# KOHLS International Shipping Requirements

This document includes: International Routing, SOLAS Expectations, Document Turnover Timing Matrix, and Freight Forwarder Contact Information.

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#### **International Shipping Requirements**

This section provides shipping instructions for those orders where the transfer of ownership from the vendor to Kohl's is at a foreign location and Kohl's is responsible for the payment of ocean freight and U.S. Customs entry fees.

- Kohl's requires all import vendors (Li & Fung, Letter of Credit and Direct Import) to ship cartons with GS1-128 carton labels
- Kohl's requires all import vendors (Li & Fung, Letter of Credit and Direct Import) to transmit a factory ASN to the appropriate Kohl's Freight Forwarder

#### **Shipment Forwarding Information**

- Forwarding information for overseas FOB (Free on Board/Ship Locations) points are provided in the letter of credit instructions or with the Kohl's purchase order
- Kohl's requires all import vendors (Li & Fung, Letter of Credit and Direct Import) to transmit a factory ASN to the appropriate Kohl's Freight Forwarder
- Letter of credit/direct import vendors may utilize CY (factory loaded containers)
- Contact the forwarder at origin for cutoff times and schedules

#### **Shipping Process**

- Kohl's x-factory windows indicate the time of delivery required at origin to either the overseas consolidator or origin terminal
- Orders are required to ship at one time and complete
- Deviation from the planned x-factory window requires buyer approval
- Overage outside of tolerance requires PO update & new EDI transmission: If the PO is less than 100K units, tolerance is 3%; If the PO is greater than 100K units, tolerance is 2%
- Kohl's requires all import vendors (Li & Fung, Letter of Credit and Direct Import) to ship cartons with GS1-128 carton labels

#### **Booking**

- Booking with the freight forwarder is required fourteen (14) days prior to the start of the x-factory window to ensure vessel space and equipment availability
- Vendor must submit correct and complete SI documents to Kohl's appointed consolidator by the consolidator's SI submission cutoff. Required documents include:
  - o Container load plan
  - o Packing list
  - o Shipment Release Authorization (if applicable)
- Failure to submit these documents by the consolidator's SI submission cutoff could result in delayed shipments and/or chargebacks.

#### **Export License**

- Vendor must submit a correct and complete export license (when applicable)
- Export license must be submitted to Kohl's appointed consolidator before the forwarder will release carrier equipment to the vendor
- Kohl's appointed consolidator will verify the export license quantity against the booking quantity

#### **ASN – Advance Shipment Notice**

- Vendor must submit proper ASN level information including GS1-128 carton records and related transmitted data to Avery Dennison based on pre-determined cutoffs
- Failure to provide accurately labeled cartons and related data will result in a penalty to the vendor

Ship Mode	Production Countries	ASN Submission Timing
Ocean - CFS	All	Before cargo arrives to
		freight forwarder warehouse
Ocean - CY	All - except Central America, Mexico, Haiti, Dominican Republic	Before sailing date
	Central America, Mexico, Haiti, Dominican	Before cargo arrives to freight forwarder warehouse
Air	All	Before cargo arrives to freight forwarder warehouse

#### **Avery Dennison InfoChain Express (ICE) Application:**

- Import vendors and/or factories are required to use a software application created by Avery Dennison called InfoChain Express (ICE) to fulfill these requirements
- Avery Dennison is the sole provider for this requirement
- Vendors will not be able to use any other carton label or ASN application for Kohl's import orders
- Avery Dennison InfoChain Express (ICE) application provides vendors the ability to:
  - o Print carton labels
  - o Perform shipment scanning
  - o Generate a factory ASN as required by Kohl's
- Vendors need to contact Avery Dennison directly to find out details
  - o Specific solution that best meets their company's needs and the financial costs involved
  - o It takes approximately 8 weeks to get set up and running on one of the Avery solutions
- Once the vendor has chosen a solution and signed up with Avery Dennison, please refer to Kohl's Standard Operating Procedures (SOP) for specific details regarding Kohl's requirements, including compliance information, pertaining to the ICE system
- The SOP document is located on the Kohl's ICE portal at http://network.infornexus.com/
- Kohl's requires vendors to get set up, trained and certified on the Avery Dennison ICE application within eight weeks after the first import Purchase Order is approved in Kohl's system
  - o Once the eight week period is over vendors are required to label their import cartons
  - o Provide a factory ASN to the freight forwarders

#### **Listing of Avery Representatives:**

#### Americas

Tel: (1) 305 726 0400

Email: ICE HELP.Framingham@averydennison.com

EMEA

Email: Tiziana.Tay@EU.averyDennison.com

ASIA

Tel: 852-26239669 (HK); 86-20-34680923 (CN) Email: ICE\_Support@ap.averydennison.com;

#### **Compliance Information:**

- Vendors must be compliant with Kohl's import rules and requirements
- Failure to be compliant with these rules and requirements may result in vendor chargebacks
- New vendors will not be charged for non-compliance during the eight week set up period
  - o This 8 week period begins when the first import purchase order is approved in Kohl's system
- Once the 8 week set up period is over, Kohl's will not exempt vendors and/or factories from:
  - o Shipping purchase orders without GS1-128 carton labels

Sending a factory ASN

#### **Additional Information:**

- If you should have any questions regarding this information contact:
  - o one of the listed Avery Dennison representatives
  - o <u>edimio@kohls.com</u>

#### **Loading CY**

- Vendor must load container per the submitted load plan in PO/UPC order within the container
- Failure to load the container in PO/UPC order will result in additional handling fees from the U.S. de-consolidator, which will be charged to the shipping vendor/factory
- The vendor cannot substitute POs or cartons
- Failure to follow this requirement could impact Kohl's ability to clear merchandise through U.S. Customs timely and accurately. Containers loaded with discrepancies versus the stated load plan will be subject to a penalty.
- Purchase order is not allowed to be split into two containers unless the volume exceeds one container
- Purchase order is not allowed to ship on more than one vessel
- Partial shipment is not allowed unless approved by Kohl's Transportation department

#### **Loading CFS**

- Kohl's freight forwarders provide consolidation services. Please see page 7-16 for forwarder contact information by origin
- Vendor must have qualified administrative staff available during normal CFS operating hours to resolve issues
- Failure to have available resources at the vendor's location could result in delayed shipments and a penalty assessed to the vendor
- Vendor must provide all necessary paperwork and freight based on published CFS cutoffs for the CFS freight
- Commercial documents must be turned over to the freight forwarder. See page 6.

Please note that for several origins Kohl's has been settling THC/ORC (Terminal Handling Charges) on behalf of vendors for CFS shipments. Beginning on 2/1/2016 this will be assumed by the vendors, as standard industry best practice and according to current FOB Incoterms. Please note that this will be effective for all deliveries starting February 1, 2016. Questions please email TR-Imports@kohls.com.

#### **Loading Requirements**

- Factories are allowed to load their own containers (CY shipping) as long as Kohl's loadability requirements are met
  - o 20' Dry 28 CBM's Can only be used when dictated by weight
  - o 40' Dry 58 CBM's
  - o 40' High Cube 68 CBM's
  - o 45' High Cube 78 CBM's

If the total CBM's do not meet the minimum loadability requirements, either the entire shipment or the portion of the shipment remaining must be processed through Kohl's nominated consolidation warehouse. Using a 20' Container for reasons other than weight will result in a \$500 charge. Failure to follow these requirements will result in dead freight charges equal to the portion of the container not utilized and possible loss of CY (container yard) privileges.

## **Air Shipments:**

#### Supplier's responsibility

- Booking air with Yusen
- Using Yusen elnvoice to get KDC from Li & Fung
- Prepare Yusen elnvoice (with actual receiving data) and upload KDC in Yusen Vantage portal
- Settle Yusen local charges and Air Freight Forwarder local charges, then, collect original FCR from Yusen
- Submit Yusen elnvoice and original FCR to Li & Fung to get payment

#### Timeline:

- 1 day or before Cargo Delivery to air freight forwarder, supplier needs to prepare elnvoice in Yusen Vantage Portal and send to Li & Fung to get the KDC
- After cargo deliver, supplier needs to prepare the Factory ASN.
- Supplier will go to Yusen Vantage portal to submit the elnvoice and upload KDC.
- Supplier settles Yusen local charge & collect original FCR.

#### **SOLAS Expectation**

**Overview –** On July 1, 2016 a new SOLAS (Safety of Life at Sea convention of the International Maritime Organization) amendment takes effect requiring shippers whose name appears on the bill of lading to verify the gross mass of a packed container when tendering the container to the ocean carriers and terminals. Each of the 170 countries that are signatories to SOLAS will be tasked with ensuring the gross mass of containers is verified, without which the boxes can legally not be loaded on board a ship.

#### Sources - Documents - References

http://www.worldshipping.org/industry-issues/safety/SOLAS\_CHAPTER\_VI\_Regulation\_2\_Paragraphs\_4-6.pdf - SOLAS Regulation

http://www.worldshipping.org/industry-issues/safety/faqs/SOLAS\_VGM\_\_Industry\_FAQs\_Dec\_2015\_US\_letter\_WEB.p df - SOLAS FAQ

http://ocema.org/VGM\_SOLAS.html - OCEMA VGM Best Practice and VGM Process Map

#### Kohl's Understanding

- Packed Containers have to be weighted prior to loading aboard the ship
- The shipper will be responsible for obtaining the verified gross mass (VGM)
- Without VGM submitted by the VGM cutoff, the container will not be loaded

#### Kohl's Expectations for CY

- Shippers will implement procedures to Verify VGM prior to 1 July 2016
- Shippers will Communicate VGM
  - o To Yusen through Griffin Supplier Portal
  - o To Expeditors through VGM document upload (OMB / Expo Booking)
- Required Elements
  - o Carrier Booking Number or BL Number
  - o Container Number
  - o VGM Weight

- o Unit of Measurement (KG or LBS)
- o Name of Authorized Person (in Capital Letters)
- o Method of Weighing (Method 1 or Method 2)
- o Name of Weighing Party (Name, Address, and Contact details)
- o Weight Determination Date/ Time
- o VGM Reference # / VGM "Certificate" reference (optional-based on local country regulation)
- Yusen/Expeditors will submit VGM to carrier
- Carrier will submit VGM to origin terminal to allow in-gate

#### Kohl's Expectations for CFS

- Shipper/Supplier/Vendor will submit accurate cargo weight when creating booking with Yusen/Expeditors
- Yusen/Expeditors will receive, weigh cargo, and enter the VGM into the required system
- Yusen/Expeditors will submit VGM to carrier
- Carrier will submit VGM to origin terminal to allow in-gate

#### **Document Turnover Timing Matrix**

The turnover timing matrix should be used by vendors at origin to establish when documents are due to the Kohl's designated ocean forwarder before shipment can occur.

Origin	From Sailing (Includes Sail Date)	Includes Weekends?	
Kenya	7	Yes	
South Africa	10	Yes	
All Others	4	Yes	

### International Freight Forwarders Contacts, Yusen

<u>ORIGIN</u>	<u>OFFI</u>	<u>E</u>	WARE	HOUSE	
Hong Kong	Yusen Logistics, Hong Kong Office		Yusen Logistics (Hong Kong) Ltd.		
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		界葵涌葵昌路 51 號 易中心 1 座 31 樓		界青衣路 39 號 心 2 樓 B 座	
	Phone :	(852) 2956 1128	Phone :	(852) 2612 7456	
	Fax :		Fax :	(852) 2637 7225 / 2419 8110	
	Contact :	Ms. Karen Lee	Contact :	Ms. Marina Chan	
	Direct :	(852) 3129 0001			
	Email :	karen.lee@hk.yusen-logistics.com			

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		ower A, Upper Hills, 5001 Huang Gang Fu Tian District, Shen Zhen	CNBMI Logistics Centre, Road 1, Yantian Port Bonded Logistics Park (North Area), No. 15 Mingzhu Road, Yantian District			
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# **International Freight Forwarders Contacts, Expeditors**

		Origin (Country,			
Branch	Port	City)	Contact	Address	Phone

			Τ	Evanditara International	
			Maine Occasio	Expeditors International	
			Main: Sergio	Espana AV Saturno 6,	
			Kaddatz	Edificio Oficinas -	
			Secondary/Manager:	Planta 3 03007 Alicante	0034
ALC	ALC	Spain	Paula Sa	Spain	965117299
				Expeditors International	
			Main: Lubna Abu	- Jordan Zahran Street,	
			Hanna	between the 5th and 6th	
			Secondary/Manager:	Circle Building # 190,	
			Osama Marji	2nd floor P.O. Box	
			Supervisor: Svetlana	815355, Amman 11180	00962-6-55 22
AMM	HFA	Jordan	Anfouqa	Jordan	521
			Main/Lead: Ajay		
			Kumar	Expeditors Int'l (I) Pvt.	
			Secondary/Supervis	Ltd.	
			or: Sankalp Dheer	# 202, Level - 2,	
			Manager:	Campus 1A	
			Lakshmanan R	RMZ NXT, Whitefield	
	MAA,		Assistant Manager:	Bangalore, Karnataka	
BLR	BOM	Bangalore, India	Joe Thomas	560066	
			Main: Rupesh		
			Gogawale	Expeditors International	
			Secondary: Kiran	India PVT. LTD. 501,	
			Desai	Techniplex - I, Off. Veer	
			Supervisor: Dinesh	Savarkar Fly Over, S.V.	
	DI9,		Jitiya	Road, Goregaon	
	MUN,		Manager: Helen	(West), Mumbai 400	91-22-6676-79
BOM	NH2	Mumbai, India	Torres	062	71
			Main/Lead: Eman		
			Abdelsalam		
			Secondary: Khaled	Expeditors Egypt Area	
			Zaki	10 & 11, Block 12015	
	PSD,		Manager: Mohamed	Industrial Zone, El	
CAI	QDX	Egypt	Galal	Obour Cairo Egypt	204-46650-998
			Main: Viyath Perera	331	
			Secondary/Lead:		
			Roshan Silva	Expelogix (Pvt.) Ltd,	
			Manager: Susantha	4th Floor, Sayuru	
			Kariyapperuma	Sevana, 46/12, Nawam	
			Assistant Manager:	Mw, Colombo 2, Sri	
СМВ	СМВ	Sri Lanka	Prameeth Vithanage	Lanka.	94-11-230-1941
9.710	0.410	On Edilika	1 . amoun vinanage	Larika.	101 11 200 1041

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				EXPEDITORS	
				INTERNATIONAL	
				(INDIA) PVT. LTD.	
				RANI MEYYAMMAI	
				BUILDING	
			Main: Prajesh C	FIRST FLOOR, ROOM	
			Secondary/Assistant	NO. 02	
			Manager: Jimson	K.P.K. MENON ROAD	
			George	WILLINGDON ISLAND	
			Manager: Biju	COCHIN 682003.	
сок	E4M	INDIA	Pankajakshan	KERALA INDIA	
			Main/Supervisor:		
			Harun Rashid		
			Secondary:	Expeditors	
			Mohiuddin	(Bangladesh) LTD. SW	
			Chowdhury	(I) 4, 25, Gulshan	
			Manager: Tarique	Avenue, Dhaka 1212	880-2-881-250
DAC	CGP	Bangladesh, Dhaka	Mohammed Syed	Bangladesh	8
DAG	CGF	Dangiauesii, Diiaka	Wonamned Syeu	M/s. Expeditors	0
			Main, Doonak Anand	International (India) Pvt.	
			Main: Deepak Anand	Ltd.,	
			Supervisor: Devyani	Chimes, 5th Floor,	
	MUN,		Sharma	61, Sector 44,	04 44 0040 404
	DI9,		Manager: Deepak	Gurgaon- 122 003,	91-11-2613-181
DEL	NH2	India, Delhi	Talwar	Haryana, India.	1
			Main/Lead: Savishka		
			Garib		
			Secondary: Funeka	47 Jeffels Road	
			Dyonasa	Prospecton Durban	
			Manager: Navin	KwaZulu-Natal 4110	
DUR	DUR	Durban	Naidoo	South Africa	27-31-913 6300
				Expeditors Guatemala	
			Main: Mayra Paz	S.A. 5a Ave 5-55 Zona	
			Secondary/Supervis	14 Europlaza, Torre 1,	
			or: Yohana Argueta	Oficina 1804	
	SDC,		Manager: Melissa	Guatemala City,	
GUA	PBR	Guatemala	Pontaza	Guatemala	502-2381-9608
			Main: Aykut Akyazi	Expeditors International	
			Secondary: Berkant	Ikitelli Organize Sanayi	
			Baytam	Bolgesi Turnsan Kucuk	
			Supervisor: Arif	Sanayi Seitesi 2 Kisim	
			Baydogan	B Block, Kat 3,No: 21	
	GE4,		Manager: Hamit	Ikitelli, 80670 Istanbul	90-212-413-77
IST	IST	Turkey, Istanbul	Dilmekani	Turkey	66
		_	!		

	1		Main: Anil Gokpek	Expeditors International	
			Secondary:	Hurriyet Is Merkezi	
			Caglayan Altanil	Sehit Fethi Bey Cad.,	
			Manager: Hamit	No. 53, KAT: 2 Pasaport	00 222 484042
IZM	IZM	Turkan lemin	Dilmekani	·	
IZIVI	IZIVI	Turkey, Izmir	Dilmekani	Izmir 35210 Turkey	0
				Expeditors International	
			Main/Supervisor: Zia	Pakistan (Pvt) Ltd	
			Ulmobin	Karachi	
			Secondary: Noor	23-C , 37th Commercial	
			Jehan	street	
			Lead/Manager:	Tauheed Commercial,	92-21-431-008
KHI	KHI	Pakistan, Karachi	Naeem Farooq	DHA Phase 5	5
				Expeditors Lahore	
			Main: Sehrish Hanif	"LHE" 61A, Main	
			Lead/Manager: Bilal	Gulberg , Lahore,	92-42-571-354
LHE	KHI	Pakistan, Lahore	Yousaf	Pakistan.	0
				Expeditors (Portugal)	
				Transitarios	
			Main: Antonio Paulo	Internacionais, Rua C	
			Secondary: Catia	Edificio 125 Piso 2	
			Carriço	Gabinete 11 Aeroporto	
			Lead/Manager:	de Lisboa 1700-008	351-21-000-38
LIS	LIS	Portugal, Lisbon	Helder Costa	Lisbon Portugal	02
		<u> </u>	Main: Jacob		
			Praveenraj		
			Secondary: Selva		
			Kumar		
			Supervisor: Baskar	Expeditors International	
			P	(India) PVT. LTD. 7th	
			Manager:	Floor, Shyamala	
			Gurunathan R	Towers,136, North Arcot	
			Manager: Naresh	Road,saligramam,	91-44-2823-76
MAA	MAA	India, Chennai	Kumar	Chennai 600 093 India	48
IVIAA	IVICA	maia, Onemiai	Main/Lead:	Official and a second and a	+0
			peter@kateafrica.co		
			<u>m</u> Secondary		
			Secondary:		
			irene@kateafrica.co	and Floor Catta Haves	
			m, Secondary:	2nd Floor Cotts House	054.44.0044
NAID A	NADA	Manakasa	carolyne@kateafrica	Moi Avenue Mombasa	254 41 2311
MBA	MBA	Mombasa	<u>.com</u>	Kenya	311

<b>I</b>			T	D : A L O:	
				Barrio Arlen Siu,	
			Main:	Semáforos de	
			logistick@mtcargo.c		
			om.ni	Mayoreo y Sabana	
			Manager:	Grande 150 mts al Este	
			chmendoza@mtcarg	y 180 mts al Sur	(505)
MGA	MGA	Managua	o.com.ni	Managua, Nicaragua	2240-5544
			Main/Lead: Glaizza		
			Cabrera		
			Secondary: Rowena		
			Punongbayan	Expeditors Philippines,	
			Lead: Analiza	Inc. Pascor Building III,	
			Valentin	Pascor Drive, Sto. Nino,	
			Manager: Maricar	Paranaque City 1704,	
MNL	MNL	Manila	Malonzo	Metro Manila Phillipines	632-854-6966
			Main: Jonathan		
			Jacob	Expeditors International	
			Secondary: Melanie	(Mauritius) Limited	
			Durhone	Freeport Zone 5 Mer	
			Manager: Presley	Rouge Port Louis	
MRU	PLU	Mauritius	Paul	Mauritius	230-206-2300
	1	maaritiao	Main/Lead: Sumathi	Madritido	200 200 2000
			Rangayah		
			Secondary/Supervis		
			or: Tan Pei Lin		
			Manager: Selvan	Expeditors (Malaysia)	
PEN	PEN	Penang	Tiran	SDN.BHD.	60-4-632- 9440
FLIN	FLIN	relially	IIIaii	Expeditors Cambodia	00-4-032- 9440
				LTD IOC Building, Unit	
			Main/Ounamiaam	No.: F4-RO5, 4th Floor,	
			Main/Supervisor:	No 254, Monivong	
			Ratha Lim	Blvd., Sangkat Boeung	
			Secondary: Phanith	Rang, Khan Daun	
		<b>D. D.</b> I	Phon	Penh, Phnom Penh,	055 00 040 50
	PNH,	Phnom Penh,	Manager: Kounthea	Cambodia Phnom Penh	
PNH	KOS	Cambodia	Tho	Cambodia	2
				Expeditors International	
				Tasimacilik ve Ticaret	
				A.S	
			Main: Fulya Ozen	Sariibrahimli Mahallesi	
			Secondary: Sedat	Kizilkaya Mevkii D-400	
			Gokmen	Karayolu	
			Manager: Erinc	17.Km No:26	90-324-454 04
ADA	QIN	Adana, Turkey	Uzmez	Akdeniz/MERSIN	21

**International Shipping Requirements** 

				<u>nternational Snipping</u>	Requirements
			Main:	Km 9 1/2 Carretera a	
			Sulma.Olivares@gru	Comalapa, Centro	
			pologistico.com.sv	Comercial Santorini	
			Secondary:	Local No. 1-A, San	
		San Salvador, El	Edwin.Sanchez@gru	Marcos San Salvador El	
SAL	SAL	Salvador	pologistico.com.sv	Salvador	503 2-207-5757
				Global Distribution SA	
			Main:	DE CV Centro	
			Lucy.Cerros@global	Commercial Santa	
			dsa.com	Anita Bo. Concepcion, 1	
			Secondary:	era calle, 6 ave. local	
		San Pedro Sula,	Ligia.Robles@global	#10 San Pedro Sula,	504-560-1795 -
SAP	SAP	Honduras	dsa.com	Honduras	1799
			Main: Lorevie	Expeditors Singapore	
			Martinez	PTE. LTD. 61 ALPS	
			Secondary: Kho	Avenue Singapore	
SIN	SIN	Singapore	Sheau Wei	498798 Singapore	65-6510 7949
				Expeditors Mar Y Tierra	
				175 mts al este de la	
				torre de aviacion Civil	
				frente al Aeropuerto	
	MGA,		Main: Maria Rojas	Internacional Juan	
	SAL,	San Jose, Costa	Secondary: Gabriela	Santamaria, Alajuela	506-2293-03-0
SJO	SAP	Rica	Solis	Costa Rica	4
			Main/Lead/Manager:	ECI Taiwan CO. LTD.	
			Kitty Jou	11th Floor, Central	
			Secondary: Joanna	Finance Building, No.	
			Wu	181 Fu-Hsing North	
	KHH,		Supervisor: Katy	Road, Taipei, Taiwan,	866-2-2713-21
TPE	KEE	Taiwan	Chen	Republic of China	45