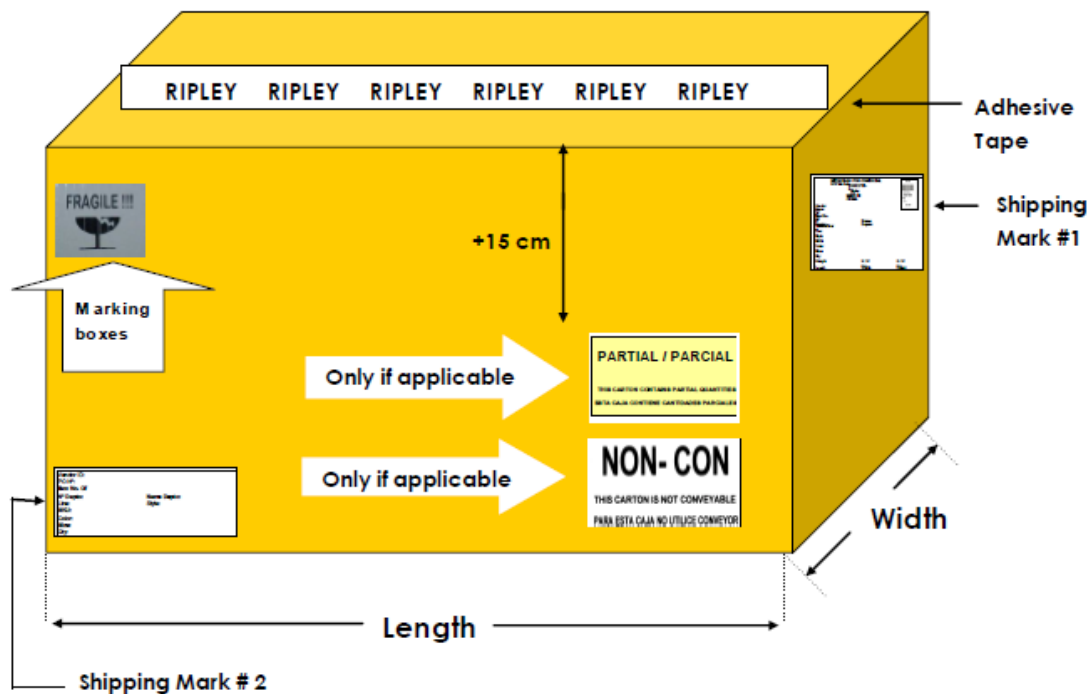
 <p>Maximums Cartons in Up</p>	 <p>Take by Hand</p>	 <p>Keep Dry</p>	 <p>Position</p>
	 <p>Fragile</p>	 <p>Don't use Forklift</p>	 <p>Keep Away From Heat</p>

- We encourage the use of “environmentally friendly”, packing materials whenever possible.
- Place all Labels / Shipping Marks face out on palletized shipments so that they can be easily scanned.
- All cartons must be marked or labeled.
- All articles must be packed to assure adequate protection during shipment.
- All contact between articles must be avoided.
- Quality of packing material must be appropriate for the article being shipped. Recommended packing materials include onion skin paper, corrugated carton, shredded paper, Bubble Wrap, plywood and cardboard boxes.
- Newspaper is not an acceptable packing material. Any shipment using newspaper will not be accepted.
- All merchandise must be packed by SKU code. One color and one size only per box unless an explicit requirement is made and requested by written in the PO.
- Ripley enforces the use of master pack.

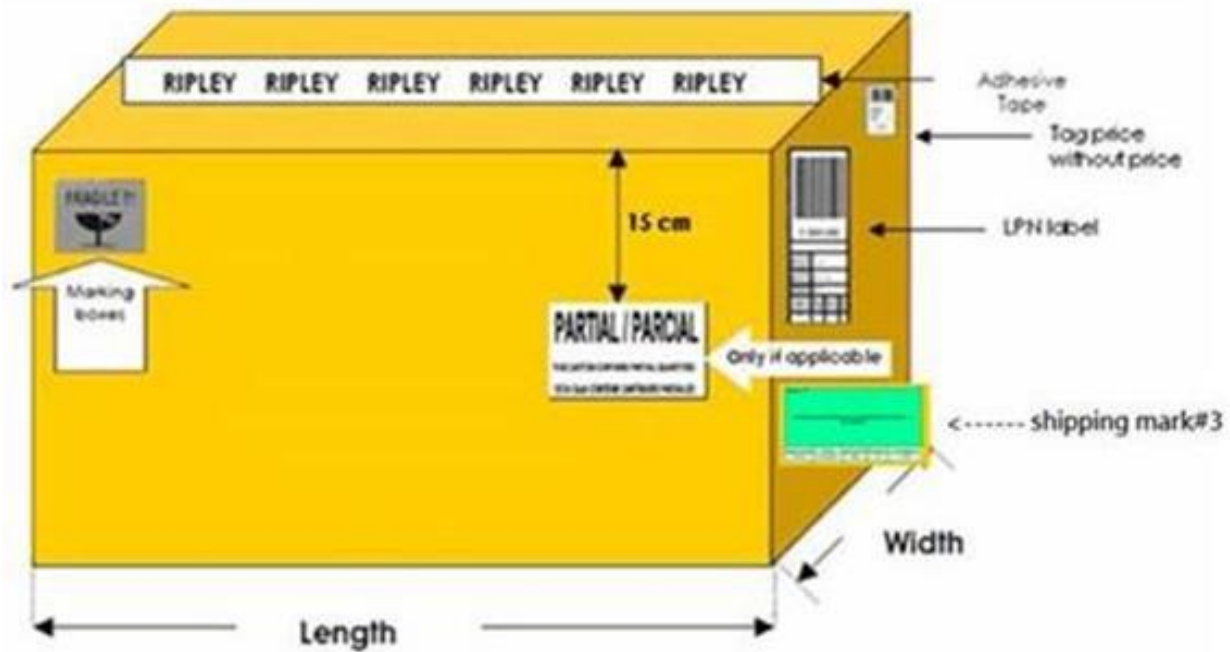
4.3.8. Adhesive Tape

All boxes must be sealed with adhesive tape with the Ripley Logo/Name printed. The width of this adhesive tape is 8.89 cm/3.5” inches PVC.

For Chile



For Peru



4.4. VST SECURITY TAG INSTRUCTION

In order to assure the correct conditioning and dispatch of our Products, we kindly ask you to read carefully VST Tagging instructions shown in this section.

Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. **(Penalty Policy Appendix 2)**

If you need some support please contact with the Exports Coordinators in our HK Office:

Follow up Division	Export coordinator HK	Email
Shoes & Accessories	Kathy Man	kman@ripleyhk.com
Household	Aileen Lai	alai@ripleyhk.com
Junior	Candy Lu	clu@ripleyhk.com
Ladies & Beauty	Jenny Ho	jho@ripleyhk.com
Men & Sport	Kenneth Wong	kwong@ripleyhk.com

4.4.1. Ripley Countries and Rules to Apply the Security Tag

The Security Tag must be applied for **FOB price USD 5.00 or above** as following items:

- All Garments
- Bags & Accessories
- Shoes only packed with polybag + hanger
- INDEX brand for Ladies division when the unit price is equal or above FOB \$ USD 3.5

All Countries to be apply: Ripley Chile and Ripley Peru

4.4.2. Nominate VST / Security TAG Supplier and Contacts


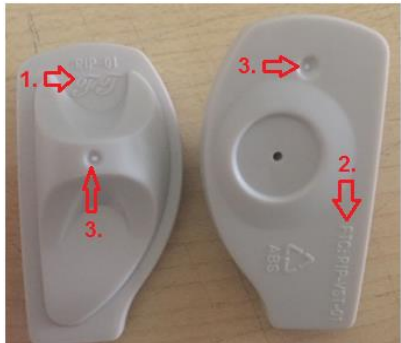
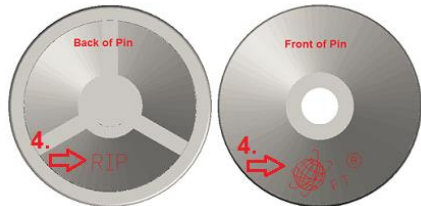
Nominate Supplier: FANTEC LIMITED

Sales and Customer Service	Order Placement
<ul style="list-style-type: none">• Sales inquiry: Fion Ng (HK Contact)• Email: fion@fantechk.com• Tel: + 86 138 0883 4710 / + 852 9637 0590 / + 852 3595 2195 (Office)• Fax: + 852 3110 3623• Skype: Fantecltd	<ul style="list-style-type: none">• Contacts: Ice / Tina / Kitty (Shen Zhen Office Contact Person)• Email: ice@fantechk.com / sz.sales1@fantechk.com / sz.sales@fantechk.com Tel: + 86 755 8249 1137 / + 86 755 8249 0592• Fax: + 86 755 8249 0946 Skype: Fantecltd

4.4.3. VST / Security TAG Description and price



QUOTATION SHEET FOR RIPLEY VST TAG

SKU / Item no.	Description	Price per piece (Ex-work Factory)	Picture
RIP-VST-01 (New / Harder Plastic Material) With 0.5 mm Metal Plate inside the Tag 16 mm length Grooved Plastic Pin	<p>Dimensions for VST Tag -- 60KG Strength 54.00 mm x 30.00 mm x 18.50 mm</p> <p>Frequency : 58 KHZ Weight: 7.9 g / pcs</p> <p>Packing details : 1,000 pcs / 8kg / Carton 46 cm x 35 cm x 19.5 cm VST tag picture and Fantec logo printed on box</p> 	<p>USD 0.08/pc Exchange rate USD1 = HKD7.80</p> <p>RMB 0.48/pc (Without VAT) RMB 0.54/pc (With VAT)</p> <p>- 100% TT Payment in advance. - USD50 bank charge will be added on Invoice for Overseas Payment Outside Of Hong Kong.</p>	  <p>REVISION NEW MOULD :</p> <ol style="list-style-type: none"> 1. FT Logo and Ripley code RIP-01 at the front part of the Tag 2. FTC: RIP-VST-01 item no. shown at the back 3. Injection holds at the front and back of Tag 4. RIP with 3 Strips at back and Fantec Logo on Top

Remark:

The above price is at Ex-work Factory Price, transportation cost and Export Document Fee are not included.

4.4.4. Price Calculation including transport fee:

NOTE: the prices below are just for reference.

4.4.4.1. VST /Security TAG + Sea Shipment / Overseas price:

- The flowing quotation is based on, at least, 1 CBM (around 30.000 units)
- VST/Security TAG FOB price: USD 0.080 / unit

Example for reference:

Order to India (**New Delhi**) for 30.000 VST/Security TAG – Incoterm: CIF

USD 0.080 X 30.000 + USD 550 (sea freight to New Delhi) = USD 2.950

Security TAG cost (including freight to New Delhi) = USD 2950/ 30.000 = **USD 0.098**

Sea Shipment Freight breakdown:

Important: below freight breakdown is just calculated until Port of discharge. It is not included the transport fee from Port Warehouse until the factory address.

	Sea Shipment Port	Cost by CBM	Transportation from factory to forwarder and forwarder gate charge for 1	Export Document	Custom Clear Document	Bank Charge	Total est. Mis. Cost for below 30,000 pcs / 1 CBM. Below price will be added to Invoice Amount
INDIA	Nhava Sheva	USD 40	USD 250	USD 100	USD 100	USD 50	USD 540
	Chittagong	USD 65	USD 250	USD 100	USD 100	USD 50	USD 565
	New Delhi	USD 50	USD 250	USD 100	USD 100	USD 50	USD 550
	Chennai	USD 10	USD 250	USD 100	USD 100	USD 50	USD 510
	Cochin	USD 10	USD 250	USD 100	USD 100	USD 50	USD 510
	Jawaharlal Nehru	same as KARACHI	N/A	N/A	N/A	N/A	N/A
	Koikata	USD 20	USD 250	USD 100	USD 100	USD 50	USD 550
	Mumbai	USD 10	USD 250	USD 100	USD 100	USD 50	USD 510
	TUTICORIN	USD 50	USD 250	USD 100	USD 100	USD 50	USD 550
	Nhava Sheva	USD 40	USD 250	USD 100	USD 100	USD 50	USD 540
	Pipavav	N/A	N/A	N/A	N/A	N/A	N/A
THAILAND	Bangkok	USD 10	USD 250	USD 100	USD 100	USD 50	USD 510
	Laem Chabang	USD 25	USD 250	USD 100	USD 100	USD 50	USD 525
VIETNAM	Danang	same as HAIPHONG & HOCHIMINH	N/A	N/A	N/A	N/A	N/A
	Haiphong	USD 10	USD 250	USD 100	USD 100	USD 50	USD 510
	Hochi Minh	USD 25	USD 250	USD 100	USD 100	USD 50	USD 525
PHILIPPINES	Cebu City/Cebu	USD 60	USD 250	USD 100	USD 100	USD 50	USD 560
	Manila	USD 10	USD 250	USD 100	USD 100	USD 50	USD 510
INDONESIA	Jakarta	USD 10	USD 250	USD 100	USD 100	USD 50	USD 510
	Semarang	USD 10	USD 250	USD 100	USD 100	USD 50	USD 510
KOREA	Busan/Pusan	USD 10	USD 250	USD 100	USD 100	USD 50	USD 510
MALAYSIA	Pasir Gudang	USD 70	USD 250	USD 100	USD 100	USD 50	USD 570
	Penang	USD 35	USD 250	USD 100	USD 100	USD 50	USD 535
	Port Klang	USD 20	USD 250	USD 100	USD 100	USD 50	USD 520
	Tanjung Pelepas	USD 20	USD 250	USD 100	USD 100	USD 50	USD 520
PAKISTAN	Port Qasim	same as KARACHI	N/A	N/A	N/A	N/A	N/A
SINGAPORE	Singapore	USD 10	USD 250	USD 100	USD 100	USD 50	USD 510
TURKEY	Izmir	USD 10	USD 250	USD 100	USD 100	USD 50	USD 510

4.4.4.2. VST / Security TAG + Delivery by China Mainland local Courier price

Remark: (lead time: 2 -3 days)

- The Vendor always needs to check with Fantec the transport price for each delivery.
- The local Courier cost HAS to be pre-paid by Vendors to Fantec with VST/Security TAG by TT in advance.

VST/ Security TAG with Local Courier price reference by Region:

Fujian	Quantity (Units)	Weight (Kg)	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 8 / kg	1,000	9	0.08	0.0916
	5,000	45	0.08	0.0916
	10,000	90	0.08	0.0916

Zhejiang – Shanghai - Hangzhou	Quantity (Units)	Weight (Kg)	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 1.5 / kg	1,000	9	0.08	0.0822
	5,000	45	0.08	0.0822
	10,000	90	0.08	0.0822

Beijing / ShanDong / Jing Xi / / AnHui / Hunan / HeBei	Quantity (Units)	Weight (Kg)	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 12 / kg	1,000	9	0.08	0.0974
	5,000	45	0.08	0.0974
	10,000	90	0.08	0.0974

Guang Dong Area	Quantity (Units)	Weight (Kg)	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 10 / kg	1,000	9	0.08	0.0945
	5,000	45	0.08	0.0945
	10,000	90	0.08	0.0945

Da Lian Area	Quantity (Units)	Weight (Kg)	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 10 / kg	1,000	9	0.08	0.0945
	5,000	45	0.08	0.0945
	10,000	90	0.08	0.0945

Qing Dao Area	Quantity (Units)	Weight (Kg)	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 10/ kg	1,000	9	0.08	0.0945
	5,000	45	0.08	0.0945
	10,000	90	0.08	0.0945

Tian Jin Area	Quantity (Units)	Weight (Kg)	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 10/ kg	1,000	9	0.08	0.0945
	5,000	45	0.08	0.0945
	10,000	90	0.08	0.0945

4.4.4.3. VST / Security TAG + Delivery by Local Truck

Remark: (lead time: 5-7 days)

NOTE: This is for Remote factories. Vendor needs to pick up the VST in closest town available near to factory. It's not included delivery to Vendor's Factory.

Fujian	Quantity (Units)	Box	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 10 / box	1,000	1	0.08	0.082
	5,000	5	0.08	0.082
1000 pcs / box	10,000	10	0.08	0.082

Zhejiang	Quantity (Units)	Box	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 10 / box	1,000	1	0.08	0.082
	5,000	5	0.08	0.082
1000 pcs / box	10,000	10	0.08	0.082

Beijing / ShanDong / Jing Xi/ AnHui / Hunan HeBei /Guang Xi/ Shan Xi	Quantity (Units)	Box	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 15 / box	1,000	1	0.08	0.0824

1000 pcs / box	5,000	5	0.08	0.0824
	10,000	10	0.08	0.0824

Guang Dong Area	Quantity (Units)	Box	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 15 / box	1,000	1	0.08	0.0824
	5,000	5	0.08	0.0824
1000 pcs / box	10,000	10	0.08	0.0824

Hong Kong Area	Quantity (Units)	Box	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 5 / box	1,000	1	0.08	0.0873
	5,000	5	0.08	0.0873
1000 pcs / box	10,000	10	0.08	0.0873

Qing Dao Area	Quantity (Units)	Box	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 15 / box	1,000	1	0.08	0.0824
	5,000	5	0.08	0.0824
1000 pcs / box	10,000	10	0.08	0.0824

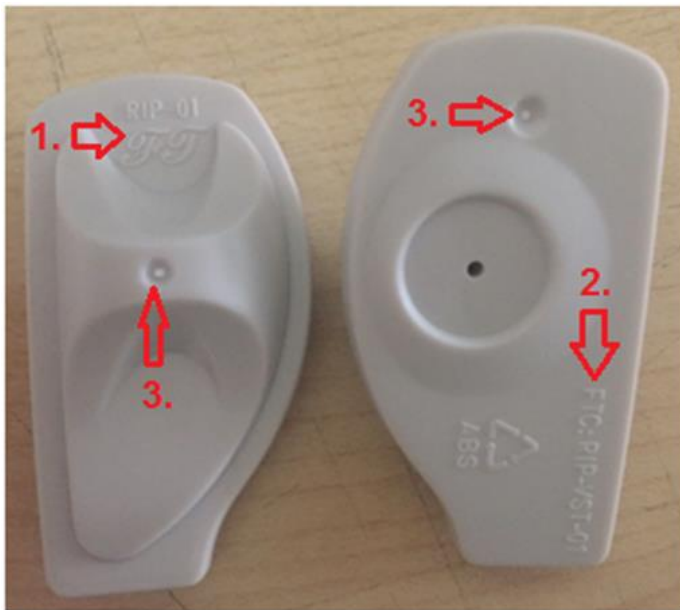
Tian Jin Area	Quantity (Units)	Box	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 15 / box	1,000	1	0.08	0.0824
	5,000	5	0.08	0.0824
1000 pcs / box	10,000	10	0.08	0.0824

Da Lian Area	Quantity (Units)	Box	Unit Price VST (USD)	VST Price + Transportation (USD)
RMB 15 / box	1,000	1	0.08	0.0824
	5,000	5	0.08	0.0824
1000 pcs / box	10,000	10	0.08	0.0824

4.4.5. How to Apply the VST / Security TAG:

VST Tag (Visible Source Tagging) is a one-time use (disposable) hard tag. So need to be careful when placing on garments/ Shoes/ Accessories, since if placed incorrectly cannot open and place it again as once tag is opened, it becomes useless.

New VST Tag has:



1. **FT Logo** and Ripley code **RIP-01** at the front of the Tag

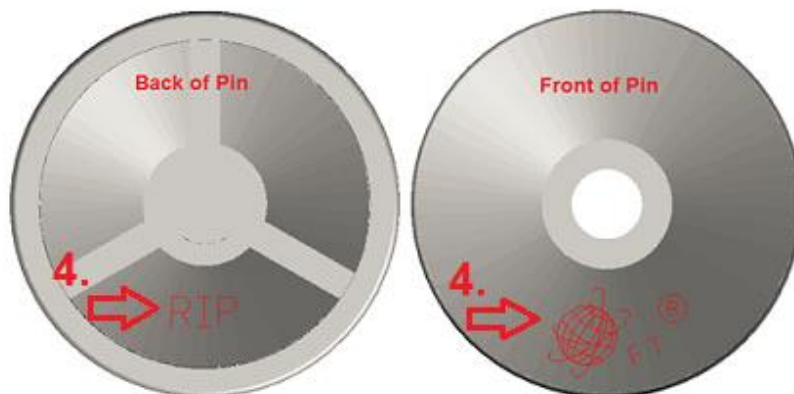
2. **FTC: RIP-VST-01** item number at back

3. **Injection holds** at the front and back of Tag

4. **RIP** at back of pin and **Fantec Logo** on Top of pin

New VST Tag has Ripley code number **RIP-01** and **RIP-VST-01** on Front and Back

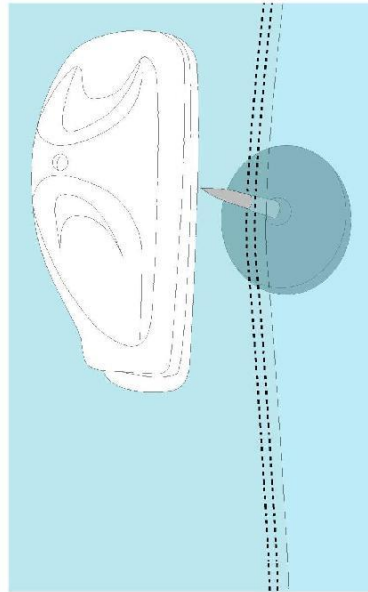
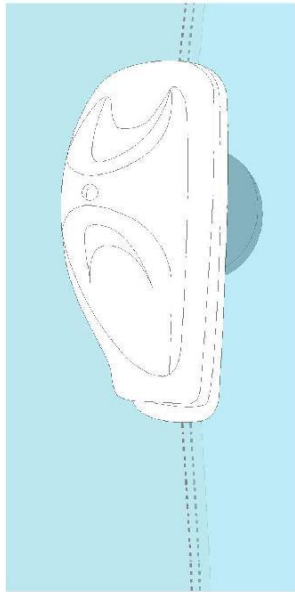
VST Tag Pin



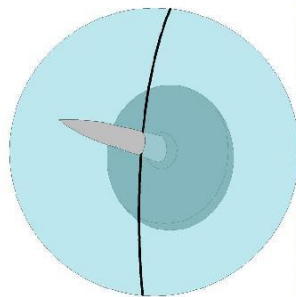
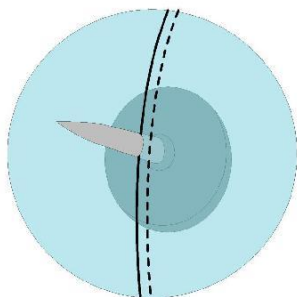
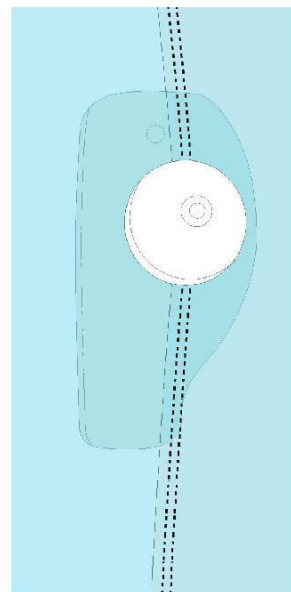
Tag must go on the outside seam & pin must go on the inside seam side, pin must always go through **seams holes**, never fabric as it will break it.

ALL VENDORS NEED TO TAKE CARE OF NOT MAKING HOLES ON GARMENTS; OTHERWISE GARMENTS WILL BECOME USELESS & NOT ABLE FOR SELLING. SO ALWAYS PASS PIN BY STITCHES HOLES TO AVOID BREAKING FABRIC. Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. **(Penalty Policy Appendix 2)**

Outside seam side



Inside seam side



Metallic pin always has to go through stitches holes, not fabric as it would break leaving holes on it

4.4.6. VST POSITION FOR GARMENTS

Correct use of alarms, based on type of apparel

<p>GENERAL CONSIDERATIONS</p> <p>The pin must be inside of the apparel and the alarm outside, to facilitate garments fitting.</p> <p>The alarm must not cover the labels.</p> <p>Do not use double alarm on clothes.</p>	
<p>Tagging instructions on tops</p> <p>SHIRTS & BLOUSES / T-SHIRTS / HOODIES / KNITWEAR</p> <p>For garments that are displayed on hangers, place the alarm at the back neck seam. It must be visible from the back side.</p> <p>For knitwear (shirts), the alarm must be placed behind the neck tag, without covering the brand label.</p>	
<p>For folded shirts the alarm should be located in the third button hole from the bottom up.</p> <p>For two-piece set (pajama & sportwear), place the alarm only on the top piece.</p>	

<p>Tagging instructions on tops</p> <p>DRESSES AND CHEMISES</p> <p>For garments to be displayed on hangers, place the alarm at the back neck seam. It must be visible from the back side.</p>	
<p>JACKETS/ COATS / JACKETS / BLAZERS</p> <p>SPORTWEAR</p> <p>Place the alarm on the neck seam. It must be visible from the back side of the garment.</p> <p>TAILORED SUITS</p> <p>Place the alarm on the seam of the left sleeve 10 cm from the bottom edge. It must be visible from the back side of the garment.</p>	
<p>TROUSERS / JOGGERS / SHORTS / JEANS / MEN SWIMSUIT / SKIRTS</p> <p>Place the alarm on the back seam of the garment, the alarm must be visible from the back side of the garment and the pin must be placed on the inside .</p> <p>If the garment has a belt as an accessory, place the alarm through the waistband and through one of the belt's holes. Always tag before buckling the belt.</p>	

WOMEN SWIMSUIT

One -Piece / Two -Piece / Three -Piece

One -Piece: Place the alarm on the back seam (preferably next to the label)

Two- piece /Bikini: Place the alarm attaching the top piece and the bottom piece together through the right upper seam of the top piece and the right upper seam of the bottom piece.

Three- Piece: Place the alarm attaching the top piece and the two bottom pieces together through the center of the top piece and the inside seam of the label of the two bottom pieces.



ACCESSORIES

For accessories place the alarm on the label seam, always keeping the alarm facing the outside of the accessories.

Belts

Place the alarm on the first hole facing the exterior.













Handbags

Place the alarm on the inner pocket, on a seam of the lining; do not damage the fabric. If there is no pocket, place the alarm on a seam of the lining. The alarm must not be visible from the exterior of the bag.

<p>Backpacks & Bags Place the alarm in the inside of the front pocket ,on a seam; do not damage the lining. If there is no pocket, place the alarm inside on a seam of the lining. The alarm must not be visible from the exterior of the bag.</p> <p>Hats Place the alarm inside of the hat brim, do not damage the fabric. The alarm may also be placed at the seam of the label.</p>	
<p>Pashminas and Scarves Place the alarm next to the label at the bottom of the pashmina or scarf.</p>	
<p>FOOTWEAR (HANGING EXHIBIT)</p> <p>Place the alarm inside the left shoe, on a seam, attaching and closing the alarm on the right shoe.</p> <p>Follow the same procedure for: Boots, sneakers, loafers, sandals.</p>	

<p>UNDERWEAR- Hanging Garments</p> <p>BATHROBE</p> <p>Option A Place the alarm on the left side of the garment. It must be placed on the waist seam, attaching the belt to the robe. It must be visible from the outside</p> <p>Option B Place the alarm on the neck seam of the garment. It must be visible from the outside</p>	
<p>ROPA INTERIOR - Pack UNDERWEAR-</p> <p>Pair the socks and place the alarm through one side and lock on the other. The pin must always go on the front part of the pack.</p> <p>Place the alarm only on the garments, attaching them with just one device. Never tag the package.</p>	




<p>UNDERWEAR</p> <p>For thongs or briefs/ boxers place the alarm on a seam at the waist. Never place the alarm at the bottom of the garment.</p> <p>Bra Place the alarm at the centre of the back strap, on the left upper side of the clips.</p>	   
<p>TWO PIECE SLEEPWEAR, BOYS & GIRLS</p> <p>For hanging exhibit apparel place the alarm, attaching together the top and bottom pieces by the rear neck seam of the top with the rear waistband of the bottom piece.</p> <p>The alarm must be visible from the back side.</p>	  
<p>TWO -PIECE SLEEPWEAR & BABY ATTIRE</p> <p>Attach both pieces by placing the alarm through the lateral seam of the top piece, under the left arm, and the bottom piece, through the side waistband seam.</p> <p>It must be visible from the back side.</p>	  

<p>SETS & BABY SET, NEW BORN THREE - PIECE SET, PANTS, JACKET & T-SHIRT</p> <p>Attach pieces by placing the alarm through the lateral seam of the top pieces ((jackets & t-shirt), under the left arm, and the bottom piece, through the side waistband seam. It must be visible from the back side.</p>		
<p>SETS & BABY SET</p> <p>TWO LEGGINGS PACK - TWO T-SHIRT PACK</p> <p>Leggings Pack Place the alarm, attaching both pieces, through the inner seam of the waistband. It must be visible from the back side.</p>		
<p>T-shirts pack Place the alarm, attaching both garments, from the back seam of the neck. It must be visible from the back neck side.</p>		

<p>JUMPSUITS & ONE-PIECE NEW BORN</p> <p>Place the alarm at waist level, on the side, under the left arm.</p>	
<p>ACCESSORIES & NEWBORN UNDERWEAR BLANKETS & BIBS</p> <p>Blankets Place the alarm on the left lateral seam of the deepest layer, to avoid front visibility.</p> <p>Bibs Place the alarm attaching all garments through the left side.</p>	
<p>PACK DE BODIES Y PANTIES ACCESSORIES & NEW BORN UNDERWEAR</p> <p>BODY PACK & LEGGINGS PACK</p> <p>Bodies Place the alarm on the neck seam, attaching with it both garments.</p> <p>Leggings Place the alarm on the waistband seam, attaching both garments with included hanger.</p>	

<p>ACCESSORIES & NEWBORN UNDERWEAR 5 - PIECE PACK</p> <p>Place the alarm only on the body, on the inner side of the waist, under the left arm</p> <p>With original 5-piece hanger</p>	
<p>PACK DE BODIES BEBES Y PANTIES ACCESSORIES & UNDERWEAR BODY PACK NEWBORN & LEGGINGS</p> <p>Bodies Place the alarm on the outside of the pack, on the back, to avoid the pack being easily opened.</p> <p>Panties Place the alarm on the waist, attaching garments together. Alarms must not be visible from the outside</p>	
<p>GIRL, BOY & BABY SWIMSUITS</p> <p>One- Piece swimsuit Place the alarm at waist level, on the left side seam, device facing the outside.</p> <p>Sets Place the alarm on the left side, attaching all set pieces.</p> <p>Bikini Place the alarm on the left side, attaching all set pieces.</p>	

<p>GIRL, BOY & BABY SWIMSUITS</p> <p>Three - piece swimsuit Place the alarm on the left side seam of the waist</p> <p>Bottom Place the alarm on the back seam of the garment. On the waistband - central waist</p> <p>Top Place the alarm on the left side of the garment</p>	
<p>GIRL, BOY & BABY SWIMSUITS</p> <p>T- shirt Place the alarm on the left side seam, under the arm</p> <p>Set, T-shirt & Short Place the alarm on the left side of the top, attaching it o the bottom piece, on the left side of the waistband.</p> <p>Top Place the alarm on the rear central seam of the garment</p>	
<p>CAP Place the alarm at the back, on top of the adjustment brooch</p>	

<p>JACKETS, WIND-JACKETS, RAINCOATS Place the alarm inside the left pocket, on a seam. The alarm must be visible inside the garment, and the pin must be inside the pocket.</p>	
<p>SPECIAL FABRIC T-SHIRT Place the alarm on the side, under the left arm, on a seam, next to the label.</p>	
<p>SPECIAL FABRIC PANTS</p> <p>Place the alarm on the back seam of the garment. The alarm must be visible from the outside. The pin must be placed on the inside of the garment</p> <p>If the garment has a belt as an accessory, place the alarm through the waistband and one of the belt's holes, never through the label.</p>	

4.4.7. VST POSITION FOR SHOES / BAGS & ACCESSORIES

<p>Shoes with zipper (Box packed)</p> <p>Pin on zipper fabric of left shoe</p>		
<p>Shoes with elastic (Box packed)</p> <p>Pin on inner lateral elastic of left shoe</p>		
<p>Shoes with eyelets (Box packed)</p> <p>Pin on 1st inner lateral eyelet of left shoe</p>		
<p>Shoes with perforated upper (Box packed)</p> <p>Pin on inner lateral holes of left shoe</p>		

<p>Hanging Exhibit</p> <p>Place the alarm inside the left shoe, on a seam, attaching and closing the alarm on the right shoe</p>	
<p>Cases that the shoe will be damaged by VST tag</p> <ul style="list-style-type: none"> • Shoes without seam, elastic, zipper or holes • Plastic injected shoes • Shoes made with delicate material, e.g. lace, macramé 	

4.5. POLYBAG INSTRUCTION

Each bag must contain this printed warning message:

ATENCIÓN
LAS BOLSAS PLASTICAS PUEDEN SER
PELIGROSAS Y PROVOCAR
SOFOCACIÓN, PARA EVITAR PELIGROS
MANTENGA LA BOLSA ALEJADA DE
BEBES Y NIÑOS.



Remarks:

FLAT PACK WITH HANGER OR GARMENT WITH HANGER (Garments on hangers in a box):

First, you should consider a special bag that **covers complete garment, making sure that's is covered since the top until end of garment** protected from dust and it should covering hanger as well. (Please consider 10 centimeters additional from long's bag and 3 centimeter additional from the top bag):



Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. **(Penalty Policy Appendix 2)**

INCORRECT CONDITION TO DISPATCH OUR GARMENTS:

Polythene plastic bag should cover complete garment from the top to the end. Below pictures are wrong, please **NEVER** ship our garments as shown in the below picture.



Plastic Bag does not cover upper side of the garment



Plastic bag does not cover complete length of the garment

Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. **(Penalty Policy Appendix 2)**

4.6. PACKAGING GUDILENE FOR (DINNING SET – SOFA – TV RACK)

Kindly refer to **the APPENDIX # 24.**

5. SHIPMENT INSTRUCTION

5.1. Penalty Policy

Ripley invest a lot of resources on its planning process, Vendor's must deliver the orders according with the negotiated terms in the PI. Following a common practice in the industry, Ripley is applying a penalty policy for late shipments. The penalty policy is written in the PI, therefore when a Vendor accept to take the order and sign the PI is accepting the terms of the Penalty Policy.

This policy Apply from FW15 orders placed in September 2014 Business Trip onwards. The aim of Ripley is not charge penalties, is receive the orders on time. Penalties will be only applied to the Vendor's when is its responsibility. Our HK office controls this process in a weekly basis.

The table below is a summary, please refer to page 3 to see all the details and conditions about the penalty policy

#	Delay Range	Alt 1	Alt 2
1	1-10 days	5% discount	
2	11-15 days	20% discount	
3	16-30 days	50% by air	Starting from 30% at day 16, 1% discount per additional day of delay
4	31+ days	100% by air	

5.2. Sea Shipments

Vendor is required to notify end of production and booking a space from 21 to 14 days before the first date of the Forwarder Delivery Window. The notification must be sent to:

CHILE AND PERU (KUEHNE + NAGEL OR EXPEDITORS) (SEE THE CONTACTS ON Appendix N° 12)

Depending on the forwarder mentioned in the L/C.

Early deliveries and late deliveries without a proper management approval will be refused. It is strongly suggested that you verify the order dates with our Logistic Operator provided prior to delivery.

Deliveries from your warehouse to the terminal or to the Logistic Operator have to be transported by vendor at vendor's expense. Ripley will not pay any charges for services to vendors or logistics operators.

Ripley must receive all final and accurate shipping documents within the cargo departed from your factory. In case of weekend or Holiday involved, an extra day is allowed.

Depending on Vendor locations in China, the authorized ports to ship Ripley's cargo can be check with the forwarder.

5.3. Air Shipments

You will not ship by air unless you are **PRE AUTHORIZED BY RIPLEY'S COMEX DEPARTMENT AND SUPPORTED BY A WRITTEN AUTHORIZATION.**

All air shipments should be made unless prior approval has been received from our COMEX DEPARTMENT. Prepaid freights must be paid in origin, do not add charges to the commercial invoice.

All air shipments must be managed by our Logistic Operators (Kuehne + Nagel or Expeditors for both collect and prepaid, no exceptions will be accepted.

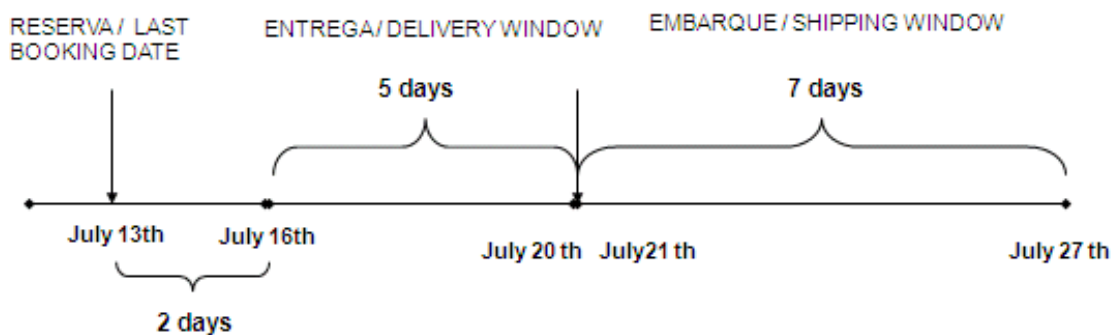
ALL AIR SHIPMENTS TO PERU MUST ARRIVE TO DESTINATION ONLY FROM MONDAY TO WEDNESDAY. Arrivals out of this range will generate extra costs that will be charged to your account/invoice. Please follow carefully this instruction.

Shipment via an unauthorized carrier or a different Logistic Operator must be consulted with our **COMEX DEPARTMENT** before shipping. The non-accomplishment of this instruction will result in an expense offset and chargeback to your company.

Delivery Windows

Ripley's purchase orders will be considered cancelled on the date indicated on the purchase order if not delivered complete within the Forwarder Delivery Window.

Please note: You must deliver cargo five days before the shipping window starts.

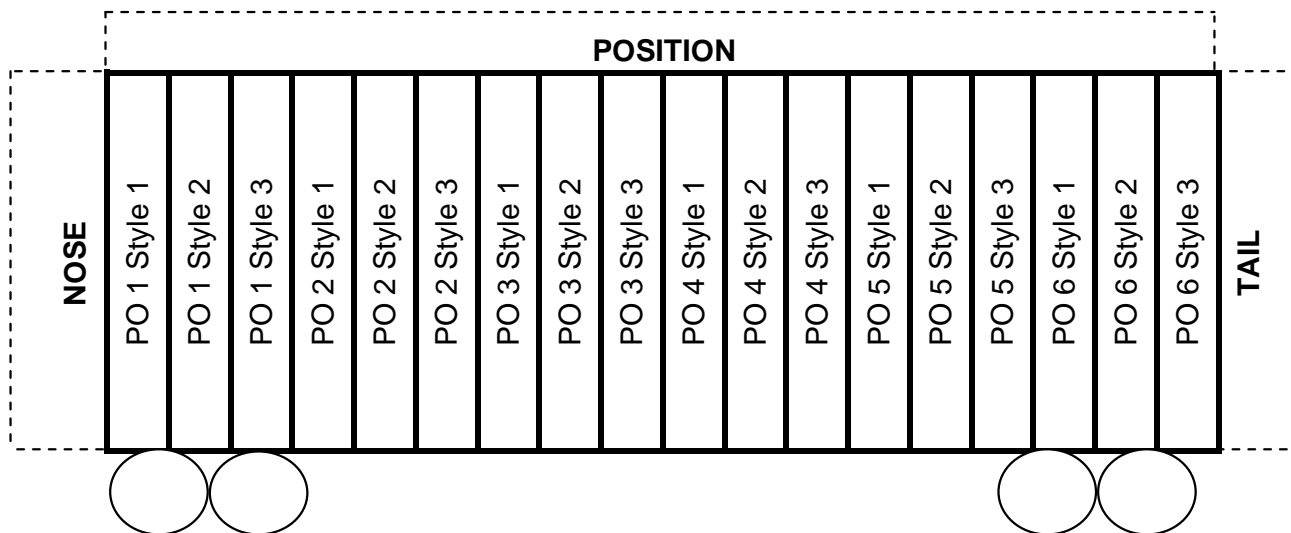


IMPORTANT: If you are a vendor shipping any items belonging to Ripley Department Numbers listed below, we ask you to please load these items at the TAIL of the ocean container:

- D101 Accesorios
- D113 Computación
- D115 Corsetería
- D123 Electrónica menor
- D126 Fotografía
- D130 Instrumentos Musicales
- D134 Lencería
- D160 Relojería
- D162 Ropa interior Niños
- D163 Ropa Interior
- D170 Tiempo libre
- D171 TV Video
- D172 Video Juegos
- D191 Telefonía Móvil
- D200 Cuidado Personal
- D201 Optica
- D315 Textil Marcas
- D327 Perfumería Selectiva
- D328 Perfumería Semi Selectiva

5.5. The Stowed of the goods

Taken in consideration the Container Loading Instructions, the Stowed of the goods or merchandised per PO should come by style. This implies that all same style per PO should be allocated together, such as it is illustrated in the following diagram.



5.6. Check the status of the container

It is important your commitment ensuring the quality of the goods during the whole process, where it is essential to check the container conditions:

- a. The container must be in good conditions (no hole on top)
- b. The container must come dry.

If one of these conditions is not achieved by the container, it is necessary to reject it, otherwise, you are assuming the risk of the quality of the goods once those arrive to destination.

5.7. Ensuring the quality of the goods during the whole process

Given the importance to seek the quality of the goods during the whole shipping, our vendors must have in mind:

- Check that the material is dry when delivered to the factory.
- Do not pack moist or wet merchandise.
- Do not pack merchandise when still warm.
- Make sure that boxes are dry before packing.
- Keep cartons off of the floor.
- Use dehumidifiers in the material and finished goods warehouses.
- Check the status of the container:
 - The container must be in good conditions (no holes), otherwise please reject the container and take pictures of the status.
 - Make sure that the export container has no leaks in the roof and the floor is dry; otherwise please reject the container and takes picture of the status.
 - This must come dry, otherwise please reject the container and takes pictures of the status and send these to us.
- Avoid loading under the rain.
- Leave **15 cm** between cargo and the roof of a container.
- Avoid loading humid items.
- You must add micro pack and silica inside of the boxes and DRY DESICCANT inside of each container. Please see attached file for prices references and procedure for using.

The Dry Desiccant has an extremely powerful absorption capacity and can remove up to 150% its own weight of moisture from an atmosphere (depending on the specification of the product).

Dry Desiccant is effective in areas up to 10m³ and will remain effective for up to six weeks.

- Absorb 150% its own weight of water - 1.5L of moisture.
- One Dry Desiccant is ideal for areas up to 10m³
 - For Containers of 20', it is needed to use at least 4 Dry Desiccant
 - For Containers of 40' and 40 HQ, it is needed to use at least 8 Dry Pole Desiccant

See example of use:



Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. **(Penalty Policy Appendix 2)**

6. SPECIFIC INSTRUCTIONS FOR PRODUCTS

SPECIFIC INSTRUCTIONS FOR **GARMENTS**

6.1. SPECIFIC INSTRUCTIONS FOR GARMENTS

6.1.1. Certificates

Certificate of Origin is required for merchandise originated in China. One certificate per Commercial Invoice is needed.

For Chile (Appendix N°7 – Point 1.3)

For Peru (Appendix N°7 – Point 1.4)

6.1.2. Ticketing Instructions

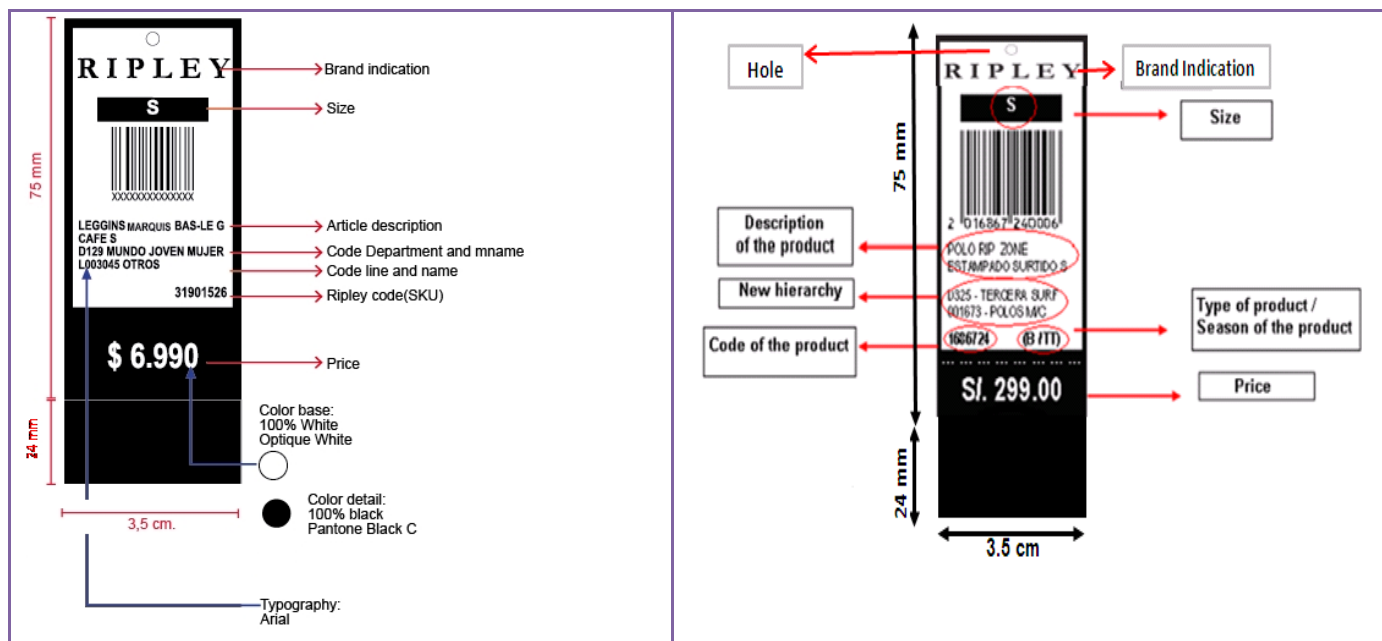
6.1.2.1. Tag Price (Precut Label)

All garments (GOH in Container/FLAT PACK WITH HANGER OR GARMENT WITH HANGER) must be individually packed in a polybag and must have a price/UPC ticket on both: Garment hang tag and garment polybag.

- Ripley will e-mail the SKU Bar codes for each PO to be printed directly by the vendors.
- Every single item must be send tagged to Ripley.
- Make sure that the bar Code is readable and contains exactly the information delivered by Ripley.
- The Bar Code must be visible and easily accessible for scanning.

The bar code tag must come on each item containing this information:

CHILE	PERU
<p>Specifications: Dimensions: 35mm x 99 mm Material: Cardboard 180 grs Logo RIPLEY: letter Garamond 16 Size: Arial 10 Description article: Arial Narrow 8 Ripley Code (SKU): Arial Narrow 9 Price: Arial Narrow 18 Bar Code dimension: Width 25 mm, high 15mm</p>	<p>Specifications: Dimensions: 35mm x 99 mm Material: Cardboard 180 grs Logo RIPLEY: letter Garamond 16 Size: Arial 10 Description article: Arial Narrow 8 Ripley Code (SKU): Arial Narrow 9 Price: Arial Narrow 18 Bar Code dimension: Width 25 mm, high 15mm</p>



6.1.2.1.1. Premium Brands' Tag Price (Pre-cut Label)

As default, all the barcode files will show the artwork: **RIPLEY**

It is imperative to consider that, in the case of premium brands; vendor must replace the brand artwork in the hang tag

All the products with Premium Brand must come on each item containing this information:

CHILE	PERU
<p><u>Premium Brands Chile:</u> BARBADOS CACHAREL MARQUIS REGATTA ROBERT LEWIS PEPE JEANS TATIENNE FILA</p>	<p><u>Premium Brands Perú:</u> BARBADOS CACHAREL MARQUIS NAVIGATA PEPE JEANS TATIENNE FILA ROBERT LEWIS</p>
<p><u>Specifications:</u> Dimensions: 35mm x 99 mm Material: Cardboard 180 grs Barbados logo: Garamond Bold 10 Size: Arial 10 Description article: Arial Narrow 8, Bold Ripley Code (SKU): Arial Narrow 9, Bold Price: Arial Narrow 18, Bold Bar Code dimension: Width 25 mm, high 15mm</p>	<p><u>Specifications:</u> Dimensions: 35mm x 99 mm Material: Cardboard 180 grs Barbados logo: Garamond Bold 10 Size: Arial 10 Description article: Arial Narrow 8, Bold Ripley Code (SKU): Arial Narrow 9, Bold Price: Arial Narrow 18, Bold Bar Code dimension: Width 25 mm, high 15mm</p>



6.1.2.2. Label Product (Spanish)

All products must bring stuck in the seam of the garment, the following labels:

- **Import Label** (for three countries Chile, Peru & Colombia the same label with this information)
Size: 2.5 cm x 5 cm aprox.



- **Care Label/Composition/Bar code label** (always in Spanish): All the textile articles must come with a washable/Composition label containing the following information:

○ WHITE 100%
● BLACK 100%

QUALITY: FASCO
Composition it's only for Reference.
Please consider all the involved compositions and adapt the information to each garment.

Composition it's only for reference.
Make the appropriate Composition Label in accord with the fabrics composition.

Follow fabric and draw instructions from standard Care Label file.

Font:
- Myriad Bold 7 pts.
- Myriad Bold 7 pts.
- Myriad Roman 6.5 pts.

Composición Exterior:
Shell fabric composition
Composición del Forro:
Lining fabric composition
Composición del Relleno:
Fill composition

***Styles that have more than one material should specify each one on composition label.**

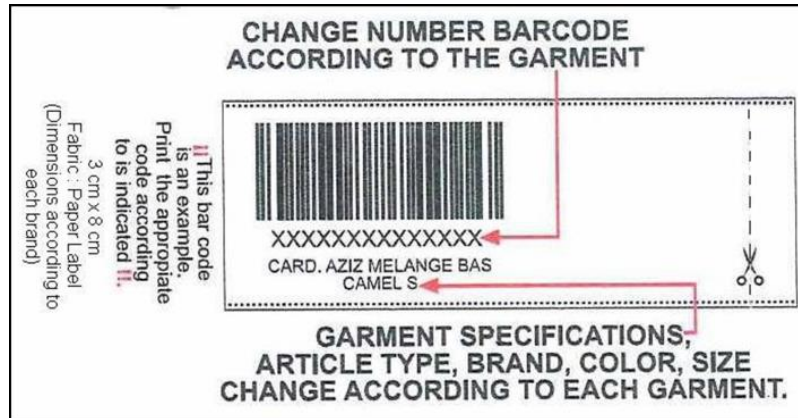
For Care Label (second half):

For washing instructions, the correct value depends on the current garment.

ALL information must be in **Spanish**.

Location:

Also, it is mandatory to put the tag with the Bar Code beside the Care Label



6.1.2.3. VST Tagging instructions

Please refer to the **section 4.4** of this handbook. Vendors’ must follow the instructions in details described in that section.

6.1.3. Packaging

6.1.3.1. Handling Type

Handling types:

- FLAT PACK IN BOX (garments folded in a box).
- FLAT PACK WITH HANGER OR GARMENT WITH HANGER (garments on hangers in a box)
- GOH (garments on hanger in a container)

Always respect units per box, defined in the Master Pack Table in Appendix N° 8 (CHILE AND PERU)

6.1.3.1.1. FLAT PACK IN BOX (garments folded in a box).

This means that the garments must be sent by the supplier folded in a polybag and inside a box as per requested before.

It is necessary to put a sticker with the size or the barcode label. It must be stick on the polybag at sight (in the front part of the folded garment).



Important Warning:

Starting from **March 2013 shipments (Spring/Summer14 orders)** all the appointed styles must include a **SIZE STICKER** according to the information in this manual. It will be **compulsory** to purchase this element from Ripley’s nominee vendor for this purpose, **Avery Dennison**.

- **Size Sticker Characteristics: FOR ALL FLAT PACK IN BOX garments.**

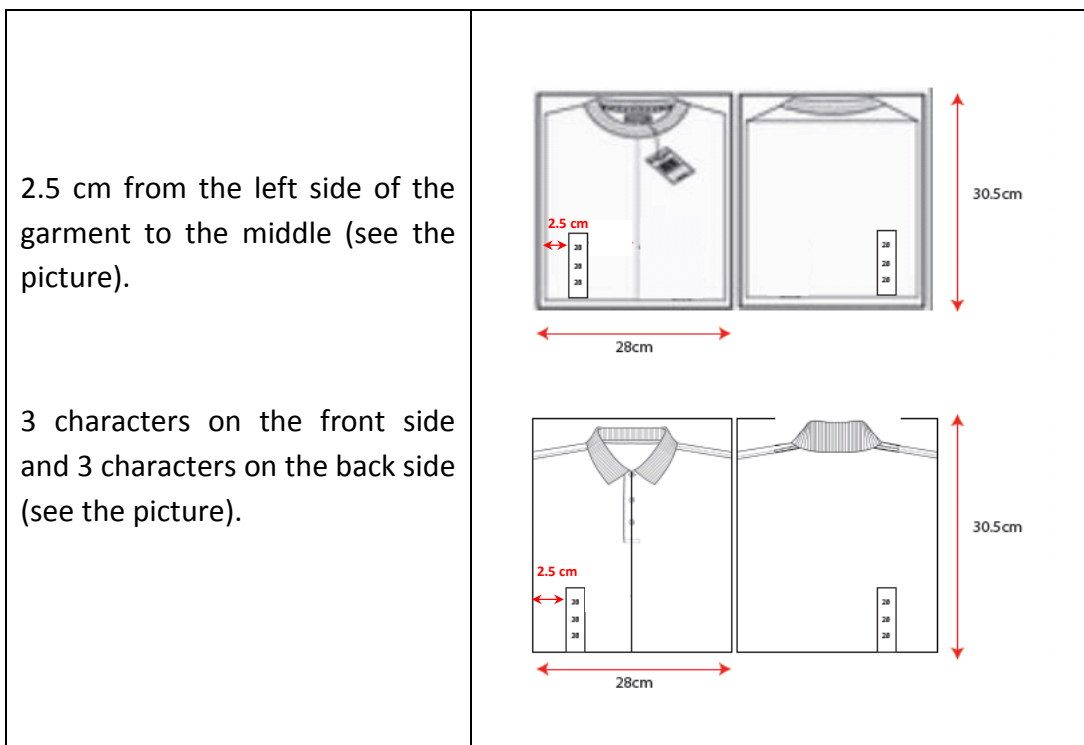
<ul style="list-style-type: none"> •→ Length: 102 mm. •→ Width: 19 mm •→ Sticker color: Mate. •→ Shape: Rectangular with rounded edges. •→ Content: 6 characters (numbers or sizes). •→ Font: Helvetica Bold. •→ Font height: 0.6 cm. •→ Font color: Black •→ Sticker code: R110/S4900 (*) •→ Nominated vendor: Avery Dennison. •→ Price (ex factory): USD 8.00/1,000 pcs. 	<p>****</p> <p>M 28</p> <p>M 28</p> <p>M 28</p> <p>M 28</p> <p>M 28</p> <p>M 28</p> <p>10CM</p> <p>2CM 2CM</p> <p>Font: Helvetica Bold</p> <p>Font-Height: 0.6CM</p>
---	--

(*) Please refer to the Item code per fabric content list in the next point.

Item Code per Fabric Content

Fabric Content	Sticker item code
100% Acrylic	R110
100% Acrylic (Cashmere Like)	R110
100% Acrylic (Cotton Like)	R110
100% Cotton	R110
100% Cotton Denim	R110
100% Cotton Pique	R110
100% Cotton Single Jersey	R110
100% Cotton Twill	R110
100% Nylon	R110
100% Rayon	S4900
100% Viscose Jersey	S4900
65% Poly 35% Cotton Pique	R110
65% Poly 35% Cotton Plain	R110
65% Poly 35% Cotton Twill Brushed	R110
70% Cotton, 30% Poly Denim	R110
80% Cotton 20% Poly French Terry	R110
80% Cotton 20% Poly Single Jersey	R110
80% Nylon 20% Polyester	R110
Poly Microfibre	R110

- **Size Sticker Position**



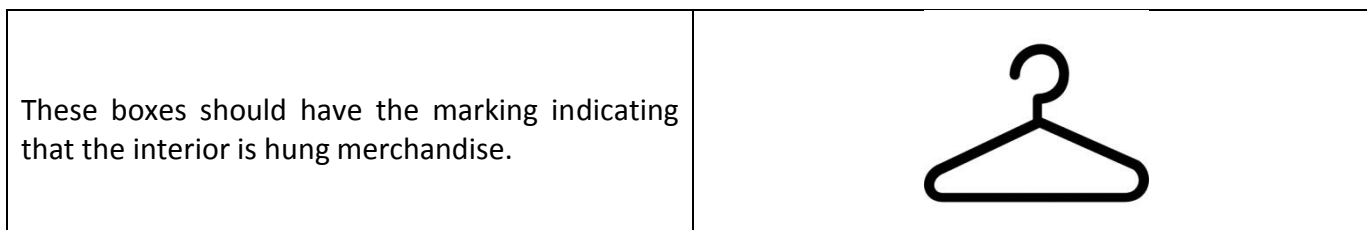
Contact Information of Nominee Vendor

- Company: Avery Dennison
- Contact name: Bobo Chen
- Direct telephone number: +86 20 39306796
- Email address: bobo.chen@ap.averydennison.com

New Policy:

In the case of TOP items, stickers must be put from origin. In the case of BOTTOMS items (pants, shorts, etc), stickers must not be put it in origin, the stickers must be included inside of one of the pockets, this sticker will be put It in the store.

6.1.3.1.2. FLAT PACK WITH HANGER OR GARMENT WITH HANGER (Garments on hangers in a box)



All these boxes must come with the Hung mark printed on carton. These types of boxes must have a bar or an elastic loop as shown in the picture below:



Flat Pack with Hanger garments must come inside a polythene plastic bag and it must cover the whole garment when extended. The upper hole of the plastic bag must be as small as possible.

Include here

6.1.3.1.3. GOH (Garments on Hanger inside a container)

By Ripley's requirement garments must be sent by the supplier with standard hanger in individual plastic bags (transparent polythene bags), this plastic bags must cover at least the 100% of the garment, especially when the garment is totally unfold. The upper hole of the plastic bag must be as small as possible in order to don't allow dust come in. The plastic bags must allow hanging the garments well protected from dust.

EXTENDED APPAREL MUST BE COVERED WITH INDIVIDUAL POLYTHENE BAG AS FOLLOWS:

The apparels must be packed as follows



Each bag must contain this printed warning message:

ATENCIÓN
**LAS BOLSAS PLASTICAS PUEDEN SER
PELIGROSAS Y PROVOCAR
SOFOCACIÓN, PARA EVITAR PELIGROS
MANTENGA LA BOLSA ALEJADA DE
BEBES Y NIÑOS.**





Hangers

All merchandise displayed hanging in our stores, must be sent on an approved hanger. The material must be Polystyrene Glass (PS), maximum 10% recycled material accepted. For all garments hanger must be Crystal (transparent), only in the case of fancy tailor suits and /or tailor coats, the hanger must be black.
































VERY IMPORTANT:

















- YOU MUST FOLLOW AND APPLY THE CORRECT TYPE OF HANGER ACCORDING TO WHAT IT IS REQUIRED IN THE **MASTER PACK AND HANDLING TYPE CHAPTER**, AVAILABLE ON OUR CORPORATE B2B WEBSITE AND VENDOR COMPLIANCE HANDBOOK.
- NOT RESPECTING ANY DEFINITION MADE IN PREVIOUS, ALLOWS RIPLEY TO CONSIDER ADDITIONAL CHARGES TO YOU BECAUSE OF INTERNAL ADDITIONAL PRODUCT HANDLING EXPENSES (**SEE CHARGEBACK ON Appendix N°1.2**).

Please note that the hangers must have Ripley logo printed.

1cm | R I P L E Y
5.5cm

Hanger must be with metal hook. Please find attached the different types of Ripley's hanger and our supplier in China:

 UTU International Limited Shenzhen Cantor Plastic Manufacturer 803-806, Shenghua Bldg, Shennan Road East, Shenzhen, China Tel: 86-755-82149558 82203857 Fax: 86-755-82433506 Email:austin@utu-intl.com								
RIPLEY BRAND HANGER								
Nº	RIPLEY Picture	UTU Picture	Hanger Code	Size	Color	Garments	Original PRICE(including inland freight and size ring)	New Price from 2013-3-6 (including inland freight and size ring)
1			VD-3330	43x H23cm	Transparent	Blouses Dress T-Shirt	\$0.169	US\$0.166
2			VD4/GM	41x H20cm	Transparent	Blouses T-Shirt Child	\$0.145	US\$0.142
3			VN2/GM	33x H20cm	Transparent	Blouses T-Shirt Child	\$0.127	US\$0.124
4			VN3/GM	35x H20cm	Transparent	Blouses T-Shirt Child	\$0.130	US\$0.127
5			A2/GM	43x H23cm	Black & Transparent	Blazers Jackets Suits	\$0.208	US\$0.205
6			VN-3324	30x H20cm	Transparent	Blouses T-Shirt Child	\$0.118	US\$0.115
7			F2-AD/GM	30x H16cm	Transparent	Skirt	\$0.203	US\$0.195
8			F3-AD/GM	35x H16cm	Transparent	Skirt	\$0.221	US\$0.213
9			PB3/GM	36x H17cm	Black	Trousers	\$0.187	US\$0.184
10			A3/GM	45x H26cm	Black	Blazers Jackets Suits	\$0.469	US\$0.469
11			A4/GM	43.5x H26cm	Black	Blazers Jackets Suits	\$0.442	US\$0.442
12			PB4/GM	37x H18cm	Black	Trousers	US\$0.285	US\$0.265
13			RB-01	22.5x H11.5 cm	White	Baby	US\$0.105	US\$0.102
14			RB-02	25x H33cm	White	Baby	US\$0.127(metal hook)	US\$0.124
				25x H33 cm	White	Baby	US\$0.121(plastic hook)	US\$0.118
15			RB-03	20.5x H14 cm	White	Baby	US\$0.135	US\$0.132

16			RB-04	Dia 9 cm	Transparent	Scarf	US\$0.083 hangers don't need the size ring.	US\$0.08 hangers don't need the size ring.
17			LH-01	26.5x H16 cm	Transparent	Lingerie		US\$0.088
18			A1/GM	43cm	Transparent	Top T-Shirts + Pants Shorts	About this hanger, vendor don't have the same designs. Please kindly check their similar design for you reference and please kindly give us comment. They can offer us exact same hanger as our design, but we need to send them a sample or provide the weight of hanger	 
			CP-3147	45x H 24cm	Transparent	Top T-Shirts + Pants Shorts	Top T-Shirts + Pants Shorts	US\$0.296
			CP-3147	43x H 23cm	Transparent	Top T-Shirts + Pants Shorts		US\$0.39 The middle part of this hanger are empty, so can't print the logo on the hanger
19			SH-01	17.7x17.8 cm	Transparent or white	slippers		US\$0.073 hangers don't need the size ring.
20			F1-AD/GM	26 x16cm	Transparent	Skirt		US\$0.185
21			SH-02	8x5.4cm	Transparent or white	Slipper (boot)		US\$ 0.043 hangers don't need the size ring.
22	Gancho calzado hombre		SH-03	18.8x10cm	NEGRO	calzado hombre Mujer		US\$ 0.055 hangers don't need the size ring.
23	gancho sandalias		SH-04	8.8x10.7cm	BLANCO Y TRANSPARENTE	calzado hombre mujer infantil		US\$ 0.061 hangers don't need the size ring.
<p>Remark:</p> <ol style="list-style-type: none"> The materials are PS+K(90%PS+10%K) The height of hooks must be 9.5cm All these hanger can afford no more than 5kgs weight The attached price are without 17% VAT. If need RMB price with VAT, the price will be 8% higher base on original price. The No.16. 19.21.22.23 hangers don't need the size ring. The exchange rate between USD and RMB is 1:6.3 								

SPECIFIC INSTRUCTIONS
FOR SHOES

6.2. Specific Instructions for Shoes

6.2.1. Certificates

Certificate of Origin is required for merchandise originates in China. One certificate per Commercial Invoice is needed.

For Chile (Appendix N°7 – Point 1.3)

For Peru (Appendix N°7 – Point 1.4)

6.2.2. Ticketing Instructions

6.2.2.1. Tag Price

All shoes boxes must have a price/UPC ticket stick on the box.

- Ripley will e-mail the SKU Bar codes for each PO to be printed directly by the vendors.
- Each pair must be send tagged to Ripley.
- Make sure that the bar Code is readable and contains exactly the information delivered by Ripley.
- The Bar Code must be visible and easily accessible for scanning.

The Tag Price must be put in the frontal face of boxes, always at sight, and also another one must be put in the sole or inside of the right shoe.

Next picture shows the Tag Price position that must be used.



All products entering storage must have price tag on the product and also in the box, if not, expense offset will be charged.

The bar code tag must come on each item containing this information:

CHILE

PERU

<p>Specifications:</p> <p>Material: adhesive label</p> <p>Logo RIPLEY: letter Garamond 16</p> <p>Size: Arial 10</p> <p>Description article: Arial Narrow 8</p> <p>Ripley Code (SKU): Arial Narrow 9</p> <p>Price: Arial Narrow 18</p> <p>Bar Code dimension: Width 25 mm, high 15mm</p>	

6.2.2.1.1. Premium Brands' Tag Price

As default, all the barcode files will show the artwork:

RIPLEY

It is imperative to consider that, in the case of premium brands; vendor must replace the brand artwork in the Barcode Sticker

The bar code tag must come on each item containing this information:

CHILE	PERU
<p><u>Premium Brands Chile:</u> BARBADOS CACHAREL MARQUIS REGATTA TATIENNE</p>	<p><u>Premium Brands Perú:</u> BARBADOS CACHAREL MARQUIS NAVIGATA TATIENNE</p>
<p><u>Specifications:</u> Material: adhesive label Size: Arial 10 Description article: Arial Narrow 8 Ripley Code (SKU): Arial Narrow 9 Price: Arial Narrow 18 Bar Code dimension: Width 25 mm, high 15mm</p>	<p><u>Specifications:</u> Material: adhesive label Size: Arial 10 Description article: Arial Narrow 8 Ripley Code (SKU): Arial Narrow 9 Price: Arial Narrow 18 Bar Code dimension: Width 25 mm, high 15mm</p>

6.2.2.1.2. Label Product

6.2.2.1.3. Composition label

Composition and basic information must be printed or sewed on both shoes and always in **Spanish**.

For special instructions see:

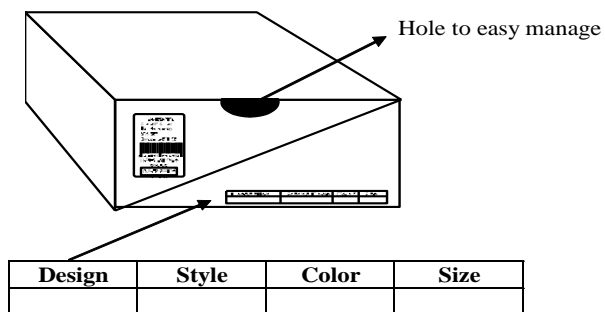
FOR CHILE (Appendix Nº 16)

FOR PERU (Appendix Nº 17)

6.2.3. Packaging

Always respect master pack quantities per box defined on **Appendix N° 8 (CHILE AND PERU)**

Box Label



Label design

Design	Style	Color	Size

The information in this label must be visible to a person average readability.

Shoes must be packaged as following:

BOX TYPE to use in adult shoes and children shoes must be packed in vertical position, **do not use polybag.**



For shoes, Silica gel will be used in every single carton.

We recommend using the type of box shown in the following figure because it will allow better management of goods within the Distribution Center.



Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. **(Penalty Policy Appendix 2)**

SPECIFIC INSTRUCTIONS FOR DUVETS, PILLOWS AND CUSHIONS

6.3. SPECIFIC INSTRUCTIONS FOR DUVETS, PILLOWS AND CUSHIONS

6.3.1. Certificates

Certificate of Origin is required for merchandise manufactured in China. One certificate per Commercial Invoice is needed.

For CHILE : **Origin Certificate Format F see the (Appendix N° 7 – 1.3)**
Phytosanitary or Veterinary Certificate may be needed (Appendix N°7 – 1.7)

For PERU : **Origin Certificate Format FTA see the (Appendix N° 7 – 1.4)**
Phytosanitary or Veterinary Certificate may be needed (Appendix N°7 – 1.7)

6.3.2. Ticketing Instructions

6.3.2.1. Tag Price

All goods must have a price/UPC ticket stick on the box.

- Ripley will e-mail the SKU Bar codes for each PO to be printed directly by the vendors.
- Every single piece must be sent tagged to Ripley.
- Make sure that the bar Code is readable and contains exactly the information was delivered by Ripley.
- The Bar Code must be visible and easily accessible for scanning.

All products entering storage and come in bags must have price tag on the product and also in the bag that traps, if not, expense offset will be charged.

The bar code tag must come on each item containing this information:

CHILE	PERU
<p>Specifications:</p> <p>Material: adhesive label</p> <p>Logo RIPLEY: letter Garamond 16</p> <p>Size: Arial 10</p> <p>Description article: Arial Narrow 8</p> <p>Ripley Code (SKU): Arial Narrow 9</p> <p>Price: Arial Narrow 18</p> <p>Bar Code dimension: Width 25 mm, high 15mm</p>	

6.3.2.1.1. Premium Brands' Tag Price

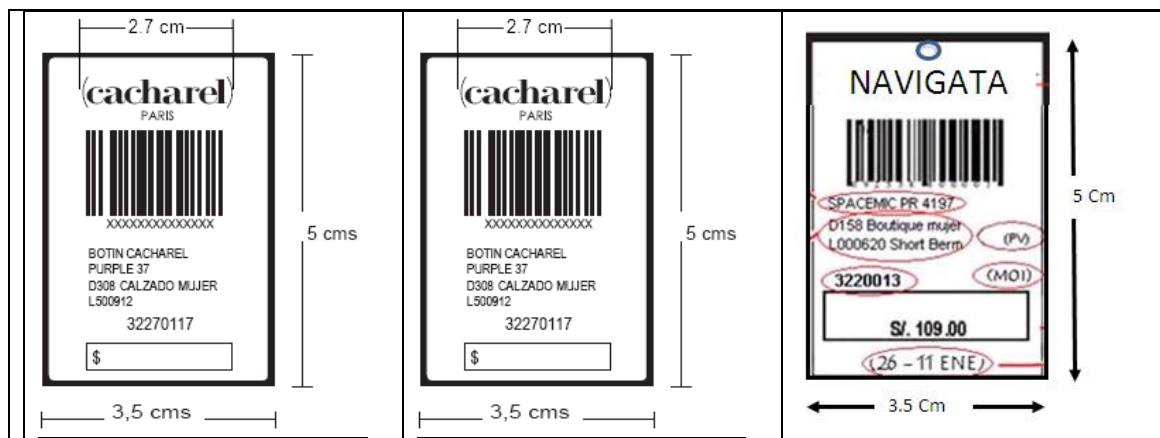
As default, all the barcode files will show the artwork:

R I P L E Y

It is imperative to consider that, in the case of premium brands; vendor must replace the brand artwork in the Barcode Sticker

The bar code tag must come on each item containing this information:

<u>Premium Brands Chile:</u>	<u>Premium Brands Colombia:</u>	<u>Premium Brands Perú:</u>
BARBADOS	BARBADOS	BARBADOS
CACHAREL	CACHAREL	CACHAREL
MARQUIS	MQS	MARQUIS
REGATTA	NAVIGATA	NAVIGATA
TATIENNE	TATIENNE	TATIENNE
ESPRIT	ESPRIT	ESPRIT



Specifications:

Material: adhesive label

Size: Arial 10

Description article: Arial Narrow 8

Ripley Code (SKU): Arial Narrow 9

Price: Arial Narrow 18

Bar Code dimension: Width 25 mm, high 15mm

6.3.2.2. Product Label (Spanish)

For non Textile products a transparent label with black letters must be stuck direct on the product.

For Textile products the labels must be sewed.

1) Import Label:

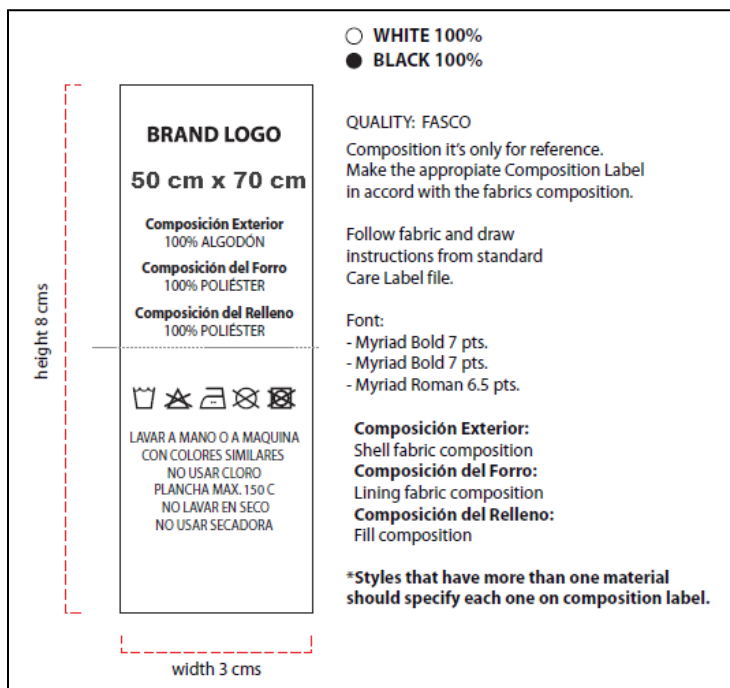
All products must state the following IMPORT label:

Example: “Hecho en China”



Size: 2.5 cm x 5 cm aprox.

2) **Care Label/Composition** (always in Spanish): All the textile articles must come with a washable/Composition label containing the following information:



For washing instructions, the correct values depends on the current garment. ALL information must be in **Spanish**.

Bar Code Label:

Also, it is mandatory to put the Bar Code label beside the Care label (textiles sewed and non textiles stuck).



6.3.3. Packaging

These products must be packaged in bags 100% transparent always respecting units per master pack as detailed in Appendix No 8.

SPECIFIC INSTRUCTIONS FOR
DECORATION, LAMP, HOUSEWARE (KITCHEN
AND DINNER) AND ARTICLES TOILETTE

6.4. Specific Instructions for Decoration, Lamps, Houseware (Kitchen and Dinner) and Articles Toilette

6.4.1. Certificates

Certificate of Origin is required for merchandise manufactured in China. One certificate per Commercial Invoice is needed.

For CHILE : Origin Certificate Format F see the (Appendix N° 7 – 1.3)
Phytosanitary or Veterinary Certificate may be needed (Appendix N°7 – 1.7)

For PERU : Origin Certificate Format FTA see the (Appendix N° 7 – 1.4)
Phytosanitary or Veterinary Certificate may be needed (Appendix N°7 – 1.7)

6.4.2. Ticketing Instructions

6.4.2.1. Tag Price

All goods must have a price/UPC ticket stick on the box.

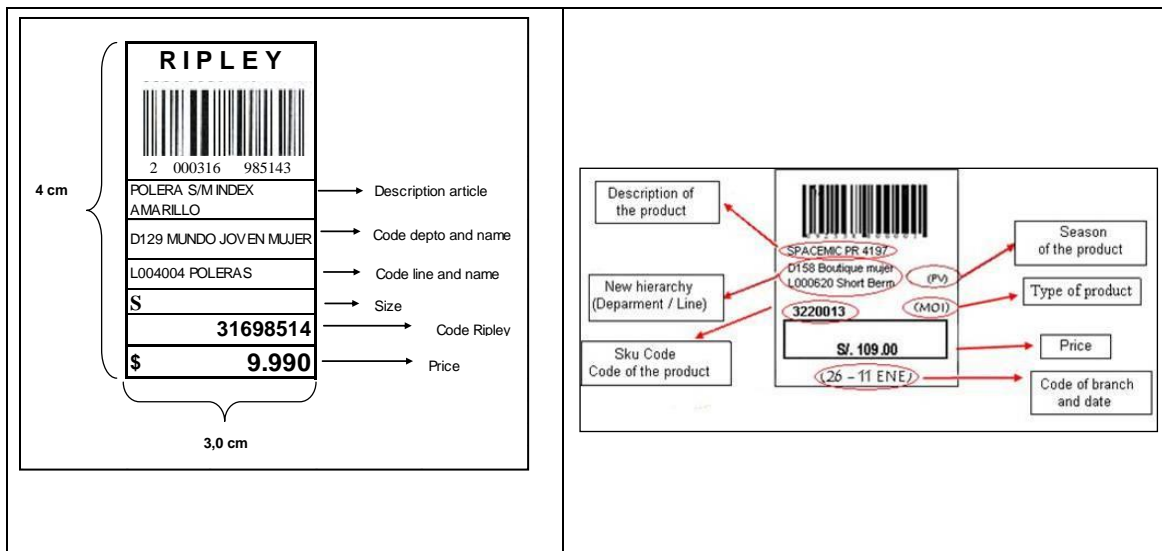
- Ripley will e-mail the SKU Bar codes for each PO to be printed directly by the vendors.
- Every single piece must be sent tagged to Ripley.
- Make sure that the bar Code is readable and contains exactly the information delivered by Ripley.
- The Bar Code must be visible and easily accessible for scanning.

All products entering storage and come in bags must have price tag on the product and also in the bag that traps, otherwise, expense offset will be charged.

The bar code tag must come on each item containing this information:

CHILE

PERU



Specifications:

Material: adhesive label

Logo RIPLEY: letter Garamond 16

Size: Arial 10

Description article: Arial Narrow 8

Ripley Code (SKU): Arial Narrow 9

Price: Arial Narrow 18

Bar Code dimension: Width 25 mm, high 15mm

6.4.2.2. Product Label (Spanish)

For non Textile products a transparent label with black letters must be stuck direct on the product.

For Textile products the labels must be sewed.

1) Import Label:

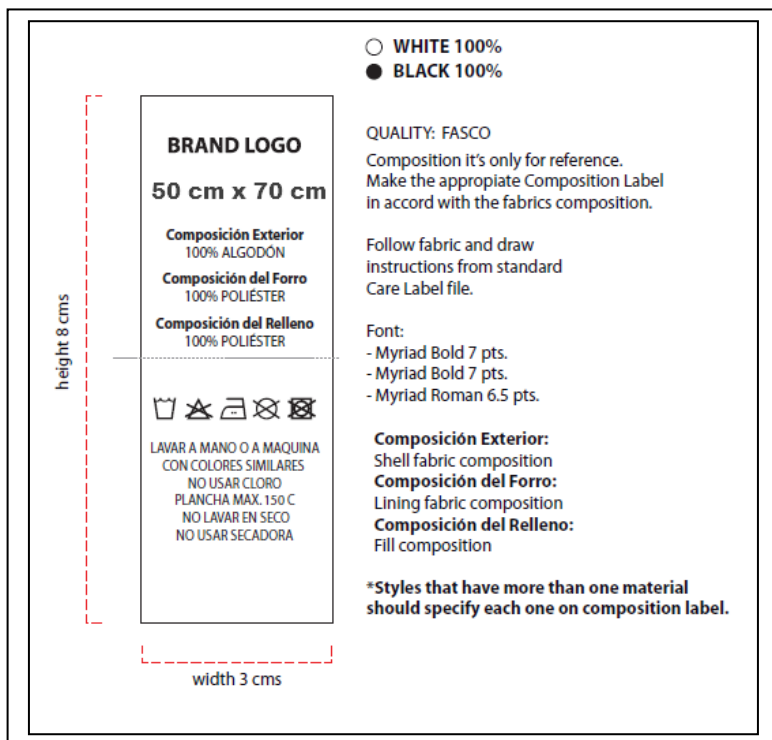
All products must state the following IMPORT label:

Example: “Hecho en China”



Size: 2.5 cm x 5 cm aprox.

2) **Care Label/Composition** (always in Spanish): All the textile articles must come with a washable/Composition label containing the following information:



For washing instructions, the correct values depends on the current garment.

ALL information must be in **Spanish**.

3) Bar Code Label:

Also, it is mandatory to put the Bar Code label beside the Care label (textiles sewed and non textiles stuck).



6.4.3. Packaging

To expedite your merchandise through our distribution centers, please follow these listed guidelines. Merchandise not shipped according to these specifications can experience delays in processing and lose time on the selling floor. The order also can be subject to expense offsets.

Always it is necessary to maintain the units per master pack, defined in Appendix N° 8

The products of Houseware (Kitchen and Dinner), Bath & Decoration, should not have contact with each other.

a) Lamps

Lamp shades must be packed in cardboard boxes and must indicate on the ID label which base it complements.

Base must be completely covered with Bubble Wrap.

b) Staterooms

Stringers:

Bolts and screws must be including in a plastic bag within the box type B-flute, 3 layers. (Pic. 40 – 41)

Pic. 40



Pic. 41



Endorsements:

They must be packed in cardboard boxes type B-flute, 3 layers, between the endorsements must be put by the vendors a cardboard to avoid damages each other. (Pic. 42 – 43)

Pic. 42



Pic. 43



c) Glasses and Decoration Object

Vase

These goods must be packaged as is presented in the following pictures, in addition, they have to be packed in cardboard boxes type B-flute, 3 layers. Each one of its components must be surrounded in polyethylene foam of 2 mm of thickness.





Frames

These goods must be packaged as it is presented in the following pictures. In addition they have to be packed in cardboard boxes type B-flute, 3 layers. Each one of its components must be surrounded in polyethylene foam of 2 mm of thickness.



Candle Pot and Jar

These goods must be packaged as it is illustrated in the following pictures. In addition they have to be packed in cardboard boxes type B-flute, 3 layers. Each one of its components must be surrounded in polyethylene foam of 2 mm of thickness.





Plate

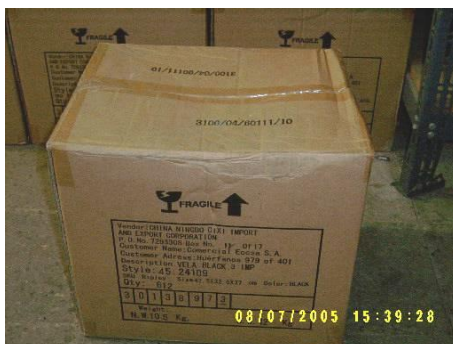
These goods must be packaged as it is illustrated in the following pictures. In addition they have to be packed in cardboard boxes type B-flute, 3 layers. Each one of its components must be surrounded in polyethylene foam of 2 mm of thickness.





Round Candle

These goods must be packaged as it is presented in the following pictures. In addition they have to be packed in cardboard boxes type B-flute, 3 layers. Each one of its components must be surrounded in polyethylene foam of 2 mm of thickness



Paint

These goods must be packaged as it is shown in the following pictures. In addition they have to be packed in cardboard boxes type B-flute, 3 layers. Each one of its components must be surrounded in polyethylene foam of 2 mm of thickness.



d) Cups

These goods must be packaged as it is presented in the following pictures. In addition they have to be packed in cardboard boxes type B-flute, 3 layers. Each one of its components must be surrounded with corrugated cardboard of thickness.





e) Glasses

These goods must be packaged as it is illustrated in the following pictures. In addition they have to be packed in cardboard boxes type B-flute, 3 layers. Each one of its components must be separated by carton.



f) Dishes

These goods must be packaged as it is presented in the following pictures. In addition they have to be packed in cardboard boxes type B-flute, 3 layers. Each one of its components must be separated by carton.



g) Plate

These goods must be packaged as it is illustrated in the following pictures. In addition they have to be packed in cardboard boxes type B-flute, 3 layers. Each one of its components must be surrounded in polyethylene foam of 2 mm



Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. **(Penalty Policy Appendix 2)**

SPECIFIC INSTRUCTIONS FOR **CARPETS AND FABRICS**

6.5. Specific Instructions for Carpets and Fabrics

6.5.1. Certificates

Certificate of Origin is required for merchandise originated in China. One certificate per Commercial Invoice is needed.

For CHILE : Origin Certificate Format F see the (Appendix N° 7 – 1.3)
Phytosanitary or Veterinary Certificate may be needed (Appendix N°7 – 1.7)

For PERU : Origin Certificate Format FTA see the (Appendix N° 7 – 1.4)
Phytosanitary or Veterinary Certificate may be needed (Appendix N°7 – 1.7)

6.5.2. Ticketing Instructions

6.5.2.1. Tag Price

All goods must have a price/UPC ticket stick on the box.

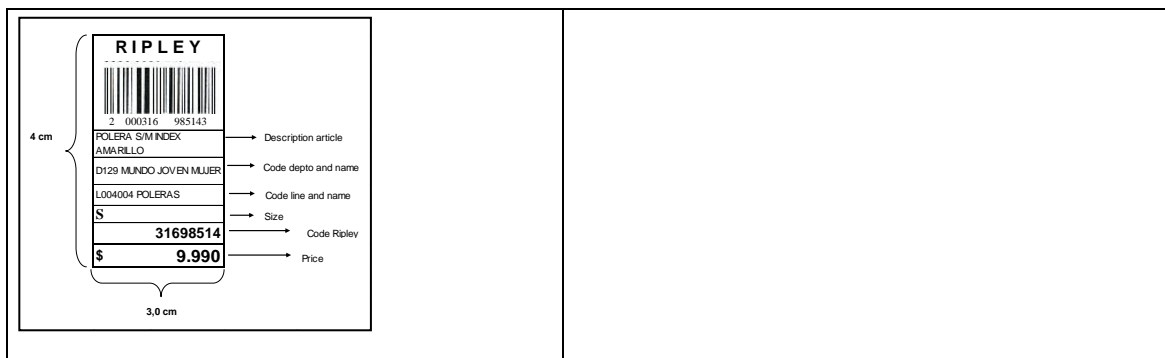
- Ripley will e-mail the SKU Bar codes for each PO to be printed directly by the vendors.
- Every single piece must be sent tagged to Ripley.
- Make sure that the bar Code is readable and contains exactly the information delivered by Ripley.
- The Bar Code must be visible and easily accessible for scanning.

The bar code tag must come on each item containing this information:

All products entering storage and coming in bags must have price tag on them and also in the bag that traps them, otherwise, chargebacks will be applied.

CHILE

PERU



<p>Specifications:</p> <p>Material: adhesive label</p> <p>Logo RIPLEY: letter Garamond 16</p> <p>Size: Arial 10</p> <p>Description article: Arial Narrow 8</p> <p>Ripley Code (SKU): Arial Narrow 9</p> <p>Price: Arial Narrow 18</p> <p>Bar Code dimension: Width 25 mm, high 15mm</p>	

6.5.2.2. Product Label (Spanish)

For non-Textile products a transparent label with black letters must be stuck direct on the product.

For Textile products the labels must be sewed.

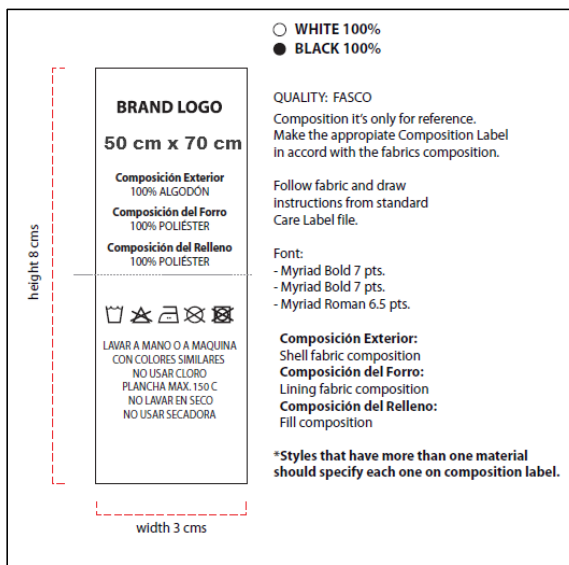
1) Import Label:

All products must state the following IMPORT

Example: “Hecho en China”



2) **Care Label/Composition** (always in Spanish): All the textile articles must come with a washable/Composition label containing the following information:



Size: 2.5 cm x 5 cm aprox.

For washing instructions, the correct values depend on the current garment. ALL information must be in **Spanish**.

3) Bar Code Label:

Also, it is mandatory to put the Bar Code label beside the Care label (textiles sewed and non textiles stuck).



6.5.3. Packaging

Product packed in polythene bags 100% transparent and sealed at both ends.

Carpets:

All carpets must be rolled and wrapped in heavy duty transparent plastic. The wrapping must then be sealed at both ends with plastic strap.

Each package must include only one carpet inside. The package must indicate the size of the carpet inside. This will be done through a tag placed inside the wrapping at one end of the package.

SPECIFIC INSTRUCTIONS FOR
FURNITURE, OUTDOORS, MATTRESSES AND
LEISURE

6.6. Specific Instructions for Furniture, Outdoor, Mattresses and Leisure

6.6.1. Warranty Policy

For Chile: all furniture must include a warranty policy, you can download it from the following url:

<http://b2b.ripley.cl/documentos/Corporativo/warrantypolicy.pdf>

This warranty policy must be placed in a visible location of the product, inside a Ziplock bag (20 x 25 cm, 60 micro thick) and attached to the product using a “tag pin”, please see the next picture.



Format closed:	Diptych 14w x 21h in cm
Format opened:	Diptych 28w x 21h in cm
Paper:	couche 130g 4/4 colors
Title Font:	Cuerpo 11
Text Font:	Cuerpo 10

For night tables you must put the policy inside the drawer, in case that don't have it, please put it between the top of the table and the cardboard box.

6.6.2. Certificates

Certificate of Origin required for merchandise originates in China. One certificate per Commercial Invoice is needed.

For CHILE: Origin Certificate Format F see the (Appendix N° 7 – 1.3)
Phytosanitary or Veterinary Certificate may be needed (AppendixT N°7 – 1.7)

For PERU : Origin Certificate Format FTA see the (Appendix N° 7 – 1.4)
Phytosanitary or Veterinary Certificate may be needed (Appendix N°7 – 1.7)

IMPORTANT: Chile’s Custom Clearance process requires a Fumigation Certificate for all kind of furniture made of wood.

IMPORTANT: Peru Custom Clearance process requires a Fumigation Certificate for non-processed wood furniture and no-treatment pallet merchandise.

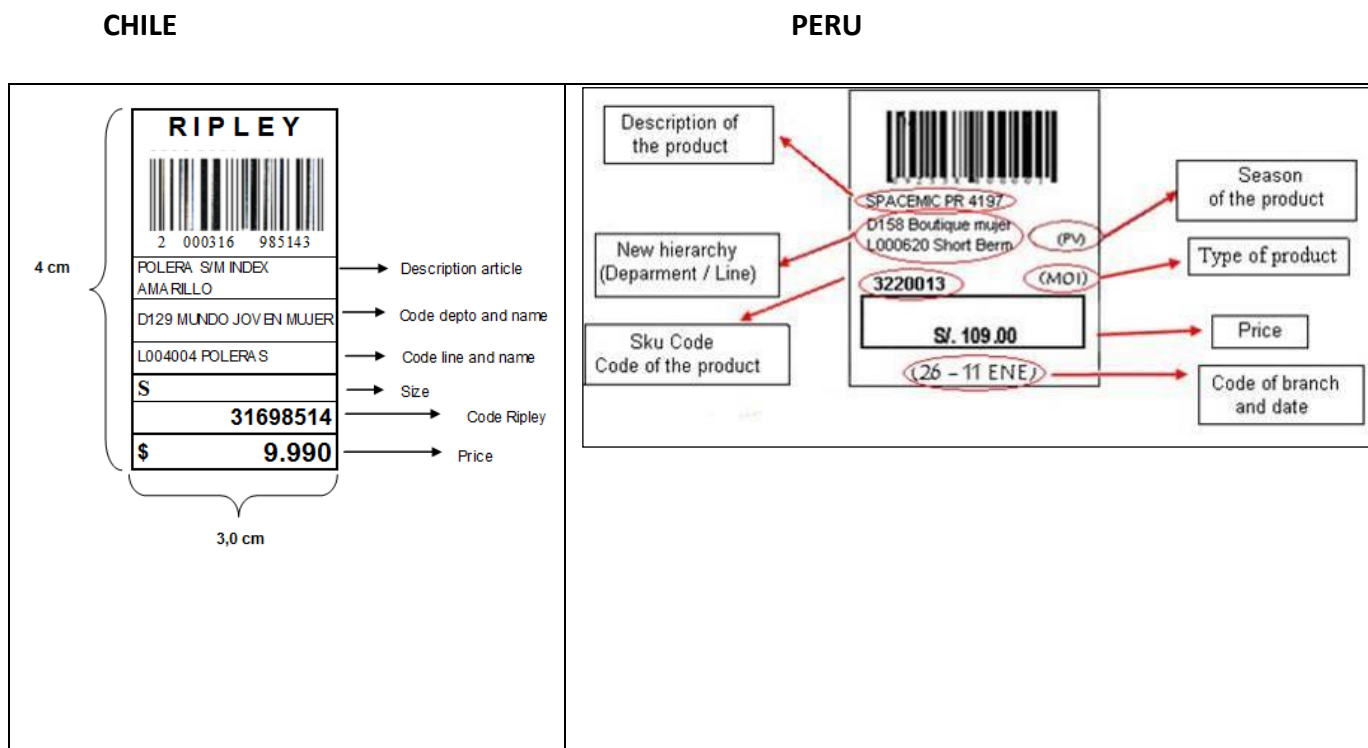
6.6.3. Ticketing Instructions

6.6.3.1. Tag Price

All goods must have a price/UPC ticket stick on the box.

- Ripley will e-mail the SKU Bar codes for each PO to be printed directly by the vendors.
- Every single piece must be send tagged to Ripley.
- Make sure that the bar Code is readable and contains exactly the information delivered by Ripley.
- The Bar Code must be visible and easily accessible for scanning.

The bar code tag must come on each item containing this information:



Specifications:

Material: adhesive label

Logo RIPLEY: letter Garamond 16

Size: Arial 10

Description article: Arial Narrow 8

Ripley Code (SKU): Arial Narrow 9

Price: Arial Narrow 18

Bar Code dimension: Width 25 mm, high 15mm

6.6.3.2. Product Label (Spanish)

For non Textile products a transparent label with black letters must be stuck direct on the product.

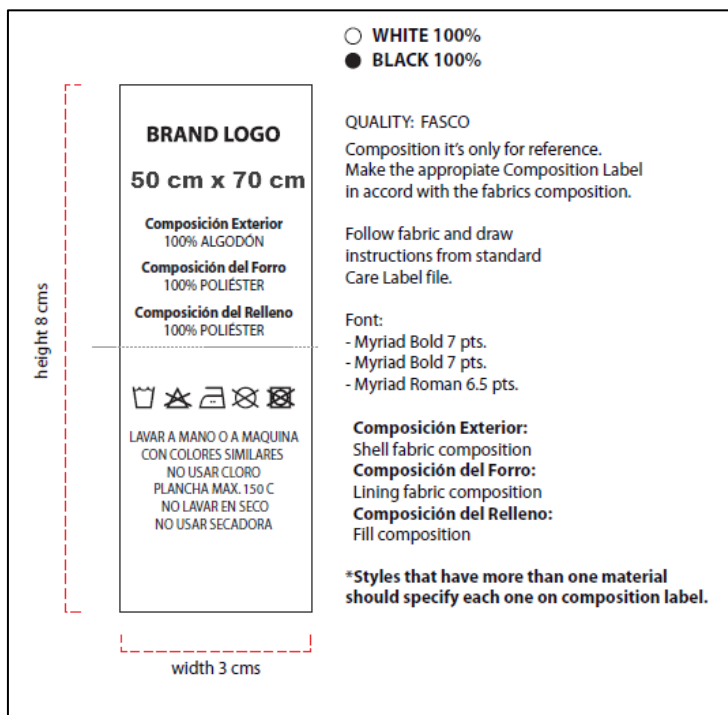
For Textile products the labels must be sewed.

1) Import Label:

All products must state the following IMPORT label:

Example: “Hecho en China”

2) Care Label/Composition (If applicable and always in Spanish): All the textile articles must come with a washable/Composition label containing the following information:



The diagram shows a rectangular label template with a height of 8 cms and a width of 3 cms. The label is divided into several sections:

- Top Section:** BRAND LOGO, 50 cm x 70 cm
- Composition Section:**
 - Composición Exterior: 100% ALGODÓN
 - Composición del Forro: 100% POLIÉSTER
 - Composición del Relleno: 100% POLIÉSTER
- Care Section:**
 - LAVAR A MANO O A MAQUINA CON COLORES SIMILARES
 - NO USAR CLORO
 - PLANCHA MAX. 150 C
 - NO LAVAR EN SECO
 - NO USAR SECADORA
- Color Section:**
 - WHITE 100%
 - BLACK 100%
- Quality Section:**
 - QUALITY: FASCO
 - Composition it's only for reference. Make the appropriate Composition Label in accord with the fabrics composition.
 - Follow fabric and draw instructions from standard Care Label file.
- Font Section:**
 - Font:
 - Myriad Bold 7 pts.
 - Myriad Bold 7 pts.
 - Myriad Roman 6.5 pts.
- Composition Section (Detailed):**
 - Composición Exterior:** Shell fabric composition
 - Composición del Forro:** Lining fabric composition
 - Composición del Relleno:** Fill composition
- Footnote:** *Styles that have more than one material should specify each one on composition label.



HECHO EN CHINA

IMPORTADO EN CHILE POR
COMERCIAL ECCSA S.A.
RUT: 83.382.700-6

IMPORTADO EN PERÚ POR
TIENDAS POR DEPARTAMENTO
RIPLEY S.A.

CALLE LAS BEGONIAS N°545
PISO 10 SAN ISIDRO
LIMA 27 PERU
RUC: 20337564373

Size: 2.5 cm x 5 cm aprox.

n the current garment.

ALL information must be in **Spanish**.

Ripley Corp. – International Vendor Manual

3) Bar Code Label:

Also, it is mandatory to put the Bar Code label beside the Care label (textiles sewed and non textiles stuck).



6.6.4. Packaging

Seeking to do easier the passage of the merchandise through our distribution centers, please follow these listed guidelines.

Merchandises which were not shipped according to these specifications could experience delays into the processes and wasting time on the selling floor. Which could implies some charge, as a result of expenses offsets.

All products that are part of a kit must come with a **Product Sheet**.

Attached format example:

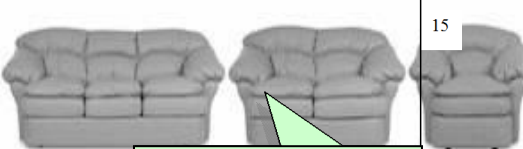
Ficha Producto		
Código Ripley	30877686	Producto
Descripción	Color-codado by Ripley g 3-2-1 Canavaro	
Color	Marfil	
Modelo	Canavaro	
Bulto (N/M)	1 / 3	
Muestra	N: N° of Packages M: Total Packages	White and Black pictures of the whole product. Measures 10 x 10
Sample material Measure 5 x 5		

Figura: Ficha de Producto para aquellos que el sku se compone mas de un bulto.



Additionally, each package must be labeled indicating the package number that belongs to the kit, as shown in the above picture (example). The first one must be the biggest package and the smallest will be the last.

All the merchandise that must be assembled must include a handbook in **Spanish** which describe how to assemble it.

- Assembled sideboard

They must be put in cardboard boxes type B-flute, 3 layers. The surface must be protected with polyethylene foam of 2 mm of thickness. The surface corners must be reinforced with polyethylene foam of 1 cm of thickness.

- Rustic sideboard (wood of exhausted and/or great weight).

The surface must be protected with polyethylene foam of 2 mm of thickness and in cardboard boxes type B-flute, 3 layers. The surface corners must be reinforced with polyethylene foam of 1 cm of thickness.



The sideboard's legs of this furniture already are round and/or square must be covered (surrounded) from the beginning to the end with a cardboard layer corrugated with 8 cm in excess. This cardboard layer must be adhered with tape transparent to avoid damages.



Non assembled sideboard.

The sideboard's legs must be surrounded in cardboard type B-flute, 3 layers(Pic.1). The table surface must be placed on the legs with the right face to up (Pic. 2)



Pic.1

Pic.2

The surface must be protected with polyethylene foam 2 mm (Pic. 3) to avoid damages on right face. The set must be placed in cardboard boxes type B-flute, 3 layers. (Pic. 4)



Pic. 3



Pic. 4

b) Lateral and Center Tables.

Assembled

Its must be put in cardboard boxes type B-flute, 3 layers (Pic. 5 - 6). The surface must be protected with polyethylene foam of 2 mm of thickness. Reinforced the corners and cover the surface Polyethylene foam of 1 cm of thickness (Pic. 7 – 8).



Pic. 5



Pic. 6



Pic. 7



Pic. 8

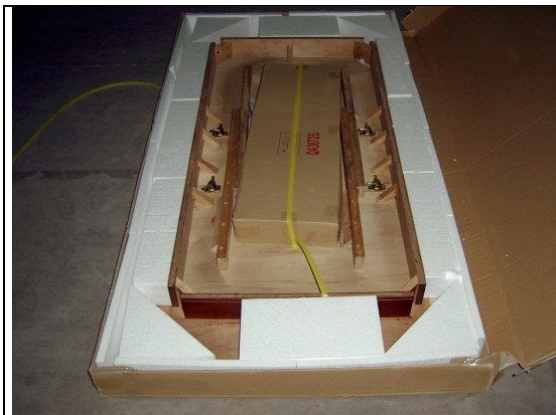
Non assembled

All the pieces (each one of them) must be packed with polyethylene foam of 2 mm of thickness: the surface, the legs, etc. Bolts must be included within a plastic bag; this plastic bag must be subject to one of the pieces, to avoid damages to the rest of pieces. The set of pieces must be packed in cardboard boxes corrugated type B-flute, 3 layers and must be as large as the cover. It is absolutely necessary to include a handbook in Spanish which describe how to assemble this product.

c) Dining Tables

Non assembled dining tables

All their pieces must be surrounded in polyethylene foam of 2 mm of thickness: the surface, the legs, the extension, etc. (Pic. 9 – 10)



Pic. 9



Pic. 10



Pic. 11



Pic. 12

It is absolutely necessary to include a handbook in Spanish, which describe how to assemble this table (Pic. 11). Bolts and/or screws must be included in a plastic bag of nylon and this must be adhered below the surface, to avoid damages to the rest of the pieces.

The packing must be in boxes of corrugated cardboard type B-flute, 3 layers. (Pic. 12)

d) Dining Tables with Rectangular or Round Surface

All the surface must be protected with polyethylene foam of 2 mm of thickness, and has to be packed in assemble cardboard boxes type B-flute, 3 layers. The legs must be surrounded with corrugated cardboard; this must be from the beginning to the end of the leg: with 8 cm in excess in order to avoid damages during its transportation. This cardboard must be adhered with transparent tape.



Pic. 13

Pic. 14



Pic. 15

Pic. 16

e) Round Dining Tables with Extension and Base

The whole surface must be protected with polyethylene foam of 2 mm of thickness (Pic. 17) and surrounded with cardboard boxes type B-flute, 3 layers. This cardboard must be joined with tape, such as in the following picture (Pic. 18).



Pic. 17



Pic. 18

The complement must be surrounded by corrugated cardboard (Pic. 19 – 20). The legs that support the fragmentation hand grenade must be surrounded with polyethylene foam of 2 mm and later with a corrugated cardboard. All this must be joined with tape transparent tape (Pic. 21 – 22).



Pic. 19



Pic. 20



Pic. 21



Pic. 22

f) Non Assembled Closet, Lockers, Rack, Table Kit.

All their pieces must be surrounded with polyethylene foam of 2 mm of thickness: the surface, its lateral parts, the legs, etc.



Pic. 23



Pic. 24

All pieces must be put in boxes of cardboard of type B-flute, 3 layers (Pic. 23 - 24). Bolts and/or screws they must be included in a plastic bag and this must be adhered below the surface to avoid damages to the rest of the pieces. Also it must be include a handbook in Spanish describing the assemble process of this product (Pic. 25).



Pic. 25



Pic. 26

g) Bookcases, Corners, Rack, Wall Shelves and Chest with drawers

These have to be packed in boxes of cardboard type B-flute, 3 layers (Pic. 27). This packing must consist into two parts (two great ones boxes) (Pic. 28). The first part is the base, which at least need to be 50 cm high, the second part (the up part of the furniture) must exceed the first part at least in 10 cm.

Bookcases



Pic. 27



Pic. 28

Bookcases

The borders must be protected with polyethylene foam of 2 mm of thickness (Pic. 29). The corners must be protected with synthetic foam of thickness 1 mm (Pic. 30).



Pic. 29



Pic. 30



Pic. 31

h) Chairs

Wood Chair

They must be placed in cardboard boxes and packed in pairs (Pic. 33). These must be separated each other with corrugated cardboard and polyethylene foam of 2 mm of thickness. It has to cover from the endorsement until the legs of the chairs. One of them must have the correct position to use and the other in the opposite position (Pic 33).



Pic. 32



Pic. 33

Metallic Chairs

These must be packed in boxes of cardboard type B-flute, 3 layers and packed according to its necessity (3 or 4) (Pic. 34). These they must be separated each other, with corrugated cardboard and polyethylene foam of 2 mm of thickness. The objective is covering, that from the endorsement, to the legs of the chairs and to avoid the rubbing among them. This cardboard or polyethylene foam must to be placed on the sit of the chair (Pic. 35).



Pic. 34



Pic. 35



Pic. 36



Pic. 37

i) Stateroom (wood and metalics), Beds, Stairs and Endorsement

Endorsements

They have to be packed in cardboard boxes type B-flute, 3 layers (Pic. 38). Each one of its components must be surrounded in polyethylene foam of 2 mm and stretch film (Pic. 39), in order to avoid blows and rubbing among them.

Stringers and Iron straps: These have to be packed in boxes type B-flute, 3 layers.



Pic. 38



Pic. 39



Somiere:

The Somiere must be covered by nylon and reinforced with transparent tape (Pic. 44).



Pic. 44

Final packing:

Stateroom must arrive in the following conditions. (Pic. 45)



Pic. 45

j) Night Table

The night table must be protected to avoid that they are lined (Pic. 46). The surface must be protected by polyethylene foam 2 mm (Pic. 47).



Pic. 46



Pic. 47



k) Mattresses and American Beds

The sealed one must be of 8 mm. of wide and to the suitable temperature. If the temperature is very hot or cold it is taken off easily. The corners must be reinforced and the plastics used must be in thickness according to the weight and measurement for these products (Pic. 48).



Pic. 48

Pic. 49

In the case of box, plastic need to be double, due to the weight of the article (Pic. 49).

l) Divan Bed

The sealed one must be of 8 mm. of wide and to the suitable temperature. If the temperature is very hot or cold it is taken off easily. The corners must be reinforced and the plastics used must be in thickness according to the weight and measurement for these product.



m) Covers of glasses, Crystals and Mirrors

The glass and/or crystal must be covered by a small board of polyethylene foam of 3 cm of thickness and/or wood and its thickness will depend on the weight and thickness of the glass. They must be packed in corrugated cardboard double.



n) Sofa with reclination, Seats of honor, Armchairs

The Sofa must be packed as illustrated in the following pictures. First the Sofa must be covered from the top with a non-woven bag, make sure sofa bottom is covered, then pull the string tightly to avoid leather touching the cardboard and rubbing during shipping.



All edges, sides and bottom must be covered with corrugated cardboard double, after this, the sofa must be surrounded with stretch film as shown.

Another way for packing sofas is using cardboard boxes and polyethylene foam of 3 mm for all the contour, this to avoid damages to corners and faces.



o) Traditional Furniture and Marquetry

The covers must be protected with polyethylene foam of 2 mm of thickness and putting in cardboard boxes type B-flute, 3 layers.

All the parts must be surrounded by polyethylene foam of 2 mm of thickness. If furniture has legs, must be covered (surrounded) with a cardboard layer corrugated: from the beginning of the "leg", to the end with 8 cm in excess, in order to avoid damages during the transportation process. This layer of cardboard must be adhered with transparent tape.

Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. (Penalty Policy Appendix 2)

SPECIFIC INSTRUCTIONS FOR
SHEETS, TOWELS, TABLEWARE, LINENS,
COURTAINS AND DRAPES

6.7. Specific Instructions for Sheets, Towels, Tableware, Linens, Curtains and Drapes

6.7.1. Certificates

Certificate of Origin is required for merchandise manufactured in China. One certificate per Commercial Invoice is needed.

For CHILE : Origin Certificate Format F see the (Appendix N° 7 – 1.3)
Phytosanitary or Veterinary Certificate may be needed (Appendix N°7 – 1.7)

For PERU : Origin Certificate Format FTA see the (Appendix N° 7 – 1.4)
Phytosanitary or Veterinary Certificate may be needed (Appendix N°7 – 1.7)

6.7.2. Ticketing Instructions

6.7.2.1. Tag Price

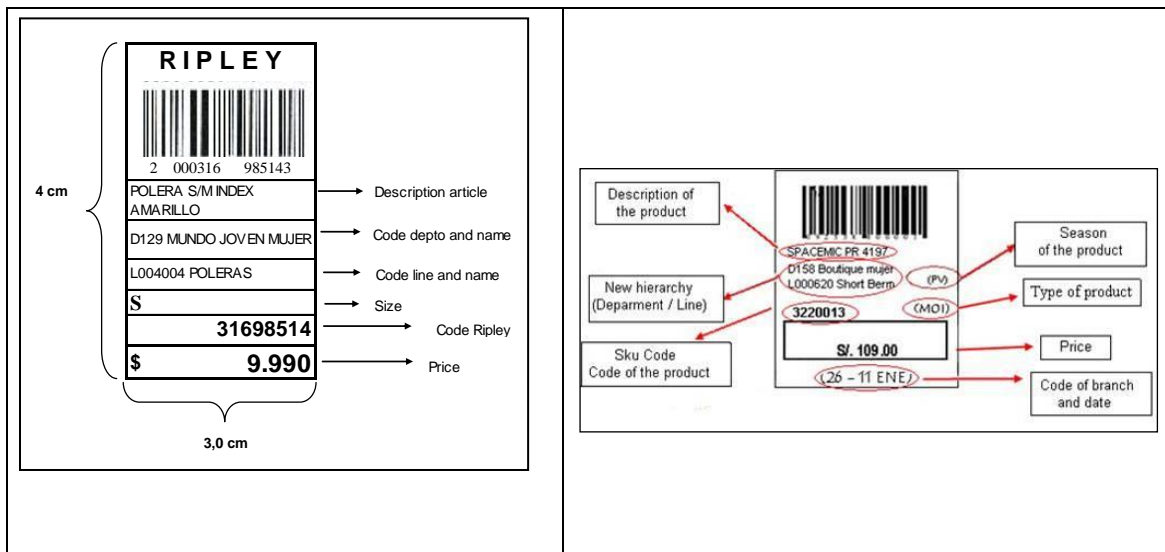
All goods must have a price/UPC ticket stick on the box.

- Ripley will e-mail the SKU Bar codes for each PO to be printed directly by the vendors.
- Every single piece must be sent tagged to Ripley.
- Make sure that the bar Code is readable and contains exactly the information delivered by Ripley.
- The Bar Code must be visible and easily accessible for scanning.

The bar code tag must come on each item, containing this information:

CHILE AND COLOMBIA

PERU



Specifications:

Material: adhesive label

Logo RIPLEY: letter Garamond 16

Size: Arial 10

Description article: Arial Narrow 8

Ripley Code (SKU): Arial Narrow 9

Price: Arial Narrow 18

Bar Code dimension: Width 25 mm, high 15mm

6.7.2.2. Product Label (Spanish)

For non-Textile products a transparent label with black letters must be stuck direct on the product.

For Textile products the labels must be sewed.

1) Import Label:

All products must state the following IMPORT label:

Example: “Hecho en China”




Care Label/Composition (always in Spanish): All the textile articles must come with a washable/Composition label containing the following information:

BRAND LOGO
King

Composición Exterior
100% ALGODÓN

Composición del Forro
100% POLIÉSTER

Composición del Relleno
100% POLIÉSTER



LAVAR A MANO O A MAQUINA
CON COLORES SIMILARES
NO USAR CLORO
PLANCHA MAX. 150 C
NO LAVAR EN SECO
NO USAR SECADORA

○ WHITE 100%
● BLACK 100%

QUALITY: FASCO
Composition it's only for reference.
Make the appropriate Composition Label
in accord with the fabrics composition.

Follow fabric and draw
instructions from standard
Care Label file.

Font:
- Myriad Bold 7 pts.
- Myriad Bold 7 pts.
- Myriad Roman 6.5 pts.

Composición Exterior:
Shell fabric composition
Composición del Forro:
Lining fabric composition
Composición del Relleno:
Fill composition

***Styles that have more than one material
should specify each one on composition label.**

height 8 cms

width 3 cms

For washing instructions, the correct values depends on the current garment.

ALL information must be in **Spanish**.

2) Bar Code Label:

Also, it is mandatory to put the Bar Code label beside the Care label (textiles sewed and non textiles stuck).



Packaging

Sheets, Towels, Tableware and Curtains have to be packed in boxes always respecting units per master pack as detailed in **Appendix N° 8**

Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. (Penalty Policy Appendix 2)

SPECIFIC INSTRUCTIONS FOR **ELECTRONICS AND MUSICAL INSTRUMENTS**

6.8. Specific Instructions for Electronics and Musical Instruments

6.8.1. Certificates

Certificate of Origin is required for merchandise manufactured in China. One certificate per Commercial Invoice is needed.

For CHILE : Origin Certificate Format F see the (Appendix N° 7 – 1.3)

For PERU : Origin Certificate Format FTA see the (Appendix N° 7 – 1.4)

IMPORTANT: Peru Custom Clearance process requires a Fumigation Certificate for products made from non-processed wood and no-treatment pallet merchandise.

6.8.2. Ticketing Instructions

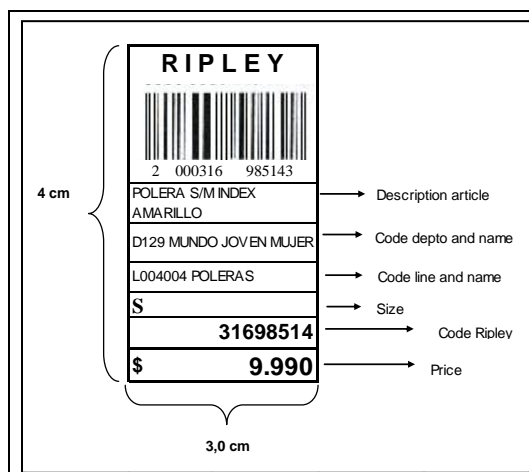
6.8.2.1. Tag Price

All goods must have a price/UPC ticket stick on the box.

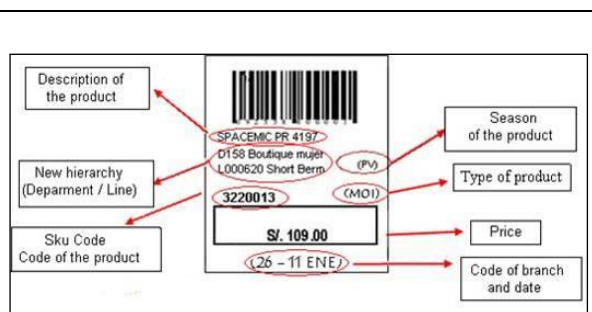
- Ripley will e-mail the SKU Bar codes for each PO to be printed directly by the vendors.
- Every single piece must be sent tagged to Ripley.
- Make sure that the bar Code is readable and contains exactly the information delivered by Ripley.
- The Bar Code must be visible, easily accessible for scanning and the adhesive must be of good quality so it can't be easily removed.

The bar code tag must come on each item, containing this information:

CHILE



PERU



Specifications:

Material: adhesive label

Logo RIPLEY: letter Garamond 16

Size: Arial 10

Description article: Arial Narrow 8

Ripley Code (SKU): Arial Narrow 9

Price: Arial Narrow 18

Bar Code dimension: Width 25 mm, high 15mm

6.8.2.2. Product Label (Spanish)

For non Textile products a transparent label with black letters must be stuck direct on the product.

For Textile products the labels must be sewed.

3) Import Label:

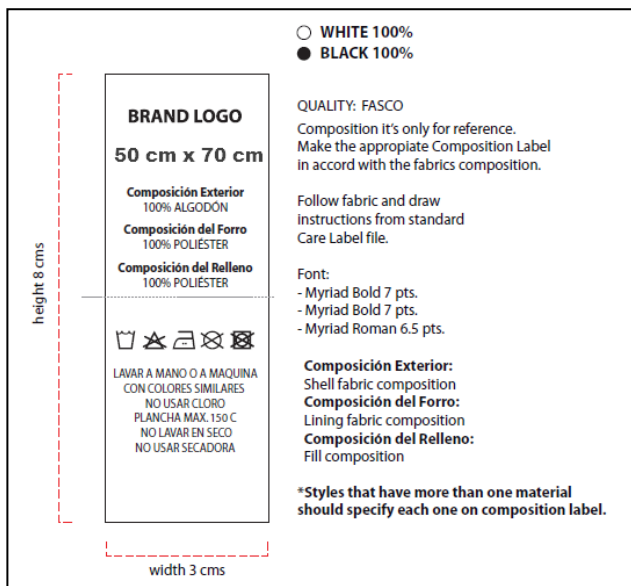
All products must state the following IMPORT label:

Example: “Hecho en China”



Size: 2.5 cm x 5 cm aprox.

Care Label/Composition (always in Spanish): All the textile articles must come with a washable/Composition label containing the following information:



For washing instructions, the correct values depends on the current garment.

ALL information must be in **Spanish**.

4) Bar Code Label:

Also, it is mandatory to put the Bar Code label beside the Care label (textiles sewed and non-textiles stuck).



Packaging

Merchandise not shipped according to these specifications can experience delays in processing and lose time on the selling floor. The order also can be subject to expense offsets.

For electronic goods, please make sure the product and packing arrives in good conditions to our selling floor. You must select at least one of the following alternatives:

- A) Use any anti humidity product inside the container and/or
- B) Use a master carton and / or
- C) Send extra carton boxes (at least 1 % from the container)

For this kind of merchandise, besides protecting the item, the carton is part of the product. The good presentation to our customers is a **MUST**.

Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. **(Penalty Policy Appendix 2)**

SPECIFIC INSTRUCTIONS FOR
TOY AND COSMETICS

6.9. Specific Instructions for Toy and Cosmetics

6.9.1. Certificates

Certificate of Origin is required for merchandise originated in China. One certificate per Commercial Invoice is needed.

For CHILE:

- Origin Certificate Format F (Appendix N° 7 – 1.3)
- Toluene Certificate is required for toys (Appendix N° 7 – 1.8)
- Material Safety data Sheet and Sanitary Certificate is required for cosmetics (Appendix N° 7 – 1.10)
- Letter of Compliance for Toys (Appendix N° 20) including:
 - Chemical Analysis
 - Labelling / Packaging
 - Safety Requirement / Regulatory Requirement
 - Any other Laboratory certificate

For PERU:

- Origin Certificate Format FTA (Appendix N° 7 – 1.4)
- Test Report (is mandatory to ask our Legal Dept. if you need to submit a Test Report before shipment – Please contact: claimscomex2@ripley.com.pe)

6.9.2. DIGESA License (only for Peru)

If you are shipping toys to Peru our Legal Department will ask you for some important information in order to apply for the DIGESA LICENSE, a mandatory authorization we need to pass custom clearance successfully. Therefore, besides all the information you are entitled to submit, you must also have to send the correct TEST REPORT to Ripley Peru in order to enable us to submit to you the DIGESA LICENSE NUMBER that must come printed on every toy label.

THE COORDINATION PROCESS DESCRIBED ABOVE HAS TO BE DONE BEFORE SHIPMENT.

6.9.3. Ticketing Instructions

6.9.3.1. Tag Price

All goods must have a price/UPC ticket stick on the box.

- Ripley sends by e-mail the SKU Bar codes for each PO to be printed directly by the vendors.
- Every single piece must be sent tagged to Ripley.
- Make sure that the bar Code is readable and contains exactly the information delivered by Ripley.
- The Bar Code must be visible, easily accessible for scanning and the adhesive must be of good quality so it can't be easily removed.

All products entering storage and come in bags must have price tag on the product and also in the bag that traps, otherwise, expense offset will be charged.

The bar code tag must come on each item containing this information:

CHILE	PERU
<p>Specifications:</p> <p>Material: adhesive label</p> <p>Logo RIPLEY: letter Garamond 16</p> <p>Size: Arial 10</p> <p>Description article: Arial Narrow 8</p> <p>Ripley Code (SKU): Arial Narrow 9</p> <p>Price: Arial Narrow 18</p> <p>Bar Code dimension: Width 25 mm, high 15mm</p>	

6.9.3.2. Product Label (Spanish)

For non Textile products a transparent label with black letters must be stuck direct on the product.

For Textile products the labels must be sewed.

1) Import Label:

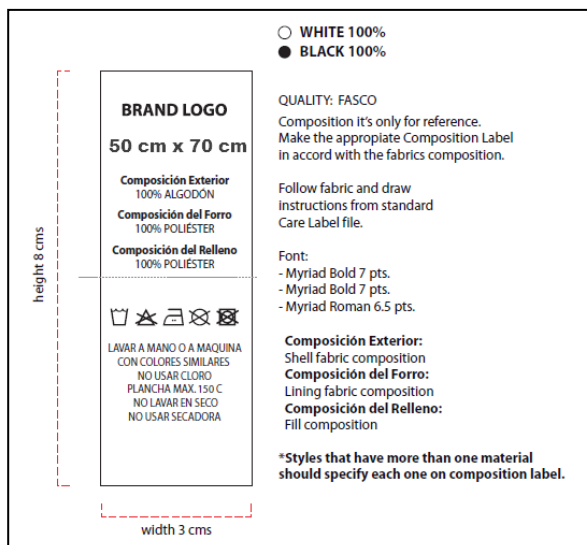
All products must state the following IMPORT label:

Example: “Hecho en China”



Size: 2.5 cm x 5 cm aprox

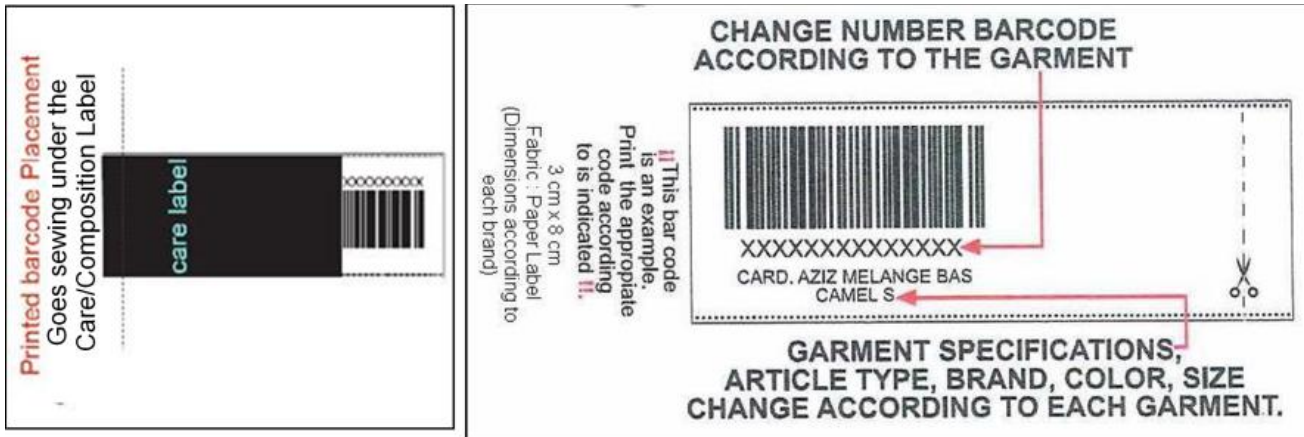
Care Label/Composition (always in Spanish): All the textile articles must come with a washable/Composition label containing the following information:



For washing instructions, the correct values depend on the current garment.
ALL information must be in **Spanish**.

2) Bar Code Label:

Also, it is mandatory to put the Bar Code label beside the Care label (textiles sewed and non textiles stuck).



6.9.4. Packaging

Have to be packed in boxes always respecting units per box as detailed in Appendix N° 8.

In the case of Department D-328 PERFUMERIA SEMI-SELECTIVA, the Rule max & min (*) mean the following:

Units or sets must be packed:

96 units per box if the product or set of it weight < 200 grs

48 units per box if the product or set of it weight < 400 grs

12 units per box if the product or set of it weight < 1.6 kg

Maximum weight of the boxes permitted: 20 kg

6.9.5. Label Specific Instructions for Cosmetics Products

For Chile and Colombia see Appendix N° 18

For Peru (Please contact to our International Vendors Department in Lima, Peru – ripleylogcs1@ripley.com.pe)

6.9.6. Label Specific Instructions For Toys

Please refer to Appendix N° 19 to find out Peru Stores requirements

Ripley will be entitled to take measurements, some times in the form of a penalty, when Vendors failed to fulfill this requirement. **(Penalty Policy Appendix 2)**

Appendices

APPENDIX 1: CHECKLIST BY PRODUCT TYPE

1. CHECKLIST – PRODUCT TYPE - GARMENTS



AUDITOR: _____	PO _____
START INSPECTION DATE _____	END INSPECTION DATE _____
# CARTON AUDIT _____	DATE _____

VENDOR COMPLIANCE SHEET PRODUCT TYPE GARMENT

General Area	Code	Description	Answer Should Be	What is the answer?
Doc	200	Does this shipment have a Packing List?	Yes	
Doc	201	Packing List is Inaccurate / Incomplete / Unauthorized format?	No	
Doc	202	Does this shipment have a Certificate of Origin?	Yes	
Doc	203	Certificate of Origin inaccurate / Unauthorized / Unauthorized format?	No	
Doc	204	The invoice amount for this shipment is exactly the same for Ripley/ Forwarder / Bank?	Yes	
Doc	205	Does this shipment have an Invoice?	Yes	
Doc	206	Invoice Incomplete/ Inaccurate?	No	
Doc	207	Does this shipment have a Container Manifest indicating the exact position of PO/Style/color?	Yes	
Doc	208	Container Manifest Position Incomplete/ Inaccurate or on a format different than the one instructed on the Vendor Compliance Manual?	No	
Trans	300	This shipment was shipped to arrive on the committed delivery date to Chile (ETA)?	Yes	
Trans	301	Use of AUTHORIZED carrier or Logisitcs Operator?	Yes	
Trans	302	Seal Container/Truck available?	Yes	
Trans	303	Is this shipment's weight evenly spread through the container/ Truck/ Safety?	Yes	
Trans	304	Is this shipment loaded by PO/style/color/size	Yes	
Trans	309	A container / truck loaded with one freight handling type?	Yes	
Trans	311	Is the Carton count complete	Yes	
Packing	446	Are all cartons properly sealed with a 3.5 wide PVC Ripley logo tape?	Yes	
Packing	400	Carton With Straps?	NO	
Packing	403	Carton corrugation according to what is required (200 ECT)	Yes	

General Area	Code	Description	Answer Should Be	What is the answer?
Packing	455	Carton Damage	NO	
Label	500	If this cartons exceed allowable dimensions (Min, Max), Weight (Min, Max), and/or Fragile, have NON CON label applied correctly	Yes	
Label	505	The carton markings accurate/complete/applied to both Shorts length sides?	Yes	
Label	506	Carton Markings with complete information?	Yes	
Label	507	Price/ UPC Label located in designated area of the carton markings?	Yes	
Label	508	Are all cartons marked propely? (Hanger/Fragile/Don't wet/This side up/Take by hand/Max stackable cartons, etc)	Yes	
Label	514	There are other bar codes besides LPN and sku?	NO	
Packing	407	Concealed Shortages?	NO	
Packing	408	Style substitution/color/size?	NO	
Packing	409	Overages Not Manifested (on packing list; docs,)?	NO	
Packing	410	Damaged product?	NO	
Packing	411	Number of units per carton according master pack table instructions on Vendor Compliance Manual?	Yes	
Packing	412	Carton are properly utilized with no empty spaces inside?	Yes	
Packing	413	Only ONE SKY (Style-Color & Size) per carton?	Yes	
Packing	415	If Garment are folded inside the carton does it have: Kraft paper insert/size tappe attached / transparent poly bag?	Yes	
Packing	416	Applied hanger meets hanger specifications (Ripley hanger: metal finish, Ripley Logo and max width 2.5 mm?	Yes	
Packing	417	Garment with Hanger applied have approved sizer?	Yes	
Packing	418	Garment with Hanger applied have an approved transparent cover bag, Which does not exceed 10 cm over the garment &this is a 100% transparent plastic bag?	Yes	
Packing	419	Garment with Hanger form a carton with 6 garments which are tied with a plastiflecha?	Yes	
Packing	420	If the shipment has GOH but packed in GOH carton: Does it have the proper elastic loop?	Yes	
Packing	421	If the shipment has garments packed in to bags cover bags is the warning sign printed "ATENCIÓN LAS BOLSAS PLÁSTICAS PUEDEN SER PELIGROSAS Y PROVOCAR SOFOCACIÓN, PARA EVITAR PELIGROS MANTENGA LA BOLSA ALEJADA DE BEBES Y NIÑOS"?	Yes	
Label	509	If this shipment has cartons with less units per carton than instructed a master pack quantity; Where Partial /Parcial label applied?	Yes	
sku Label	600	All products are labeled with a price / UPC label?	Yes	
sku Label	601	Inaccurate / missing / misplaced price / UPC label / product description	NO	
sku Label	602	Price /UPC label has the indicated size dimension?	Yes	
sku Label	603	Does the UPC number correspond to the product/SKU?	Yes	
sku Label	604	Does the product descripton exactly match & describe the product (style/color/size/technical specifications, etc)?	Yes	
sku Label	605	For products packaged, in polybag is there an additional price / UPC label applied?	Yes	
sku Label	606	IS the Hang-Tag label applied to the position required?	Yes	
sku Label	607	Are the untis properly labeled with a CARE LABEL?	Yes	
sku Label	612	All products should take care label stitched the garment	Yes	
sku Label	613	The care label contains composition, country of origin, size, washing instructions	Yes	

2. CHECKLIST – PRODUCT TYPE – SHOES AND SPORT SHOES



AUDITOR: _____	PO _____
START INSPECTION DATE _____	END INSPECTION DATE _____
# CARTON AUDIT _____	

VENDOR COMPLIANCE SHEET PRODUCT TYPE SHOES, SPORT SHOES

General Area	Code	Description	Answer Should Be	What is the answer?
Doc	200	Does this shipment have a Packing List?	Yes	
Doc	201	Packing List is Inaccurate / Incomplete / Unauthorized format?	No	
Doc	202	Does this shipment have a Certificate of Origin?	Yes	
Doc	203	Certificate of Origin inaccurate / Unauthorized / Unauthorized format?	No	
Doc	204	The invoice amount for this shipment is exactly the same for Ripley/ Forwarder / Bank?	Yes	
Doc	205	Does this shipment have an Invoice?	Yes	
Doc	206	Invoice Incomplete/ Inaccurate?	No	
Doc	207	Does this shipment have a Container Manifest indicating the exact position of PO/Style/color?	Yes	
Doc	208	Container Manifest Position Incomplete/ Inaccurate or on a format different than the one instructed on the Vendor Compliance Manual?	No	
Trans	300	This shipment was shipped to arrive on the committed delivery date to Chile (ETA)?	Yes	
Trans	301	Use of AUTHORIZED carrier or Logistics Operator?	Yes	
Trans	302	Seal Container/Truck available?	Yes	
Trans	303	Is this shipment's weight evenly spread through the container/ Truck/ Safety?	Yes	
Trans	304	Is this shipment loaded by PO/style/color/size	Yes	
Trans	309	A container / truck loaded with one freight handling type?	Yes	
Trans	311	Is the Carton count complete	Yes	
Packing	446	Are all cartons properly sealed with a 3.5 wide PVC Ripley logo tape?	Yes	
Packing	400	Carton With Straps?	NO	
Packing	403	Carton corrugation according to what is required (200 ECT)	Yes	
Packing	455	Carton Damage	NO	
Label	500	If this cartons exceed allowable dimensions (Min, Max), Weight (Min, Max), and/or Fragile, have NON CON label applied correctly	Yes	
Label	505	The carton markings accurate/complete/applied to both Short's length sides?	Yes	
Label	506	Carton Markings with complete information?	Yes	
Label	507	Price/ UPC Label located in designated area of the carton markings?	Yes	
Label	508	Are all cartons marked properly? (Hanger/Fragile/Don't wet/This side up/Take by hand/Max stackable cartons, etc)	Yes	
Label	514	There are other bar codes besides LPN and sku?	NO	
Packing	407	Concealed Shortages?	NO	
Packing	408	Style substitution/color/size?	NO	
Packing	409	Overages Not Manifested (on packing list; docs.)?	NO	
Packing	410	Damaged product?	NO	
Packing	411	Number of units per carton according master pack table instructions on Vendor Compliance Manual?	Yes	
Packing	412	Carton are properly utilized with no empty spaces inside?	Yes	
Packing	413	Only ONE SKY (Style-Color & Size) per carton?	Yes	

General Area	Code	Description	Answer Should Be	What is the answer?
Packing	422	Are all UPC shoebox labels exposed when the carton is opened?	Yes	
Packing	423	The shoeboxes have a hole in the side but short of the box to facilitate their removal?	Yes	
Label	509	If this shipment has cartons with less units per carton than instructed a master pack quantity; Where Partial /Parcial label applied?	Yes	
sku Label	600	All products are labeled with a price / UPC label?	Yes	
sku Label	601	Inaccurate / missing / misplaced price / UPC label / product description	NO	
sku Label	602	Price /UPC label has the indicated size dimension?	Yes	
sku Label	603	Does the UPC number correspond to the product/SKU?	Yes	
sku Label	604	Does the product description exactly match & describe the product (style/color/size/technical specifications, etc)?	Yes	
sku Label	605	For products packaged, in polybag is there an additional price / UPC label applied?	Yes	
sku Label	607	Are the untis properly labeled with a CARE LABEL?	Yes	
sku Label	609	The FOOTWEAR LABEL contains the following information: made in/upper/lining components, etc?	Yes	
sku Label	610	Both shoes on the outsole has a label in spanish indicating: Talla, Pais de Origen y % Composicion de material y Rut=83.382.700-6	Yes	
sku Label	611	Care label applied is made out of paper?	NO	

3. CHECKLIST – PRODUCT TYPE - DUVETS, PILLOWS AND CUSHIONS



AUDITOR: _____	PO _____
START INSPECTION DATE _____	END INSPECTION DATE _____
# CARTON _____	_____
AUDIT _____	_____

VENDOR COMPLIANCE SHEET PRODUCT TYPE DUVETS, PILLOWS AND CUSHIONS

General Area	Code	Description	Answer Should Be	What is the answer?
Doc	200	Does this shipment have a Packing List?	Yes	
Doc	201	Packing List is Inaccurate / Incomplete / Unauthorized format?	No	
Doc	202	Does this shipment have a Certificate of Origin?	Yes	
Doc	203	Certificate of Origin inaccurate / Unauthorized / Unauthorized format?	No	
Doc	204	The invoice amount for this shipment is exactly the same for Ripley/ Forwarder / Bank?	Yes	
Doc	205	Does this shipment have an Invoice?	Yes	
Doc	206	Invoice Incomplete/ Inaccurate?	No	
Doc	207	Does this shipment have a Container Manifest indicating the exact position of PO/Style/color?	Yes	
Doc	208	Container Manifest Position Incomplete/ Inaccurate or on a format different than the one instructed on the Vendor Compliance Manual?	No	
Doc	209	Phytosanitary Certification available?	Yes	
Doc	210	Phytosanitary Certification Incomplete/ Inaccurate?	No	
Trans	300	This shipment was shipped to arrive on the committed delivery date to Chile (ETA)?	Yes	
Trans	301	Use of AUTHORIZED carrier or Logisitcs Operator?	Yes	
Trans	302	Seal Container/Truck available?	Yes	
Trans	303	Is this shipment's weight evenly spread through the container/ Truck/ Safety?	Yes	
Trans	304	Is this shipment loaded by PO/style/color/size	Yes	
Trans	309	A container / truck loaded with one freight handling type?	Yes	
Trans	311	Is the Carton count complete	Yes	
Packing	446	Are all cartons properly sealed with a 3.5 wide PVC Ripley logo tape?	Yes	
Packing	400	Carton With Straps?	NO	
Packing	455	Carton Damage	NO	
Label	500	If this cartons exceed allowable dimensions (Min, Max), Weight (Min, Max), and/or Fragile, have NON CON label applied correctly	Yes	
Label	505	The carton markings accurate/complete/applied to both Shorts length sides?	Yes	
Label	506	Carton Markings with complete information?	Yes	
Label	507	Price/ UPC Label located in designated area of the carton markings?	Yes	
Label	514	There are other bar codes besides LPN and sku?	NO	
Packing	425	Product Packing in polyethylene sleeves 100% transparent?	Yes	
Packing	407	Concealed Shortages?	NO	
Packing	408	Style substitution/color/size?	NO	

General Area	Code	Description	Answer Should Be	What is the answer?
Packing	409	Overages Not Manifested (on packing list; docs.)?	NO	
Packing	410	Damaged product?	NO	
Packing	411	Number of units per carton according master pack table instructions on Vendor Compliance Manual?	Yes	
Packing	412	Carton are properly utilized with no empty spaces inside?	Yes	
Packing	413	Only ONE SKY (Style-Color & Size) per carton?	Yes	
Packing	447	Is each unit packed with proper packaging materials?	Yes	
Label	509	If this shipment has cartons with less units per carton than instructed a master pack quantity; Where Partial /Parcial label applied?	Yes	
sku Label	600	All products are labeled with a price / UPC label?	Yes	
sku Label	601	Inaccurate / missing / misplaced price / UPC label / product description	NO	
sku Label	602	Price /UPC label has the indicated size dimension?	Yes	
sku Label	603	Does the UPC number correspond to the product/SKU?	Yes	
sku Label	604	Does the product description exactly match & describe the product (style/color/size/technical specifications, etc)?	Yes	
sku Label	605	For products packaged, in polybag is there an additional price / UPC label applied?	Yes	
sku Label	607	Are the units properly labeled with a CARE LABEL?	Yes	
sku Label	612	All products should take care label stitched the garment	Yes	
sku Label	613	The care label contains composition, country of origin, size, washing instructions	Yes	

4. CHECKLIST – PRODUCT TYPE - DECORATION, TOILET PRODUCT, HOUSEWARE, LAMPS



AUDITOR: _____	PO _____
START INSPECTION DATE _____	END INSPECTION DATE _____
# CARTON _____	AUDIT _____

VENDOR COMPLIANCE SHEET PRODUCT TYPE DECORATION, TOILET PRODUCT, HOUSEWARE, LAMPS

General Area	Code	Description	Answer Should Be	What is the answer?
Doc	200	Does this shipment have a Packing List?	Yes	
Doc	201	Packing List is Inaccurate / Incomplete / Unauthorized format?	No	
Doc	202	Does this shipment have a Certificate of Origin?	Yes	
Doc	203	Certificate of Origin inaccurate / Unauthorized / Unauthorized format?	No	
Doc	204	The invoice amount for this shipment is exactly the same for Ripley/ Forwarder / Bank?	Yes	
Doc	205	Does this shipment have an Invoice?	Yes	
Doc	206	Invoice Incomplete/ Inaccurate?	No	
Doc	207	Does this shipment have a Container Manifest indicating the exact position of PO/Style/color?	Yes	
Doc	208	Container Manifest Position Incomplete/ Inaccurate or on a format different than the one instructed on the Vendor Compliance Manual?	No	
Doc	211	Fumigation Certificate available?	Yes	
Doc	212	The Fumigation Certificate Incomplete/ Inaccurate?	NO	
Trans	300	This shipment was shipped to arrive on the committed delivery date to Chile (ETA)?	Yes	
Trans	301	Use of AUTHORIZED carrier or Logistics Operator?	Yes	
Trans	302	Seal Container/Truck available?	Yes	
Trans	303	Is this shipment's weight evenly spread through the container/ Truck/ Safety?	Yes	
Trans	304	Is this shipment loaded by PO/style/color/size	Yes	
Trans	309	A container / truck loaded with one freight handling type?	Yes	
Trans	311	Is the Carton count complete	Yes	
Packing	446	Are all cartons properly sealed with a 3.5 wide PVC Ripley logo tape?	Yes	
Packing	400	Carton With Straps?	NO	
Packing	455	Carton Damage	NO	
Packing	428	If the product is a lamp is it packed in cardboard rigid, clearly indicating the components (base / screen)?	Yes	
Packing	432	Is contact avoided between one article and the other?	Yes	
Label	500	If this cartons exceed allowable dimensions (Min, Max), Weight (Min, Max), and/or Fragile, have NON CON label applied correctly	Yes	
Label	505	The carton markings accurate/complete/applied to both Short length sides?	Yes	
Label	506	Carton Markings with complete information?	Yes	
Label	507	Price/ UPC Label located in designated area of the carton markings?	Yes	
Label	508	Are all cartons marked properly? (Hanger/Fragile/Don't wet/This side up/Take by hand/Max stackable cartons, etc)	Yes	
Label	514	There are other bar codes besides LPN and sku?	NO	
Packing	407	Concealed Shortages?	NO	
Packing	408	Style substitution/color/size?	NO	

General Area	Code	Description	Answer Should Be	What is the answer?
Packing	409	Overages Not Manifested (on packing list; docs.)?	NO	
Packing	410	Damaged product?	NO	
Packing	411	Number of units per carton according master pack table instructions on Vendor Compliance Manual?	Yes	
Packing	412	Carton are properly utilized with no empty spaces inside?	Yes	
Packing	413	Only ONE SKY (Style-Color & Size) per carton?	Yes	
Label	509	If this shipment has cartons with less units per carton than instructed a master pack quantity; Where Partial /Parcial label applied?	Yes	
sku Label	600	All products are labeled with a price / UPC label?	Yes	
sku Label	601	Inaccurate / missing / misplaced price / UPC label / product description	NO	
sku Label	602	Price /UPC label has the indicated size dimension?	Yes	
sku Label	603	Does the UPC number correspond to the product/SKU?	Yes	
sku Label	604	Does the product description exactly match & describe the product (style/color/size/technical specifications, etc)?	Yes	
sku Label	605	For products packaged, in polybag is there an additional price / UPC label applied?	Yes	
sku Label	607	Are the untis properly labeled with a CARE LABEL?	Yes	
sku Label	613	The care label contains composition, country of origin, size, washing instructions	Yes	
Packing	426	The price/UPC tag on the box is located on the upper right side uncovering carton markings?	Yes	
Packing	427	The products are separated by Carton 2mm thick?	Yes	
Packing	428	If the product is a lamp is it packed in cardboard rigid, clearly indicating the components (base / screen)?	Yes	

5. CHECKLIST – PRODUCT TYPE – CARPETS AND FABRICS



AUDITOR: _____	PO _____
START INSPECTION DATE _____	END INSPECTION DATE _____
# CARTON AUDIT _____	_____

VENDOR COMPLIANCE SHEET PRODUCT TYPE CARPETS AND FABRICS

General Area	Code	Description	Answer Should Be	What is the answer?
Doc	200	Does this shipment have a Packing List?	Yes	
Doc	201	Packing List is Inaccurate / Incomplete / Unauthorized format?	No	
Doc	202	Does this shipment have a Certificate of Origin?	Yes	
Doc	203	Certificate of Origin inaccurate / Unauthorized / Unauthorized format?	No	
Doc	204	The invoice amount for this shipment is exactly the same for Ripley/ Forwarder / Bank?	Yes	
Doc	205	Does this shipment have an Invoice?	Yes	
Doc	206	Invoice Incomplete/ Inaccurate?	No	
Doc	207	Does this shipment have a Container Manifest indicating the exact position of PO/Style/color?	Yes	
Doc	208	Container Manifest Position Incomplete/ Inaccurate or on a format different than the one instructed on the Vendor Compliance Manual?	No	
Trans	300	This shipment was shipped to arrive on the committed delivery date to Chile (ETA)?	Yes	
Trans	301	Use of AUTHORIZED carrier or Logistics Operator?	Yes	
Trans	302	Seal Container/Truck available?	Yes	
Trans	303	Is this shipment's weight evenly spread through the container/ Truck/ Safety?	Yes	
Trans	304	Is this shipment loaded by PO/style/color/size	Yes	
Trans	309	A container / truck loaded with one freight handling type?	Yes	
Trans	311	Is the Carton count complete	Yes	
Packing	446	Are all cartons properly sealed with a 3.5 wide PVC Ripley logo tape?	Yes	
Packing	400	Carton With Straps?	NO	
Packing	455	Carton Damage	NO	
Packing	430	Is the product properly packed avoiding damages?	Yes	
Packing	452	Are all products packed into 100% transparent polybags and sealed?	Yes	
Label	500	If this cartons exceed allowable dimensions (Min, Max), Weight (Min, Max), and/or Fragile, have NON CON label applied correctly	Yes	
Label	506	Carton Markings with complete information?	Yes	
Label	507	Price/ UPC Label located in designated area of the carton markings?	Yes	
Label	514	There are other bar codes besides LPN and sku?	NO	
Packing	407	Concealed Shortages?	NO	
Packing	408	Style substitution/color/size?	NO	
Packing	409	Overages Not Manifested (on packing list; docs.)?	NO	
Packing	410	Damaged product?	NO	
Packing	411	Number of units per carton according master pack table instructions on Vendor Compliance Manual?	Yes	
Packing	412	Carton are properly utilized with no empty spaces inside?	Yes	

General Area	Code	Description	Answer Should Be	What is the answer?
Packing	413	Only ONE SKY (Style-Color & Size) per carton?	Yes	
Label	509	If this shipment has cartons with less units per carton than instructed a master pack quantity; Where Partial /Parcial label applied?	Yes	
sku Label	600	All products are labeled with a price / UPC label?	Yes	
sku Label	601	Inaccurate / missing / misplaced price / UPC label / product description	NO	
sku Label	602	Price /UPC label has the indicated size dimension?	Yes	
sku Label	603	Does the UPC number correspond to the product/SKU?	Yes	
sku Label	604	Does the product description exactly match & describe the product (style/color/size/technical specifications, etc)?	Yes	
sku Label	605	For products packaged, in polybag is there an additional price / UPC label applied?	Yes	
sku Label	607	Are the units properly labeled with a CARE LABEL?	Yes	
sku Label	613	The care label contains composition, country of origin, size, washing instructions	Yes	
sku Label	614	price / UPC should be under the product at the upper right	Yes	

6. CHECKLIST – PRODUCT TYPE – FURNITURE, OUTDOOR, MATTRESSES AND LEISURE



AUDITOR: _____	PO _____
START INSPECTION DATE _____	END INSPECTION DATE _____
# CARTON AUDIT _____	_____

VENDOR COMPLIANCE SHEET PRODUCT TYPE FURNITURE, OUTDOOR, MATTRESSES AND LEISURE

General Area	Code	Description	Answer Should Be	What is the answer?
Doc	200	Does this shipment have a Packing List?	Yes	
Doc	201	Packing List is Inaccurate / Incomplete / Unauthorized format?	No	
Doc	202	Does this shipment have a Certificate of Origin?	Yes	
Doc	203	Certificate of Origin inaccurate / Unauthorized / Unauthorized format?	No	
Doc	204	The invoice amount for this shipment is exactly the same for Ripley/ Forwarder / Bank?	Yes	
Doc	205	Does this shipment have an Invoice?	Yes	
Doc	206	Invoice Incomplete/ Inaccurate?	No	
Doc	207	Does this shipment have a Container Manifest indicating the exact position of PO/Style/color?	Yes	
Doc	208	Container Manifest Position Incomplete/ Inaccurate or on a format different than the one instructed on the Vendor Compliance Manual?	No	
Doc	211	Fumigation Certificate available?	Yes	
Doc	212	The Fumigation Certificate Incomplete/ Inaccurate?	NO	
Trans	300	This shipment was shipped to arrive on the committed delivery date to Chile (ETA)?	Yes	
Trans	301	Use of AUTHORIZED carrier or Logistics Operator?	Yes	
Trans	302	Seal Container/Truck available?	Yes	
Trans	303	Is this shipment's weight evenly spread through the container/ Truck/ Safety?	Yes	
Trans	304	Is this shipment loaded by PO/style/color/size	Yes	
Trans	309	A container / truck loaded with one freight handling type?	Yes	
Trans	311	Is the Carton count complete	Yes	
Packing	446	Are all cartons properly sealed with a 3.5 wide PVC Ripley logo tape?	Yes	
Packing	456	Carton With Straps as Requirement?	NO	
Packing	455	Carton Damage	NO	
Label	500	If this cartons exceed allowable dimensions (Min, Max), Weight (Min, Max), and/or Fragile, have NON CON label applied correctly	Yes	
Label	505	The carton markings accurate/complete/applied to both Shorter length sides?	Yes	
Label	506	Carton Markings with complete information?	Yes	
Label	507	Price/ UPC Label located in designated area of the carton markings?	Yes	
Label	508	Are all cartons marked properly? (Hanger/Fragile/Don't wet/This side up/Take by hand/Max stackable cartons, etc)	Yes	
Label	514	There are other bar codes besides LPN and sku?	NO	
Packing	407	Concealed Shortages?	NO	
Packing	408	Style substitution/color/size?	NO	
Packing	409	Overages Not Manifested (on packing list; docs.)?	NO	
Packing	410	Damaged product?	NO	

General Area	Code	Description	Answer Should Be	What is the answer?
Packing	411	Number of units per carton according master pack table instructions on Vendor Compliance Manual?	Yes	
Packing	412	Carton are properly utilized with no empty spaces inside?	Yes	
Packing	413	Only ONE SKY (Style-Color & Size) per carton?	Yes	
Label	509	If this shipment has cartons with less units per carton than instructed a master pack quantity; Where Partial /Parcial label applied?	Yes	
sku Label	600	All products are labeled with a price / UPC label?	Yes	
sku Label	601	Inaccurate / missing / misplaced price / UPC label / product description	NO	
sku Label	602	Price /UPC label has the indicated size dimension?	Yes	
sku Label	603	Does the UPC number correspond to the product/SKU?	Yes	
sku Label	604	Does the product description exactly match & describe the product (style/color/size/technical specifications, etc)?	Yes	
sku Label	605	For products packaged, in polybag is there an additional price / UPC label applied?	Yes	
sku Label	607	Are the untis properly labeled with a CARE LABEL?	Yes	
Packing	431	All parts of the goods are wrapped with aispool 2mm thick?	Yes	
Packing	432	Is contact avoided between one article and the other?	Yes	
Packing	433	The corners and edges of the products are reinforced with pen Vit 1 cm thick?	Yes	
Packing	434	The legs of the products are protected with corrugated cardboard and affixed with PVS Transparent	Yes	
Packing	435	If the product is Unassembled are bolts or components a poly bag and attached to the product of largest size?	Yes	
Packing	436	Are the assembly instructions included?	Yes	
Packing	437	If the product falls within wooden chairs are these packed in cardboard boxes and rigid to 2 units?	Yes	
Packing	438	If the product falls within wooden chairs, are these packed (one must be in position for use and another on top in the inverted position)?	Yes	
Packing	439	If the product is a headboard are the assembly components wrapped in ailapool 5mm and / or strech Film?	Yes	
Packing	440	If the product is somier/matress is it covered by a poly and secured with transparent PVC?	Yes	
Packing	441	If the product is Mattress, Sleeping American Divan bed sealing must be 8 mm in width and the proper temperature corners with reforzadadas	Yes	
Packing	442	Products covered with glass and mirrors packed in doubled corrugated cardboard?	Yes	
Packing	443	Are products covered with glass windows and mirrors on the inside must be surrounded by a tablet of white feather and / or wood 3 cm wide with thickness depending on the thickness of glass?	Yes	
Packing	444	If the product falls within Berger, living rooms,sofas or armchairs; etc have these been wrapped with two layers of corrugated cardboard density 14C?	Yes	
Packing	445	If the product falls within Berger games living, sitaliaes, poltronas, armchairs and sofa should be ensunchados at the vertical and horizontal	Yes	
Label	512	If the product is a set-combo does it have the Product Profile picture or diagram indicating total pieces end description?	Yes	
Label	513	Product Profile Incomplete / Inacurate?	NO	
Packing	449	If this is a combo-set are there any items missing?	NO	
Packing	450	Color substitution on a combo-set?	NO	

7. CHECKLIST – PRODUCT TYPE – SHEET SETS, TOWELS, TABLEWARE AND CURTAINS



AUDITOR: _____	PO _____
START INSPECTION DATE _____	END INSPECTION DATE _____
# CARTON _____	
AUDIT _____	

VENDOR COMPLIANCE SHEET PRODUCT TYPE SHEET SETS, TOWELS, TABLEWARE, CURTAINS

General Area	Code	Description	Answer Should Be	What is the answer?
Doc	200	Does this shipment have a Packing List?	Yes	
Doc	201	Packing List is Inaccurate / Incomplete / Unauthorized format?	No	
Doc	202	Does this shipment have a Certificate of Origin?	Yes	
Doc	203	Certificate of Origin inaccurate / Unauthorized / Unauthorized format?	No	
Doc	204	The invoice amount for this shipment is exactly the same for Ripley/ Forwarder / Bank?	Yes	
Doc	205	Does this shipment have an Invoice?	Yes	
Doc	206	Invoice Incomplete/ Inaccurate?	No	
Doc	207	Does this shipment have a Container Manifest indicating the exact position of PO/Style/color?	Yes	
Doc	208	Container Manifest Position Incomplete/ Inaccurate or on a format different than the one instructed on the Vendor Compliance Manual?	No	
Trans	300	This shipment was shipped to arrive on the committed delivery date to Chile (ETA)?	Yes	
Trans	301	Use of AUTHORIZED carrier or Logisitics Operator?	Yes	
Trans	302	Seal Container/Truck available?	Yes	
Trans	303	Is this shipment's weighth evenly spread through the container/ Truck/ Safety?	Yes	
Trans	304	Is this shipment loaded by PO/style/color/size	Yes	
Trans	309	A container / truck loaded with one freight handling type?	Yes	
Trans	311	Is the Carton count complete	Yes	
Packing	446	Are all cartons properly sealed with a 3.5 wide PVC Ripley logo tape?	Yes	
Packing	400	Carton With Straps?	NO	
Packing	455	Carton Damage	NO	
Label	500	If this cartons exceed allowable dimensions (Min, Max), Weight (Min, Max), and/or Fragile, have NON CON label applied correctly	Yes	
Label	505	The carton markings accurate/complete/applied to both Shorts lenght sides?	Yes	
Label	506	Carton Markings with complete information?	Yes	
Label	507	Price/ UPC Label located in designated area of the carton markings?	Yes	
Label	508	Are all cartons marked propely? (Hanger/Fragile/Don't wet/This side up/Take by hand/Max stackable cartons, etc)	Yes	
Label	514	There are other bar codes besides LPN and sku?	NO	
Packing	407	Concealed Shortages?	NO	
Packing	408	Style substitution/color/size?	NO	
Packing	409	Overages Not Manifested (on packing list; docs.)?	NO	
Packing	410	Damaged product?	NO	
Packing	411	Number of units per carton according master pack table instructions on Vendor Compliance Manual?	Yes	
Packing	412	Carton are properly utilized with no empty spaces inside?	Yes	

General Area	Code	Description	Answer Should Be	What is the answer?
Packing	413	Only ONE SKY (Style-Color & Size) per carton?	Yes	
Label	509	If this shipment has cartons with less units per carton than instructed a master pack quantity; Where Partial /Parcial label applied?	Yes	
sku Label	600	All products are labeled with a price / UPC label?	Yes	
sku Label	601	Inaccurate / missing / misplaced price / UPC label / product description	NO	
sku Label	602	Price /UPC label has the indicated size dimension?	Yes	
sku Label	603	Does the UPC number correspond to the product/SKU?	Yes	
sku Label	604	Does the product description exactly match & describe the product (style/color/size/technical specifications, etc)?	Yes	
sku Label	605	For products packaged, in polybag is there an additional price / UPC label applied?	Yes	
sku Label	607	Are the untis properly labeled with a CARE LABEL?	Yes	
sku Label	613	The care label contains composition, country of origin, size, washing instructions	Yes	
sku Label	611	Care label applied is made out of paper?	NO	

8. CHECKLIST – PRODUCT TYPE – ELECTRONICS AND MUSICAL INSTRUMENTS



AUDITOR: _____	PO _____
START INSPECTION DATE _____	END INSPECTION DATE _____
# CARTON AUDIT _____	_____

VENDOR COMPLIANCE SHEET PRODUCT TYPE ELECTRONICS AND MUSICAL INSTRUMENTS

General Area	Code	Description	Answer Should Be	What is the answer?
Doc	200	Does this shipment have a Packing List?	Yes	
Doc	201	Packing List is Inaccurate / Incomplete / Unauthorized format?	No	
Doc	202	Does this shipment have a Certificate of Origin?	Yes	
Doc	203	Certificate of Origin inaccurate / Unauthorized / Unauthorized format?	No	
Doc	204	The invoice amount for this shipment is exactly the same for Ripley/ Forwarder / Bank?	Yes	
Doc	205	Does this shipment have an Invoice?	Yes	
Doc	206	Invoice Incomplete/ Inaccurate?	No	
Doc	207	Does this shipment have a Container Manifest indicating the exact position of PO/Style/color?	Yes	
Doc	208	Container Manifest Position Incomplete/ Inaccurate or on a format different than the one instructed on the Vendor Compliance Manual?	No	
Trans	300	This shipment was shipped to arrive on the committed delivery date to Chile (ETA)?	Yes	
Trans	301	Use of AUTHORIZED carrier or Logistics Operator?	Yes	
Trans	302	Seal Container/Truck available?	Yes	
Trans	303	Is this shipment's weight evenly spread through the container/ Truck/ Safety?	Yes	
Trans	304	Is this shipment loaded by PO/style/color/size	Yes	
Trans	309	A container / truck loaded with one freight handling type?	Yes	
Trans	311	Is the Carton count complete	Yes	
Packing	446	Are all cartons properly sealed with a 3.5 wide PVC Ripley logo tape?	Yes	
Packing	400	Carton With Straps?	NO	
Packing	455	Carton Damage	NO	
Label	500	If this cartons exceed allowable dimensions (Min, Max), Weight (Min, Max), and/or Fragile, have NON CON Label applied correctly	Yes	
Label	505	The carton markings accurate/complete/applied to both Short's length sides?	Yes	
Label	506	Carton Markings with complete information?	Yes	
Label	507	Price/ UPC Label located in designated area of the carton markings?	Yes	
Label	508	Are all cartons marked properly? (Hanger/Fragile/Don't wet/This side up/Take by hand/Max stackable cartons, etc)	Yes	
Label	514	There are other bar codes besides LPN and sku?	NO	
Packing	407	Concealed Shortages?	NO	
Packing	408	Style substitution/color/size?	NO	
Packing	409	Overages Not Manifested (on packing list; docs.)?	NO	
Packing	410	Damaged product?	NO	
Packing	411	Number of units per carton according master pack table instructions on Vendor Compliance Manual?	Yes	

General Area	Code	Description	Answer Should Be	What is the answer?
Packing	412	Carton are properly utilized with no empty spaces inside?	Yes	
Packing	413	Only ONE SKY (Style-Color & Size) per carton?	Yes	
Label	509	If this shipment has cartons with less units per carton than instructed a master pack quantity; Where Partial /Parcial label applied?	Yes	
sku Label	600	All products are labeled with a price / UPC label?	Yes	
sku Label	601	Inaccurate / missing / misplaced price / UPC label / product description	NO	
sku Label	602	Price /UPC label has the indicated size dimension?	Yes	
sku Label	603	Does the UPC number correspond to the product/SKU?	Yes	
sku Label	604	Does the product description exactly match & describe the product (style/color/size/technical specifications, etc)?	Yes	
sku Label	605	For products packaged, in polybag is there an additional price / UPC label applied?	Yes	
Packing	453	If this is an electronic item does it have an owners manual in spanish, warranty certificate and 220V?	Yes	

9. CHECKLIST – PRODUCT TYPE - TOYS

RIPLEY

AUDITOR: _____	PO _____
START INSPECTION DATE _____	END INSPECTION DATE _____
# CARTON AUDIT _____	

VENDOR COMPLIANCE SHEET PRODUCT TYPE TOYS

General Area	Code	Description	Answer Should Be	What is the answer?
Doc	200	Does this shipment have a Packing List?	Yes	
Doc	201	Packing List is Inaccurate / Incomplete / Unauthorized format?	No	
Doc	202	Does this shipment have a Certificate of Origin?	Yes	
Doc	203	Certificate of Origin inaccurate / Unauthorized / Unauthorized format?	No	
Doc	204	The invoice amount for this shipment is exactly the same for Ripley/ Forwarder / Bank?	Yes	
Doc	205	Does this shipment have an Invoice?	Yes	
Doc	206	Invoice Incomplete/ Inaccurate?	No	
Doc	207	Does this shipment have a Container Manifest indicating the exact position of PO/Style/color?	Yes	
Doc	208	Container Manifest Position Incomplete/ Inaccurate or on a format different than the one instructed on the Vendor Compliance Manual?	No	
Doc	213	Is there a Toluene Certificate?	Yes	
Doc	214	Toluene Certificate Incomplete/ Inaccurate?	NO	
Trans	300	This shipment was shipped to arrive on the committed delivery date to Chile (ETA)?	Yes	
Trans	301	Use of AUTHORIZED carrier or Logistics Operator?	Yes	
Trans	302	Seal Container/Truck available?	Yes	
Trans	303	Is this shipment's weight evenly spread through the container/ Truck/ Safety?	Yes	
Trans	304	Is this shipment loaded by PO/style/color/size	Yes	
Trans	309	A container / truck loaded with one freight handling type?	Yes	
Trans	311	Is the Carton count complete	Yes	
Packing	446	Are all cartons properly sealed with a 3.5 wide PVC Ripley logo tape?	Yes	
Packing	400	Carton With Straps?	NO	
Packing	455	Carton Damage	NO	
Label	500	If this cartons exceed allowable dimensions (Min, Max), Weight (Min, Max), and/or Fragile, have NON CON label applied correctly	Yes	
Label	505	The carton markings accurate/complete/applied to both Short length sides?	Yes	
Label	506	Carton Markings with complete information?	Yes	
Label	507	Price/ UPC Label located in designated area of the carton markings?	Yes	
Label	508	Are all cartons marked properly? (Hanger/Fragile/Don't wet/This side up/Take by hand/Max stackable cartons, etc)	Yes	
Label	514	There are other bar codes besides LPN and sku?	NO	
Packing	407	Concealed Shortages?	NO	

General Area	Code	Description	Answer Should Be	What is the answer?
Packing	408	Style substitution/color/size?	NO	
Packing	409	Overages Not Manifested (on packing list; docs.)?	NO	
Packing	410	Damaged product?	NO	
Packing	411	Number of units per carton according master pack table instructions on Vendor Compliance Manual?	Yes	
Packing	412	Carton are properly utilized with no empty spaces inside?	Yes	
Packing	413	Only ONE SKY (Style-Color & Size) per carton?	Yes	
Label	509	If this shipment has cartons with less units per carton than instructed a master pack quantity; Where Partial /Parcial label applied?	Yes	
sku Label	600	All products are labeled with a price / UPC label?	Yes	
sku Label	601	Inaccurate / missing / misplaced price / UPC label / product description	NO	
sku Label	602	Price /UPC label has the indicated size dimension?	Yes	
sku Label	603	Does the UPC number correspond to the product/SKU?	Yes	
sku Label	604	Does the product description exactly match & describe the product (style/color/size/technical specifications, etc)?	Yes	
sku Label	605	For products packaged, in polybag is there an additional price / UPC label applied?	Yes	
sku Label	615	The price tag / UPC must be located in the upper right corner of the product box	Yes	

10. CHECKLIST – PRODUCT TYPE - COSMETICS



AUDITOR: _____	PO _____
START INSPECTION DATE _____	END INSPECTION DATE _____
# CARTON AUDIT _____	

VENDOR COMPLIANCE SHEET PRODUCT TYPE COSMETICS

General Area	Code	Description	Answer Should Be	What is the answer?
Doc	200	Does this shipment have a Packing List?	Yes	
Doc	201	Packing List is Inaccurate / Incomplete / Unauthorized format?	No	
Doc	202	Does this shipment have a Certificate of Origin?	Yes	
Doc	203	Certificate of Origin inaccurate / Unauthorized / Unauthorized format?	No	
Doc	204	The invoice amount for this shipment is exactly the same for Ripley/ Forwarder / Bank?	Yes	
Doc	205	Does this shipment have an Invoice?	Yes	
Doc	206	Invoice Incomplete/ Inaccurate?	No	
Doc	207	Does this shipment have a Container Manifest indicating the exact position of PO/Style/color?	Yes	
Doc	208	Container Manifest Position Incomplete/ Inaccurate or on a format different than the one instructed on the Vendor Compliance Manual?	No	
Doc	215	Sanitary Certification?	Yes	
Doc	216	Sanitary Certification Incomplete/ Inaccurate?	NO	
Doc	217	Material Safety Data Sheet (MSDS) ?	Yes	
Doc	218	Material Safety Data Sheet (MSDS) Incomplete/ Inaccurate?	NO	
Trans	300	This shipment was shipped to arrive on the committed delivery date to Chile (ETA)?	Yes	
Trans	301	Use of AUTHORIZED carrier or Logistics Operator?	Yes	
Trans	302	Seal Container/Truck available?	Yes	
Trans	303	Is this shipment's weight evenly spread through the container/ Truck/ Safety?	Yes	
Trans	304	Is this shipment loaded by PO/style/color/size	Yes	
Trans	309	A container / truck loaded with one freight handling type?	Yes	
Trans	311	Is the Carton count complete	Yes	
Packing	446	Are all cartons properly sealed with a 3.5 wide PVC Ripley logo tape?	Yes	
Packing	400	Carton With Straps?	NO	
Packing	455	Carton Damage	NO	
Label	500	If this cartons exceed allowable dimensions (Min, Max), Weight (Min, Max), and/or Fragile, have NON CON label applied correctly	Yes	
Label	505	The carton markings accurate/complete/applied to both Short length sides?	Yes	
Label	506	Carton Markings with complete information?	Yes	
Label	507	Price/ UPC Label located in designated area of the carton markings?	Yes	
Label	508	Are all cartons marked properly? (Hanger/Fragile/Don't wet/This side up/Take by hand/Max stackable cartons, etc)	Yes	
Label	514	There are other bar codes besides LPN and sku?	NO	

General Area	Code	Description	Answer Should Be	What is the answer?
Packing	407	Concealed Shortages?	NO	
Packing	408	Style substitution/color/size?	NO	
Packing	409	Overages Not Manifested (on packing list; docs.)?	NO	
Packing	410	Damaged product?	NO	
Packing	411	Number of units per carton according master pack table instructions on Vendor Compliance Manual?	Yes	
Packing	412	Carton are properly utilized with no empty spaces inside?	Yes	
Packing	413	Only ONE SKY (Style-Color & Size) per carton?	Yes	
Label	509	If this shipment has cartons with less units per carton than instructed a master pack quantity; Where Partial /Parcial label applied?	Yes	
sku Label	600	All products are labeled with a price / UPC label?	Yes	
sku Label	601	Inaccurate / missing / misplaced price / UPC label / product description	NO	
sku Label	602	Price /UPC label has the indicated size dimension?	Yes	
sku Label	603	Does the UPC number correspond to the product/SKU?	Yes	
sku Label	604	Does the product description exactly match & describe the product (style/color/size/technical specifications, etc)?	Yes	
sku Label	605	For products packaged, in polybag is there an additional price / UPC label applied?	Yes	
sku Label	607	Are the untis properly labeled with a CARE LABEL?	Yes	

APPENDIX 2: PENALTIES

Penalty Policy related with Shipments

Penalty Policy

- Ripley is aim to improve its performance, **not to charge penalties to its Vendors**.
- A penalty is the worst possible scenario because affects sales, profitability and business relationship from both sides.
- Unfortunately, a clear penalty policy is necessary to point out the improvement urgency.
- This penalty policy will start from FW15 orders placed in September 2014 Business Trip onwards and can be summarized by the following chart:

#	Delay Range	Alt 1	Alt 2
1	1-10 days	5% discount	
2	11-15 days	20% discount	
3	16-30 days	50% by air	Starting from 30% at day 16, 1% discount per additional day of delay
4	31+ days	100% by air	

- The number of days is taken from the last shipment date of the assigned shipment window.
- A penalty will apply **only** when the delay is caused by Vendor's responsibility.
- Late shipments caused by the following situations are **considered** as Vendor's responsibility:
 - Failure to comply the production calendar of a style due to late submissions (color lab dips, trims and accessories, fabric swatches, fitting samples, etc.)
 - Failure to reach the quality standards agreed when the order was confirmed either related to fabric, workmanship and/or fit.
 - Late booking of the cargo, that should be submitted 26 days before the last shipment date of the assigned shipment window.
 - Late delivery of the cargo, that should be delivered within the assigned delivery window.
- The following situations are **not considered** as Vendor's responsibility:
 - Late order confirmation from Ripley based on the production calendar.
 - Late comments and approvals from Ripley based on the production calendar.
 - Any changes on the agreed terms of the order that could affect the production calendar (for ex. change of the style original agreed quality).
 - Late barcodes submission from Ripley based in the production calendar.
 - Failure from the nominated Freight Forwarder to confirm an on-time booking and provide proper delivery and shipment windows to fulfill the shipment date.
- Only for delays within range #1, Ripley could consider to waive the penalty if the Vendor give notice to Ripley 30 days before the last shipment date.
- For the ranges #3 and #4 the final decision between Alt 1 and Alt 2 will be taken after discussion with the Vendor of the best alternative for Ripley
- WARNING:**
- If a Vendor has any problem with a style and that could cause a late shipment, it must let Ripley know about the situation and never skip the production procedure and the necessary approvals trying to win time back, be able to ship on time and avoid penalties. It is always preferable to discuss the best possible solution rather than to take the risk of shipping goods that could not be up to the quality standards

Penalty Policy related with Vendor Compliance

VENDOR COMPLIANCE	DESCRIPTION	PENALTY POLICY
Product Problem	Workmanship problem	30% of the shipping invoice value, 150% of the shipping invoice if goods are unsealable*
	Fabric problem	30% of the shipping invoice value, 150% of the shipping invoice if goods are unsealable*
	Measurement problem	30% of the shipping invoice value, 150% of the shipping invoice if goods are unsealable*
	Damaged by VST	30% of the shipping invoice value, 150% of the shipping invoice if goods are unsealable*
	Damaged by wrong Size Sticker	30% of the shipping invoice value, 150% of the shipping invoice if goods are unsealable*
	Others	Case by case
Size Sticker	Missing SS	USD 0.2 per piece
	Fake SS	USD 0.5 per piece
VST	Missing VST	USD 0.5 per piece
	Fake VST	USD 0.50 per piece
	Wrong location	USD 0.50 per piece
CO	Without	(TAX benefits not recovered) + (10% of the TAX not recovered)
	Wrong	(TAX benefits not recovered) + (10% of the TAX not recovered)
Polybag	Without	USD 0.1 per piece
	Damaged	USD 0.1 per piece **
Wrong Qty	Less Qty compared with ordered	150% of the value FOB of the difference
	More Qty compared with ordered	150% of the value FOB of the difference
	Real less Qty compared with Invoiced	150% of the value FOB of the difference
	Real more Qty compared with Invoiced	150% of the value FOB of the difference
Hanger	Without	USD 0.34 per piece
	Wrong	USD 0.34 per piece
SKU	Wrong price	USD 0.34 per piece
	Wrong currency	USD 0.34 per piece
	Wrong description	USD 0.34 per piece
	Wrong SKU	USD 0.34 per piece
	Without SKU	USD 0.34 per piece
Import Label	Wrong Import label (Care Label)	USD 0.34 per piece
	Without Import label (Care Label)	USD 0.34 per piece
LPN	Wrong Format	USD 2 per box
	Not Readable	USD 2 per box
	Without	USD 2 per box
Others	Without hangtag	USD 0.34 per piece
	Damaged packing	USD 1.2 per piece
	Shipping Mark	USD 1.0 per piece
	Container Problems	Based on Quotation
	TBA	TBA

* This % might change depending on reprocess costs or the impact in lost sales due to the missing product.

** extra charges may apply if the product is damaged.

APPENDIX N°5: COMMERCIAL INVOICE

Commercial Invoice

Vendor Name: _____		Page 1/1	
Vendor Address: _____			
TAX ID Number: _____			
Commercial Invoice Number: _____	Consignee: Comercial Eccsa S.A.		
Date: _____	Consignee Address: Huerfanos 1052, 4to Piso		
	Santiago de Chile, Chile		
Payment Terms: _____	Port of Loading: _____		
Incoterms: FOB	Country of Origin: _____		
NIT: _____	Port of Discharge: _____		
Folder Number: 12934			
L/C Number: KY34900			

Purchase Order	P.I. Number	Container #	Description Line	Style Vendor	Brand	Composition	Total Qty	Unit Price (USD)	Total Amount	Total Cartons
8467899	RT-MA-SA-145880	ECMU 223545-1	Polera	PO 2004-135		100% cotton	3,816	5.6	21,369.6	159

TOTAL AMOUNT	21,369.6
TOTAL PCS	3,816.0
TOTAL CARTONS	159



APPENDIX N° 6: PACKING LIST

Packing List																												
Vendor Name: _____ Vendor Address: _____										Commercial Invoice Number: XVB 12907 Date: 08/02/2008										# Cartons <u>1/1</u> Total Cartons : <u>159</u> Solid Carton: <u>159</u> Partial/ Mixed Cartons: <u>0</u>								
Consignee: Comercial Eccsa S.A. Consignee Address: Huerfanos 1052 Galería Interior, Piso 4 Folder Number: 12934 L/C Number: KY34900										Total Quantity: 3,816 Total CBM: 9.4 Net Weight (kgs): ## Gross Weight (kgs): 100.6										Handling Type: BOX: <u>159</u> GOH IN BOX: <u>0</u>								
Purchase Order	P.I. Number	Container # & Size		Cartons		Description Line	Style Vendor	SKU	Color	Size					Third dimension	Inner Qty	Master Qty	Total Qty	Carton Measurements (cm)			CBM	Net Weight (kgs)	Gross Weight (kgs)	Handling Type	Pack Type	Carton Marking	
				#	Total					S	M	L	XL	XXL					L	W	H						Non Con	Partial
8467899	RT-MA-SA-145880	ECMU 223545-1	20'	1-4	4	Polera	PO 2004-135	9221910	Grey	24						24	96	31	50	38	0.2356	7.04	11.84	BOX	Solid			
				5-10	6	Polera	PO 2004-135	9221911	Grey	24						24	144	31	50	38	0.3534	10.56	17.76	BOX	Solid			
				11-14	4	Polera	PO 2004-135	9221912	Grey		24					24	96	31	50	38	0.2356	7.04	11.84	BOX	Solid			
				15-20	6	Polera	PO 2004-135	9221913	Grey			24				24	144	31	50	38	0.3534	10.56	17.76	BOX	Solid			
				21-25	5	Polera	PO 2004-135	9221915	Blue	24						24	120	31	50	38	0.2945	8.8	14.8	BOX	Solid			
				26-31	6	Polera	PO 2004-135	9221916	Blue		24					24	144	31	50	38	0.3534	10.56	17.76	BOX	Solid			
				32-34	3	Polera	PO 2004-135	9221917	Blue			24				24	72	31	50	38	0.1767	5.28	8.88	BOX	Solid			
				35-39	5	Polera	PO 2004-135	9221918	Blue				24			24	120	31	50	38	0.2945	8.8	14.8	BOX	Solid			
				40-50	10	Polera	PO 2004-135	9221915	Black	24						24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
				51-60	10	Polera	PO 2004-135	9221916	Black		24					24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
				61-70	10	Polera	PO 2004-135	9221917	Black			24				24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
				71-80	10	Polera	PO 2004-135	9221918	Black				24			24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
				81-90	10	Polera	PO 2004-135	9221915	White	24						24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
				91-100	10	Polera	PO 2004-135	9221916	White		24					24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
				101-110	10	Polera	PO 2004-135	9221917	White			24				24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
				111-120	10	Polera	PO 2004-135	9221918	White				24			24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
				121-130	10	Polera	PO 2004-135	9221915	Brown	24						24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
				131-140	10	Polera	PO 2004-135	9221916	Brown		24					24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
				141-150	10	Polera	PO 2004-135	9221917	Brown			24				24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
				151-160	10	Polera	PO 2004-135	9221918	Brown				24			24	240	31	50	38	0.589	17.6	29.6	BOX	Solid			
Total					159											3,816		9.4	59.8	100.6								
SUMMARY						STYLE	COLOR	S	M	L	XL	XXL																
						PO 2004-135	Grey	96	144	96	144																	
							Blue	120	144	72	120																	
							Black	240	240	240	240																	
							White	240	240	240	240																	
							Brown	240	240	240	240																	

APPENDIX N°7: CERTIFICATES

EXAMPLE OF CERTIFICATE FORM F (FOR CHILE)

Procedure

Vendors must be delivered a draft and original of the Certificate of Form F to the corresponding Ripley's forwarder. Ripley's custom broker will revise and validate the draft and original, giving back to the forwarder. The forwarder will return the validated draft and original to Vendors. Vendors will issue the original form F and deliver to the forwarder. Forwarder will deliver the FCR to the Vendors.

Vendors must to be in mind the following to fill in the FORM F.

Box 1: Exporter's name, address, country

The one who presents the documentation to the China customs could be the factory or the company who has the export license in China. Specify both province and country in the address. E.g. Guangdong, China

Box 2: Producer name and address, country

- If producer is exporter, showed exporter's name in box 2 and box 6
- If producer is different with the exporter, fill in the producer name and address in both box 2 and box 6
- **Box 2: CANNOT be BLANK**

Box 3: Consignee's name, address, country

- Comercial Eccsa S.A.
- Huerfanos 1052 4 Piso Interior
- Santiago Chile

Box 4: Means of transport and route (as far as known)

- ETD, Vessel, POL and POD, using booking information. IF YOU DON'T KNOW, LEAVE IT BLANK.
- If the Cargo will be loaded in Hong Kong or Macau, a transshipment certificate issued by vendor or Logistics Company is needed (find an example below).

Box 5: For official Use only

Box 6: Remarks

- Must be completed with the same content of Box 2.
Box 6 **CANNOT** be BLANK

Box 7: Item number

- 1, 2, 3, etc... depending the number of items (maximum items to be shown is 20, if more please add an annex sheet 2, to the form F)

Box 8: Marks and numbers on packages

- Marks and numbers on the cartons (Shipping Marks information). Same information of the Commercial Invoice delivered to our forwarder and to your bank.

Box 9: Number and kind of packages, description of goods

- Total cartons per garment description.
- PI + PO number + L/C number.

Box 10: HS code (Six digit codes)

- HS code

Box 11: Origin Criterion

- On the basis of which the exporter claims that his goods qualify for preferential tariff treatment, in the manner shown in the following table:

The origin criteria on the basis of which the exporter claims that his goods qualify for preferential tariff treatment	Insert in Box 11
Goods wholly obtained	P
General rule as $\geq 40\%$ regional value content	RVC
Products specific rules	PSR

Box 12: Gross Weight and quantity

- Quantity (pcs, pairs or set) or gross weight per garment description according to Box# 9

Box 13: Number, date of invoice and invoiced value.

- If Operator (Beneficiary of the L/C) is in China:
Date, amount and Invoice number must be the same as the Commercial Invoice delivered to our forwarder and to your bank.
- If Operator (Beneficiary of the L/C) is out of China (3rd country trader); Date and Amount of the Invoice shown in Box 13 could be the same, but the Invoice number **MUST be DIFFERENT** to the Commercial Invoice delivered to our forwarder and to your bank.

Box 14: Declaration by the Exporter

- Export Country: China.
- Importing Country: Chile.
- Signature: Name shown on stamp must be same as exporter.

Box 15: Certification

The Box must be completed, signed, dated and stamped by the authorized person of the certifying authority. The telephone number, fax and address of the certifying authority shall be given.

If operator (Beneficiary of the L/C) is in China;

Certificate of Origin

“ ORIGINAL ”

Operator in China

<p>1. Exporter's name, address, country:</p> <p>EXPORTER'S NAME, ADDRESS AND COUNTRY</p>		<p>Certificate No.:</p> <p style="text-align: center;">CERTIFICATE OF ORIGIN</p> <p style="text-align: center;">Form F for China-Chile FTA</p> <p>Issued in <u>CHILE</u></p> <p style="text-align: right;">(see Instruction overleaf)</p>				
<p>2. Producer's name and address, if known:</p> <p>PRODUCER'S NAME, ADDRESS AND COUNTRY</p>		<p>5. For Official Use Only</p> <p><input type="checkbox"/> Preferential Tariff Treatment Given Under _____</p> <p><input type="checkbox"/> Preferential Treatment Not Given (Please state reasons)</p> <p>_____ Signature of Authorized Signatory of the Importing Country</p>				
<p>3. Consignee's name, address, country:</p> <p>COMERCIAL ECCSA S.A. HUERFANOS 1052 4 PISO INTERIOR SANTIAGO, CHILE</p>						
<p>4. Means of transport and route (as far as known)</p> <p>Departure Date:</p> <p>Vessel /Flight/Train/Vehicle No.:</p> <p>Port of loading:</p> <p>Port of discharge:</p>		<p>6. Remarks</p> <p>PRODUCER'S NAME, ADDRESS AND COUNTRY</p>				
<p>7. Item number (Max. 20)</p> <p>MAX 20 ITEMS</p>	<p>8. Marks and numbers on packages</p>	<p>9. Number and kind of packages; description of goods</p>	<p>10. HS code (Six digit code)</p>	<p>11. Origin criterion</p> <p>P RVC (40% o +) PSR</p>	<p>12. Gross weight, quantity (Quantity Unit) or other measures (liters, m3, etc.)</p>	<p>13. Number, date of invoice and invoiced value</p> <p>MANDATORY, SAME INFORMATION OF THE COMMERCIAL INVOICE</p>
<p>14. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statement are correct, that all the goods were produced in</p> <p style="text-align: center;"><u>CHILE</u></p> <p style="text-align: center;">(Country)</p> <p>and that they comply with the origin requirements specified in the FTA for the goods exported to</p> <p style="text-align: center;"><u>CHINA</u></p> <p style="text-align: center;">(Importing country)</p> <p>SAME OR PREVIOUS ISSUE DATE</p> <p>Place and date, signature of authorized signatory</p>		<p>15. Certification</p> <p>It is hereby certified, on the basis of control carried out, that the declaration of the exporter is correct.</p> <p>Place and date, signature and stamp of certifying authority</p> <p>Certifying authority</p> <p>Tel: _____ Fax: _____</p> <p>Address: _____ ISSUE DATE</p>				

If operator (Beneficiary of the L/C) is out of China (3rd Country Trader) of China (3rd country trader)

Certificate of Origin **Operator out of China**

“ORIGINAL”

<p>1. Exporter's name, address, country:</p> <p>EXPORTER'S NAME, ADDRESS AND COUNTRY</p> <p>2. Producer's name and address, if known:</p> <p>PRODUCER'S NAME, ADDRESS AND COUNTRY</p> <p>COMERCIAL ECCSA S.A. HUERFANOS 1052 4 PISO INTERIOR SANTIAGO, CHILE</p> <p>4. Means of transport and route (as far as known)</p> <p>Departure Date: _____</p> <p>Vessel /Flight/Train/Vehicle No. _____</p> <p>Port of loading _____</p> <p>Port of discharge _____</p>		<p>Certificate No.: _____</p> <p style="text-align: center;">CERTIFICATE OF ORIGIN</p> <p style="text-align: center;">Form F for China-Chile FTA</p> <p>Issued in _____ CHILE _____</p> <p style="text-align: right;">(see Instruction overleaf)</p> <p>5. For Official Use Only</p> <p><input type="checkbox"/> Preferential Tariff Treatment Given Under _____</p> <p><input type="checkbox"/> Preferential Treatment Not Given (Please state reasons): _____</p> <p>Signature of Authorized Signatory of the Issuing Country: _____</p> <p>6. Remarks</p> <p>PRODUCER'S NAME, ADDRESS AND COUNTRY</p>				
<p>7. Item number (Max. 20)</p> <p>MAX 20 ITEMS</p>	<p>8. Marks and numbers on packages</p>	<p>9. Number and kind of packages; description of goods</p>	<p>10. HS code (Six digit code)</p>	<p>11. Origin criteria</p> <p>P RVC (40% o +) PSR</p>	<p>12. Gross weight, quantity (Quantity Unit) or other measures (liters, m3, etc)</p>	<p>13. Number, date of invoice and invoiced value</p>
<p>14. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statement are correct, that all the goods were produced in</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Country)</p> <p>and that they comply with the origin requirements specified in the FTA for the goods exported to</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Importing country)</p> <p>SAME OR PREVIOUS ISSUE DATE</p> <p>Place and date, signature of authorized signatory _____</p>		<p>15. Certification</p> <p>It is hereby certified, on the basis of control carried out, that the declaration</p> <p>Place and date, signature and stamp of certifying authority _____</p> <p>Certifying authority _____</p> <p>Tel: _____ Fax: _____</p> <p>Address: _____ ISSUE DATE</p>				

MANDATORY, INVOICE NUMBER OF THE EXPORTER, MUST BE DIFFERENT TO THE COMMERCIAL INVOICE OF THE BENEFICIARY. DATE AND AMOUNT COULD BE THE SAME

ORIGIN CERTIFICATE FTA (FOR PERU)

Please see Specific Instructions for Certificate of Origin by product.

The Origin Certificate must have all the following information:

Box 1:

(Exporter Information)
State the full legal name
Complete Address (Included the country)
Phone number
Fax number or E-mail.

Box 2 :

(Producer Information)
State the full legal name
Complete Address (Included the country)
Phone number
Fax number or E-mail.

Box 3 :

(Consignee Information)
State the full legal name
Address
Phone number
Mail

Tiendas por Departamento Ripley S.A.
Las Begonias 545 Piso 10
San Isidro
Lima - Peru
511-6105100
ripleylogcs1@ripley.com.pe

Box 4:

(Transport information)
Departure Date (ETD)
Vessel/Flight/Train/Vehicle No (Vessel Name + Voyage)
Port of loading (Port Name)
Port of discharge.

Box 5:

(Remarks)
Producer (Full name, address and phone)
Non party operator (Beneficiary full name, address and phone)

Box 6:

(Item number)
Include the number of invoice's items. (Should not exceed 20 item) (The order is the same of the invoice)

Box 7:

(Number and kind of packages; description of goods)
Include invoice style names (same invoice)

Net Weight and Gross Weight

Box 8:

For each good described in Box 7, identify the **HS** tariff classification to six digits.

Box 9:

(Origin criterion)

Include the origin criterion basis in your goods qualify for preferential tariff treatment WO - WP OR PSR.

Box 10:

Gross weight.quantity (Quantity Unit) or othermeasure (liters.m3, etc)

Include the weight and # of pieces for each invoiced style.

Box 11:

(Number and date of invoice)

Box 12:

(Invoice value)

Box 13:

The field must be completed, signed and dated by the exporter. Insert the place, date of signature.

Box 14:

(Certification)



Place and date, signature and stamp of authorized body

EXAMPLE / MODEL OF ORIGIN CERTIFICATE (FTA) FOR GARMENTS

1. Exporter's name and address *Exporter Name: FULL NAME *Address: *City + Country: *Phone: *Fax: *e-mail		Certificate No.: <p style="text-align: center;">CERTIFICATE OF ORIGIN Form for China-Peru FTA</p>					
2. Producer's name and address: If know: *Producer Name: FULL NAME *Address: *City + Country: *Phone: *Fax: *e-mail		Issued in _____ (see overleaf instruction)					
3. Consignee's name and address: TIENDAS POR DEPARTAMENTO RIPLEY S.A. CALLE LAS BEGONIAS 545 SAN ISIDRO, LIMA -PERU PHONE: 6105100 MAIL: riplejlogos1@ripley.com.pe		For Official Use Only:					
4. Means of transport and route (as far as known): Departure Date: ETD Vessel/Flight/Train/Vehicle No: VESSEL NAME + VOYAGE Port of loading: PORT NAME Port of discharge: CALLAO -PERU		5. Remarks: PRODUCER: FULL NAME, ADDRESS AND PHONE NON PARTY OPERATOR: BENEFICIARY FULL NAME, ADDRESS AND PHONE					
6. Item number (Max 20)	7. Number and kind of packages; description of goods	8. HS code (Six digit code)	9. Origin criterion	10. Gross weight, quantity (Quantity Unit) or other measure (liters, m ³ , ect)	11. Number and date of invoice	12. Invoice value	
PLS INCLUDE THE NUMBER OF INVOICE'S ITEMS (SHOULD NOT EXCEED 20 ITEM) (THE ORDER IS THE SAME OF THE INVOICE)	PLS INCLUDE INVOICE STYLE NAMES (SAME INVOICE)	PLS INCLUDE 6 DIGIST OF HS CODE FOR EACH STYLE	PLS INCLUDE THE ORIGIN CRITERION BASIS IN YOUR GOODS QUALIFY FOR PREFERENCIAL TARIFF TREATMENT WO - VP OR PSR	PLS INCLUDE THE WEIGHT AND # OF PIECES FOR EACH INVOICED STYLE	PLS INCLUDE THE INVOICE NUMBER AND DATE	PLS INCLUDE THE INVOICE VALUE	
13. Declaration by the exporter The undersigned hereby declares that the above details and statement are correct, that all the goods were produced in <p style="text-align: center;">CHINA (Country)</p> and that they comply with the origin requirements specified in the FTA for the goods exported to <p style="text-align: center;">PERU (Importing country)</p> _____ Place and date, signature of authorized signatory			14. Certification On the basis of control carried out, it is hereby certified that the information herein is correct and that the goods described comply with the origin requirements specified in the China-Peru FTA. _____ Place and date, signature and stamp of authorized body				

[1] A Certificate of Origin under China-Chile Free Trade Agreement shall be valid for one year from the date of issue in the exporting country.

PHYTOSANITARY/VETERINARY CERTIFICATE (FOR CHILE AND PERU)

	中华人民共和国出入境检验检疫 ENTRY-EXIT INSPECTION AND QUARANTINE OF THE PEOPLE'S REPUBLIC OF CHINA		原 单 ORIGINAL
	兽医 (卫生) 证书 VETERINARY (HEALTH) CERTIFICATE		共 1 页第 1 页 Page 1 of 1 编号 No.: 331100208034303
发货人名称及地址 Name and Address of Consignor	_____		
收货人名称及地址 Name and Address of Consignee	_____		
品名 Description of Goods	ARTICLES FOR BED		
报检重量 Weight Declared	407-KGS	产地 Place of Origin	HANGZHOU
包装种类及数量 Number and Type of Packages	-476-CTNS		标记及号码 Mark & No.
集装箱号 Container No.	_____		AS PER INVOICE NO. ZJFH2008-71
铅封号 Seal No.	_____		
加工厂名称、地址及编号 (如果适用) Name, Address and approval No. of the approved Establishment (if applicable)	_____		
启运地 Place of Dispatch	SHANGHAI PORT	到达国家及地点 Country and Place of Destination	CHILE
运输工具 Means of Conveyance	BY VESSEL	发货日期 Date of Dispatch	JUN-2008
I, THE UNDERSIGNED OFFICIAL VETERINARIAN, CERTIFY THAT THE FILLING MATERIAL OF THE ABOVE-MENTIONED COMMODITY ORIGINATED FROM NON-EPIZOOTIC AREA AND HAD BEEN WASHED WITH DETERGENT, RINSED FOR ABOUT AN HOUR AND DRIED WITH STEAM IN A HIGH TEMPERATURE DRIER OF 120 DEGREES CENTIGRADE FOR 30 MINUTES. REMARKS: LAC NO. K751855			
	发证地点 Place of Issue	HANGZHOU	发证日期 Date of Issue
	官方兽医 Official Veterinarian	TONG LANYING	Signature
B 0343920		[e-3-1(2006.1.1)]	

TOLUENE AND BIOAVAILABILITY CERTIFICATE (ONLY FOR CHILE STORES)

CERTIFICATE OF COMPLIANCE – CHILEAN TOY SAFETY REGULATION

BIOAVAILABILITY & TOLUENE

Date:

Invoice number:
L/C number :
Ref: *(PO)*

To whom it may concern,

We declare that the toys sold to COMERCIAL ECCSA S.A. or its subsidiaries fulfill with the Chilean regulation as regards toluene and that under no circumstance the toluene traces those products may have do not exceed 170 ppm of toluene based on the head space method. Also complies with the Chilean regulation as regards to decree 114/2005 article 16 migration of certain elements based on laboratory tests.

Product description:

(The description should be the same that the commercial invoice and the tests)


Company name:

Company address:

(Signature and stamp of vendor)

VENDOR NAME & ADDRESS

MATERIAL SAFETY DATA SHEET (MSDS) (ONLY FOR CHILE STORES)

Material Safety Data Sheet	 <small>creating brands. supporting brands.</small>	
183961 CANDIED VIOLETS EDT @ 7%		
Version 1	Revision Date 03/29/2006	Print Date 04/28/2006

1.- PRODUCT AND COMPANY IDENTIFICATION

Product name	:	183961 CANDIED VIOLETS EDT @ 7%
Product code	:	183961
Company	:	Symrise , Inc. 300 North Street Teterboro, NJ 07608
For information call	:	800-422-1559 or evenings, call: 973-256-2930
Emergency Phone Number	:	Chemtrec 1-800-424-9300 or 1-703-527-3887

The emergency contact should only be used in the event of chemical emergencies involving a spill, leak, fire exposure or accident involving chemicals.

2.- HAZARDS IDENTIFICATION

The following evaluation is in compliance with 29 CFR 1910.1200.

This evaluation relates to individual ingredients in this product which are required for consideration. The induced or observed effect results are for single concentrated materials under experimental or prolonged exposure.

We consider the identity of the ingredient(s) to be a trade secret.

Emergency Overview

This product is	:	liquid pink
Odour	:	characteristic
Flash point	:	64 °F / 18 °C
Flammability (DOT173)	:	Flammable Liquid
Flammability (OSHA)	:	Flammable Liquid
OSHA PHYSICAL HAZARD (OTHER):	:	None.

Acute Health Hazard

Eyes	:	Moderate eye irritant
Skin	:	Moderate skin irritant
Inhalation	:	Moderate Inhalation Irritant
LD50 Oral	:	Not Toxic
LD50 Dermal	:	Not Toxic
LC50 Inhalation	:	Not Toxic

Chronic Health Hazard:

This mixture has not been found to contain materials that are considered to be carcinogenic per NTP.
 This mixture has not been found to contain materials that are considered to be carcinogenic per IARC.
 This mixture has not been found to contain materials that are considered to be carcinogenic per OSHA.

Skin	: Based on Human Evidence Target Organs: various Symptoms of Overexposure: Severe Ill Effects
Ingestion	: Based on Human Evidence Target Organs: Reproductive System, Central nervous system, Liver, Kidney, various Symptoms of Overexposure: Reproductive Effects, Neurological disorders, Liver disorders, Kidney disorders, Severe Ill Effects
Ingestion	: Based on Animal Evidence Target Organs: Central nervous system, Gastrointestinal tract Symptoms of Overexposure: Neurological disorders, gastrointestinal disturbance
Inhalation	: Based on Human Evidence Target Organs: various Symptoms of Overexposure: Anesthetic Effects
Inhalation	: Based on Animal Evidence Target Organs: various Symptoms of Overexposure: Anesthetic Effects

3.- COMPOSITION/INFORMATION ON INGREDIENTS

Product Type	: Mixture of Fragrance Materials.
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4.- FIRST AID MEASURES

Emergency and First Aid Procedures:

Eye contact	: Irrigate thoroughly with plenty of water until discomfort is relieved. Consult a physician for proper medical care.
Skin contact	: Take off all contaminated clothing immediately. Wash off immediately with soap and plenty of water. If symptoms persist, call a physician.
Inhalation	: If signs of dizziness and/or nausea occur, then remove the person immediately to fresh outside air.
Ingestion	: If accidentally swallowed obtain immediate medical attention.

5.- FIRE-FIGHTING MEASURES

Flash point	: 64 °F / 18 °C
HMIS Rating	: Health: 2 Flammability: 3 Reactivity: 0 0 = Insignificant 1 = Slight 2 = Moderate 3 = Serious 4 = Severe
NFPA Classification	: Class IB
Flammability (OSHA)	: Flammable Liquid
Suitable extinguishing media	: dry chemical carbon dioxide (CO ₂)
Unsuitable media	: Water may be ineffective.
Special protective equipment and precautions for fire-fighters	: Follow NFPA Chapter 30 Fire Prevention Methods.
Specific hazards arising from the chemical	: None.

6.- ACCIDENTAL RELEASE MEASURES

This product is	: liquid - pink
Odour	: characteristic
Methods for cleaning up	: Cover with an inert absorbent material and remove to a disposal container. Mop up and then wash with soapy water.
Disposal Considerations	: Dispose of in accordance with local regulations. Observe local, state and federal regulations. Incineration is the most recommended disposal method.

Based on the UN Number Classification, any spill or leak or fire control procedure should follow the emergency response guidebook (ERG) Guideline Number 128.

7.- HANDLING AND STORAGE

Use only in well-ventilated areas. Handle in accordance with good industrial hygiene and safety practice. For industrial use only. Keep containers tightly closed in a dry, cool and well-ventilated place. Keep away from heat and flame.

Flammability (OSHA)	:	Flammable Liquid
OSHA PHYSICAL HAZARD (OTHER):	:	None.

8.- EXPOSURE CONTROLS / PERSONAL PROTECTION

Exposure Guidelines

Although this trade secret mixture has not been tested for its exposure risks and no PEL/TWA/TLV has been developed, it contains ingredients which when present, have the following values for PEL/TWA/TLV.

Type	Value
PEL	1,000 ppm 1,900 mg/m ³
TWA	1,000 ppm 1,900 mg/m ³
REL	1,000 ppm 1,900 mg/m ³
TWA	1,000 ppm

We recommend maximum achievable PEL/TWA/TLV by means of appropriate engineering controls. PPE as required must be provided to workers for protection.

Respiratory protection	:	Respirator with filter for organic vapour
Ventilation protection	:	Ensure adequate ventilation.
Eye protection	:	Chemical resistant goggles must be worn.
Hand protection	:	Wear suitable gloves.

9.- PHYSICAL AND CHEMICAL PROPERTIES

Form	:	liquid
Color	:	pink
Odour	:	characteristic
Flash point	:	64 °F / 18 °C

10.- STABILITY AND REACTIVITY

Chemical Stability	:	Stable
Possibility of Hazardous reactions	:	Will Not Occur
Conditions to avoid	:	None.
Materials to avoid	:	None.
Hazardous decomposition products	:	None.

11.- TOXICOLOGICAL INFORMATION

Acute oral toxicity	:	Please refer to section 2 for toxicological information.
Acute dermal toxicity	:	Please refer to section 2 for toxicological information.
Acute inhalation toxicity	:	Please refer to section 2 for toxicological information.

12.- ECOLOGICAL INFORMATION

There is currently no ecological information available at this time.

13.- DISPOSAL CONSIDERATIONS

Dispose of in accordance with local regulations. Observe, local, state and federal regulations. Incineration is the most recommended disposal method.

14.- TRANSPORT INFORMATION

49CFR Road

UN-No	:	1266
Description of the goods	:	"Perfumery products
Class	:	3
Packaging group	:	II

IMDG

UN Number	:	1266
Description of the goods	:	UN 1266 PERFUMERY PRODUCTS ,3,PGII,IMDG
Class	:	3
Packaging group	:	II
ADR/RID-Labels	:	3
EmS Number 1	:	F-E
EmS Number 2	:	S-D

IATA-DGR

UN Number	:	1266
Description of the goods	:	Perfumery products
Class	:	3
Packaging group	:	II
Cargo \ Packing Instruction Qty / Pkg.	:	307 60.00 L
Passenger\Packing Instruction Qty / Pkg.	:	305 5.00 L

15.- REGULATORY INFORMATION

Toxic Substances Control Act (TSCA) Inventory Status

All components of this trade secret mixture are on TSCA Inventory.
This product does not contain any TSCA export notifiable ingredients.

SARA Title III Section 313

This product contains no chemicals subject to the reporting requirements of section 313 of SARA.
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US. EPA CERCLA Hazardous Substances (40 CFR 302)

In accordance with SARA CERCLA 302.4 Regulations, if a release occurs in a quantity equal to or exceeding the reportable quantity, notification must be immediately made to the National Response Center at 800-424-8802. A release is considered any spilling, leaking, pumping, pouring, emitting, emptying, discharging, escaping, dumping or disposing into the environment.

CERCLA Reportable Quantity	:	134 lbs
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California Prop. 65

This product does not contain any chemicals known to State of California to cause cancer, birth defects or any other harm.
--

16.- OTHER INFORMATION

Further information

These safety guidelines are based on information obtained from reliable sources. Prudent use and handling as part of good manufacturing practices is advised. Employees must be trained to handle material safely and wear recommended P.P.E.

This new MSDS was created to conform with OSHA hazard communication standard 29CFR 1910.1200. Please discard previous form.

This MSDS was prepared by the Regulatory Affairs Department.

APPENDIX N°8: MASTER PACK AND HANDLING TYPE INSTRUCTIONS (FOR CHILE AND PERU)

You can download the instructions file directly from our B2B website <http://b2b.ripley.cl/#> by clicking the Ripley Chile section.

APPENDIX N° 9: BOX SIZE AND REQUIREMENTS (FOR CHILE)

- Box quality ; type of cardboard to use is 200 ECT, without any exception.
- Do not use any straps to affirm the boxes.
- Weight: minimum and maximum weight of the boxes: 2.5 and 20 kg, respectively.

➤ **Box size for garments to be stored in boxes = Handling Type BOX**

Length		Width		Height	
Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
15	50	15	56	15	40

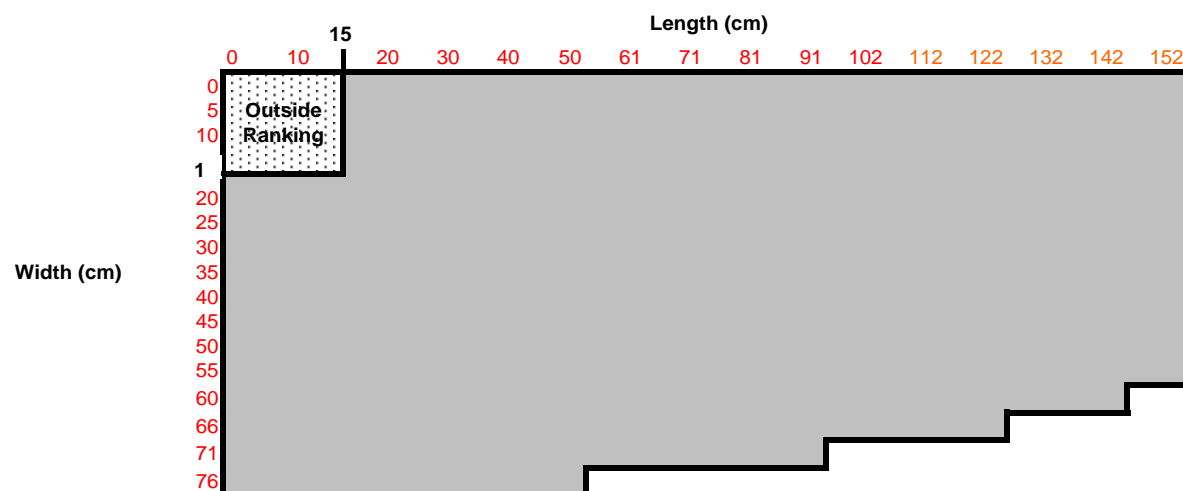
➤ **Box size for garments to be stored hanged = Handling Type FLAT PACK WITH HANGER OR GARMENT WITH HANGER**

Box can not exceed the measurements of the following Matrix:

Example

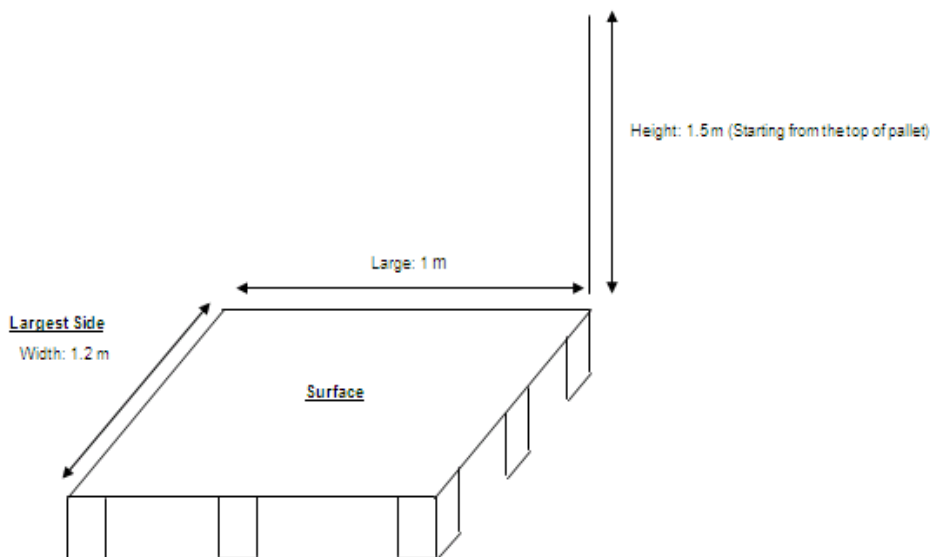
If the length of your box is 152 cm, width can not exceed 55 cm

If the length of your box is 61 cm, width can not exceed 71 cm



The ranges for Height are: Minimum: 15 cm & Maximum: 60 cm

APPENDIX Nº 10: BOX SIZE AND REQUIREMENTS (ONLY FOR PERU)



Minimum	cm
Large	33
Width	15
Height	30

Maximum	cm
Large	50
Width	56
Height	37

Type of Boxes (Cm)

Type 1	
Boxes in the largest side	2
Boxes in the total surface	4
Boxes to pile up	4
Total Boxes	16
Large	49
Width	59
Height	37

Type 2	
Boxes in the largest side	3
Boxes in the total surface	6
Boxes to pile up	4
Total Boxes	24
Large	33
Width	59
Height	37

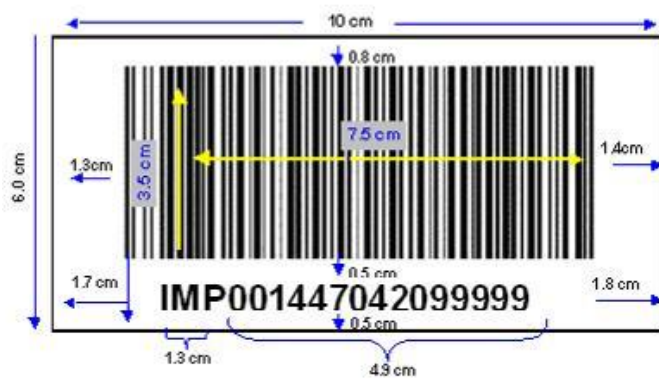
Type 3	
Boxes in the largest side	3
Boxes in the total surface	9
Boxes to pile up	4
Total Boxes	36
Large	33
Width	40
Height	37

Type 4	
Boxes in the largest side	3
Boxes in the total surface	9
Boxes to pile up	5
Total Boxes	45
Large	33
Width	40
Height	30

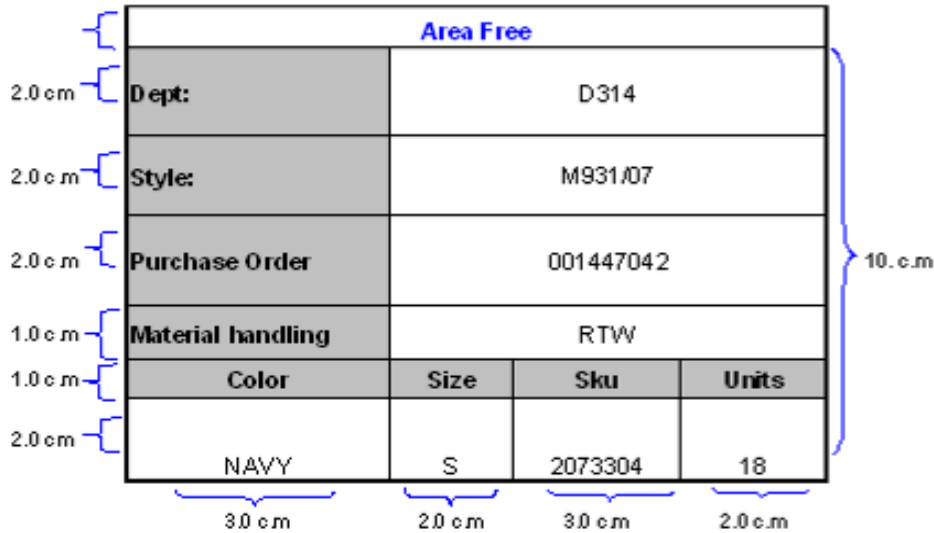
APPENDIX Nº 11: LPN LABEL (ONLY FOR PERU STORES)

The LPN label has a bar-code (EAN-128 simbology) and printed information (human readable) on it. This information is explained below.

The Layout - LPN Barcode



Human Readable Information.



LPN label: bar-code number and human readable information

Bar-code explanation:

Prefix	IM
Purchase Order Number	001447042 (for example)
Number of partial of the PO	00
Correlative Number	00007 (number of the box)

Example: Bar Code Number



This label must be put in the narrow sides of the box

Human Readable Information

The human readable information or printed information on LPN label shows the following:

- Department
- Style
- Purchase Order
- Material Handling (It's mandatory only for garments)
- Color (It's mandatory only for garments)
- Size (It's mandatory only for garments)
- SKU
- Units

Example: Human Readable Information.

Dept:	D314		
Style:	M931/07		
Purchase Order	001447042		
Material handling	RTW		
Color	Size	Sku	Units
NAVY	S	2073304	18

How to Apply the LPN:

Each carton will have an LPN label associated with the Purchase Order and the carton contents such as: Department, Style, Color, Size, Material Handling, SKU and units.

For example purposes only:

Let's suppose that we have garments of the Department 121. The purchase order number associated is 1447042, Style is M931/07, whose color is NAVY, S Size, Material handling is RTW, 21 units and the SKU is 2073304. So the layout of the label for these boxes is defined by the figure N^o1:



Figure 1

APPENDIXN° 12 : LOGISTIC OPERATORS DIRECTORY (FOR CHILE AND COLOMBIA)

Expeditors Contact List:

Belgica	Amberes	Bavo Moons	32 3 546 73 74	32 2 752 27 07	bavo.moons@expeditors.com
			86-411-39851888-822		
			/39851822		
China	Dalian	Bella Yang	Mob:13614093421	86-411-39851818	Bella.Yang@expeditors.com
				86-591-	
	Fuzhou	Ice Yuan	86-591-87542995	88012863,88012980	
	Guangzhou	Summer Zhang	(86) 20 8732 5114	(86) 20 8732 0531	summer.zhang@expeditors.com
	Nanjing	Joe Pei	(86-25)83206510-8211	(86-25)83206870	joe.pei@expeditors.com
	Ningbo	Eva Song	86 574 8389 5166	86 574 8733 6578	eva.song@expeditors.com
	Qingdao	Michael Yang	86-532-85755017 ext.2303	86-532-85755026	Michael.Yang@expeditors.com
				86-21-	
	Shanghai	Roy Gu	86-21-52574698*1539	33720242/33720243	roy.gu@expeditors.com
	Shenzhen	Amy Sun	(86) 755 25833952	(86) 755 25881069	amy.sun@expeditors.com
		Irene Zhang	(86) 755-2583 8291	(86) 755-2583 3192	irene.zhang@expeditors.com
	Tianjin	Rita Li	(86) 22 8386 7000 ext.352	86 22 83867015/7001	rita.li@expeditors.com
	Xiamen	May Wang	0592-8125682	0592-2261896	may.wang@expeditors.com
Dinamarca	Billund	Gert Mikkelsen	45-87-932393	45-87-932399	gertm@seatainers.dk
Egypto	Cairo	Eman Abd Elsalam	(202) 46650-998 ext.:211	(202) 46650-985	Eman.Abdelsalam@Expeditors.com
España	Alicante	Paula Sa	0034 965117299	0034 965117281	paula.sa@expeditors.com
Hong Kong	Hong Kong	Kitty Chin	(852) 2190 5264	(852) 2752 9343	kitty.chin@expeditors.com
		Ryan Lee	(852) 2190 5264	(852) 2752 9343	ryan.lee@expeditors.com

Kuehne + Nagel Contact List:

The Origin KN Contact list is published in the attached web page for Ripley’s Vendors.

<http://www.kuehne-nagel.com/extranet/index.php?id=3327>

Appendix No 13.- LOGISTIC OPERATORS DIRECTORY (ONLY FOR PERU)

Expeditors Contact List:

Expeditors OM Operations Contact List					
Country	Expeditors office	Contact Name	Responsibility	Email Address	Landline#
China	Dalian	Lira Li	Coordinator, Customer Service	lyra.li@expeditors.com	86-411-39851825
	Qingdao	Michael Yang	Operation	Michael.yang@expeditors.com	86-532-85755017-2303
		Ann Sun	Documentation	Ann.sun@expeditors.com	86-532-85755017-2117
		Jessica Liu (Back up)	Documentation	Jessica.l@expeditors.com	86-532-85755017-221
		Tianjin	Rita Li	Operation	rita.li@expeditors.com
Bangladesh	Chittagong	Harun Rashid	Operation	harun.rashid@expeditors.com	+88-01713198571
Filipinas	Cebu / Manila	Ana Liza Dandan - Valentin	Operation	analiza.valentin@expeditors.com	(632) 858 3803
Indonesia	Jakarta / Semarang	Yossy D. Agnes	Operation	yossy.agnes@expeditors.com	(6221) 6632252, ext 126
Korea	Busan / Pusan	Irin Ko	Operation	irin.ko@expeditors.com	82-2-3475-5808
		Eric Seo	(back up) Operation	erica.seo@expeditors.com	82-2-3475-5833
Malasia	Pasir Gudang	Eva Huei Chin Yap	Operation	eva.yap@expeditors.com	607-3334155
		Lee Ser Yong	Operation	seryong.lee@expeditors.com	607-3334155
	Penang	Pauline Oon	Operation	pauline.oon@expeditors.com	604-6329442
Singapore	Singapore	Chong Sze King	Operation	szeking.chong@expeditors.com	65 6510 7900
Taiwan	Taipei	Katy Chen	Operation	katy.chen@expeditors.com	886-2-27132145 ext# 55934
Turquia	Izmir	Levent Bastan	Operation	levent.bastan@expeditors.com	90 232 4898228

APPENDIX N° 14: RIPLEY VST TAG SUPPLIER



QUOTATION SHEET FOR RIPLEY VST TAG

SKU / Item no.	Description	Price per piece (Ex-work Factory)	Picture
RIP-VST-01 (New and Harder Plastic material) With 0.5 mm thickness metal Plate 16mm grooved Plastic Pin Plastic Tag + Plastic Pin (16 mm)	Dimensions for VST Tag : 54.00 X 30.00 X 18.50 mm Frequency : 58KHz Color : Grey Weight: 7g / pcs <u>Packing details for Tag:</u> - 1,000pcs / ctn - 8 Kgs / ctn * 46 cm X 35 cm X 19.5 cm - Carton size is subjected to change according to our factory arrangement.	USD 0.08/pcs RMB0.48/pcs (w/o VAT) RMB0.54/pcs(with 17% VAT) * T/T Payment in advance to our Banking Account in China or HK. USD50 bank charge will be added for TT transfer outside HK. * Exchange rate 1US\$ = HK\$7.8 * Subjected to change according to the economic situation. *Lead-time: 7-10 days upon Order Confirmation and Payment Received.	Front side: RIP-01 Back side : FTC:RIP-VST-01  

Remark:

The above price is at Ex-work Factory Price, transportation cost and Export Document Fee will be added on top of the Invoice Value

Sales and Customer Service Contacts for Ripley Order:

Sales inquiry : **Fion Ng (HK Contact)**
 Email: fion@fantechk.com
 Tel: + 86 138 0883 4710 / + 852 9637 0590 / + 852 3595 2195 (Office)
 Fax: + 852 3110 3623
 Skype: FantecLtd

Order Placement : **Ice / Tina / Kitty (Shen Zhen Office Contact Person)**
 Email: ice@fantechk.com / sz.sales1@fantechk.com / sz.sales@fantechk.com
 Tel: + 86 755 8249 1137 / + 86 755 8249 0592
 Fax: + 86 755 8249 0946
 Skype: FantecLtd

Unit 808., 8/F. Hong Kong Plaza, 188 Connaught Road West, Sai Ying Pun, Hong Kong
 Tel: 852 3595 2195 Fax: 852 3110 3623 Email: sales@fantechk.com

APPENDIX N° 15: VST LABELING INSTRUCTIONS

- 1) All the products who their cost exceeds USD 5, must include the VST Tag. Information about the supplier and costs you can find it on Appendix N° 14.
- 2) The VST TAG cost must be included into the cost of the product.
- 3) The only accepted VST TAG is model RIP-VST-01, any other will be rejected and Ripley will demand the total refund of the cost involved, including:
 - a. VST TAG cost
 - b. Untagging cost
 - c. New tagging cost
 - d. Non-compliance penalty

FOR CHILE AND PERU SHIPMENTS:

For further information please refer to the “VST Tag Manual” (<http://b2b.ripley.cl/>, Ripley B2B page, “Ripley Corp” link), there you will find all the necessary information.

APPENDIX N° 16: LABELING INSTRUCTIONS FOR SHOES (ONLY FOR CHILE).

Composition & Import Label:

The law establishes that products exported Chile should have a label with the following information:

1. Import information, the label must be having always the following information:
 - Imported by: The legal company name in Chile
 - Country of origin always must be label in **Spanish**, for example:
 - 1.1. “Hecho en China” means “Made in China”
2. Information about the composition: UPPER/LINNING/SOLE/INSOLE must be shown in the label.

Internal Tongue:

Codigo:	
Talla:	
Capellada:	
Forro:	
Suela:	
Plantilla:	

IMPORTADO EN COLOMBIA POR RIPLEY COLOMBIA
 TIENDAS POR DEPARTAMENTO S.A.S
 CALLE 134 N°78-83 SANTA FE,
 BOGOTA CONDINAMARCA, COLOMBIA
 NIT: 900517323-9
 CODIGO SIC: 900517323
**IMPORTADO EN CHILE POR
 COMERCIAL ECCSA S.A.**
 RUT: 83.382.700-6
 HECHO EN CHINA

3 cm

2,5 cm

Meaning of items:
 Codigo: Ripley SKU code
 Talla: Size
 Forro: Lining
 Suela: Sole
 Plantilla: Insole

ALL information must be in Spanish





The correct values must be defined by the designer and buyer.

MEANING OF TERMS	
ENGLISH	SPANISH
Upper	Capellada
Lining	Forro
Sole	Planta
Insole	Plantilla




The labeling can be printed or embossed on both shoes, it must be visible, securely attached, accessible and in Spanish.

The information must be shown in words for Chile and can be shown as a pictogram(drawing) or words for Colombia. The pictograms and/or wording that must be used are shown on this sheet. Pictograms have to be large enough to be easily understood.

The label in pictogram format

Written Indications	Pictograms
UPPER	
INSOLE	
LINNING	
SOLE	

Composition of the shoes in pictogram format

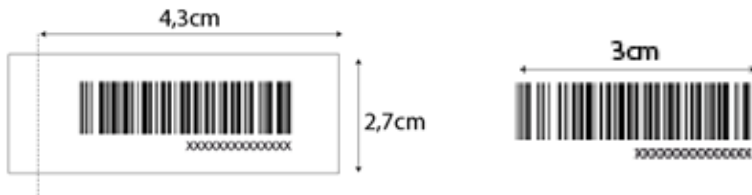
Pictograms	Written Indications	
	SPANISH	ENGLISH
	CUERO	LEATHER
	TEXTIL	TEXTIL
	SIINTETICO	SYNTHETIC

Bar Code Label

It is required by Ripley to add Bar code's Ripley's Label, Composition Label and Imported Label at all Ripley's shoes.

Labels Description:

Bar code's Ripley Label



Location of Labels for Special Cases

Boots/Booties/Shoes

Stitched to inside seam at 4 cm from top edge, please see example:



Sandals with back piece

Stitched to inside seam at 4 cm from top edge, please see example:



Sandals/Shoe without back piece

Inside upper, at inside together with straps, please see example:



APPENDIX No 17 – LABELING INSTRUCTIONS FOR SHOES (ONLY FOR PERU)

1. Country of Origin:
 - 1.1. Shoes must come with the country of origin stamped, printed or Sewed inside shoes (left and right), it must be in **Spanish**. Example “HECHO EN CHINA”



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2. Additional information:
 - 2.1. The other information can be in pictogram and sticker:

The information is:

Always must be show :

Importado por Tiendas por Departamento Ripley S.A	} 1
Calle Las Begonias 545 Piso 10	
San Isidro - Lima Perú	
Ruc 20337564373.....3	
Hecho en:” Country of Origin” (In Spanish).....2	

Pictogram Format [\(See Example of shoes label\)](#)

If one of the components has more than the 80% of the components then the pictogram must show only the diagram of this component, but if any of the components are less than 80% the pictogram must show the diagram of all the components. This information must be indelible (not easy removable).

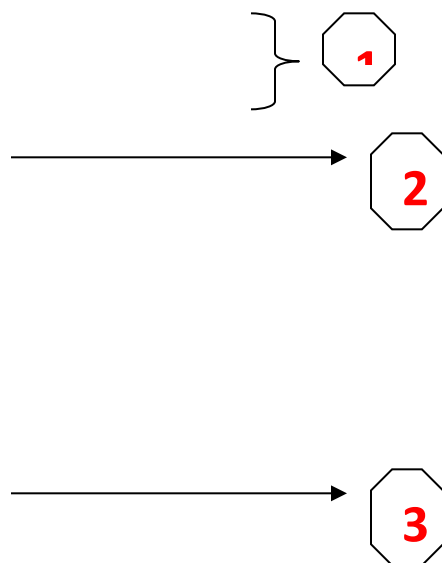
- 2.- This rule apply for all the components of the shoe
(upper / lining / insole / outsole)

Example:

Upper Part: 85% Synthetic + 15% textile Pictogram must show only diagram of Synthetic

Upper Part:65% Synthetic + 35% textile Pictogram must show diagram of Synthetic + textile

EXAMPLE OF SHOES LABEL (PICTOGRAM FORMAT)



Other Example

Please be careful, this example is an example, the real information must be provide for the supplier: **Origin and composition.**

A.- If the composition is equal or less than 80% Upper, the pictogram must be show. Example : Capellada (Upper): Synthetic and Textil



B. - If the composition is over than 80% to the upper. The Pictogram must be show only the Textile Example: Capellada (Upper): TEXTIL



Pictograms Names:

	SPANISH	ENGLISH
	CUERO	LEATHER
	TEXTIL	TEXTIL
	SINTETICO	SYNTHETIC

Above information show the names of each diagram for making the pictogram label according to the components of the shoes.

APPENDIX No 18: LABELING INSTRUCTIONS FOR SET OF COSMETICS (ONLY FOR CHILE)

Label Instructions for Set of products (Spanish)

Each “Set of products” must be come with a Set of products’ label description. This allows the customer to distinguish each product’s specification that are contained by the Set of products (see example). Moreover, it is needed to consider that each item must come with its own label specification.

Example: Set Bolso Playa must come with these specifications’ labels:



BATH SALTS
N° LOTE: 100201013

BODY LOTION
N° LOTE: 100201011

BUBBLE BATH
N° LOTE: 100201012

FECHA ELABORACION: 020110
FECHA VENCIMIENTO: 020112
REGISTRO ISP: 329/00

IMPORTADO Y DISTRIBUIDO POR
COMERCIAL ECCSA SA

HECHO EN CHINA

RIPLEY	
2 000323 561781	
DOBLE BOLSO BROWN BR OWN	
D328 PERFUMERIA SEMI- SELECTIVA L502466 OTROS	
32356178	
\$	12.990

Label Instruction per item inside of the Set

Each product inside of the set must have two labels

- Label #1: this label must contemplate the following information; Ingredients, Elaboration date, Expiration date, Import and Distribution by Comercial Eccsa S.A., Made in..... and content. (See the example's label)



Note: Label information must be in Spanish.

Label #2: this label must contemplate the following information; Lote number, content, Elaboration date, Expiration date, ISP record, Made in.... (See the example's Label)

Note: Label information must be in Spanish.



APPENDIX Nº 19: LABELING INSTRUCTION FOR TOYS AND OFFICE SUPPLIES (ONLY FOR PERU)

According to the Peruvian Customs Laws, We present the IFIL (Instructions to Fill the Import Label), for the following products:

- Toys
- Office supplies

Nowadays, the Peruvian customs laws are very hard and strict about this kind of products and we need your cooperation to make easily the custom clearance. Ripley has the intention to receive the merchandise in their stores in the less time possible, for this reason we would be very grateful if you could read carefully and understand this special instructions.

If the label of this goods (toys and office supplies) don't have the information requested on this document we can face the following problems:

- Goods can't be released from Customs
- Goods can't be storage on our warehouse
- As a result of not being able to release goods from Customs and storage them in our warehouse we can't put it for selling in our stores, and will bring a loss to our company
- Peruvian Customs can fine us and take all our merchandise

We have assigned a CS (Customer Service) for a group of vendors. If you already work with Ripley please check in your previous transactions the contact person to reach.

INFORMATION TO FILL ON THE LABEL

1. Labeling of Toys and Offices Supplies

- According to the law of Toys and Offices Supplies D.S.N°008-2007-SA, the information that must be shown on the label is (All in Spanish):
 - a. Product Name and Made in
 - b. Importer Information: Company name, address and RUC number
 - c. Register Number and Special License from the Importer. This number will be send though us by e-mail
 - d. Instructions such as: use and assemble (if Its necessary). This instructions must be add in the label always if this information is not specify on the box in Spanish and only if the product requires to have this information.
 - e. Warning: about the risk of use this kind of products and the prevention of this risks. These instructions must be added in the label if this information is not specify on the box in Spanish.
 - f. Range of age of the Children that can use these kind products. These instructions must be added in the label if this information is not specifying on the box in Spanish.
- Above Information must be written on the "Import Label".
- This Label must be stick in a visible place on the packing of the product.

2. Example of Labeling:

Please, see this example of the “Import Label” (Suggest Size 6cm X 4 cm)

<p>HECHO EN XXXX</p> <p>Importado por: Tiendas por Departamento Ripley S.A. Calle Las Begonias 545, Piso 10 San Isidro, Lima 27 RUC:20337564373</p> <p>R.S /PE : XXXXXX</p> <p>Número de registro de importador, comercializador, distribución y almacenaje N° 00611-07-JUE-DIGESA</p> <p><u>PRECAUCIONES A TENER EN CUENTA</u></p> <ul style="list-style-type: none"> • Por favor instale las baterías en la caja de baterías en el chasis, coloque el switch en posición ON en el auto y en el control para encenderlo • Contiene partes pequeñas que podrían causar asfixia • Utilizar bajo la supervisión de un adulto • Quitar la etiqueta, sujetadores y bolsas antes de entregar el juguete a sus niños • Manténgase lejos del fuego • No apuntar ni a los ojos ni a la cara • Esto es un juguete, no proporciona ni seguridad ni protección • Todos los productos pueden causar daño si no se usan con precaución • En caso de accidentes llevar al niño a un médico • Todo producto químico debe ser manejado como tóxico • En caso de existir duda, por ingestión, accidente o herida, consultar urgentemente a un médico • Para niños de XX a XX años a más • Juguete no recomendado para menores de XX años. Contiene piezas 	<ul style="list-style-type: none"> a. Made in b. Importer Information: Company name, address and RUC c. Register Number and Special License from the Importer. d. Instructions such as: use and assemble (if Its necessary). e. Warning: about the risk of use this kind of products and the prevention of this risk f. Range of age of the Children that can use these kind products.
--	---

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3. Label on the products

The label must be stick on a visible place on the packing of the product ready to sell



APPENDIX Nº 20: SPECIAL REQUIREMENTS FOR TOYS (ONLY FOR CHILE STORES)

1.11 Letter of Compliance for Toys

CERTIFICATE OF COMPLIANCE – CHILEAN TOY SAFETY REGULATION BIOAVAILABILITY & TOLUENE

Date:

Invoice number:

Ref: *(PO)*

To whom it may concern,

We declare that the toys sold to COMERCIAL ECCSA S.A. or its subsidiaries fulfill with the Chilean regulation as regards toluene and that under no circumstance the toluene traces those products may have do not exceed 170 ppm of toluene based on the head space method. Also complies with the Chilean regulation as regards to decree 114/2005 article 16 migration of certain elements based on laboratory tests.

Product description:

(The description should be the same that the commercial invoice and the tests)

Company name:

Company address:

(Signature and stamp of vendor)

Test Specification for Toys

It has been chosen the most relevant International standards to assess the product safety and performance, including “Daily Bioavailability”

Attribute	Test Method/Standard	Requirement / Limit																		
Compliance Section																				
Labelling / Packaging																				
Safety labelling guidelines and manufacturer’s markings		Shall be clear, detailed assembly instructions and warning, as appropriate, are required to ensure safe assembly and use.																		
Country of Origin Marking	Visual Check	Shall indicate country of origin legibly, permanently, and in comparable size and close proximity to any mention of country other than country in which the article was manufactured or produced. Shall be visible at point of purchase.																		
†Graphic Symbol for Age Warning Labeling on All Toys	Visual Check	Shall comply with all related requirements																		
†Toys not intended for children under 36 months	Visual Check	“Not suitable for children under 36 months” together with a brief indication of specific hazard																		
†Toys intended to be assembled by adult	Visual Check	Safety label to state that the toy is to be assembled by an adult. (with involved reason)																		
†Age grading label	Visual Check	All toys shall be labeled to indicate the minimum age for intended use.																		
Instructions	ITS-M0060	Shall provide easy understandable instructions regarding assembly, use and maintenance.																		
Chemical Analysis																				
†*Total lead in paint, varnishes and similar surface coating materials		Limit: 0.06%																		
†*Toluene in toys and children articles		Requirement: 170 mg/kg of toys / children’s article.																		
†*Toxic element analysis / Daily Bioavailability		<table border="1"> <thead> <tr> <th>Element</th> <th>Limit (mg/kg)</th> </tr> </thead> <tbody> <tr> <td>Barium (Ba)</td> <td>1000</td> </tr> <tr> <td>Lead (Pb)</td> <td>90</td> </tr> <tr> <td>Cadmium (Cd)</td> <td>75</td> </tr> <tr> <td>Antimony (Sb)</td> <td>60</td> </tr> <tr> <td>Selenium (Se)</td> <td>500</td> </tr> <tr> <td>Chromium (Cr)</td> <td>60</td> </tr> <tr> <td>Mercury (Hg)</td> <td>60</td> </tr> <tr> <td>Arsenic(As)</td> <td>25</td> </tr> </tbody> </table>	Element	Limit (mg/kg)	Barium (Ba)	1000	Lead (Pb)	90	Cadmium (Cd)	75	Antimony (Sb)	60	Selenium (Se)	500	Chromium (Cr)	60	Mercury (Hg)	60	Arsenic(As)	25
Element	Limit (mg/kg)																			
Barium (Ba)	1000																			
Lead (Pb)	90																			
Cadmium (Cd)	75																			
Antimony (Sb)	60																			
Selenium (Se)	500																			
Chromium (Cr)	60																			
Mercury (Hg)	60																			
Arsenic(As)	25																			
Safety Requirement / Regulatory Requirement																				
Flammability																				
†Flammability test		Shall comply with all requirements.																		
Physical & Mechanical																				
Normal use		Shall comply with requirements.																		

Attribute	Test Method/Standard	Requirement / Limit
Reasonably foreseeable abuse		Shall comply with requirements.
Material		New or reprocessed materials that used in toy shall be visually clean and free from infestation.
Small parts		Shall not release small parts.
Small part warning		Shall comply with requirements.
Shape, size and strength of certain toys		Shall comply with requirements.
Edges		Shall have no sharp edges, other than those required for function.
Points		Shall have no sharp points, other than those required for function.
Projections		Shall be free of hazardous projection or be protected.
Metal wires and rods		Shall conform to the requirements stated in this section.
Plastic film or plastic bags in packaging and in toys		Shall conform to the requirements stated in this section.
Cords and elastic		Shall conform to the requirements stated in this section.
Folding mechanisms		Shall conform to the requirements stated in this section.
Holes, clearances and accessibility of mechanisms		Shall conform to the requirements stated in this section.
Springs		Shall conform to the requirements stated in this section.
Stability and overload requirement		Shall conform to the requirements stated in this section.
Enclosures		Shall conform to the requirements stated in this section.
Simulated protective equipment, such as helmets, hats and goggles		Shall conform to the requirements stated in this section.
Projectile toys		Projectiles pose a particular risk of eye injury, shall conform the requirements in this section to minimise the risks to the level of merely repairable eye damage.
Aquatic toys		Aquatic toys (whether inflatable or not) intended to bear the mass of a child during play in shallow water under adult supervision.
Braking		Shall conform to the requirements stated in this section.
Toy bicycles		Shall conform to the requirements stated in this section.
Speed limitation of electrically driven ride-on toys		Shall conform to the requirements stated in this section.
Toys containing a heat source		Shall conform to the requirements stated in this section.
Liquid-filled toys		Shall conform to the requirements stated in this section.
Mouth-actuated toys		Shall conform to the requirements stated in this section.
Toy roller skates and toy skateboards		Shall conform to the requirements stated in this section.
Percussion caps		Shall conform to the requirements stated in this section.
Battery-operated toy		Shall conform to the requirements stated in this section.
Machine washing		Shall conform to the requirements stated in this section.

Attribute	Test Method/Standard	Requirement / Limit
Drop test		Shall withstand 10 drops from 138 +/- 5cm or 4 drops from 93 +/- 5cm.
Tip-over test		Shall conform to the requirements stated in this section.
Dynamic strength		Shall conform to the requirements stated in this section.
Torque test		Shall withstand 0.45 +/- 0.02 Nm.
Tension test		Shall withstand 70 +/- 2 N.
Compression test		Shall withstand 114 +/- 2 N or 136 +/- 2N.
Flexure test		Shall withstand 70 +/- 2 N.
Quality Performance Section		
Physical Characteristics		
Product Dimensions	Standard Measurement	Report actual or +/- 5.0% if claimed
Product Weight	Standard Measurement	Report actual or +/- 5.0% if claimed
Construction and Workmanship		
Defects	Visual Check	Shall have no critical defect, no discernible surface degradation, including stains, deformation, ruptures, unraveling, etc.
Workmanship	Visual Check	Shall have no components missing, malformed, and/or fractured.
Performance		
Functionality	ITS -M0061	Shall function as intended as received

APPENDIX N° 22: RIPLEY HONG KONG OFFICE CONTACT DETAILS

Follow up Division	Export coordinator	Email	Direct Line
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Junior	Candy Lu	clu@ripleyhk.com	852- 2153 7570
Ladies & Beauty	Jenny Ho	jho@ripleyhk.com	852- 2153 7572
Mens & Sport	Kenneth Wong	kwong@ripleyhk.com	852- 2153 7562

APPENDIX N° 23: RIPLEY PERU AND CHILE OFFICE COORDINATORS CONTACT

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Follow up Division	Import coordinator PERU	Email	Extension
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Assets (Activos)	Estefany Sanchez	ripleylogcs6@ripley.com.pe	3699
Beauty - Sport	Silvia Muñoz	ripleylogcs3@ripley.com.pe	3685
Electronics			
Junior			
Mens	Veronica Altamiza	ripleylogcs4@ripley.com.pe	3683

Issues	Contact	Email	Extension
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Payments	Justy Otapia	itapla@ripley.com.pe	3685
	Katherine Odar	kodar@ripley.com.pe	

CONTACT IN CHILE:

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D175-JUGUETERIA	ANDRES FLORES	aflorest@ripley.cl	+56 2 26941336
D138-LOLOS	ANDRES FLORES	aflorest@ripley.cl	+56 2 26941336
D153-NINO	ANDRES FLORES	aflorest@ripley.cl	+56 2 26941336
D162-ROPA INT. NINOS	ANDRES FLORES	aflorest@ripley.cl	+56 2 26941336
D198-PROMOCIONES INFANTIL	ANDRES FLORES	aflorest@ripley.cl	+56 2 26941336
D124-ESCOLAR	ANDRES FLORES	aflorest@ripley.cl	+56 2 26941336
D161-RODADOS	ANDRES FLORES	aflorest@ripley.cl	+56 2 26941336
D331-ROPA INTERIOR ESCOLAR	ANDRES FLORES	aflorest@ripley.cl	+56 2 26941336
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D300-BEBES NINA	ANDRES FLORES	aflorest@ripley.cl	+56 2 26941336
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D328-PERFUMERIA SEMI-SELECTIVA	CATHERINE PEREZ	cperezdr@ripley.cl	+56 2 23555745
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D147-MENAJE MESA	CATHERINE PEREZ	cperezdr@ripley.cl	+56 2 23555745
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D123-ELECTRONICA MENOR	CATHERINE PEREZ	cperezdr@ripley.cl	+56 2 23555745
D171-TV-VIDEO	CATHERINE PEREZ	cperezdr@ripley.cl	+56 2 23555745
D345-ACC. COMPUTACION Y VIDEOJUEGOS	CATHERINE PEREZ	cperezdr@ripley.cl	+56 2 23555745
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D347-ACC. ELECTRONICA	CATHERINE PEREZ	cperezdr@ripley.cl	+56 2 23555745

D122-ELECTRODOMESTICOS	CATHERINE PEREZ	cperezdr@ripley.cl	+56 2 23555745
D136-LINEA BLANCA	CATHERINE PEREZ	cperezdr@ripley.cl	+56 2 23555745
D113-COMPUTACION	CATHERINE PEREZ	cperezdr@ripley.cl	+56 2 23555745
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D163-ROPA INTERIOR	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D164-SASTRERIA	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D303-MARQUIS REGATTA HOMBRE	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D338-REGATTA HOMBRE	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D339-CACHAREL HOMBRES	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D341-PENGUIN	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D143-MAS SPORT	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D304-MARCAS SPORT HOMBRE	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D323-PEPE JEANS	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D337-BARBADOS	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D348-ROBERT LEWIS HOMBRE	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D352-DENIM 2G HOMBRE	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D302-MARCAS JUVENIL HOMBRE	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D353-DENIM TERCEROS HOMBRE	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D131-JEANS	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
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D307-INDEX HOMBRE	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D351-SURF PROPIO	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D318-SASTRERIA MAS	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
D319-SASTRERIA MARCAS	HECTOR RIQUELME	hriquelme@ripley.cl	+56 2 23555708
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D330-BARBADOS MUJER	MARIA JOSÉ MALDONADO	mmaldonadop@ripley.cl	+56 2 26785096
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D189-MARCA JUVENIL	MARIA JOSÉ MALDONADO	mmaldonadop@ripley.cl	+56 2 26785096
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D159-REGATTA MUJER	MARIA JOSÉ MALDONADO	mmaldonadop@ripley.cl	+56 2 26785096
D166-SPORT MUJER	MARIA JOSÉ MALDONADO	mmaldonadop@ripley.cl	+56 2 26785096
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D107-CALZADO ESCOLAR	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
D310-CALZADO HOMBRE MAS	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049

D311-CALZADO HOMBRE MARCAS	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
D313-JUVENIL MASIVO	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
D309-CALZADO MUJER MARCA	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
D170-TIEMPO LIBRE	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
D192-BICICLETAS Y MAQUINAS	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
D317-ZAPATILLAS MARCA	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
D325-PROMOCIONES DEPORTE	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
D314-TEXTIL MAS	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
D315-TEXTIL MARCAS	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
D169-TEXTIL	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
D336-ROBERT LEWIS JUVENIL	ROSSANA BARRIA	rbarria@ripley.cl	+56 2 26941049
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APPENDIX # 24: PACKAGING GUIDELINE FOR (DINNING SET – SOFA – TV RACK)

1. Preface-Ripley packaging standard

The guideline contains general information for the packaging of RIPLEY products. A detailed specification for each project is defined. These specifications indicate the standard quality requirements of the packaging. All products purchased by RIPLEY must be packed in accordance with the requirements set out in this guideline. The products and packages must arrive at RIPLEY without damage. Vendors should strictly follow the standard. Failure to meet these requirements may result in fines.

RIPLEY packaging standards is developed to:

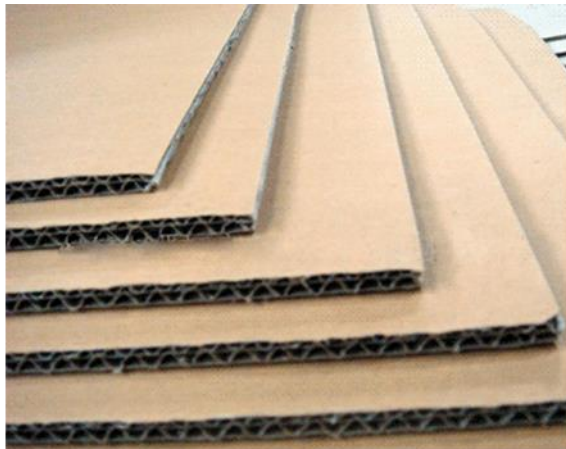
Lower Defective Returns: Defective packaging significantly result in customer returns, and loss of customer confidence in our merchandise, which directly relates to our profitability and reputation.

Unified Application: The packaging guideline is able to support a unified package and standard for various materials of goods for RIPLEY to achieve consistency and corporate image.

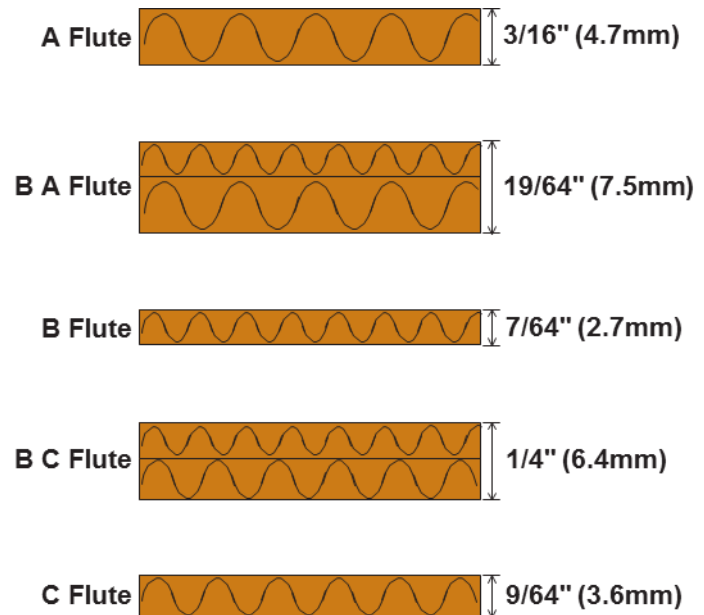
Environmental Impacts: The overall results of the guideline show a more material saving, green material using.

2. Specification for Shipping Carton

Material of shipping carton is decided by the weight and shape of the products. All the shipping cartons are required to be made of double wall corrugated- ted paperboard (AB flute/BC flute). With the standard bursting strength 200 LBs/IN². For better carton quality, RIPLEY has the right to request higher spec.



Double Wall Corrugated Paper Board



Approximate Flute Height

3. Packaging Guideline

This section of the guideline gives the specifications to all RIPLEY ven- dors of the structure package. The standards of the packaging structure are designed to ensure the intact of the cargos during shipping and storage. In order to meet the standards, appropriate packaging material and right type of master carton should be applied. For RIPLEY furniture products, we are here to divide into several categories:

+ Table Packaging

+ Sofa Packaging

+ Chair Packaging

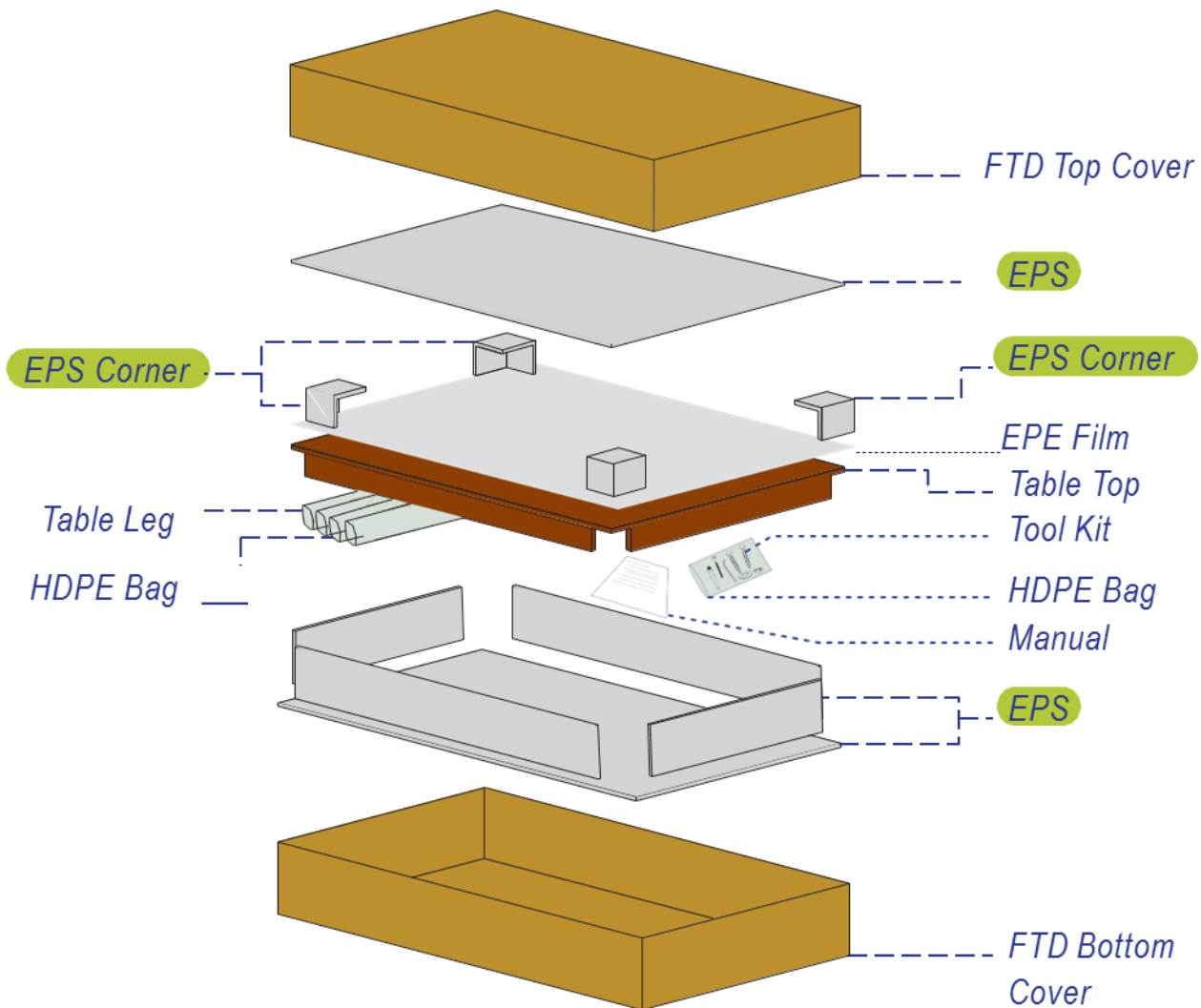
+ KD Sofa Packaging

+ KD Chair Packaging

+ TV Rack Packaging

3.1 Table Packaging

Example 1. Table top + Table legs in one packaging



Note : EPS material around the product is compulsory. Standard specification: Density: 20kg/m³, Thickness: 15mm.

Shipping carton packaging

FTD. (Full-Telescope Design-Style Box): shipping carton of table and legs.

Inner cushioning packaging

EPS cushion: protect table top from dropping, transportation, knocking etc. The thickness of EPS is 15mm, EPS should be used while big gap existed between the table top and carton.

EPS corners / sheet: protect and strengthen the four angles and six surfaces of the shipping carton.

EPE Film: cushion between table top and inner carton to prevent the abrasion of table top surface.

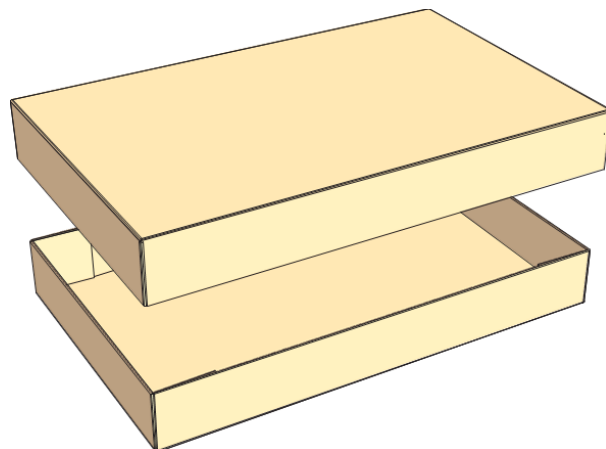
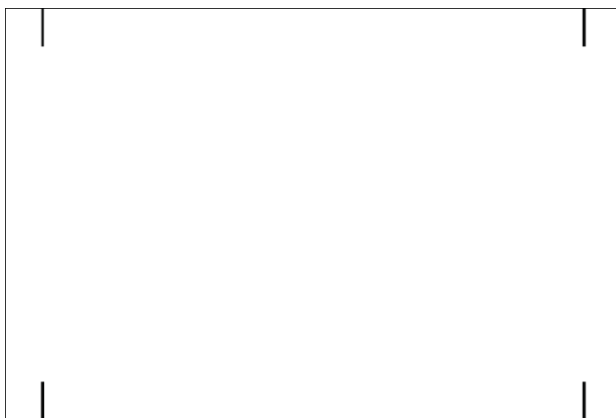
For the table top into the carton, using 0.5mm EPE film to be the inner packaging material.

HDPE Bag: pack the “Tool Kit” and table legs.

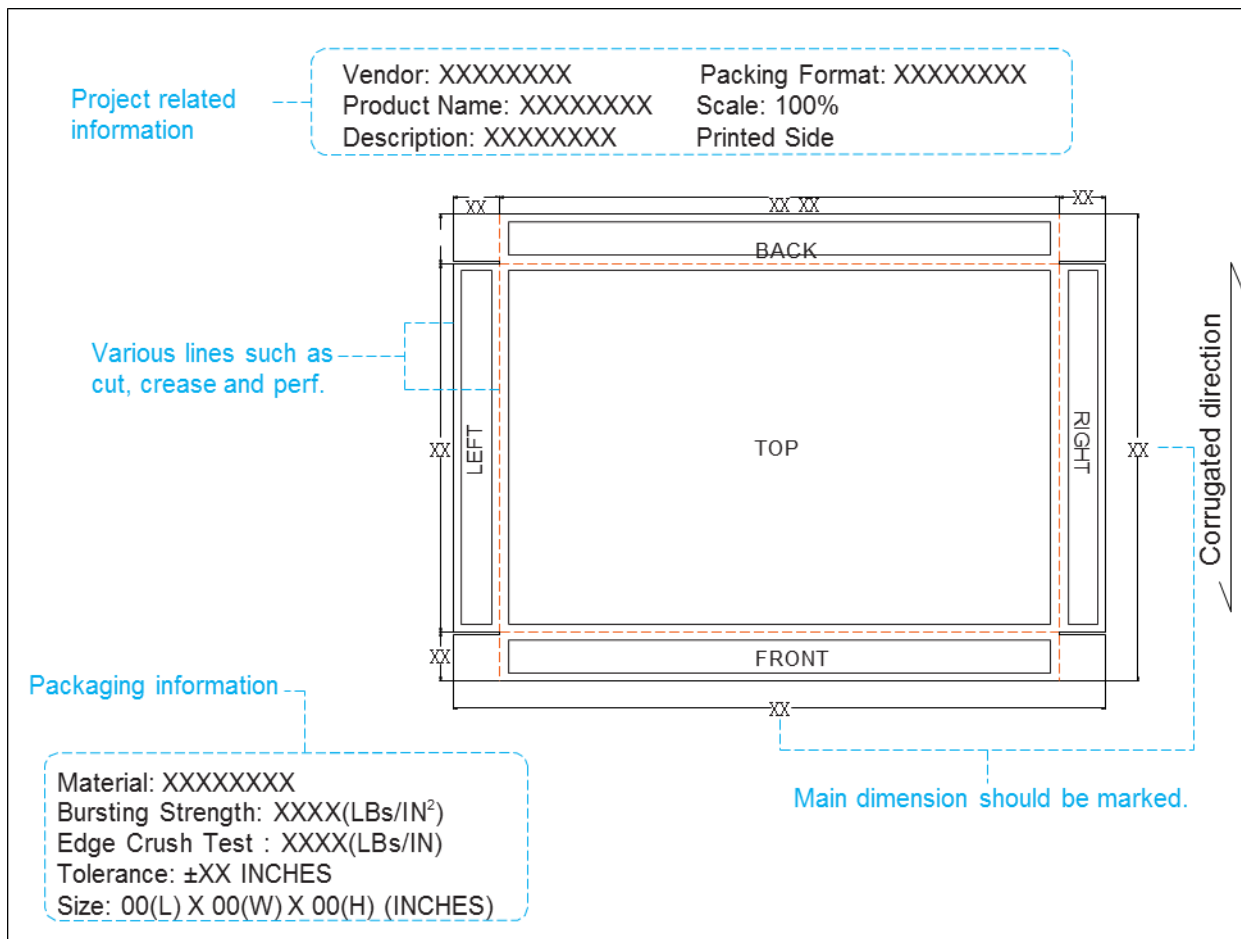
Note: Density of EPS : 20kg/m³ Density of EPE : 30kg/m³

Packaging style

FTD(Full-Telescope Design-Style Box)



Style drawing



The drawing should include structure, dimension and other remarks.

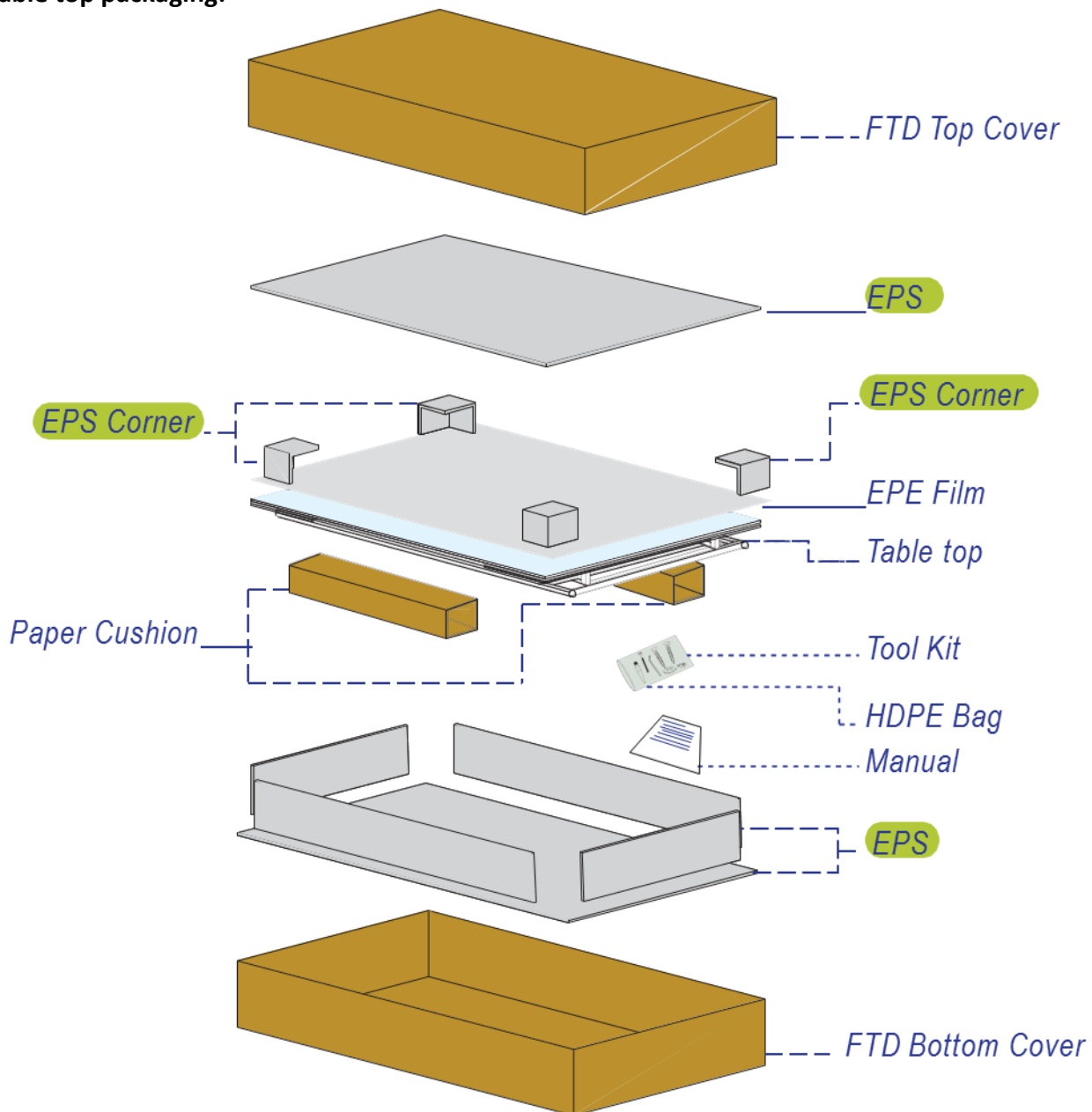
Printing side is the side which can show information of products on the out-er carton.

The top cover is the printing side of FTD(Full-Telescope Design-Style Box)

Corrugated direction is decided by carton style and dimension. The width d- irection of carton is the corrugated direction of FTD(Full-Telescope Design- Style Box), marked as

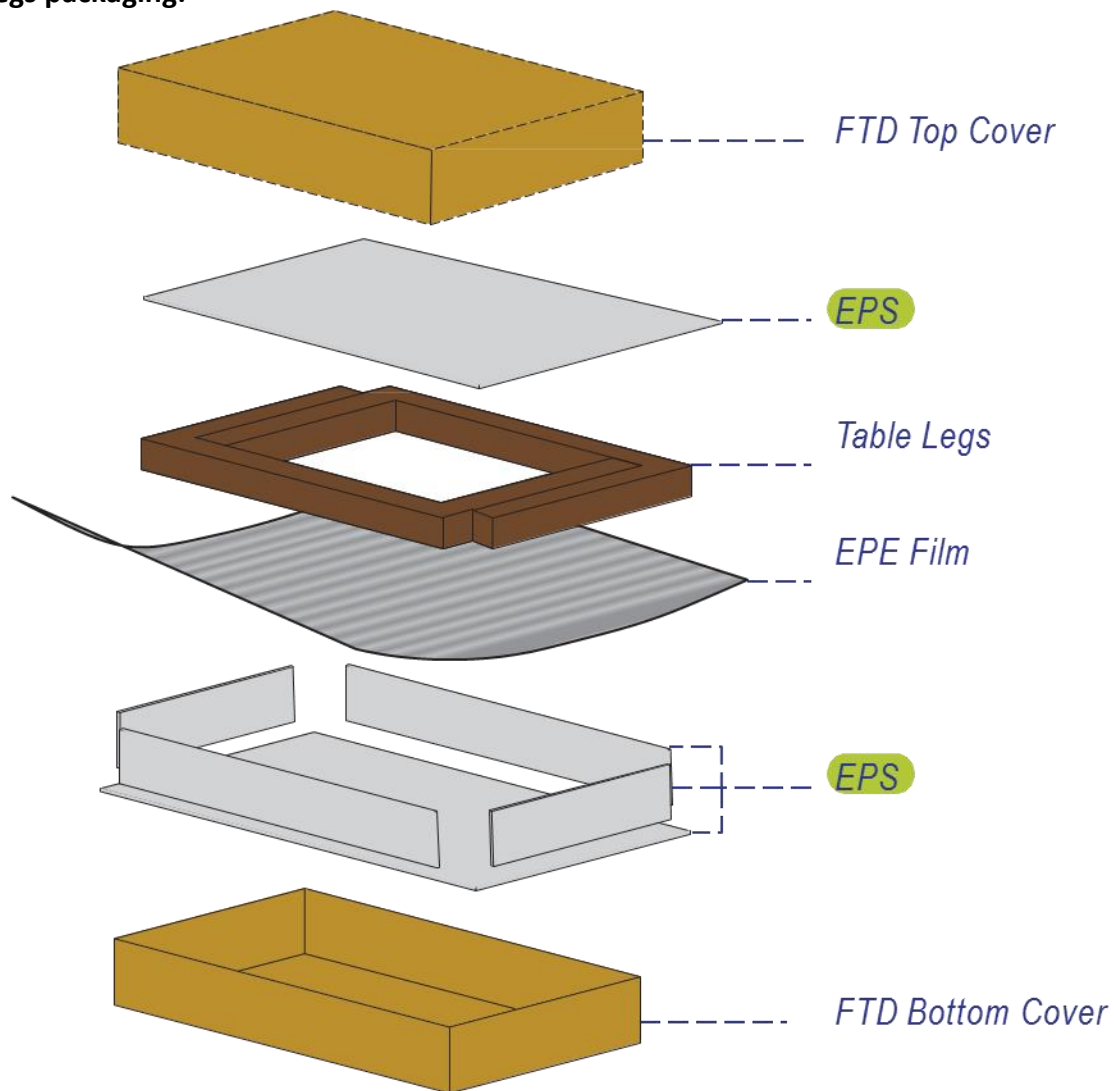
Example 2. Table top , Talbe legs into different

Table top packaging:



Note : EPS material around the product is compulsory. Standard specification: Density: 20kg/m³, Thickness: 15mm.

Table legs packaging:



Note: EPS material around the product is compulsory. Standard specification: Density: 20kg/m³, Thickness: 15mm.

Shipping carton packaging

FTD(Full-Telescope Design-Style Box): the shipping carton of table top and legs.

For the information of shipping carton style, please refer to page8--9.

Inner cushioning packaging

EPS Cushion: protect table top from dropping, transportation, knocking etc. The thickness of EPS is 15 mm, EPS should be used while big gap existed between the table top and carton.

EPS Corner/Sheet: protect and strengthen the four angles and six surfaces of the shipping carton.

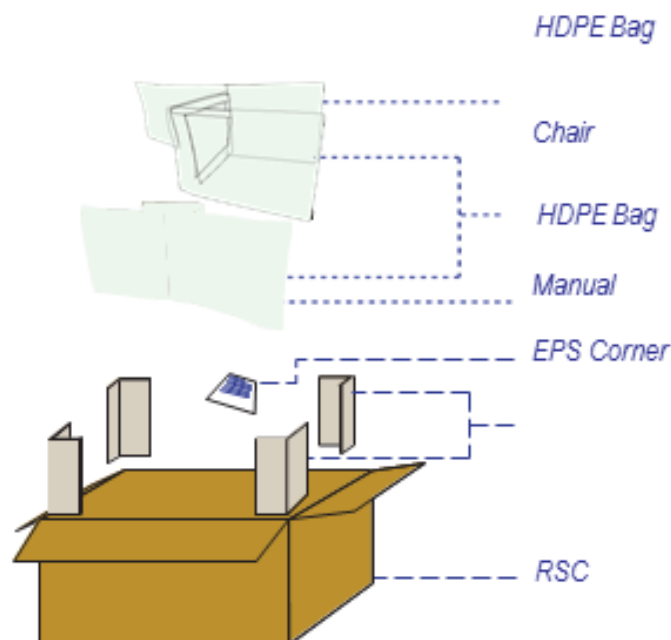
EPE Film: the cushion between table top/ legs and inner carton to prevent the a- brasion.

HDPE Bag: pack the “Tool Kit”.

Note: Density of EPS: 20kg/m³ Density of EPE: 30kg/m³

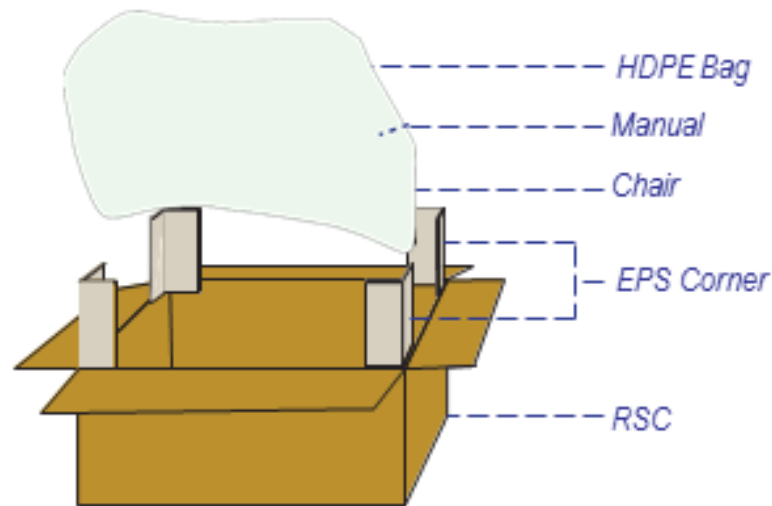
3.2 Chair packaging

1.Chair without arm.



Note: Two chairs need to be packed into one carton.

2.Chair with arms.



Note: One chair need to be packed into one carton.

Example . Chair packaging

Shipping carton packaging

RSC(Regular Slotted Container): shipping carton of chair.

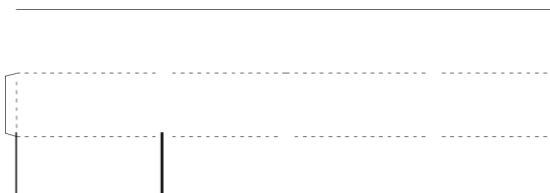
Inner cushioning packaging

“L” shape EPS Corner: strengthen the four angles of the outer carton. HDPE Bag: inner packaging of the leathery seat and the back of chair.

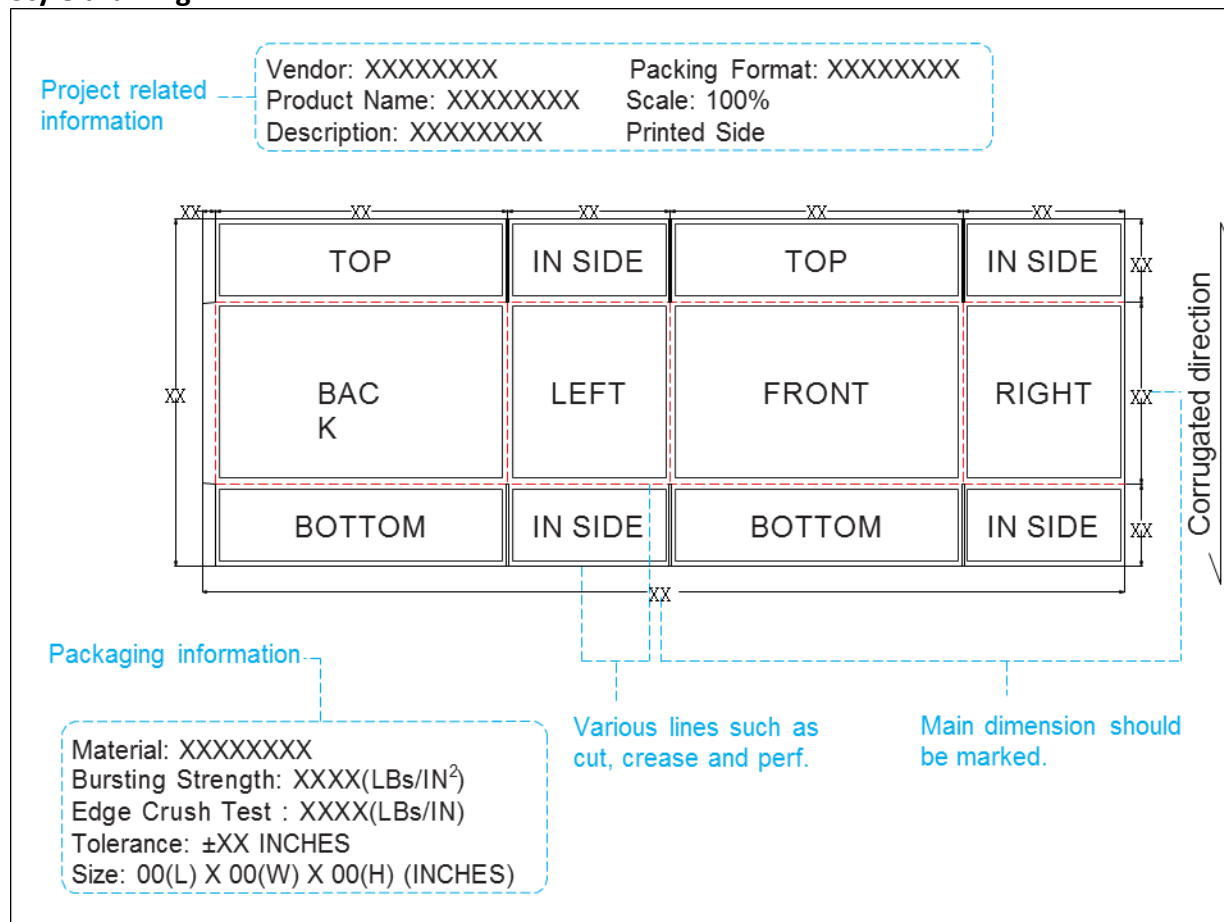
Note: Density of EPS: 20kg/m³

Packaging style

RSC(Regular Slotted Container)



Style drawing

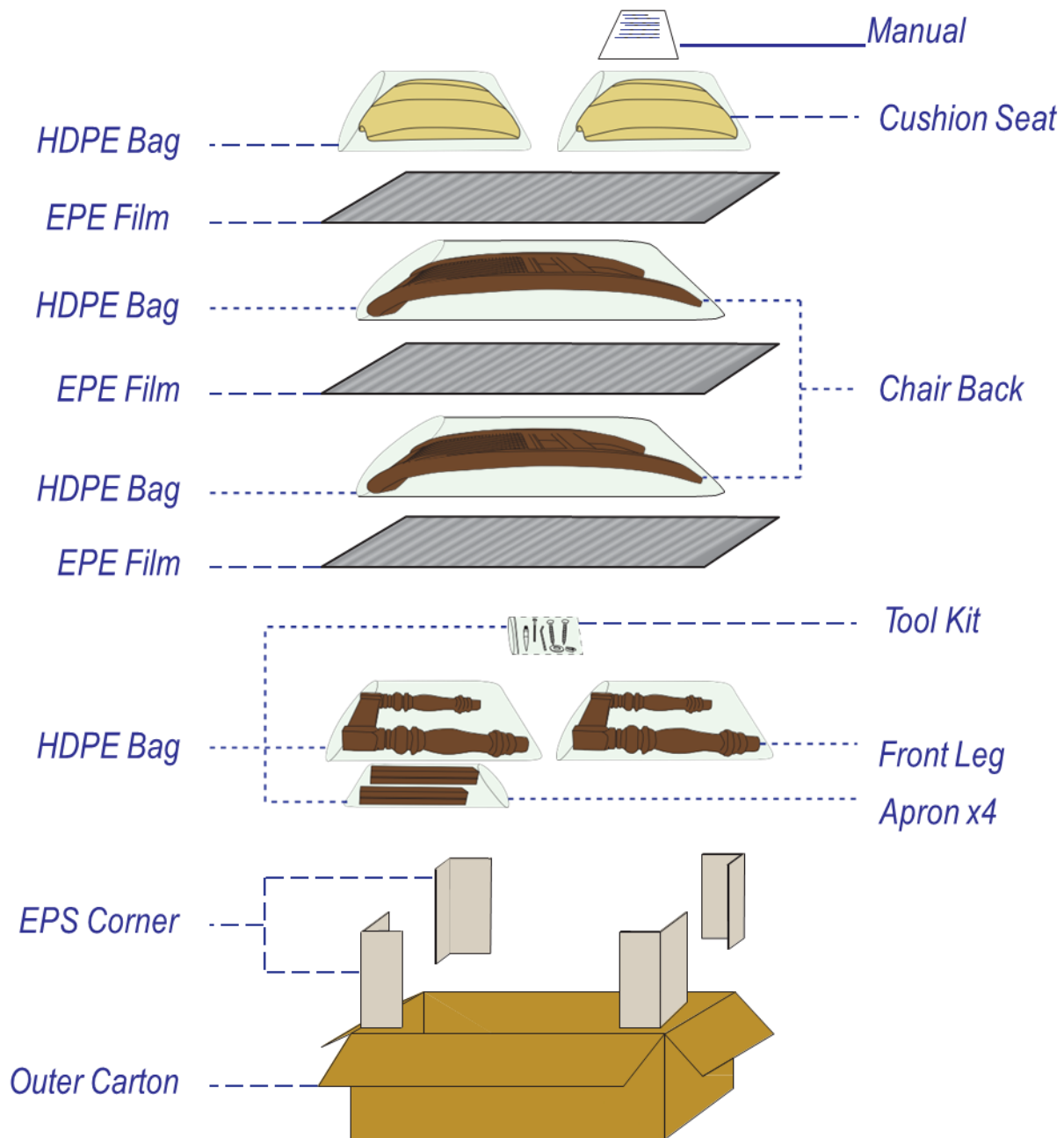


Drawing should include structure, dimension and other remarks.

Printing side is the side which can show information of products on the outer carton. IN SIDE can't be used as the printing side. It only can be printed with contents which don't need to be displayed.

Corrugated direction is decided by carton style and dimension. The height direction of carton is the corrugated direction of RSC (Regular Slotted Container), marked as.

3.3 Knockdown chair packaging



Note: Two chairs should be packed into one carton. Cushion seat should be packed in individual HDPE bag.

Example . KD chair packaging

Shipping carton packaging

RSC(Regular Slotted Container): the shipping carton of knockdown chair. For the information of shipping carton style, please refer to page15--16.

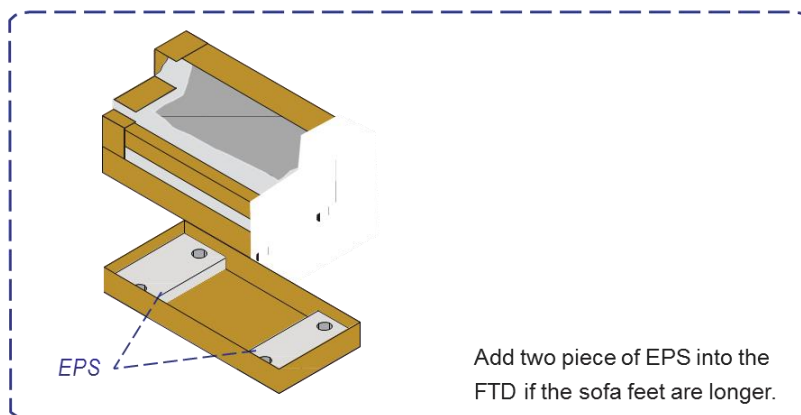
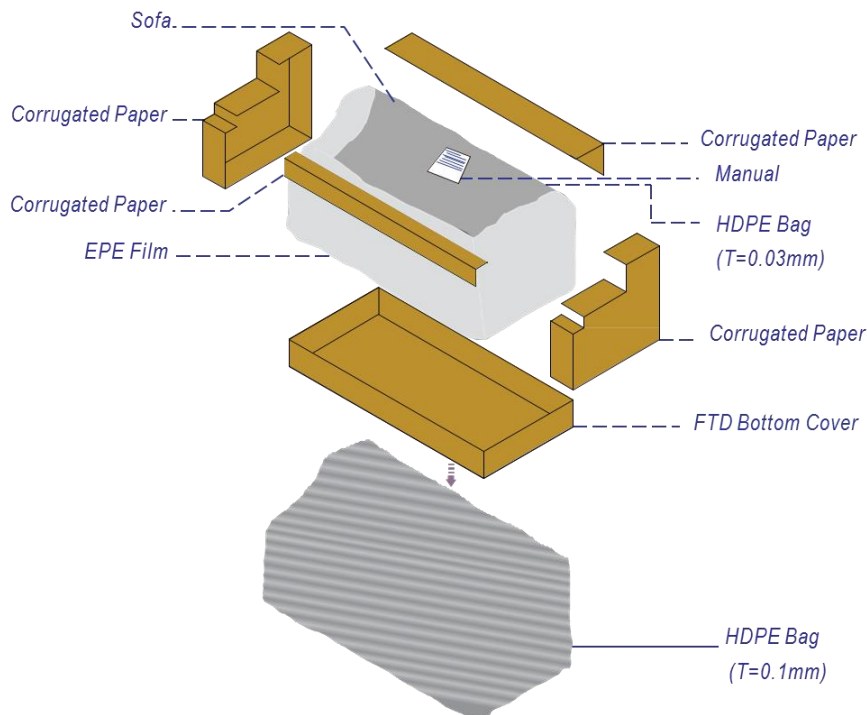
Inner cushioning packaging

“L” shape EPS Corner: strengthen the four angles of the outer carton. EPE Film: the cushion between each layer to prevent the abrasion.

HDPE Bag: pack the “Tool Kit” and the accessories of knockdown chair.

Note: Density of EPS: 20kg/m³ Density of EPE: 30kg/m³

3.4 Sofa packaging

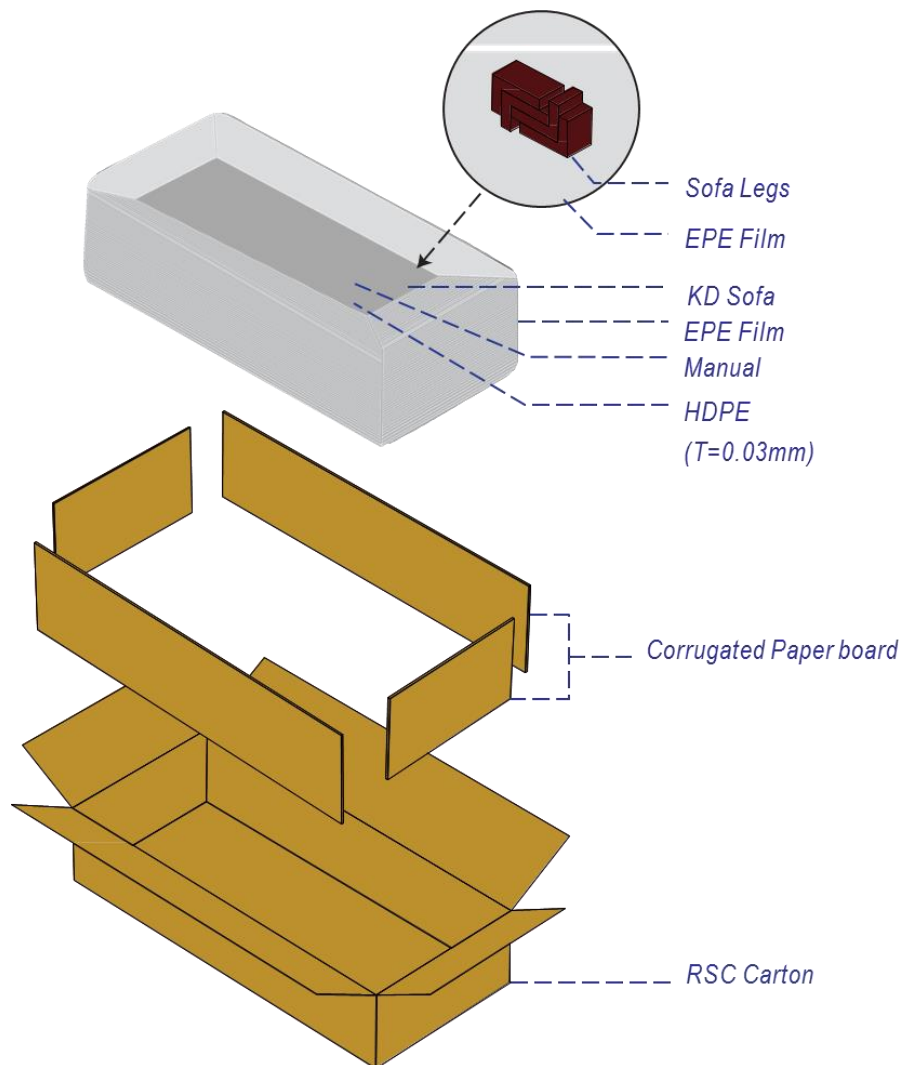


Wrap the sofa with HDPE bag (thickness: 0.03mm) to avoid dust.
 Use EPE film and corrugated paper to warp the edge and coner of the s- ofa in order to prevent it from the injury of impact and friction during moving.
 Finally use HDPE bag(thickness: 0.1mm) to wrap the outermost of the s- ofa to fix the corrugated paper.

Note: Density of EPS: 20kg/m³ Density of EPE: 30kg/m³

The corrugated paper is AB flute. Bursting strength of the corrugated paper is 350 LBs/IN². Edge crush test of the corrugated paper is 51 LBs/IN.

3.5 KD Sofa packaging



Shipping carton packaging

RSC(Regular Slotted Container): the shipping carton of KD sofa.

For the information of shipping carton style, please refer to page15--16.

Inner cushioning packaging

Wrap the KD sofa with HDPE bag (thickness: 0.03mm) to avoid dust.

Use EPE film to wrap the edge and corner of the KD sofa in order to prevent it from the injury of impact and friction during moving.

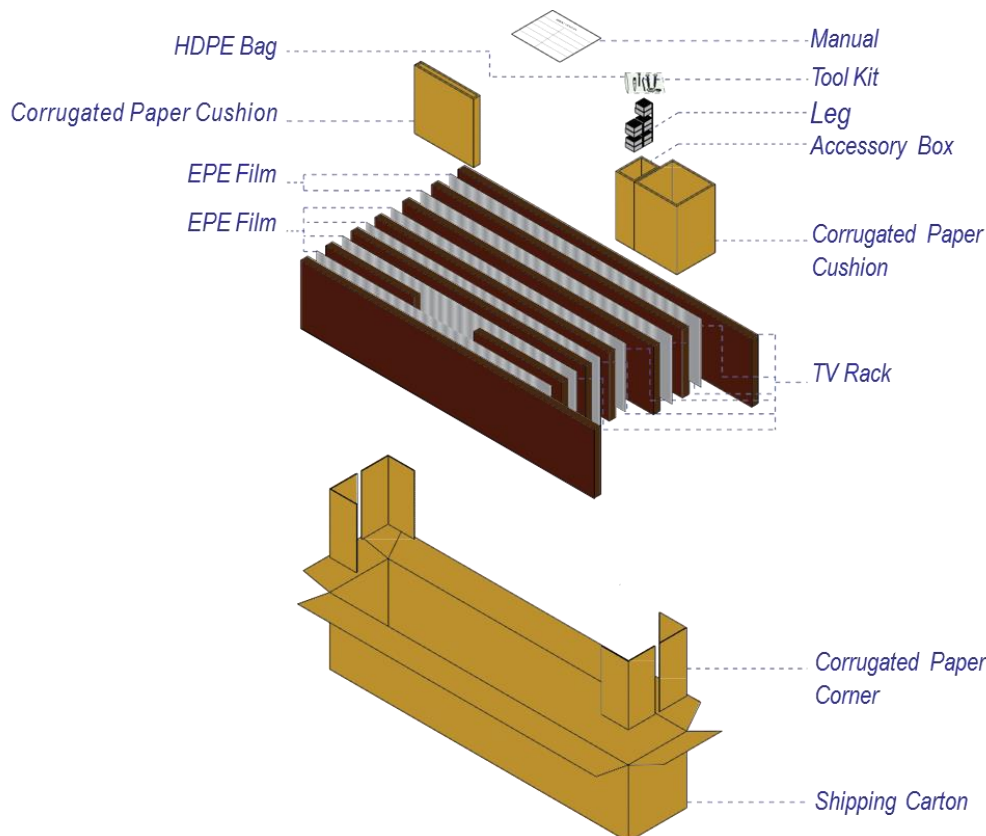
Use EPE film to wrap the KD sofa legs.

Use corrugated paper board to increase the strength of the outer carton.

Note: Density of EPE: 30kg/m³

The corrugated paper is AB flute. Bursting strength of the corrugated paper is 350 LBs/IN². Edge crush test of the corrugated paper is 51 LBs/IN.

3.6 TV rack packaging



Shipping carton packaging

RSC(Regular Slotted Container): the shipping carton of TV rack.

For the information of shipping carton style, please refer to page15--16.

Inner cushioning packaging

“L”shape Corrugated Paper Corner: strengthen the four angles of the outer carton.

EPE Film: the cushion between each layer to prevent the abrasion. HDPE Bag: pack the “Tool Kit”.

Accessory Box: pack the five legs and Tool kit.

Note: Density of EPE: 30kg/m³

4. Packaging Test

Samples should be the untested actual package and product, but if one or both are not available, the substitutes shall be as identical possible to actual items. Packages that have already been subjected to the rigors of transportation cannot be assumed to represent standard conditions. In order to ensure testing in perfect condition. Products and packages shipped to certified laboratories for testing must be: Over-packaged for shipment to the laboratory or repackaged in new packaging at the laboratory. The tests shall be performed on each test sample in the sequence indicated in the following table:

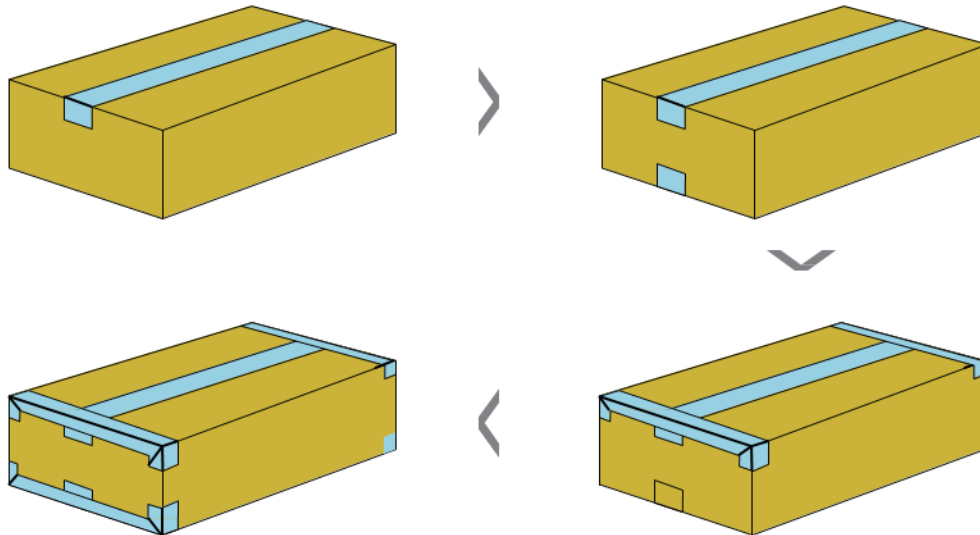
Sequence	Test Category	Test Type	Test Level	For ISTA Certification
1	Atmospheric Preconditioning	Temperature and Humidity	Ambient	Required
2	Atmospheric Conditioning	Controlled Temperature and Humidity	Temperature and Humidity chosen from chart	Optional
3	Vibration	Random Under Dynamic Load	Calculated Top Load differs for Distribution Channel, package size and configuration. Random vibration spectrum differs for Distribution Channel.	Required
4	Shock (Alternative methods allowed-select one test type)	Drop	Height varies with packaged-product weight and Distribution Channel	Required
		Exception One and Two Incline-Impact (Conbur)	Impact Velocity varies with packaged-product weight	
		Horizontal Impact	Impact Velocity varies with packaged-product weight	

The test specification must conform to ISTA 2C.

5. Shipping Carton Closer

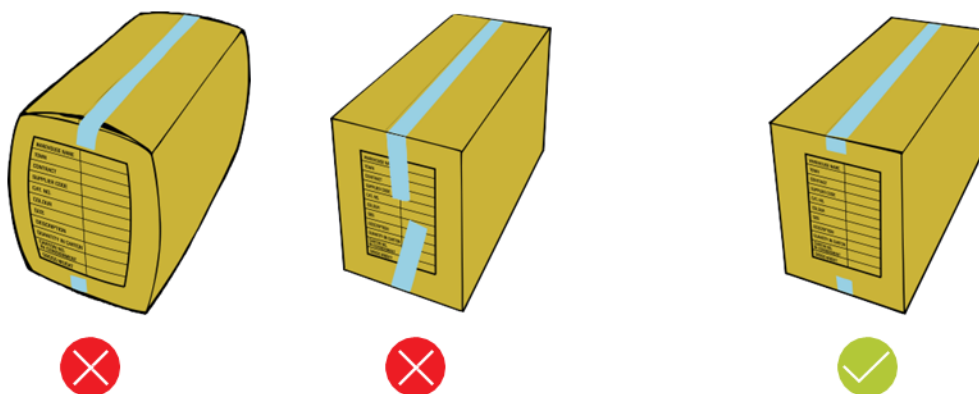
All open edges to be tape sealed using opp tape (Diagrams show tape sealing required).

Full length of all outer seams securely sealed with strips not less than 2" wide. Tape thickness must not be less than 2 mils.



Do not overfill a bulk carton as this can bulge, leading to instability in stacking and subsequent failure in use etc.

Securely tape top and bottom flaps of bulk cartons without obscuring the end identification panel.



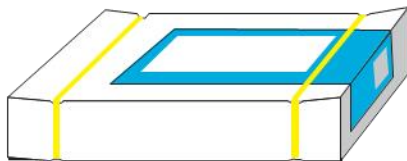
6. Other Packaging Materials

Material: PP Specification: width 11.5mm, thickness 0.8mm

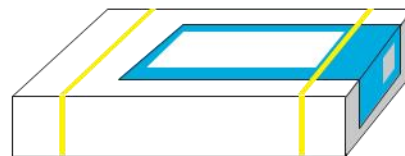
For full telescope style box, banding is a must. When product is less than 1-0KG, tape is suggested. More than 10KG, banding is suggested.



Banding must not cover information or graphics on label. Tension on banding must be tight enough to hold corrugated lid in place without damaging packaging.

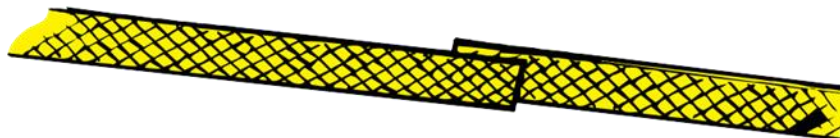


 **INCORRECT**



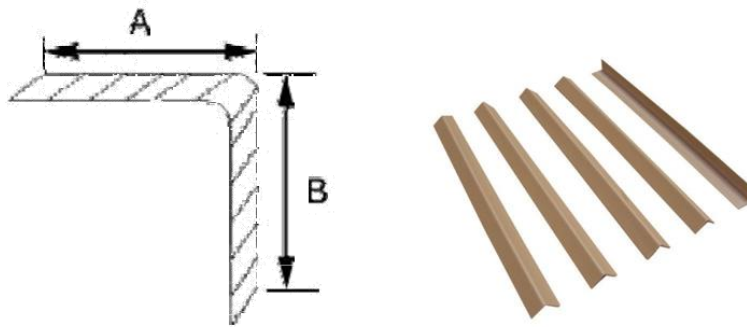
 **CORRECT**

Cartons are to be banded using plastic strapping only, jointing is to be by friction weld (hot sealed).



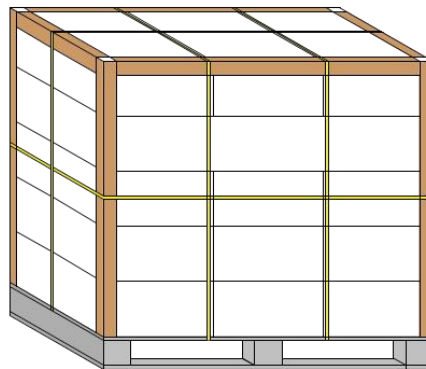
Corner post

Material: Recyclable cardboard paper



Corner post is made of multi-layers of recyclable cardboard paper bonded together and form an L shape. The thickness must be 5mm and the width A x B must be 50 x 50 mm.

Corner post must be used to protect the edges of the boxes and keep the products square on the pallet.



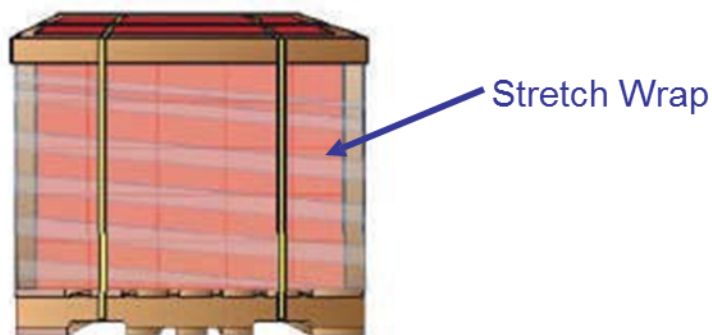
Stretch wrap

Material: PE



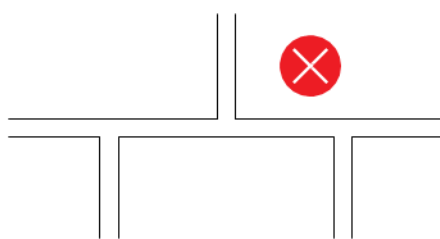
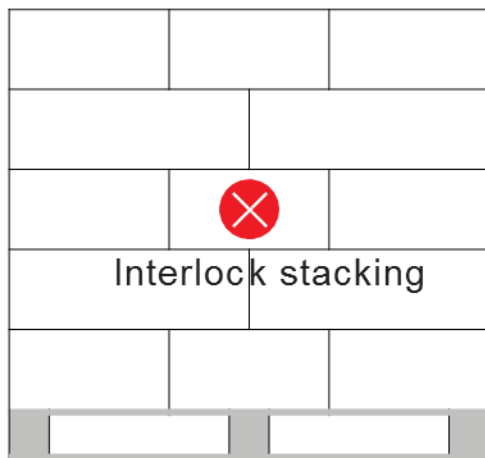
Stretch wrap must be used as a cargo stabilizer. It should be made of Low-Density Polyethylene. Stretch wrapping can be applied by hand or by machine.

While wrapping, it is suggested to start from bottom to top. Overlapping pattern is required and the width of overlapping is recommended to keep 2-4 inches. Ensure bottom layer is double-wrapped.

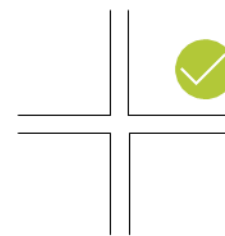


7. Pallet Stacking and Pre-cautions

If stacking with pallets, make sure the protection of cargos, optimization stacking should be calculated during handling and storage. Also, the convenience of shipping should be taken into consideration. (See illustrations below)



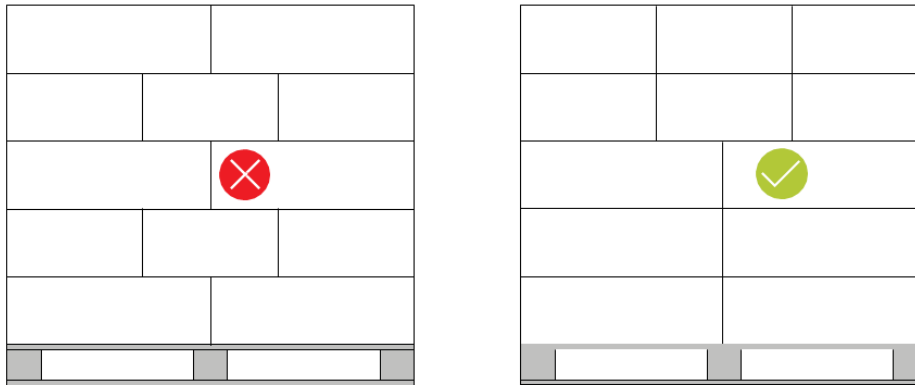
Avoid



Best

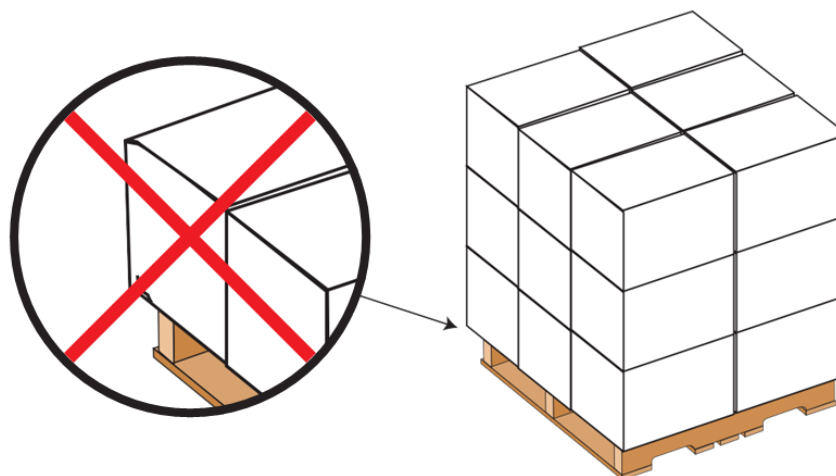
The result of interlock stacking is a 45% to 55% lossing compression strength.

If various packages can't be avoided to stack together, heavier packages should be placed on the bottom in order, shown as below:



Overhang is prohibited.

Damage will occur when master carton extends past the edge of the pallet.



8. Container Loading and Pre-cautions

1. Calculate the reasonable loading method; provide the loading drawing before loading container.
2. Check the outer package carefully before loading. Replace the outer package if it is damaged.
3. Keep the weight balanced. The gravity should be in the centre of the container that can avoid collapse during shipping and handling.
4. Methods which may damage the quality of products like throwing, trample, clamping are forbidden during loading.
5. Cartons need to be stacked neatly and intercross stacking is not allowed during loading without pallets.
6. Heavier packages should be placed on the bottom while go with LCL.
7. The sequence of loading is row by row from inside to outside. Standing in the carton is not allowed.
8. To prevent collapse, vendors must check after loading and make sure cargoes are not too loose.

